

Waterford Public Library
117 Third Street, Waterford, NY 12188
Board of Trustees Meeting Minutes of
December 10, 2024

Attendees:

Director: Tim McDonough

Trustees present: Christine Connell, Liz Callaghan, Francis Hogan, Katharine Horn, James Formosa

Additional attendees: Liz Albanetti, Youth Services Director

President Christine Connell called the meeting to order at 6:05 pm.

Minutes:

Minutes were reviewed. A motion to approve the minutes was made by Christine Connell and seconded by Francis Hogan. All in favor, none opposed.

Financials Reviewed:

- Balance Sheet - Citizens Operating Fund balance on November 30, 2024, was \$4,121.36.
- Total expenditures for November 2024 were \$19,314.00. Motion to approve the General Ledger was made by Francis Hogan, seconded by Katharine Horn - all in favor, none opposed.
- Balance Sheet was reviewed.
- Review and approval for payment of warrants – motion to approve was made by Liz Callaghan and seconded by James Formosa. All in favor, none opposed.

Director's Report:

- The Director's Report and Youth Services Report were handed out by Director Tim McDonough and reviewed.
- The numbers continued to rise in November.
- Physical grounds – The development of a building master plan should be considered a priority in the upcoming months.
- Director McDonough mentioned that there are multiple large supervised groups visiting 2 and 3 times a week, at the same time. It has been difficult providing appropriate space for multiple groups at the same time.
- The door in the Children's Room will need to be repaired or replaced.
- An Air Gap account has been set up at Trustco. Director McDonough received an email from DASNY but the whole process has been very frustrating. Assemblyman McDonald's office sponsored the grant but once approved it goes to DASNY and the whole process is in their hands.
- Youth Services report indicated that the Holiday party was well attended and a great success. Youth Services Director is planning a Noon Year's Eve event on December 31st.
- Motion to approve the Director's Report was made by James Formosa and seconded by Francis Hogan.

Old Business:

- Roof project – we are just waiting for the final check – the remaining 10%, which is approximately \$20,000. It should be here by the end of this month or early January.
- Audit – Our bookkeeper’s building was damaged in the big November Waterford fire. They are all working from home and the fire has caused disruptions but Lin Morin should be providing us with some answers soon.
- Friends Group – provided physical and financial support for the Holiday Party. Frankie Pascucci is a teen volunteer, Alex Kelts did balloon animals and Ben Rich did magic tricks. Others helped with making gingerbread houses. Tara had an adult holiday party making ornaments.
- The Friends need a memo of understanding and a full board in order to continue.
- New Director – interviews are being set up with potential candidates.
- Policies Review – Director McDonough said that this will be an opportunity for the new director to provide his/her feedback.
- Program Coordinator – We do not need to canvas because Tara King is reachable on the list. Tara also scored highest on the NYS library assistant exam.

New Business:

- Orion Moylan will be working 2 Saturdays a month beginning on December 22, 2024.

Public Comment: none

Motion to adjourn to executive session to discuss a personnel matter was made by Francis Hogan at 7:30, seconded Liz Callaghan. All in favor, none opposed.

Meeting resumed at 7:45. The next meeting is scheduled for January 14, 2024, at 6:00. Motion to adjourn was made by Katharine Horn and seconded by Liz Callaghan.

Respectfully submitted,
Liz Callaghan, Board of Trustees Secretary