

**Waterford Public Library**  
117 Third St, Waterford NY  
Minutes of Library Board of Trustees Meeting of January 8, 2019

The regular monthly meeting of the Board of Trustees of the Waterford Public Library was held on Tuesday, January 8, 2019, at the Library, and brought to order at 6pm. Present were Trustees Joanne Mcleod, Christine Connell, Barry Walsh, newly appointed Trustee Barbara Turpin, Director Tim McDonough, and President of the Friends of the Library, Sue Foley

**Appointment of New Trustee** Barbara Turpin was welcomed to the appointment for a vacancy on the Library Board of Trustees. Her appointment to a 5-year term requires election by the voters of the Waterford-Halfmoon School District to be held on June 5, 2019.

**Minutes** Minutes from December 2018 meeting approved, motion by Mcleod, seconded by Walsh,. Motion carried.

**Friends Group Report** Sue Foley thanked the Director and Trustees for inviting the Friends to the Library's Holiday Party. The Friends next meeting is scheduled for Jan 19. Fundraising events for the Friends in 2019 include an EarthDay gardening program with Cornell Cooperative Extension, another Dining-for-a-Cause and possibly an "Antiques Roadshow".

**Financial Reports**

- General Ledger report was approved, moved by Connell, seconded by Walsh. Motion carried.
- Operating fund balance on Dec 31, 2018 was \$11,167.36
- Budget v. Actual and Balance Sheet reviewed. Warrants approved for payment, motion by Mcleod, seconded by Connell
- Moving some of 2019 funds to a short-term, higher interest account was discussed. Connell to pursue with Treasurer Lin Bulmer.
- Preparation for 2020 budget was discussed. Additional meetings focused on the budget scheduled for Feb 19 (6pm) and Mar 26 (6pm).

**Directors Report** Director's Report for December 2018 was shared with Trustees

- YTD total circulation decreased 10.5% compared to last year, despite a December bump up 2.25% from November of this year and 8.1% increase compared to December 2017.
- Book sale and fine revenue for 2018 totaled \$6231 (48% of anticipated 2018 fines & book sale revenue)
- Director McDonough reported on the JA (Joint Automation) annual fees discussion
- The Library received a \$3000 grant from NYS Senator Kathleen Marchione
- Director McDonough submitted an application for a SALS Construction Challenge Grant to pay for retrofitting the office and adult reading areas with LED lighting, (*note: approved by SALS on January 15*)
- Motion to approve Director's Report made by Walsh, seconded by Mcleod. Motion carried.

**Youth Services** Children's Librarian, Liz Albanetti reported:

- New programs: Board Game Lending is going really well.; "Tot Time" bi-weekly open free play for kids 5 and under
- December's Gingerbread House programs were successful with 22 kids participating
- A CubScout group is coming to the library for storytime and craft session on Jan 10
- Planning activities for "Take Your Child to the Library Day" (on Saturday, Feb 2)

**Old Business**

- Install date for changeover to business class voice and internet service from SPECTRUM is scheduled for Jan 18. This greatly improves voice and data service at a minimal cost increase (from ~\$103/mo to \$130/mo)
- Changeover to new operating hours and fine-free children's overdue policy started with the new year

**New Business**

- Changeover to new operating hours and fine-free children's overdue policy started with the new year
- Director McDonough discussed limitations of current staffing model and hours of coverage
- Trustee Connell will outline steps for the Library's Plan of Service (required by Education Department 8NYCRR 90.2)

**Public Comment** No public comment

Motion to adjourn made at 7:35pm by Connell, seconded by Walsh. Next meeting scheduled for Feb 12, 2019

Respectfully submitted, Chris Connell