**Waterford Public Library**

117 Third Street, Waterford, NY

Board of Trustees Meeting Minutes of April 14, 2020

**Attendees**

Director: Tim McDonough

Trustees: Joanne McLeod, Chris Connell, Barry Walsh and James Formosa

The Library was closed by the Library Board of Trustees on March 14, 2020, in anticipation of Governor Cuomo’s Executive PAUSE order 202.6, closing all non-essential services across New York State.

Due to closure of the Library and to comply with mandated social distancing per the PAUSE order, this meeting was conducted online via Zoom Web Conferencing, in compliance with Executive Order 202.28, suspending in-person requirements to the Open Meeting Law.

Board President Joanne McLeod called the meeting to order at 5:34pm

**Minutes**

March 10, 2020 Board Meeting Minutes were distributed prior to this meeting

Approved with corrections. Motion by McLeod and seconded by Walsh

April 7 special budget meeting minutes were distributed prior to this meeting

Approved, motion by Formosa and seconded by McLeod

**Friends of the Library Report**

Friends meetings and activities have been suspended due to the Covid-19 Pandemic. Several events scheduled for April and May cancelled

**Financials Reviewed**

* Balance Sheet and Budget VS Actual Report were reviewed
* General Ledger – As of March 31, 2020, 2020
	+ Citizens Operating Fund, account 1005, balance = $3,151.20
	+ Monthly Expenditures TOTAL = $21,040.52
	+ Approved with a Motion by Chris and seconded by Barry

**Warrants Reviewed**

Approved to be Paid with a Motion by Connell and seconded by Walsh

**Directors Report – March 2020**

* Total March Circulation until closing: 1,302
* Monthly Revenue Collected: Fines & Fees: $209 and Book Sale: $58
* Revenue through March 2020 $1,362 = 45% of Anticipated Revenue for 2020
* Part-time employee Claire Boylan submitted her resignation effective
* Board discussed making an application for the SBA Paycheck Protection Program, which is available through Citizen’s Bank.
* Director McDonough is attending online weekly Directors’ Council meeting where issues related to re-opening procedures are discussed.

**Children’s Summer Program**

In anticipation of a delayed opening and shortening of the summer reading program, Children’s Librarian Liz Liddington has contacted several program presenters to push programming to later in the summer, with emphasis on programs that can be conducted outside and afford more social distancing.

**New Business**

The Board voted to approve a 2021 Budget of $239,607. Motion made by McLeodl, seconded by Formosa. Motion carried unanimously.

The Approved Budget exceeds the New York State State Tax Cap by 2.29%. Motion made by Connell to override the Tax Cap, seconded by MWalsh. Motion carried unanimously.

On March 30, 2020, Joanne McLeod, President of the Board received a letter from Barb Turpin, resigning her position as Trustee, effective immediately. The Board voted to accept her resignation. Motion by McLeod, seconded by Connell

**Public Comment**

There was no public comment

A motion to adjourn offered by McLeod, seconded by Connell. Meeting adjourned at 6:30pm

Next meeting will take place (via Zoom) at 5:30pm on April 28, 2020

Respectfully submitted, Chris Connell

Board of Trustees Meeting Minutes of April 14, 2019 … *continued*

**Directors Report – March 2020** (continued)

Director McDonough is attending online weekly Directors’ Council meeting where issues related to re-opening procedures are discussed.

**Youth Services Report**

Children’s Librarian Liz Liddington has contacted several presenters for summer reading program to push out start dates

**OLD BUSINESS**

**Strategic Planning Update**

Strategic Planning on hold until issues with budget vote are resolved and we have a better understanding of what our reopening timeline and future services might look like

**2021 Budget Review**

The Board unanimously approved a final budget for 2021 of $293,607. Motion made by Connell, seconded by Walsh. Motion carried unanimously

The Board approved a resolution to exceed the Tax Cap by 2.29%. Motion made by McLeod, seconded by Formosa

**NEW BUSINESS**

On March 30, former trustee Barb Turpin submitted her resignation from the Library Board of Trustees, effective immediately. The Board voted to accept her resignation.

**Public Comment**

No Public attendance or comments

**Adjournment**

Meeting ended at 8:55 p.m. Motion by Connell and seconded by Barry

Next meeting will be held by Zoom on April 28 at 5:30pm

Respectfully submitted

Chris Connell