

**Waterloo Library & Historical Society**  
**Minutes**  
**February 10, 2021**

Coreen called the meeting to order at 7:04.

**Present:** Coreen L., Cyndi S., Debbie H., Jim H., Josh, M., Karen B., Katherine C., Walt B.

**Excused:** Debbie P.

**Unexcused:** Denise O., Lynn P., Rick C.

Brandi presented the Annual Report – see report for specifics.

Highlights: Usually 28,000 visits, this year 12,000 visits; Full time equivalent was cut back because of the lack of summer programs; curbside hours did not count according to the state; we were open 83%. The requirement for 2021 is 80%; by 2022, trustee education will be a requirement.

**Motion to accept the Annual Report** was made by Karen B.; Josh M. seconded. Motion passed.

**Motion to accept the Secretary's report** was made by Karen B., Jim H. seconded. Motion passed.

Discussion on minutes reflecting excused and unexcused absences now per by-laws. Noted that Gale Ludd sent in her resignation letter.

**Motion to accept the Treasurer's report** was made by Jim H.; Josh M. seconded. Motion passed.

**Nominating Committee** - Josh presented Philip "Duke" Argetsinger to be a new board member. If anyone has questions, please ask Josh. We will vote at next month's meeting to accept Philip as a new board member.

**Buildings and Grounds** - Cyndi asked to increase the spending limit for repairs with the buildings and grounds.

**Motion to increase the spending limit from \$500 to \$2000** was made by Jim H.; seconded by Josh M. Motion passed.

Lawn quotes will be bid out yearly and will include the previous year's company unless a complaint has been noted and they did not address it.

Terwilliger's heaters – One burned out. Looking at a large one to cover area needing coverage. Creating another office space in Terwilliger where the carrels now sit. Electrical breaker box downstairs is not in good shape. Need this done before other concerns.

**Motion to set aside up to \$2500 to replace the breaker box** was made by Jim H.; seconded by Kathy C. Motion passed.

Update on upgrade of alarms at NMDM – The company was in with contract so it is moving forward.

**Capital Campaign Subcommittee** – Moving ahead on asking donors, applying for grants. Asking that we consistently use **theatre** and Waterloo Library & Historical Society.

**Fundraising** - Feb 27<sup>th</sup> and 28<sup>th</sup> Snow Shoe Story at Oak Island with a suggested donation. Families will receive some goodies. March 20 Chicken BBQ at the VFW, who will cooking. \$12.00 per ticket, drive-thru. Will be asking for board volunteers.

Theatre 444 wants to present another show in May.

**Library** – Debbie P. is the new chairperson. They will meet by email right now.

**Collections** – Jim is in the process of editing collections policies based on the review with the consultants. They were very pleased with policies already in place and just want a few things tightened up and aligned with standards.

**Personnel** – Coreen and Cyndi meeting regularly and Cyndi and Brandi meeting regularly.

**Procedure** – Cyndi and Sage (Intern) have created a board packet for new members. Jim has reviewed. Looks good. Sage must fulfill a project from start to finish for her internship. She will be working on the WLHS employee handbook using NYS standards.

**Next meeting March 10, 2021 @ 7pm by ZOOM.**

**Motion to adjourn** was made by Jim H.; seconded by Josh M. Motion passed.