

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

**Attendees:**

Director: Tim McDonough

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

Absent with notice: Katharine Horn

President Christine Connell called the meeting to order at 6:00 pm.

**Minutes:**

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

**Financials Reviewed:**

- Balance Sheet - Citizens Operating Fund balance on August 31, 2024, was \$6,129.49.
- Total expenditures for August 2024 were \$22,077.68. 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 James Formosa and 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 one-month total since July 2021. Gains were made in E-Content, Digital Content and DVSSs.
- Physical grounds – National Grid will bill us at a lower level going forward since our electricity and gas usage has remained below demand levels for 12 months.
- Library has experienced some "heave" in the floor tiles in two areas. A flooring person was brought in to look at it and said that it is not an immediate problem but we should keep and eye on it.
- Director McDonough praised both Liz Albanetti and Tara King for their diligence during his recent absence. He also said that, going forward, we need to prioritize the hiring of at least one, but preferably two, part-time persons so that both Tara and Liz can enjoy vacation time that they have earned.
- The Youth Services Report indicated a successful summer program. Liz plans on combining story time and tot time into one longer event each week, following a more scheduled set of themes.
- Motion to approve the Director's Report was made by James Formosa and seconded by Liz Callaghan.

**Old Business:**

- Roof project – a couple grand shy of budgeted amount. We need a new front door automatic controller. Will need an amendment.
- SAM grant - Director McDonough has a meeting with DASNY tomorrow. He has also spoken with Assemblyman McDonald's office, but has been unable to receive help from them with this. Quotes for the entrance and doors will eat up the remainder of the grant. Problem remains that we don't have the money upfront. Perhaps the meeting tomorrow will help with that.
- Audit – Lin Morin is still trying to find an audit firm; most firms say that they are not taking on new clients.
- Groundskeeping – We have list of potential vendors, spoke to one, "Josh," and will meet with him this week.
- New Director – Civil Service rules specify that only one director can be in place at one time. Therefore, we can have no overlap.

**New Business:**

- Floor heave concerns – addressed in Director's Report.
- Policy and Manual Review - John Kuznia, an independent consultant from the New York Council of Non-Profits, sent a contract to Christine Connell for her to review, update to our requirements, etc. He charges \$175 per hour and estimates that it will take approximately 15-20 hours to complete for a top cost of \$3,500. He could start in October. He is doing the same work for SALS. A motion to approve the expenditure of up to \$3,500 for the completion of the Policy and Manual Reviews by John Kuznia was made by Liz Callaghan and seconded by James Formosa. All in favor, none opposed.

**Public Comment:** none

The next meeting is scheduled for October 8, 2024, at 6:00.

Motion to adjourn was made by Francis Hogan at 7:11, seconded by James Formosa. All in favor, none opposed.

Respectfully submitted,  
Liz Callaghan, Board of Trustees Secretary