

Waterford Public Library
117 Third Street, Waterford, NY 12188
Board of Trustees Meeting Minutes
January 14, 2025

Attendees:

Interim Director: Liz Albanetti

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

President Christine Connell called the meeting to order at 6:02 pm.

Minutes:

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

Financials Reviewed:

- Balance Sheet - Citizens Operating Fund balance on December 31, 2024, was \$164.86.
- Total expenditures for December 2024 were \$29,585.42. Motion to approve the General Ledger was made by Christine Connell, seconded by James Formosa - all in favor, none opposed. Christine Connell commented that she will make an appointment with Library Bookkeeper Lin Morin to discuss the Capital Construction Grant figures, etc.
- 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 Interim Director Liz Albanetti and reviewed.
- Interim Director will be attending a SALS workshop next week regarding the annual report.
- School Play Ad – Library has been asked by a patron to purchase an ad for the WHHS upcoming play program. A motion was made by James Formosa for the Library to purchase a full-page ad at \$100, seconded by Katharine Horn – all in favor, none opposed. Library staff will create the graphics.
- According to a recent audit, physical copies of bills should be forwarded to the bookkeeper (instead of the former practice of sending digital copies to the bookkeeper). Library will now scan them to have a copy on hand. Once the bill is paid, it is noted on the bill and returned to the library.
- "Left behind" document policy – A notice will be posted above the copier to notify patrons that, after 30 days, such items will be shredded. Staff makes an effort to contact people if they have left documents behind. Certain items (i.e., licenses, birth certificates, SS cards) will not be shredded.

- Outdoor Trash can – the one outside does not have a lid. Interim Director will contact County Waste to see if they provide them. If they do not, a motion was made by Liz Callaghan to purchase a study, extra-large trash can with lid at an amount not to exceed \$100. Motion was seconded by James Formosa – all in favor, none opposed.
- Youth Services Report – New Year’s Eve event was very popular with twice as many attending as were expected – 28 youth and 26 adults.
- A motion was made by Katharine Horn to renew our Empire Pass for three years at a cost of \$197. Motion was seconded by Francis Hogan, all in favor and none opposed. The Empire Pass can be checked out by patrons for free access to any New York State Park.
- Motion to approve the Director’s Report was made by James Formosa and seconded by Francis Hogan.

Old Business:

- Audits – no update
- Employee Handbook Review – no update

New Business:

- New Director Hire – Francis Hogan offered a motion to hire Chloe Wittaker at a starting salary of \$63,000 as Director of the Waterford Public Library beginning on February 3, 2025. Motion seconded by Liz Callaghan – all in favor, none opposed.

Public Comment: none

The next meeting is scheduled for February 11, 2024, at 6:00. Motion to adjourn was made by Francis Hogan at 6:51 and seconded by James Formosa. All in favor and none opposed.

Respectfully submitted,
Liz Callaghan, Board of Trustees Secretary