

Waterford Public Library
117 Third St, Waterford NY
Minutes of Library Board of Trustees Meeting of February 12, 2019

The regular monthly meeting of the Board of Trustees of the Waterford Public Library was held on Tuesday, February 12, 2019, at the Library, and brought to order at 2pm (re-scheduled from 6pm due to snowstorm). Present were Trustees Joanne McLeod, Christine Connell, Barry Walsh, and Barbara Turpin, Director Tim McDonough. Guest Lin Morin was not available due to the snow and will reschedule a visit to a future meeting.

Minutes Minutes from Jan 2019 meeting approved, motion by Connell, seconded by McLeod. Motion carried.

Friends Group Report Sue Foley, Friends President, is continuing to plan and schedule fundraising events for 2019

Financial Reports

- General Ledger report was approved, moved by Walsh, seconded by Turpin. Motion carried.
- Operating fund balance on Jan 31, 2019 was \$18,885.53
- Budget v. Actual and Balance Sheet reviewed. Warrants approved for payment, motion by Walsh, seconded by Connell
- Next budget-only meeting Feb 19 (6pm)

Directors Report Director's Report for January 2019 was shared with Trustees

- January 2019 total circulation decreased 8.3% compared to January 2018
- Director McDonough attended the JA (Joint Automation) Council Meeting on January 9 where he accepted the nomination as Vice-Chair for 2019. By Council consensus, fees will increase by 3% for 2020.
- Financial snapshot: Fines & fees: \$337, book sale: \$98. We have collected \$435 through January representing 4.8% of anticipated book sales, fees and fines revenue for 2019
- Spectrum came on Jan 18 to set up enhanced broadband internet and phone service, but in doing so they "broke" the connection to the alarm panel, requiring a visit from Doyle Security.
- Motion to approve Director's Report made by McLeod, seconded by Walsh. Motion carried.

Youth Services Children's Librarian, Liz Albanetti reported:

- New "Tot Time" bi-weekly open free play for kids 5 and under is proving successful
- Unfortunately, no public interest was shown for "Take Your Child to the Library Day" (on Saturday, Feb 2)

Old Business

- Our application for a SALS Challenge Grant for \$4140 was approved. This will allow us to upgrade the library's existing florescent lighting to more energy-efficient LED upgrade the circuit panel. Work is scheduled for Monday, February 18.
- Received a quote for \$950 from Mark Carenger for a 4x16 marker + installation for the Michael Marchese Memorial. The Town of Waterford may pay for a portion (\$500?) We will request a contribution for a fixed planter and flowers from the Friends group. The earliest any work will commence is March 2019. A dedication will be planned for later spring, date TBD.

New Business

- Staff member Lana Lightfoot fell in the parking lot when coming in to work, has filed a Workers Comp Claim, and will likely be out for several months. Director McDonough was interviewed by Workers Comp regarding this claim which is being approved.
- Director McDonough and Children's Librarian Liz Albanetti interviewed Tabitha Smith for a part-time clerk position. Tim presented some ideas he has going forward to change hours for existing clerks (Lightfoot and Cook) to better provide weekend coverage and new responsibilities. McDonough will check with Saratoga County Civil Service regarding future/upcoming library clerk examinations.
- Trustee Connell meeting with Erica Freudenberger at SALS regarding "community conversations" step for the Library's Plan of Service (required by Education Department 8NYCRR 90.2)

Public Comment No public comment

Motion to adjourn made at 3:20pm by McLeod, seconded by Connell. Next meeting scheduled for Mar 19, 2019 at 6pm

Respectfully submitted, Chris Connell