

Waterford Public Library
117 Third Street, Waterford, NY 12188
Board of Trustees Meeting Minutes of October 8, 2024

Attendees:

Director: Tim McDonough

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

Additional attendees: Liz Albanetti, Youth Services Librarian

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 Christine Connell and seconded by Francis Hogan. All in favor, none opposed.

Financials Reviewed:

- Balance Sheet - Citizens Operating Fund balance on September 30, 2024, was \$5,951.08.
- Total expenditures for August 2024 were \$42,776.79. Motion to approve the General Ledger was made by Christine Connell, seconded by Liz Callaghan - all in favor, none opposed.
- Balance Sheet was reviewed.
- Review and approval for payment of warrants – motion to approve was made by Francis Hogan and seconded by Katharine Horn. All in favor, none opposed.

Youth Services Librarian Liz Albanetti spoke to the Board about the purchase of a Youth Encyclopedia for the Children's Department. World Book Encyclopedia offers a set appropriate for children at a cost of \$1,099. Katharine Horn offered a motion to purchase the World Book Encyclopedia at a cost of \$1,099. The motion was seconded by Francis Hogan. 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.
- Best September total since July 2021.
- Physical grounds – Received a name to contact about landscaping help and have reached out to him for a quote. We've had someone come in to do a fall cleanup and trimming of bushes; he will be back later in the fall to take care of leaf buildup and submit a bill.
- The Youth Services Report indicated that storytime is going well; Liz is working with a patron who is involved with St. Mary's Trunk or Treat. St. Mary's and the Library will cross-promote the two Trunk or Treats.
- Motion to approve the Director's Report was made by Liz Callaghan and seconded by Francis Hogan.

Old Business:

- Roof project – submitted copies of forms, needs to be closed out by end of October
- SAM grant – re-submitted paperwork.
- Audit – Lynn will reach out to DeAngelus in Latham, who is willing to take on new clients.
- New Director - 4 people received 100% on the Civil Service list. Chris Connell will send them canvas letters this week. Francis Hogan also has a contact.
- Policies Review – it is on schedule; a draft should be completed within a week to 10 days.

New Business:

Meeting moved to Executive Session at 6:55 pm. Returned to regular meeting at 7:20 pm.

New Business continued:

- A motion was made by Liz Callaghan to connect with Saratoga County to explore the creation of a Library Program Coordinator Position. Motion seconded by Christine Connell.

Public Comment: none

The next meeting is scheduled for November 12, 2024, at 6:00.

Motion to adjourn was made by Katharine Horn at 7:25, seconded by Francis Hogan. All in favor, none opposed.

Respectfully submitted,
Liz Callaghan, Board of Trustees Secretary