Waterford Public Library

117 Third Street, Waterford, NY 12188

Board of Trustees Meeting Minutes of August 6, 2024

**Attendees:**

Director: Tim McDonough

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

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 Christine Connell and seconded by Katharine Horn. All in favor, none opposed.

**Financials Reviewed:**

* Balance Sheet - Citizens Operating Fund balance on July 31, 2024, was $2,456.63
* Total expenditures for July 2024 were $38,000.72. 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 James Formosa and seconded by Francis Hogan.

**Director’s Report:**

* The Director’s Report and Youth Services Report were handed out by Director Tim McDonough and reviewed.
* Youth Services Report indicated a positive response for the Summer Reading with about 85 kids signing up. There is one more summer program – Silent Wings Rapter Rehab.
* Meetings attended – Joint Automation Council; Zoom call with FarmToLibraries.
* Physical grounds – new HVAC system operating well.
* Capital Roots now requires that we pick up our produce from them in Troy. Also, Capital Roots program has been introducing a new population to the library that had not formerly been patronizing the library.
* Darcey Larrabee will no longer be able to continue in the Human Resource position.
* Motion to accept the Director’s Report was made by James Formosa and seconded by Liz Callaghan – all in favor, none opposed.

**Old Business:**

* Roof project – the bird deterrent system has been completed. However, the original invoice had not included this. Director McDonough will have to submit the updated numbers to Library Development.
* SAM grant – Received 3 quotes for the door portion, the lowest being $98,000 and the others were both over $150.000. Director McDonough has forwarded the quotes to DASNY. They will go to Ways and Means and proceed with a financial review. Director McDonough will inform them that we need at least half the funding up front, we cannot wait 3-6 months for reimbursement of what we spend.
* Groundskeeping – Chris Connell spoke with Town Supervisor Dave Ball and he will suggest someone.
* Audit - Christine Connell spoke with Brown-Fitzgerald who said that we do not want an audit. What we need is a financial review. An audit would be approximately $15,000 whereas a financial review would be about $5,000. We left a message with Quasch and Slocum. Lin Morrin is contacting them. James Formosa said that he does not believe that a full-blown audit is necessary and suggested that we contact other similarly-sized libraries to see what they are doing. Chris Connell will contact two other libraries.

**New Business:**

* Outreach Position report – discussed in Directors Report
* New Director Search – Christine Connell has been in contact with Saratoga County Personnel who has provided a list of civil service candidates. Additionally, trustees have been provided with a Library Board’s Practical Guide to Finding the Right Library Director

**Public Comment:** none

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

Motion to adjourn was made by Christine Connell at 7:15 seconded by Liz Callaghan. All in favor, none opposed.

Respectfully submitted,

Liz Callaghan, Board of Trustees Secretary