

## **Waterford Public Library**

117 Third St, Waterford NY

### **Minutes of Library Board of Trustees Meeting of Sept 10, 2019**

The regular monthly meeting of the Board of Trustees of the Waterford Public Library was held on Tuesday, Sept 10, 2019, at the Library, and brought to order at 5:00pm. Present were Trustees Joanne McLeod, Christine Connell, Barry Walsh, Barbara Turpin, and Director Tim McDonough. Also attending was guest James Formosa

**Minutes** Minutes from August 20, 2019 meeting approved, motion by Walsh, seconded by McLeod. Motion carried.

#### **Friends of the Library Report**

Tugboat Roundup raffle raised \$250. Sunday Oct 6 will be the final bake sale at the Harbor Center. During Friends Week, the Friends will again host the Saratoga Cooperative Extension on October this time featuring a Fall Decor demonstration. *Note: At Waterford Town Board meeting of Oct 1, use of Community Center for Fall Décor program on Oct 21 from 5p-7p (with insurance waiver) was approved.*

The Friends also plan a fundraising day at Boscovs (“Friends Helping Friends”) on Wednesday October 15. October meeting on 19<sup>th</sup> is vote for FOL officers

#### **Financial Reports**

- GL report was approved, moved by Connell, seconded by McLeod. Motion carried.
- Budget v. Actual and Balance Sheet reviewed. It was noted that August acct#6225 equipment expense 963.66 was for a replacement computer. Operating fund balance on August 31, 2019 was \$8,591.68. Total available funds = \$ 113,322.73. This represents 64% of 2019 budget.
- Warrants for August approved. Motion by Walsh, seconded by Turpin, motion carried.

#### **Directors Report for August 2019**

- August 2019 total circulation was 2548 items. This is a 1.3% increase from July 2019, but a 8% decrease from August 2018.
- Financial snapshot: Fines & fees: \$47, book sale: \$102. We have collected \$3408 YTD representing 38% of anticipated book sales, fees and fines revenue for 2019
- Programming and outreach: We received a nice note of thanks from the Southern Saratoga Arts Society for letting them display artwork in the library this summer. Upcoming events include a Voter Registration Drive on Sept 24 and a Genealogy Lookup event with the Troy Irish Genealogy Society on Sept 29
- Director McDonough requested Board approval for \$901 in rewiring work by Adirondack Cable (relocating exposed network cabling to the copy machine and additional rewiring in the office). The funds will be taken from the \$2000 from the Town of Waterford. Motion to approve by Connell, seconded by Walsh. Motion carried.
- Next year is the 125<sup>th</sup> Anniversary of the Waterford Public Library and a possible lecture series in conjunction with this anniversary will be planned.
- Motion to approve Director's Report made by McLeod, seconded by Walsh, motion carried.

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**Youth Services** - No report this month.

### **Old Business**

Strategic Planning Update:

- Aspirations Exercise with the Town Board was a flop. Connell to discuss rescheduling with Library liaison Laurie Marble
- Attempting to coordinate a date for the “Aspirations” exercise with the Board of the Waterford Museum.
- The Friends of the Library will participate in a brief “Ask/Aspirations” exercise at their meeting on September 21 with trustees Connell & McCleod
- Results of the “visioning session” with Erica Freudenberger (SALS Outreach and Engagement consultant) were posted to Google Drive. Trustee Connell will download and share with the Board.
- James Formosa offered several suggestions for engaging other groups in these “Aspirations” exercises. Trustee Connell to follow up.
- Director McDonough noted that the Library is seeing more patrons with mental health issues and this is becoming a big challenge with staff. Board discussed recent tragedy in Waterford as evidence for a need for better services

Minimum Standards:

- 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**

- Director McDonough read a letter from former trustee Pat Stevens, thanking the Board and staff for condolences on the death of her daughter (and library staff member) Tabitha Smith
- A notice from the Saratoga Dep of Civil Service stated that they had no record of the permanent appointment of Children’s Librarian, Elizabeth Liddington Albanetti. A motion to make this appointment permanent was made by McCleod, seconded by Turpin. Motion carried.
- Director McDonough presented information about the Momentive Property Tax Litigation which *may* result in monetary implications for this Library if a significant tax reduction and refunds for prior years for Momentive is awarded.
- Noting issues with energy audits by NYSEDA, Trustee Connell will investigate possibility that National Grid will perform a free audit.

**Public Comment** No public comment

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**Adjournment** Motion to adjourn made at 7pm by McLeod, seconded by Connell.

Respectfully submitted, Chris Connell