

Waterford Public Library
117 Third St, Waterford NY
Minutes of Library Board of Trustees Meeting of March 14, 2019

The regular monthly meeting of the Board of Trustees of the Waterford Public Library was held on Tuesday, March 19, 2019, at the Library, and brought to order at 6:07pm. Present were Trustees Joanne McLeod, Christine Connell, Barry Walsh, Barbara Turpin, Director Tim McDonough and guest Lin Morin of Bulmer Bookkeeping.

Guest Lin Morin brought the forms necessary for access to Citizens Bank accounts to be signed by President McLeod and Financial Liason Connell. A meeting, date TBD, with Citizens Bank was discussed to identify if some of the library's funds could be moved to an account earning higher interest.

Minutes Minutes from Feb 2019 meeting approved, motion by McLeod, seconded by Turpin. Motion carried.

Friends Group Report Sue Foley, Friends President, sent Director McDonough a schedule of upcoming events -

- Apr 27: Cornell Cooperative Extension Gardening Program to be held at Waterford Community Center (10am-noon)
- May 18: Garden-themed raffle at Canal Fest
- June 10: "*Dining for a Cause*" at 99 Restaurant in Clifton Park (4:30-7:30pm)

Financial Reports

- General Ledger report was approved, moved by Connell, seconded by Turpin. Motion carried.
- Operating fund balance on Feb 28, 2019 was \$338.29. Total funds = \$241,723.81
- Budget v. Actual and Balance Sheet reviewed. Warrants approved for payment, motion by McLeod, seconded by Walsh, motion carried.
- Next budget-only meeting will be held Mar 19 at 6pm

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

- February 2019 total circulation decreased 8% compared to January 2018
- Director McDonough hired two new part-time staff to provide necessary coverage: Tamitha Stevens and Vicki Adams
- Financial snapshot: Fines & fees: \$528, book sale: \$90. We have collected \$1053 through February representing 12% of anticipated book sales, fees and fines revenue for 2019
- Director McDonough attended the semi-monthly CDLC Regional Automation Advisory Committee meeting on Feb7 meeting - minutes at https://cdlc.libguides.com/ld.php?content_id=47636644
- Work to replace fluorescent light ballasts with LED fixtures was completed (paid for by SALS grant)
- Motion to approve Director's Report made by Turpin, seconded by McLeod, motion carried.

Youth Services Children's Librarian Liz Liddington reported:

- She is continuing to attend classes as part of the Leadership and management Academy and will be attending additional sessions in April, as well as NYLA's Youth Services Section conference in Tarrytown.
- February school break programs were not well-attended, perhaps due to a "bug" going around as reported by several parents
- Planning for summer reading program "A Universe of Stories" is underway

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Old Business

- Former Library Director, Marion Cook, died on Saturday, February 23. The board received a thank you note from her daughter and library staff member Daryll Cook for our expressions of sympathy. Memorial donations will be used to purchase a book display.
 - We received a quote for \$950 from Mark Carenger for a 4x16 marker + installation for the Michael Marchese Memorial. The Town of Waterford will make a contribution of \$500 to the memorial fund which will be used towards the purchase. may pay for a portion (\$500?) The Town and Village officials will be invited to a dedication ceremony for later spring
- Strategic Planning discussion will resume after the 2020 Budget preparation is completed, at the April Board meeting.

New Business

- Director McDonough received a quote for \$2956 from Mohawk Heating for duct cleaning. Motion to approve this work was made by Walsh, seconded by McLeod. Motion carried.
- Director McDonough stated that new Minimum Standards mandated by NYS Higher Ed are mandated as of January 2021 (see: <http://www.nysl.nysed.gov/libdev/helpful.htm>)
- Sexual Anti-Harassment Training is mandated by NYS. Training is required to be completed by all staff and board. It is expected that SALS will provide a link for online training.

Public Comment No public comment

Motion to adjourn made at 7:40pm by Walsh, seconded by Turpin.
A budget planning meeting is scheduled for March 26. The next full Board meeting is scheduled for April 9, 2019.

Respectfully submitted, Chris Connell