

Waterford Public Library

117 Third St, Waterford NY

Minutes of Library Board of Trustees Meeting of Aug 20, 2019

The regular monthly meeting of of the Board of Trustees of the Waterford Public Library was held on Tuesday, Aug 20, 2019, at the Library, and brought to order at 6:00pm. Present were Trustees Joanne McLeod, Christine Connell, Barry Walsh, Barbara Turpin, and Director Tim McDonough. Also attending from the Friends of the Waterford Library were Sue Foley (President) and Janet Danahy.

Minutes

Minutes from July 9, 2019 meeting approved, motion by McLeod, seconded by Walsh. Motion carried.

Friends of the Library Report

The Friends of the Library plan for Tugboat Roundup is a raffle of gift cards from local businesses worth approx \$200. One prior avenue for selling tickets was closed as KeyBank no longer permits onsite sale of raffle tickets. Janet Danahy discussed ideas from the NYLA Friends meeting at the East Greenbush Library. Oct 6 will be the final bakesale at the Harbor Center. During Friends Week, the Friends will again host the Saratoga Cooperative Extension – this time featuring a Fall Decor demonstration. The Friends also plan a fundraising day at Boscovs (“Friends Helping Friends”) on Wednesday October 15.

Financial Reports

- General Ledger report was approved, moved by Connell, seconded by McLeod, motion carried.
- Budget v. Actual and Balance Sheet reviewed. Operating fund balance on July 31, 2019 was \$2,300.19. Total available funds = \$ 130,029.87. This represents 53% of 2019 budget.
- Warrants for August approved. Motion by Turpin, seconded by Walsh, motion carried.

Directors Report for June 2019

- July 2019 total circulation was 2515 items. This is a 20% **increase** from June 2019, but a 23% decrease from July 2018. **YTD circulation has decreased 16% compared to last year**
- Financial snapshot: Fines & fees: \$355, book sale: \$70. We have collected \$3259 through June representing 36% of anticipated book sales, fees and fines revenue for 2019
- Director McDonough attended the JA Council meeting on July 10 where funding for 2021 was discussed. Declining circulation system-wide means that automation and JA support fees may need a different metric than circulation for 2021 and beyond. He also attended the semi-monthly Director’s Council meeting on July 17, where upcoming updates to the circulation system
- Motion to approve Director's Report made by McLeod, seconded by Walsh, motion carried.

Youth Services

- Summer reading ended. Attendance and number of logged reading hours down from last year, which is the experience at other libraries in the area.

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Old Business

- The Director and Board participated in a “visioning session” with Erica Freudenberger, SALS Outreach and Engagement consultant. Erica will document results and share with us. (*note: Erica on vacation until the end of September*)
- Trustee Connell attended the August Friends of the Library meeting, discussed the method we will use to inform the Library’s strategic plan and distributed copies of the “Ask Exercise” to the Friends present at the meeting, with plans to collect replies and discuss at the Friends September meeting.
- The NYS Board of Regents has approved revised minimum standards. The changes to the regulations will take effect August 1, 2018. See attached email from SALS Director Sara Dallas for summary. Details at <http://www.regents.nysed.gov/common/regents/files/718brca2.pdf>
- Trustee Connell will request Town Board participation in a “Community Conversation” at the Aug 24 Town Agenda meeting to further compliance with the new minimum standards
- Discussion about a community gathering (Block Party) hosted by the library tabled. Town Board liaison to the library, Laurie Marble, requested delay because of other Town commitments through September.

New Business

- A memorial book display for Marion Cook (former library director who died in February 2019) proposed at a cost of approximately \$1500. This display will be paid for by Memorial donations and by Marion’s daughter, current library staff member Daryll Cook. Motion to approve purchase made by Connell, seconded by McLeod, motion carried.
- A lower quote for the library’s Worker’s Comp insurance policy was received from our broker Paul O’Malley at Amsure. Director McDonough to email for Board approval (*note: renewal of the existing Hartford Policy was \$226.32/year – the proposed new policy, saving \$50 was approved by the Board via email on Aug 21*).

Public Comment No public comment

Motion to adjourn made at 7:30pm by Connell, seconded by Walsh.

Respectfully submitted, Chris Connell

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