

Waterford Public Library
117 Third Street, Waterford, NY 12188
Board of Trustees Meeting Minutes of November 12, 2024

Attendees:

Director: Tim McDonough

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

Additional attendees: Lin Morin (Bulmer Bookkeeping)

President Christine Connell called the meeting to order at 6:01 pm.

Minutes:

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

Lin Morin offered a report on the construction grant, which was reported as income in 2023 but not used until 2024. Lin will have to move it, which will decrease revenue for 2024 but offset expenses for 2024. Regarding the audit, Lin sent all the info to Slocum DeAngelis Associates to obtain a quote. She expects to hear from them by the end of this week, which is their deadline for dealing with extensions. She will follow up with them next week.

Financials Reviewed:

- Balance Sheet - Citizens Operating Fund balance on October 31, 2024, was \$611.44.
- Total expenditures for October 2024 were \$27,190.43. Motion to approve the General Ledger was made by Francis Hogan, seconded by James Formosa - all in favor, none opposed.
- Balance Sheet was reviewed.
- Review and approval for payment of warrants – motion to approve was made by Christine Connell and seconded by Liz Callaghan. 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.
- It was a great October – increases in 7 out of 11 categories.
- Physical grounds – The Town of Waterford will not be able to assist with snow plowing this year due to staff shortages. Plowing contracts are on today's meeting schedule.
- Sarah McQuaid concert was not well attended but thoroughly enjoyed by all who attended.
- Youth Services report indicated that the Halloween party was well attended - 34 children and 31 adults.
- Library is gaining a number of new patrons. Museum passes are very popular.
- Motion to approve the Director's Report was made by Christine Connell and seconded by Francis Hogan.

Old Business:

- Roof project – Everything but the FS-10 has been submitted. Director McDonough will get the FS-10 signed and delivered and the Library will receive our remaining 10% - approximately \$20,000.
- Audit – addressed by Lin Morin earlier in the meeting.
- Friends Group Status – Christine Connell received an email from Jill Simoncic stating that the Friends do not have a complete board nor do they have by-laws or a memo of understanding. The Library Board recommends that the Friends take 2025 to determine the viability of the Friends and to obtain by-laws and the records that the prior president had kept.
- New Director – there are seven eligible people on the list, but none responded positively. The salary range is stated between \$55,000 and \$65,000. Christine Connell will see about posting the position on the SALS website. Francis Hogan also knows of someone who might be interested.
- Policies Review – should include the elimination of non-residential fees.
- Program Coordinator – Director McDonough will find out what Schuylerville is paying for that position. Christine Connell will contact the county to let them know that we are creating this position. Christine Connell made a motion to create this position at a tentative salary of \$35,000. Motion was seconded by Francis Hogan. All in favor, none opposed.

New Business:

- A motion was made by Francis Hogan authorizing Director Timothy McDonough to initiate a snow plow contract for the 2024-2025 winter season. Motion seconded by Katharine Horn.

Public Comment: none

The next meeting is scheduled for December 10, 2024, at 6:00.

Motion to adjourn was made by Katharine Horn at 7:26, seconded Liz Callaghan. All in favor, none opposed.

Respectfully submitted,
Liz Callaghan, Board of Trustees Secretary