

Walworth-Seely Public Library

Board of Trustees Meeting

January 9, 2014

The meeting was called to order at 6:30 p.m. by the President Dan Way

Present: Library Trustees Walt Chaffee, Tammie Corso, Lisa Duffy, Charles Farnham, Dan Way, Library Director Jeff Davignon, Library Board Treasurer Patrick Schmitt, Town Board Liaison Judy Markowski, , Walworth Town Clerk Susie Jacobs, Lou Villanova

A motion to nominate Wendi Coleman for Vice President and Lisa Duffy for Secretary was made by Dan Way, Tammie Corso seconded. Motion carried.

2014 GOALS AND PRIORITIES & COMMITTEE SELECTIONS: President Way

2014 Board priorities:

- A. Respond to State Comptrollers Audit
- B. Formation of a committee to discuss library space planning needs including facility expansion and/or relocation, and securing a lease/rental agreement through the town for the current library space. Trustee Farnham will serve as Committee Chair.
- C. Formation of a Policy Committee to update the current. Trustee Corso will be the Committee Chair.
- D. Fund Raising Committee to explore fundraising options available to the library. Trustee Duffy will serve as Committee Chair.
- E. Walt Chaffee will be the Finance Committee Chair.

New Trustee Orientation & Training: Library Director Jeff Davignon stated that Library Trustee Roles and Responsibilities Training will take place in February

- A. TREASURERS Fund Raising Committee to explore fundraising options available to the library. Trustee Duffy will serve as Committee Chair.
- B. Walt Chaffee will be the Finance Committee Chair.

New Trustee Orientation & Training: Library Director Jeff Davignon stated that Library Trustee Roles and Responsibilities Training will take place in February

TREASURERS REPORT:

Treasurer Patrick Schmitt presented information the library's current accounts with Chase bank and terms of similar accounts at other area banks.

Motion was made by Trustee Chaffee and Seconded by Trustee Corso to authorize Treasurer Schmidt to open an account with Lyons National Bank, including naming Dan Way (Library President), Jeff Davignon

(Library Director) and Patrick Schmitt (Treasurer) authorized signers on the account, to secure a credit card for the library with the Treasurer as the named party and to close all accounts with Chase. Resolution passed.

A motion made by Trustee Chaffee and seconded by Trustee Farnham to authorize the Board President and Treasurer to sign a Third Party Custody Agreement (Collateral Agreement) to establish the account at Lyons National Bank.

A motion made by Trustee Chaffee and seconded by Trustee Corso to authorize the Board President and Treasurer to have the Board President, Treasurer and Library Director sign the Citizens Bank signature card and insure that the past President and Treasurer's names are removed from that account. Tammie Corso seconded. Motion carried.

A motion was made by Trustee Chaffee and seconded by Trustee Corso to pay 18 checks totaling \$7061.68 to cover all outstanding bills for December 2013. Motion carried.

Director Davignon discussed the Free Direct Access Agreement with the Pioneer Library System

Trustee Chaffee made a motion, Trustee Duffy seconded to approve the Free Direct Access Plan of the Pioneer Library System. Motion carried.

President Way made a motion, seconded by Trustee Corso, that Beth List's be provisionally appointed to the position of Librarian I pending successful test results. Motion carried.

Motion to adjourn made by Trustee Duffy, seconded by Trustee Corso. Motion Carried.

The meeting was adjourned at 8:05 p.m.

Walworth-Seely Public Library

Board of Trustees Meeting

February 13, 2014

The meeting was called to order at 6:30 p.m. by President Dan Way

1. In Attendance: Present: Library Trustees Walt Chaffee, James Brady, Wendi Coleman, Tammie Corso, Dan Way, Lisa Duffy, Charles Farnham, Library Director Jeff Davignon, Library Board Treasurer Patrick Schmitt, Town Board Liaison Judy Markowski, Lou Villanova, Kitty Meyer, Linda Knight
2. A motion was made by Trustee Chaffee and seconded by Trustee Farnham to accept the minutes of the 1/9/2014 Board of Trustees Meeting. Motion carried.
3. Public Comments: None
4. A motion was made by Trustee Coleman and seconded by Trustee Chaffee to accept the Treasurer's report. Motion carried.
5. Approval of paying of outstanding bills: A motion was made by Trustee Chaffee and seconded by Trustee Farnham to pay 16 checks totaling \$22,570.73 to cover all outstanding bills for January 2014. Motion carried.
6. Committee Reports:
 - Personnel: Nothing to report by Trustee Coleman.
 - Expansion: Trustee Farnham is planning to meet with Director Davignon to create a boilerplate lease agreement to be shared with TBL Markowski and then Town Board.
 - Finance: A motion was made by Trustee Chaffee and seconded by Trustee Farnham to pay 16 checks totaling \$22,570.73 to cover all outstanding bills for January 2014. Motion carried.
 - Policy: Trustee Corso has begun work on the policy manual, planning to eliminate redundancy and to create a Patron Code of Conduct which can be shared by library staff with patrons.
 - Nominating: Nothing to report by Trustee Coleman.
 - Funding: Trustee Duffy reported that there are no restrictions in our ability to fundraise as a board. The advocacy and funding committees plan to work together toward the common goal the creation of a Booster group.

7. Director's Report:

- Director Davignon submitted the monthly activity report for January-February 2014.
- A motion was made by Trustee Coleman and seconded by Trustee Corso to hire Jenna Rohlin as a page at \$8.50/hr. Motion carried.

8. Representative's Reports:

- Friends of the Library:
 - Friends President Villanova shared information regarding the upcoming book-sale.
 - A check was presented to the library for reimbursement for a recent computer purchase.
- Town Board: Town Board Liaison Markowski shared information regarding a upcoming violence prevention training and policy development.

9. Other Business:

- Cloud: Board documents will be saved on the Cloud using the Library's Google account.
- Recognition: The library has secured an Edge Grant and a Long Range Planning Grant. The library's programs and pictures were featured in the most recent Town Topics.
- Summer Reading Program: The possibility of funding coming from the profits from the upcoming Friends of the Library book-sale was discussed. Friends President Villanova stated a formal request can be made after the sale.
- Booster Group: A booster group is being created with a charge of library advocacy made through positive members volunteering time and talents.

Motion to adjourn the meeting at 7:46 pm by Trustee Coleman and seconded by Trustee Chaffee.
Motion carried.

Walworth-Seely Public Library

Board of Trustees Meeting

March 13, 2014

The meeting was called to order at 6:30 p.m. by President Dan Way

Present: Library Trustees Walt Chaffee, James Brady, Wendi Coleman, Tammie Corso, Dan Way,
Library Board Treasurer Patrick Schmitt, Town Board Liaison Judy Markowski, Lou Villanova

Absent: Library Director Jeff Davignon, Trustees Lisa Duffy and Charles Farnham.

1. Motion was made by Trustee Chaffee and seconded by Trustee Coleman to accept the agenda without any additions. Motion carried.
2. A motion was made by Trustee Chaffee and seconded by Trustee Coleman to accept the minutes of the 2/13/2014 Board of Trustees Meeting. Motion carried.
3. Public Comments: None
4. A motion was made by Trustee Corso and seconded by Trustee Chaffee to accept the Treasurer's report. Motion carried.
5. Financial Report:
 - A. Library Board Treasurer Schmitt submitted the financial report (attached).
 - B. A motion was made by Trustee Chaffee and seconded by Trustee Coleman to pay \$8,165.01 to cover all outstanding bills for February 2014. Motion carried.
6. Director Davignon submitted the monthly activity report for March 2014.
7. Committee Reports:
 - A. Finance: Trustee Chaffee reported that the Finance Committee meeting is scheduled for April 8, 2014 at 6:30 pm.
A motion was made by Trustee Chaffee and seconded by Trustee Coleman to pay \$8,165.01 to cover all outstanding bills for February 2014. Motion carried.
 - B. Personnel: Nothing to report by Trustee Coleman.
 - C. Policy: President Way asked to table the discussion until Board members have had a chance to look at the draft and comment.
 - D. Advocacy: Trustee Coleman reported that she has met with Director Davignon and Trustee Duffy regarding the Booster Club. Trustee Brady has joined the committee. The goal is for 90 volunteers in 90 days. The tentative target date for the kick-off for the Booster Club is March 31st.
 - E. Funding: No report
 - F. Expansion: No report
 - G. Nominating: No report

8. A. Friends' Report:

- Friends President Villanova announced the dates of the upcoming spring book sale (3/25/14- 3/29/14).
- Those wishing to help with the book sale can sign up at the Library Circulation Desk.
- A request was made for a book sale flier to be made available at the Circulation Desk. Also for advertising to be put on the Library's Blog and social media page.
- Ms. Knight is requesting a response to her email about the supplies needed for the book sale.

B. Town Board:

- Liaison Markowski discussed the meeting that was held with Supervisor Marini about the occupancy issue. The letter sent to Supervisor Marini is attached.
- Liaison Markowski reported that the Town will offer training on Hazard Communication, workplace violence and blood borne pathogens on Monday March 31st. There will be a choice of sessions (10:00-12:00 or 1:00-3:00) offered and the training will be held at the Lodge. Library employees are encouraged to attend this training.

9. Communications: None

10. Unfinished Business:

Trustee Coleman reported that the policy manual will be saved to "the Cloud." The Cloud discussion was tabled pending information from Director Davignon and Trustee Duffy.

11. New Business:

A. Communication/Safety:

- Trustee Coleman reported that Director Davignon will implement training for library staff regarding any future programs offered by the library. There is a question if pre-registration will now occur for any programs offered by the library.
- Trustee Chaffee reported that he left the library at 8 pm one evening and there were only 3 lights operating in the upper parking lot. One side of the lot was dark.

B. Trustee Training: Trustee Coleman will contact PLS for upcoming trustee training dates for Trustee Brady. This might be accomplished via a Webinar. Trustee Brady has been given the USB given at Trustee Training containing two webinars.

C. Library Day Advocacy Report: Trustee Corso reported that she attended Advocacy Day in Albany on February 26, 2014. She met with Assemblyman Oaks to continue current funding for libraries. Also met with Senator Nozzolio who suggested numbers/documentation would be helpful. Both Assemblyman Oaks and Senator Nozzolio were supportive.

D. Robert's Rules: If four or more trustees are together, it constitutes a quorum and any discussion needs to take place in a public meeting. If Board members have discussion face-

to-face or via email, at the next scheduled Board meeting this information should be formally discussed and a vote taken so it is part of the Board minutes.

12. Policy Review: It was decided that History should be a separate section/binder from policy and operations. This History Section should be kept in the Library.

13. Other Business:

- Treasurer Schmitt announced that he will be out of town March 27-30, 2014 and May 4-7, 2014.
- Trustee Corso announced that she will be out of town April 15-19, 2014.

Motion to adjourn the meeting at 7:22 pm by Trustee Coleman and seconded by Trustee Chaffee.
Motion carried.

Walworth-Seely Public Library

Board of Trustees Meeting

April 10th, 2014

The meeting was called to order at 6:31 p.m. by Trustee President Dan Way

Present: Library Trustees Wendi Coleman, Walt Chaffee, Tammie Corso, Lisa Duffy, Jim Brady, Dan Way

Also Present: Library Director Jeff Davignon, Library Assistant Director Beth List, Library Board Treasurer Patrick Schmitt, Lou Villanova and Linda Knight

MOTION: A motion was made by Trustee Walt Chafee to approve March meeting minutes, seconded by Trustee Lisa Duffy. Motion carried.

PUBLIC COMMENTS:

Linda Knight from Friends thanked those who volunteered for the Friend's Book Sale. Ms. Knight distributed a hand out regarding the groups' past support to the library (attached) and explained that the Friends contribute a portion of their profit to their reserve and need receipts for everything because of their 501-C-3 status.

TREASURER REPORT: (attached)

Treasurer Schmitt presented Balance Sheet Review to Library Board. Treasurer Schmitt recommended a 33%, or equivalent of four (4) months reserve. Treasurer Schmitt confirmed the transition from the Peach Tree accounting program to Quick Books effective January 2014.

MOTION: A motion was made by Trustee Walt Chafee to approve Treasurer's Report, seconded by Trustee Jim Brady. Motion carried.

Finance meeting will take place on May 8th, 2014 at 5:30PM to review the May bills.

MOTION: A motion was made by Trustee Wendi Coleman to approve 19 April Bills for \$6,897.38, seconded by Trustee Tammie Corso. Motion carried.

DIRECTOR'S REPORT: (attached)

Director Jeff Davignon reviewed the previous month's activities and goals met as mentioned on the Director's Report (attached).

Meeting between Director Davignon and Town Supervisor Patti Marini was rescheduled for Wednesday, April 17th at 1PM to discuss Town Topics program promotion conflict.

MOTION: A motion was made by Trustee Lisa Duffy to accept provisional hire of Sara Sterling as Programming Library Clerk at \$12.50 per hour, seconded by Trustee Walt Chaffee, Motion carried.

Stabilizing funding (funding alternatives) will be discussed at the May 8th, 2014 in place of Director's Report.

Trustee President Way will attend the monthly staff meeting Wednesday, April 17th, 2014.

Security issues discussed:

- Potential of locking doors upstairs at all times and using downstairs as main entrance.
- Lights in parking lot an issue
- Building lobby area needs lighting
- Would like Town Supervisor to provide protocol for clearing of the building each night

Director Davignon attended the Public Library Association Conference in March and will gladly discuss with those interested outside of meeting.

MOTION: A motion was made by Trustee Wendi Coleman to accept the Director's Report, seconded by Walt Chafee. Motion carried.

EXPANSION COMMITTEE:

Trustee Farnham (absent) will attend meeting regarding options for expansion.

Director Davignon will attempt to arrange meeting with Tops.

The Sports Depot project has been terminated and will not be an option.

POLICY COMMITTEE:

Trustee Corso presented the Walworth-Seely Public Library Workplace Violence Policy for review. Trustee Corso will continue to work on clarification between the Walworth Town Workplace Violence Policy to ensure continuity.

Trustee President Way proposed a joint town and library board meeting on the 5th Wednesday of the month during the year to encourage constructive understandings between the two boards.

Library Director Davignon requested one (1) month to review the Workplace Violence Policy with staff.

MOTION: A motion was made by Trustee Walt Chafee to table approval of the Workplace Violence Policy until staff review, seconded by Trustee Lisa Duffy. Motion carried.

Trustee Corso stated all changes need to be submitted to the Policy Committee by May 1st, 2014.

Trustee President Way asked each committee review a policy, Trustee Corso, Trustee Coleman and Director Davignon will assign by committee and policy manual section.

TOWN REPORT:

No report. Walworth Town Board Liason Judy Markowski was not present.

FRIENDS REPORT:

Friends' President Villanova did not send a report out prior to meeting for review.

Spring Friends' Book Sale was successful, final numbers will be available next month.

Friends' President Villanova shared that he would be attending the Friends and Foundations Roundtable at the Pioneer Library System on Friday, April 11th, 2014 with Walworth Town Clerk Linda Knight. (Trustee Coleman, Trustee President Way, Walworth Town Board Library Liaison Markowski were said to also be attending.)

PERSONNEL COMMITTEE:

EXECUTIVE SESSION START TIME: 8:23PM

EXECUTIVE SESSION END TIME: 8:38PM

MOTION: A motion was made by Trustee President Dan Way to enter into Executive Session at 8:23PM, seconded by Trustee Walt Chafee. Motion carried.

MOTION: A motion was made by Trustee Lisa Duffy to adjourn Executive Session at 8:38PM, seconded by Trustee Tammie Corso. Motion carried.

OTHER BUSINESS:

Trustee Coleman updated board regarding Library Booster Club. Registration process is being finalized. Trustee Duffy will be compiling an email list using Mail Chimp for contacts.

Director Davignon will clarify with Lauren from Pioneer Library System regarding the survey commitment with Jennifer Morris to take place on June 26th, 2014.

MOTION: A motion was made by Trustee Walt Chafee to adjourn meeting at 9:00PM, seconded by Trustee Lisa Duffy. Motion carried.

Minutes recorded by: Beth List, Library Assistant Director

Walworth-Seely Public Library

Board of Trustees Meeting

May 8th, 2014

The meeting was called to order at 6:30PM by Library Trustee President Dan Way

Present: Library Trustee Wendi Coleman, Library Trustee Walt Chaffee, Library Trustee Tammie Corso, Library Trustee Charles Farnham, Library Trustee Dan Way

Also Present: Library Director Jeff Davignon, Library Assistant Director Beth List, Library Board Treasurer Patrick Schmitt, Town Board Liaison Judy Markowski, Town Clerk Susie Jacobs, Lou Villanova, Linda Knight and library patron, Misty Blevans

MOTION: A motion was made by Trustee Dan Way to approve April 2014 meeting minutes pending change to Friends Report that Linda Knight attended Friends PLS Roundtable with Lou Villanova not Susie Jacobs, seconded by Trustee Wendi Coleman. Motion carried.

PUBLIC COMMENTS:

Linda Knight from Friends Group - asked for library board to explain the note taking procedure for board meetings which will be addressed at the next meeting; mentioned the potential of the donations (as stated on the library's new website) be for future book sales and requested that staff and library representatives foster the reputation of the friends group with the public.

TREASURER'S REPORT: (attached)

Treasurer Schmitt presented Balance Sheet Review to Library Board. Treasurer Schmitt stated fund balance has been updated and another review will be done in July 2014.

MOTION: A motion was made by Trustee Walt Chafee to approve Treasurer's Report, seconded by Trustee Wendi Coleman. Motion carried.

DIRECTOR'S REPORT: (attached)

Director Jeff Davignon reviewed the previous month's activities and goals met as mentioned on the Director's Report (attached).

MOTION: A motion was made by Trustee Wendi Coleman to accept the Director's Report, seconded by Trustee Walter Chafee. Motion carried.

PERSONNEL COMMITTEE:

Nothing to report – Trustee Coleman

EXPANSION COMMITTEE:

Trustee Farnham updated that the town is looking into a Solar Array for across the street therefore it may not be a consideration for the library to move to that area any longer.

FUNDING COMMITTEE:

Trustee Coleman stated the Booster Club banner is in and the kick-off is scheduled to coincide with the Summer Reading 2014 Kick Off on June 28th 12PM – 2PM.

FINANCE COMMITTEE:

Trustee Chaffee and Treasurer Schmitt announced that the account with Lyons National Bank is open, President Way is on the account and Director Davignon will be soon. A credit card with Lyons National Bank is also open. Treasurer Schmitt stated that we officially have access to the Chase account and \$10,000 will be left in the Chase Bank account to take care of the auto-pay for the Chase credit card until that account/card is closed.

Trustee Chaffee stated the Finance Committee reviewed the April 2014 Bills and they are ready to be approved.

MOTION: A motion was made by Trustee Walter Chaffee to approve 17 vouchers in the amount of \$16,675.50 for the April 2014 bills, seconded by Wendi Coleman. Motion carried.

POLICY COMMITTEE:

Trustee Corso stated that the policy manual has been divided up to address sections by committees. Several policies have already been addressed and await board review.

Trustee Corso presented the Walworth-Seely Public Library Workplace Violence Policy for approval.

Trustee President Way asked each committee review a policy, Trustee Corso, Trustee Coleman and Director Davignon will assign by committee and policy manual section.

MOTION: A motion was made by Trustee Wendi Coleman to approve of the Workplace Violence Policy until staff review, seconded by Trustee Walt Chaffee. Motion carried.

FRIENDS REPORT: (attached)

Friends' President Villanova submitted report (see attached).

MOTION: A motion was made by Trustee Charles Farnham to approve Friends Report, seconded by Trustee Tammie Corso. Motion carried.

TOWN REPORT:

Walworth Town Board Liaison Judy Markowski verbally presented the following items for the town report:

The Sports Depot project is slowly being regenerated with a repair to their funding.

Liaison Markowski shared that Town Supervisor Patti Marini felt the meeting between Walworth Parks and Recreation and the Library was positive and a step in the right direction for cooperation and collaboration.

Two (2) meetings were held earlier today (5/8/14) regarding a Solar Array being built on town property across the street from the town building. Walworth Town was given a grant to put solar panels in by January 2016 or the town would lose 66% of their funding. The town is also looking for investors. The Grid work is slated to be approved at the next town meeting. Liaison Markowski will check on the potential of land available to library. Trustee Way suggested the solar panels be placed on top of the new library.

Security – the town safety committee will be fixing the cameras out back, putting in new shrubs and scheduling a lighting audit with RG&E soon. The town will be adding panic buttons to town buildings that currently do not have them. There will be a panic button test in the town complex in the morning prior to the safety meeting next week – Town Clerk Susie Jacobs will let us know when this will occur.

Liasion Markowski presented a blue "cheat card" for reasons to call executive session and will give copies to all board members and Director Davignon.

Liasion Markowski informed library board that there would be a town meeting with Gananda School District, Town Clerk Jacobs would inform us of date/time as she recommends a library representative be present.

OTHER BUSINESS:

Town Clerk Susie Jacobs commended Director Davignon for his customer service when he assisted a patron getting boxes from her vehicle.

Trustee James Brady resigned effective April 2014. A replacement is needed and there is one potential that Trustee Coleman will contact. Recruitment will continue within the library and on the library website. The board will arrange a posting in the paper if deemed necessary. The interview process will still be with the entire board. Trustee Way wants new trustee potentials to attend next board meeting. Town Clerk Jacobs offered to post Trustee position on town website and board accepted.

EXECUTIVE SESSION START TIME: 7:30PM

EXECUTIVE SESSION END TIME: 8:02PM

MOTION: A motion was made by Trustee Walt Chafee to enter into Executive Session for discussions regarding potential litigation at 7:30PM, seconded by Trustee Wendi Coleman. Motion carried.

MOTION: A motion was made by Trustee Tammie Corso to close Executive Session at 8:02PM, seconded by Trustee Charles Farnham. Motion carried.

MOTION: A motion was made by Trustee Tammie Corso to adjourn meeting at 8:03PM, seconded by Trustee Charles Farnham. Motion carried.

Minutes recorded by: Beth List, Library Assistant Director

Walworth-Seely Public Library

Board of Trustees Meeting

June 12, 2014

The meeting was called to order at 6:33 p.m. by President Wendi Coleman

Attendance:

Present: Library Trustees Walt Chaffee, Wendi Coleman, Tammie Corso, Lisa Duffy, Library Board Treasurer Patrick Schmitt, Library Director Jeff Davignon, Town Board Liaison Judy Markowski, Lou Villanova, Misty Blevins

Absent: Charles Farnham.

-Motion was made by Trustee Duffy and seconded by Trustee Corso to accept the minutes of the 5/8/2014 Board of Trustees Meeting. Motion carried.

Public Comments: None

Financial Report:

Library Board Treasurer Schmitt submitted the financial report (attached).

- A. A motion was made by Trustee Chaffee and seconded by Trustee Duffy to accept the monthly report. Motion carried.
- B. A motion was made by Trustee Chaffee and seconded by Trustee Corso to pay \$5,453.55 (17 items) to cover current bills. Motion carried.
- C. Trustee Coleman requested that Board members have "read only access" to on-line bank accounts for the purpose of transparency. Treasurer Schmitt gave each Board member a handout with access information to both the Lyons and Chase accounts.
- D. A motion was made by Trustee Chaffee and seconded by Trustee Duffy to remove Dan Way, who has resigned, as a signer on the Citizens and Lyons National Bank accounts. Motion carried.
- E. A motion was made by Trustee Chaffee and seconded by Trustee Corso to add Trustee Coleman as a signer on the Citizens and Lyons National Bank accounts. Motion carried.

At 7:04 pm a motion was made by Trustee Corso and seconded by Trustee Chaffee to go into Executive Session to discuss the performance of the Library Director. Motion carried. At 7:50 pm a motion was made by Trustee Corso and seconded by Trustee Chaffee to end the Executive Session. Motion carried.

Committee Reports:

- A. *Finance:* Trustee Chaffee reported that the Finance Committee reviewed vouchers and discussed internal controls to be included in policy. A meeting to include Trustees Coleman and Chaffee, and Treasurer Schmitt and Library Director Davignon will be scheduled.
- B. *Personnel:* Trustee Coleman stated that a second person is needed per the by-laws for this committee. Trustee Chaffee offered to be the second person. The appraisal tools for both the Treasurer and Director positions will be reviewed.
- C. *Nominating:* Trustee Coleman noted the need for Trustees on the Library Board. Requirements are that the individuals must be at least 18 years of age and pay Walworth taxes.
- D. *Advocacy/Fundraising:* Trustee Duffy reported that she and Trustee Coleman and Director Davignon have been collecting names for the Library Boosters which are being entered into a database. A Booster kickoff will be held the same day as the Summer Reading kickoff (June 28th.) The first meeting of the Boosters will be held on Wednesday July 9th at 11:00 am. The committee name will be Boosters going forward.
- E. *Expansion:* Trustee Corso suggested that she and Trustee Farnham work on this.
- F. *Policy:* Trustee Corso distributed copies of the approved Violence in the Workplace Policy to all Board members, Director Davignon and Town Liaison Markowski. Additional copies are available for the Library Circulation Desk and the books for the two vacant Trustee positions. Trustee Corso and Director Davignon are working on a Patron Code of Conduct. Change of bylaws will be done at a policy review.

Friends' Report: Friends President Villanova submitted a June 2014 report (attached).

Town Liaison Report: Liaison Markowski announced that the

- Harvest Moon Festival will be held on October 18th
- Town is currently looking at the cleaning contract with a possibility of changing the contractors
- Town is reviewing the Bomb Threat protocol

Friends' Liaison Report: Trustee Corso stated that the a better description of the Booster Club was requested by the Friends' and provided by Trustee Duffy.

Communications: Trustee Duffy shared thank you notes sent by Library Clerk Bernie Maurer for the kind and generous gifts provided to her family by the Board and Library Staff.

Unfinished Business:

- A. Board information is currently in the Cloud on a Library Account. A separate Cloud account will be created for all Board Information by July.
- B. Historical Record needs to be updated. This will be done at a future date.
- C. Ontario Library Status: No news to report.
- D. Staff Safety Concerns: Trustee Coleman requested that Liaison Markowski pull together some information regarding the status of the parking lot lighting and panic button for the Board. Trustee Corso stated that the Violence in the Workplace policy has an evaluation of the physical environment that might help Liaison Markowski in this task.

New Business:

- A. Dan Way has resigned from the Library Board.
- B. VP and Secretary office vacancies:
 - Trustee Duffy is requesting to step down from Secretary in order to focus on the Boosters. She will remain as secretary until a replacement can be found.
 - A motion was made by Trustee Chaffee and seconded by Trustee Duffy to name Trustee Corso as the new Vice President of the Board. Motion carried.
- C. Ongoing Trustee Training: Trustee Coleman reported that Trustees were notified via email of a Jerry Nichols webinar on 6/10. The webinar will be archived on the State Library's website". In addition she would like some training to occur at each Board meeting. Director Davignon will conduct this monthly training.
- D. OSC Audit Update: Trustee Coleman and Director Davignon met with the auditors of the OSC. The Field work is done but the report is not written.
- E. Board Meeting Dates: Because there are two vacancies on the Board, attendance will be an issue for the months of July, August and September. Since the August 14th date is an issue, it will need to be rescheduled. Meetings will be held on July 10th and September 11th as scheduled.

- F. Recognition of Volunteer: The Board will send a recognition to Mark Harris who has posted Board meeting minutes on-line.
- G. Role of Friends of WSPL: Ongoing concerns were noted regarding the lack of advocacy and support by the Friends'. A motion was made by Trustee Corso and seconded by Trustee Chaffee to sever ties with the Friends' group. Motion carried.

At 8:40 pm a motion was made by Trustee Chaffee and seconded by Trustee Duffy to go into a second Executive Session to discuss the performance of an individual. Motion carried. At 8:58 pm a motion was made by Trustee Chaffee and seconded by Trustee Duffy to end the Executive Session. Motion carried.

Director's Report: Director Davignon submitted the monthly activity report for May 2014. A motion was made by Trustee Duffy and seconded by Trustee Chaffee to accept the Director's report. Motion carried.

Motion to adjourn the meeting at 9:15 pm by Trustee Duffy and seconded by Trustee Chaffee. Motion carried.

Walworth-Seely Public Library

Board of Trustees Meeting

July 10, 2014

The meeting was called to order at 5:40 p.m. by President Wendi Coleman

Present: Library Trustees Walt Chaffee, Wendi Coleman, Tammie Corso, Lisa Duffy, Charles Farnham, Library Board Treasurer Patrick Schmitt, Library Director Jeff Davignon, Town Board Liaison Judy Markowski

Lou Villanova, Misty Blevins also were in attendance from 6:39 pm – 7:16 pm

14. Motion was made by Trustee Farnham and seconded by Trustee Corso to accept the minutes of the 6/24/2014 Board of Trustees Meeting. Motion carried.
15. Public Comments: None
16. Secretary's Report was given by Trustee Duffy. A motion was made by Trustee Corso and seconded by Trustee Chaffee to approve the secretary's report. Motion carried.
17. Library Board Treasurer Schmitt submitted the financial report (attached).
 - A. A motion was made by Trustee Corso and seconded by Trustee Chaffee to accept the monthly report. Motion carried.
 - B. A motion was made by Trustee Chaffee and seconded by Trustee Farnham to pay \$9,865.90 (18 items) to cover current bills. Motion carried.
 - C. The Board agreed to create a new budget line "Legal/Accounting/Consulting".
18. Director Davignon submitted the monthly activity report for June-July 2014.
 - A. Director Davignon stated that volunteers are needed to man the booth for the Walworth Festival in the Park on July 25th and 26th. There will be games, book prizes and a craft for children.
 - B. Director Davignon requested approval for: A change in title for Amanda Mckee from Page to Clerk at the rate of \$10.25/hr.; a new temporary seasonal hire for employee Lajaune Severin for a maximum of 3 days/ 21 hours/wk.; and another new temporary seasonal hire for a maximum of 3 days/21 hours/wk. at \$9.00/hr. A motion was made by Trustee Farnham and seconded by Trustee Chaffee to accept the Director's report and requests for these pay rates. Motion carried.

19. Committee Reports:

- A. Finance: Trustee Chaffee had nothing to report.
- B. Personnel: Trustee Chaffee had nothing to report.
- C. Policy:
 - 1) A motion was made by Trustee Corso and seconded by Trustee Chaffee to approve the revision of the bylaws to reflect the change in the recording secretary position. Motion carried.
 - 2) A motion was made by Trustee Corso and seconded by Trustee Chaffee to approve the updated list of local and state officials. Motion carried.
 - 3) A motion was made by Trustee Corso and seconded by Trustee Farnham to approve the revision of the conflict of interest policy. Motion carried.
- D. Boosters: Trustee Duffy reported that the first meeting of the Boosters was held on July 9, 2014. The focus of the Boosters at this time is on the creation of a float for the July 25th Parade as part of the Walworth Festival in the Park.
- E. Expansion: Trustee Farnham reported that a "Needs/Wants" list was submitted to the Tops developers. This is only a preliminary list of ideas.
- F. Nominating: President Coleman suggested trustees use word-of-mouth to advertise the two trustee vacancies to people who have skills that may benefit the board.
 - 1) The Secretary's position currently is combined recording and correspondence but these can be separated to make two separate positions.

20. The Town Liaison Report: Liaison Markowski initially had nothing to report. President Coleman inquired as to the status of her inquiry from last month's meeting about the status of the parking lot lighting and panic button for the Board. Liaison Markowski stated that she emailed information to someone on the Board and stated that she believes the parking lot light has been replaced.

21. Communications: Trustee Duffy read a letter sent to the Board by a patron regarding a framed picture that had been donated to the library. President Coleman will reply to the patron that Director Davignon will be contacting her with a response. Director Davignon stated that he would like time to read the letter and look into how the picture had been acquired.

22. Unfinished Business:

- A. Request for read-only access to online credit card account: Treasurer Schmitt stated that when the new account is set up, on-line read access will be available.
- B. The date of the August Board meeting was discussed. There is an issue with the regular meeting date of the second Thursday of the month. It was agreed that the August meeting will be held on August 7, 2014 at 6:30 pm.
- C. The Secretary's position currently is a combined recording and correspondence secretary but President Coleman offered that these could be separated as described in the bylaws to make two separate positions.

At 6:10 pm a motion was made by Trustee Corso and seconded by Trustee Chaffee to go into Executive Session to discuss the performance of an employee. Motion carried.

At 6:39 pm pm a motion was made by Trustee Corso and seconded by Trustee Duffy to end the Executive Session. Motion carried.

23. New Business:

- A. Period for Public Expression: It was decided that this discussion will be tabled to the next Board meeting.
- B. Grant from Senator Nozzolio: President Coleman reported that Senator Nozzolio's office has awarded the library a one-time \$10,000.00 grant. Director Davignon was recongnized for securing this.
- C. Newark OSC report: Director Davignon summarized some of the issues that were identified in the Newark OSC audit.
- D. Pioneer Open House: President Coleman announce that the PLS Open House is scheduled for Thursday July 17th from 3-6. RSVP by Friday July 11.
- E. Trustee Training:
 - 1. President Coleman requested that the committee and Director reports be sent in advance of board meetings, per 4.11 #6.
 - 2. Orientation for New Trustees Addendum: A motion was made by Trustee Corso and seconded by Trustee Farnham to approve the following change in item #17 in section 4.12 of the Policy Manual. Motion carried. All references in the WSPL Policy Manual to a Friends group by any name, or any type of group that exists with the purpose of providing support to the Library, either financial, or otherwise, are in effect so long as such a group is recognized by the WSPL Board of Trustees.
- F. 2015 Budget: Tresurer Schmitt will send a spreadsheet to Director Davignon. Director Davignon will prepare the budget to present at the August board meeting. The budget is due to the Town by August 8th.

24. Policy Review:

- A. Purchasing 6.21-6.22. Discussion tabled until August 7th meeting.
- B. Use of Debit Card 6.29 (removal): A motion was made by Trustee Farnham and seconded by Trustee Chaffee to remove section 6.29 from the Policy Manual. Motion carried.

25. Other business: none

26. Motion to Adjourn at 7:16 pm was made by Trustee Farnham and seconded by Trustee Corso. Motion carried.

Next meeting date: August 7, 2014 at 6:30 pm

Walworth-Seely Public Library

Board of Trustees Meeting

July 18, 2014

Present: Library Trustees Walt Chaffee, Wendi Coleman, Tammie Corso, Charles Farnham, Library Director Jeff Davignon

The meeting was called to order at 9:20 a.m. by President Wendi Coleman

27. Discussion regarding the vacant treasurer's position ensued.

- A. A motion was made by Trustee Corso seconded by Trustee Chaffee to appoint Charles Farnham as Treasurer. Motion carried.
- B. A motion was made by Trustee Corso seconded by Trustee Chaffee to authorize Charles Farnham with full privileges on all library accounts including Chase Bank, Citizens Bank and Lyons National Bank. Motion carried.

Motion to adjourn the meeting at 9:30 am was made by Trustee Corso and seconded by Trustee Farnham. Motion carried.

Walworth-Seely Public Library

Board of Trustees Meeting

August 7, 2014

The meeting was called to order at 6:33 p.m. by President Wendi Coleman

Present: Library Trustees Walt Chaffee, Wendi Coleman, Tammie Corso, Library Director Jeff Davignon

Absent: Library Trustee Lisa Duffy

Other Attending: Town Board Liaison Judy Markowski, Lou Villanova

28. Period of Public Expression: None

29. Secretary's report: None

30. Financial Report:

D. Monthly Report – Not available at the time of the meeting.

E. Pay Current Bills - A motion was made by Trustee Chaffee and seconded by Trustee Farnham to pay \$5,371.69 to cover current bills (12 items). Motion carried.

31. Director's Report:

C. Director Davignon submitted the monthly activity report for July 2014. A motion was made by Trustee Chaffee and seconded by Trustee Farnham to accept the Director's report. Motion carried.

D. Director Davignon submitted a request for approval for Beth List to attend the Association of Rural and Small Library Conference. She has received a stipend from PLS for up to \$2000 to attend. A motion was made by Trustee Farnham and seconded by Trustee Chaffee to approve the request to allow Beth List to attend ARSOL. Motion carried.

32. Committee Reports:

G. Finance: Trustee Chaffee reported that Trustee Farnham is being transitioned into the Finance Committee.

H. Personnel: Trustee Chaffee stated there are four applicants for the Treasurer position.

It was noted that the former Treasurer will not complete the 990 therefore a form needs to be completed and postmarked by August 15th to obtain an extension until November 2014. Director Davignon recommended that the Board consider paying someone to complete the 990. In the past this form has been completed by an auditor.

I. Policy: No report

J. Boosters: Trustee Duffy (who was absent from this meeting) submitted an electronic report.

K. Expansion: Trustee Corso stated she has not received a reply from the developers. Director Davignon will provide Trustee Corso with additional contact information.

33. Nominating: Trustee Coleman stated that there are two vacancies remaining on the Library Board. Trustee Coleman has a potential candidate and will provide this individual with an application.
34. Town Liaison Report: Councilwoman Markowski distributed a copy of the Walworth Town Board meeting minutes dated February 6, 2014. She stated that the safety meeting which was held in March 2014 will be an annual offering. She also noted that the one light in the upper parking lot has been repaired.
35. Communications: None
36. Unfinished Business:
 - A. Period of Public Expression: Will keep at 5 minutes for time-being. Trustee Corso will provide a draft Policy for the Board to review.
 - B. Follow-up to letter from Patron: Director Davignon has left a message for the individual requesting she return a call to him at the library.
 - C. Secretary's position: The secretary position on the Library Board is still open.
37. New Business:

2015 Budget request was reviewed by Director Davignon with the Library Board. This budget request will be submitted to the Walworth Town Board.
38. Policy Review:
 - A. Purchasing 6.21-6.22 Discussion ensued. A motion was made by Trustee Farnham and seconded by Trustee Corso to accept the revised Purchasing Policy. Motion carried.
 - B. Petty Cash: Discussion ensued. A motion was made by Trustee Farnham and seconded by Trustee Corso to accept the revised Petty Cash policy. Motion carried.
 - C. Fixed Asset: Discussion ensued. A motion was made by Trustee Corso and seconded by Trustee Farnham to accept the revised Fixed Asset Policy. Motion carried.
 - D. Addenda: Director Davignon suggested that Acronyms, Pioneer Map and Disaster Plan be removed from the Policy Manual and placed in the Trustee Handbook. It was decided to table this topic until a future Board Meeting.

At 7:36 pm a motion was made by Trustee Chaffee and seconded by Trustee Corso to go into Executive Session. Motion carried. At 8:10 pm a motion was made by Trustee Farnham and seconded by Trustee Corso to end the Executive Session. Motion carried.

39. A motion was made by Trustee Farnham and seconded by Trustee Chaffee to accept the resignation of Jeffrey Davignon as the Director of the Walworth-Seely Public Library as of August 29, 2014. Motion carried.

Motion to adjourn the meeting at 8:12 pm was made by Trustee Corso and seconded by Trustee Farnham. Motion carried.

Walworth-Seely Public Library
Board of Trustees Special Meeting
August 26, 2014

The meeting was called to order at 6:36 p.m. by Vice-President Tammie Corso

Attendance:

Present: Library Trustees: Walt Chaffee, Wendi Coleman, Tammie Corso, Lisa Duffy, Charlie Farnham, Library Director Jeff Davignon, Town Board Liaison Judy Markowski, Lou Villanova, Liz Bavis, Gene Bavis, Jane Cala

1. Motion was made by Trustee Chaffee and seconded by Trustee Farnham to approve the meeting agenda. Motion Carried
2. Motion was made by Trustee Chaffee and seconded by Trustee Farnham to accept the minutes of the 7/18/2014 Board of Trustees Meeting. Motion carried.
3. Motion was made by Trustee Chaffee and seconded by Trustee Farnham to remove Jeff Davignon from the WSPL's Chase Bank, Citizen's Bank, Lyons National Bank and any other accounts related to the library including credit cards (Staples, Wegmans, Amazon, Chase) as of his last day of employment. Motion carried.
4. Motion was made by Trustee Chaffee and seconded by Trustee Farnham to add Beth List to the WSPL's Chase Bank, Citizen's Bank, Lyons National Bank accounts with check writing and deposit privileges only as of 8/26/14. Motion carried.
5. Motion was made by Trustee Chaffee and seconded by Trustee Farnham to make Beth List a primary user on the following WSPL's credit cards: Staples, Wegmans, Amazon, and Chase as of 8/26/14. Motion carried.
6. Motion was made by Trustee Duffy and seconded by Trustee Farnham to enter executive session for the discussion of personnel at 6:45. Motion carried.
7. Motion was made by Trustee Chaffee and seconded by Trustee Farnham to exit executive session at 7:11. Motion carried.
8. Motion was made by Trustee Duffy and seconded by Trustee Corso to extend an offer to Beth List for a temporary change in compensation to a salary of \$45000 per year for management responsibilities until a director is hired. This will go into effect as of 8/30/14. Motion carried.
9. Beth List's name will be provided as the primary contact for the WSPL to the town.

10. Trustee Farnham shared that moving forward Trustee Chaffee will serve as a second check-in reviewing payroll information.
11. Motion was made by Trustee Corso and seconded by Trustee Chaffee to enter executive session for the discussion of personnel at 7:16. Motion Carried.
12. Motion was made by Trustee Chaffee and seconded by Trustee Duffy to exit executive session at 7:58. Motion Carried.
13. Motion was made by Trustee Chaffee and seconded by Trustee Farnham to adjourn the meeting at 8:21. Motion carried.

Walworth-Seely Public Library

Board of Trustees Meeting

September 15, 2014

1. The meeting was called to order at 6:30 p.m. by President Wendi Coleman
 - a. Motion was made by Trustee Farnham and seconded by Trustee Corso to approve meeting agenda. Motion carried.
2. Present: Library Trustees Walt Chaffee, Wendi Coleman, Tammie Corso, Lisa Duffy, Charles Farnham, Library Assistant Director Beth List, Town Board Liaison Judy Markowski, Adriene VanHorn, Lou Villanova, Misty Blevins
3. Public Comments: None
4. Motion was made by Trustee Duffy and seconded by Trustee Corso to accept the minutes of the 8/28/2014 Board of Trustees Meeting. Motion carried.
5. Library Board Interim Treasurer/ Trustee Farnham submitted the financial report (attached).
 - F. A motion was made by Trustee Chaffee and seconded by Trustee Corso to pay \$6248.67 (19 items) to cover current bills. Motion carried.
6. Assistant Director Beth List submitted the monthly activity report (attached).
7. Committee Reports:
 - L. Finance: Trustee Duffy made a motion to close the WSPL's Chase account, Trustee Chaffee seconded. Motion carried.

Trustee Chaffee called for an executive session based on personnel discussion at 6:55, Trustee Farnham seconded. Motion Carried.

Trustee Farnham called to end executive session at 7:29, Trustee Chaffee seconded. Motion carried.

- M. Personnel: Trustee Duffy made a motion to hire Gary DeWitt for the position of Treasurer at a rate of \$15 per hour for up to 10 hours per month, Trustee Farnham seconded. Motion carried.

Trustee Duffy called for an executive session to discuss the performance of the Assistant Director at 7:30, Trustee Chaffee seconded. Motion Carried

Trustee Farnham called to end executive session at 7:37, Trustee Chaffee seconded. Motion carried.

- N. Policy: Trustee Corso reported bylaws and the Patron Code of Conduct are being reviewed.
 - O. Boosters: Trustee Duffy submitted the most recent "Booster Beat" for review (attached).
 - P. Expansion: Nothing to report.
 - Q. Nominating: President Coleman shared there are three applicants for Trustee to be interviewed in the near future.

8. The Town Liaison Report: Liaison Markowski shared that construction of the sports complex has resumed.
9. Communications: Nothing to report.
10. Unfinished Business:
 - D. 2015 Budget: Trustee Farnham submitted a draft budget for review (attached). Trustee Chaffee made a motion to accept this budget with an added line transferring \$5016.00 from the fund balance to balance. Trustee Corse seconded. Motion carried.
11. New Business:
 - G. Pioneer Library System 25th Annual Dinner Meeting will be held on Oct. 8th
 - H. NYLA/other conferenced: Trustee Duffy made a motion to use \$1103.07 from the education funds to allow Beth List to attend the NYLA conference. Trustee Chaffee seconded. Motion carried.
 - I. Sub-Committees for review of Bylaws/Principles/Operations were formed.
 - J. Proposed postponement of Technology Plan review was agreed on.
 - K. October Board Meeting was rescheduled for October 16th at 9:30am
 - L. Patron Comments
12. Addenda- tabled
13. Other business: none

Motion was made by Trustee Corso at 8:19 to enter executive session to discuss possible litigation, Trustee Chaffee seconded. Motion carried.

Trustee Farnham called to end executive session at 8:46, Trustee Chaffee seconded. Motion carried.

14. Motion to Adjourn at 8:48 pm was made by Trustee Chaffee and seconded by Trustee Corso. Motion carried.

Next meeting date: October 16th at 9:30am

Walworth-Seely Public Library

Board of Trustees Meeting

October 16, 2014

1. The meeting was called to order at 9:25 a.m. by President Wendi Coleman

2. Attendance

Present: Library Trustees Walt Chaffee, Wendi Coleman, Tammie Corso, Lisa Duffy, Library Assistant Director Beth List, Gary Dewitt Treasurer

Others Attending: Town Board Liaison Judy Markowski, Lou Villanova, Misty Blevins, Carol Dame

3. Period of Public Expression: None

4. Secretary's report: A motion was made by Trustee Chaffee and seconded by Trustee Corso to approve the minutes of the 9/19/14 Board of Trustees Meeting. Motion carried.

5. Financial Report:

G. Monthly Report –

H. Pay Current Bills - A motion was made by Trustee Duffy and seconded by Trustee Farnham to pay \$7,726.95 to cover current bills (21 items). Motion carried.

6. Director's Report:

E. Assistant Director List submitted the monthly activity report for October 2014. A motion was made by Trustee Farnham and seconded by Trustee Corso to accept the Director's report. Motion carried.

7. Committee Reports:

R. Finance:

1) Trustee Chaffee reported regarding the Comptroller's letter regarding the Tax Cap.

a) A motion was made by Trustee Chaffee and seconded by Trustee Corso to remove Jeff Davignon, Brenda Blejwas and Judy Markowski as authorized agents of the Walworth Library from the Property Tax Cap form. Motion carried.

b) A second motion was made by Trustee Chaffee and seconded by Trustee Corso to list Beth List, Wendi Coleman and Gary Dewitt as authorized agents of the Walworth Library on the Property Tax Cap form. Motion carried.

2) Two firms were named as possibilities to complete the 990 form that is due 11/15/14. A motion was made by Trustee Chaffee and seconded by Trustee Corso to hire Cole Income Tax to prepare and complete the 990 Form at a base cost of \$300.00 with additional costs depending upon the amount of work required. Motion carried.

3) Amazon Prime subscription expires on October 19, 2014. A motion was made by Trustee Farnham and seconded by Trustee Chaffee to authorize Assistant Director List to pay \$99 using a personal credit card to renew this subscription to Amazon Prime and to immediately reimburse Assistant Director List this same amount from Library funds. Motion carried.

4) The Walworth Library rents a storage unit at Evergreen Hills for \$80.00/month. Due to the Library no longer having a credit card account, this amount must be paid by check. A motion was made by Trustee Duffy and seconded by Trustee Farnham to pay Evergreen Hills \$160.00 by check for the months of November and December 2014; and in January to pay \$480.00 by check for the months of January-June 2015. Motion carried.

5) President Coleman stated that she is working to close the Chase account but needs authorization to do so. A motion was made by Trustee Corso and seconded by Trustee Duffy to authorize President Coleman as a signer on the Chase account for the purpose of closing the account. Motion carried.

S. Personnel:

1. President Coleman stated there are two vacancies on the Board of Trustees; one to fill a term that ends December 31, 2017 and the other to fill a term to end December 31, 2018.
2. There are changes being made to the Personnel Policy based on the OSC recommendations. New staff should be evaluated before the end of the six month probationary period. Some additional changes to wording to the section in the Policy regarding the evaluation of the Director needs to be made. President Coleman asked to table the review of this section of the Personnel Policy until next meeting. Draft goals for the Assistant Director will be discussed in Executive Session.

T. Policy: Trustee Corso reported that an on-line link has been established for the Policy Manual. In the next few weeks, Trustee Coleman will go through the manual and update the logo.

U. Boosters: Trustee Duffy reported that the Boosters are currently focusing on the upcoming Holiday Book Sale, the Halloween Party, the Holiday Party, and the "Light the Night" tree decorating.

V. Expansion: No report.

W. Nominating: Trustee Coleman stated that there are still vacancies remaining on the Library Board

8. Town Liaison Report: Councilwoman Markowski stated that there is a budget cut for the Library in the new Town Budget. According to her information, the estimate of the cost of pensions has been reduced which will reduce the total budget line. She did not have any figures and said she would get this information to President Coleman.
9. Communications: None
10. Unfinished Business: President Coleman stated that there has been no additional information from Nozzolio's office regarding the \$10,000.00 grant that will be forthcoming. Assistant Director List stated that the monies from this grant will be used to update outdated computers and to purchase at least one I-Pad for use in the Library.
11. New Business:
 - A. Budget Update
 - B. Meeting with Town
 - C. Board approval of 2015 closing dates. A motion was made by Trustee Duffee and seconded by Trustee Chaffee to approve the list of closing dates for the Walworth Library for 2015. Motion carried.
 - D. NYLTO membership: President Coleman stated that membership to NYLTO through PLS is without charge if the Board is interested. The only requirement is that Board members give permission for email addresses to be provided. Board members gave their permission to do so.
 - E. The November meeting of the Board of Trustees needs to be rescheduled to accommodate a Trustee's availability. Members agreed to reschedule to Wednesday, November 12, 2015 at 6:30 pm.
 - F. School District Library: President Coleman reported that there is "nothing in the works" regarding creating a School District Library.
 - G. PLS Dinner Meeting: Two Board members and three staff members attended this event. The speaker was recorded and Assistant Director List will send out a link of this video for Board members to access.

At 10:28 am a motion was made by Trustee Corso and seconded by Trustee Farnham to go into Executive Session to discuss the performance appraisal of the Assistant Director. Motion carried.

At 10:36 am a motion was made by Trustee Corso and seconded by Trustee Farnham to end the Executive Session. Motion carried.

- H. Performance Appraisal of the Assistant Director. A motion was made by Trustee Corso and seconded by Trustee Farnham to approve the Assistant Director goals as discussed in Executive Session. Motion carried

12. Policy Review:

- E. Addenda: A motion was made by Trustee Corso and seconded by Trustee Farnham to remove acronyms from Policy section 4.11-4.12. Motion carried.
- F. Operations: President Coleman suggested that this be worked on and suggested changes discussed at the November meeting
- G. Principles: President Coleman stated that Jerry Nichols will be in town next week and will go over what is needed in this section.
- H. Personnel: Postponed until next Board meeting.

13. Trustee Interviews:

- A. A motion was made by Trustee Farnham and seconded by Trustee Chaffee to appoint Carol Dame as a Trustee with a term that ends on 12/31/18 to the Walworth Library Board. Motion carried.
- B. A motion was made by Trustee Farnham and seconded by Trustee Corso to appoint Misty Blevins as a Trustee with a term that ends on 12/31/17 to the Walworth Library Board. Motion carried.

- 14. Motion to adjourn the meeting at 11:03 am was made by Trustee Farnham and seconded by Trustee Corso. Motion carried.

Next Board of Trustees meeting is scheduled for Wednesday, November 12, 2014 at 6:30 pm

**Walworth-Seely Public Library
Board of Trustees Meeting
November 12, 2014
Approved December 15, 2014**

- 1) Meeting called to order at 6:30PM by President Wendi Coleman
- 2) Meeting Attendance:
 - i) Library Trustees Present: Walt Chaffee, Wendi Coleman, Tammie Corso, Charles Farnham, Carol Dame, Misty Blevins
 - ii) Library Trustees Absent: Lisa Duffy
 - iii) Staff Attending: Library Acting Director Beth List and Library Treasurer Gary Dewitt
 - iv) Others Attending: Town Board Liaison Judy Markowski, Lou Villanova
- 3) Period of Public Expression: None
- 4) Secretary's report: None
- 5) Financial Report:
 - a) Monthly Report ó The profit/loss budget report was presented by Interim Treasurer Trustee Farnham.
 - i) MOTION: A motion was made by Trustee Chaffee and seconded by Trustee Dame to approve the profit/loss budget. Unanimously carried.
 - b) Current Bills ó
 - i) MOTION: A motion was made by Trustee Corso and seconded by Trustee Dame to pay 17 bills in the amount of \$2,726.75. Unanimously carried. (It was noted by Acting Director List that a credit of \$50.85 will be applied from Chase Bank reducing the monthly bill to \$2675.90.)
 - c) 2015 Budget ó
 - i) MOTION: A motion was made by Trustee Corso and seconded by Trustee Blevins to approve the projected budget for 2015 in the amount of \$302,362.00. Unanimously carried.
- 6) Director's Report:
 - a) Acting Director List submitted the monthly activity report for November 2014.
 - i) MOTION: A motion was made by Trustee Corso and seconded by Trustee Chaffee to accept the Director's report. Unanimously carried.
- 7) Committee Reports:
 - a) Finance:
 - i) Petty Cash: A need for having petty cash available has been necessitated since as the library no longer has a viable bank credit card.
 - (1) MOTION: A motion was made by Trustee Farnham and seconded by Trustee Corso to raise petty cash amount to \$500.00. Unanimously carried.
 - ii) Chase Bank: President Coleman stated that she is still working with Chase Bank to close out the credit card account.
 - iii) 990 Report: Trustee Farnham reported that Cole Income Tax has completed the 990 report. Trustee Farnham will fax it on November 13, 2014. The cost for completing this report was \$300.00. No additional charges were incurred.
 - iv) Amazon Prime: Assistant Director List reported that although she had purchased a gift card in the amount of \$99.00 to renew the Library's Amazon Prime account, the account required a credit card payment. Acting Director List used her personal credit card to renew the account and will need to be reimbursed in the amount of \$99.00.

The gift card in the amount of \$99.00 will be applied to purchases that will be made through Amazon in the coming month.

- v) State Tax Cap: Trustee Chaffee reported that everyone's name has been updated on the State Tax Cap site. Treasurer Gary DeWitt's name has been added.
- vi) Bank Accounts:
 - (1) Currently the Library is in the process of closing the credit card account with Chase and has open accounts at both Citizens Bank and Lyons Bank. A decision needs to be made as to which of these two banks the Library will continue to use. Fee structure, location of bank branches/convenience need to be considered. A recommendation based on these factors will be made to the Board at the December meeting.
 - (2) Trustees have viewing rights to current bank accounts. President Coleman distributed login information for both Citizens and Lyons Banks.
- vii) Internal Audit: A random internal audit needs to be done. Two or three of the Board members need to reconcile the accounts.
- viii) Nozzolio Bullet Aid and Lorraine Finley Trust will be discussed in New Business after Finance Committee has reviewed both proposals.
- b) Personnel:
 - i) President Coleman reported that after lengthy discussion with Human Services, it has been clarified that there is no term for the Treasurer's position. There is a 26 week probationary period for this noncompetitive position. The bylaws will need to be changed to reflect this.
 - ii) Personnel and Operations are being worked on and will be reviewed at a later meeting.
- c) Policy: Trustee Corso reported that an on-line link has been established for the Policy Manual. In the next few weeks, Trustee Coleman will go through the manual and update the logo.
- d) Boosters: Trustee Duffy emailed the Booster Beat. Focus is on getting volunteers for "Light the Night" on December 6th.
- e) Expansion: No report.
- f) Nominating: Trustee Coleman stated that this will be discussed in the New Business section of the meeting.
- 8) Town Liaison Report: Councilwoman Markowski stated that space is an issue in this building and that the area occupied by the court is no longer sufficient. There is a proposal to move the court to a larger area within the building.
- 9) Communications: President Coleman read a letter from Trustee Duffy. She is resigning from her position December 31, 2014
- 10) Unfinished Business
 - a) Technology Plan: Senator Nozzolio's bullet aid has arrived. A check for \$10,000.00 has been deposited in our account. Assistant Director List prepared a proposal for technology updates within the library through a computers purchase through Pioneer Library System with estimated cost of \$8,495.00.
 - i) It was recommended by President Coleman that the Finance Committee review the Technology Proposal and ensure that all guidelines are followed. This plan will then be discussed at the December Board meeting.

11) New Business:

- a) Committee Appointments: Trustee Dame has been placed on the Personnel Committee and will be the Chair for that committee. Trustee Blevins will be on the Policy and Nominating Committees.
- b) Meeting with Town Board: Supervisor Marini would like the Library Board to meet with the Town Board for the purpose of making introductions and to discuss signage for the Library. President Coleman contact Supervisor Marini to let her know that of the two dates offered, the Board of Trustees can meet on December 18, 2014 at 7:30 pm.
- c) 2014 Audit: There is an audit every two years and internal audits are held twice a year. Following board discussion, only internal audits are needed at this time.
- d) Meeting minutes on website: President Coleman has asked that paper copies of the Board minutes be kept at the circulation desk in the Library. These can be "Draft" Board minutes. When the secretary has the approved minutes available, these will be emailed to Acting Director List to place behind the circulation desk and on the website.
- e) Legislative Breakfast: President Coleman, Trustees Chaffee and Corso attended the breakfast which was very well attended.
- f) Financial Accountability Workshop: President Coleman along with Trustees Chaffee and Corso attended this excellent workshop. The message that no Trustee can singularly act on behalf of the library but rather it needs to be the combined efforts of the group. President Coleman offered to email slides of the workshop to others Board members who didn't attend as soon as these become available.
- g) Lorraine Finley bequest: The Lorraine B. Finley Trust designated \$10,000.00 to the Walworth Library "for whatever charitable purpose its governing body deems appropriate".
 - i) Acting Director List shared that our current circulation desk which was acquired used from another library has been in service for over 30 years. After reviewing with the staff, it is recommended that the Library use these funds to replace the circulation desk with something more serviceable. Acting Director List will obtain quotes and review this information with the Finance Committee.
- h) Trustee vacancies/orientation:
 - i) Trustee Duffy and President Coleman will both be ending their positions on December 31, 2014. The Town Board may replace the Trustee position that Trustee Coleman holds because she is ending her 5 year term. The Library Board will find a replacement for Trustee Duffy since she is ending her term early.
 - i) The Orientation for new Board members Trustees Dame and Blevins will be Friday November 14, 2014 from 1-3 pm at the Walworth Library. Any other Board members wishing to attend are welcome.

12) Policy Review:

- a) Principles: Motion was made by Trustee Corso and seconded by Trustee Farnham to revise the principles section of the Bill of Rights to include only the Bill of Rights (i.e., to omit the interpretations section). Unanimously carried.
- b) Bylaws: Trustee Corso will compile suggested changes below and have them ready for review at the next Board meeting.
 - i) The Office of Treasurer is a paid, part-time position. The permanent treasurer may not be a Trustee on the Library Board.

- ii) The Recording Secretary records the public section of the meetings and may also perform the duties of the corresponding secretary.
 - iii) The Finance Committee will review bills to be paid prior to the monthly Board of Trustees meeting.
 - c) Code of Conduct: A motion was made by Trustee Corso and seconded by Trustee Chaffee to accept the Walworth Library code of conduct policy. Unanimously carried.
- Trustee Interviews:
- 13) Extra Business:
- a) MOTION: At 8:17PM a motion was made by Trustee Corso and seconded by Trustee Farnham to go into Executive Session to discuss proposed litigation. Unanimously carried.
 - i) Entered Executive Session at 8:17PM
 - b) MOTION: At 8:34PM a motion was made by Trustee Farnham and seconded by Trustee Chaffee to end the Executive Session. Unanimously carried.
 - i) Exited Executive Session at 8:34PM
- 14) Adjournment
- a) MOTION: A motion to adjourn the meeting at 8:34 p.m. was made by Trustee Farnham and seconded by Trustee. Unanimously carried.

Next Board Meeting is scheduled for December 11, 2014 at 6:30PM

Walworth-Seely Public Library
Board of Trustees Meeting
December 15, 2014
Approved January 8, 2015

- 1) Meeting called to order at 6:30 PM by President Wendi Coleman
- 2) Meeting Attendance:
 - i) Library Trustees Present: Walt Chaffee, Wendi Coleman, Tammie Corso, Charles Farnham, Carol Dame
 - ii) Library Trustees Absent: Lisa Duffy, Misty Blevins
 - iii) Staff Attending: Library Acting Director Beth List and Library Treasurer Gary Dewitt
 - iv) Others Attending: Town Board Liaison Judy Markowski, Lou Villanova
- 3) Period of Public Expression: None
- 4) Secretary's report: Discussion of terminology for voting for motions President Coleman, changes to report (a-d by President Coleman)
 - a) 6. reported as inaccurate, Chase account closed, accounts at Citizens' Bank and Lyons National Bank
 - b) 11c. 2014 audit: add... "following Board discussion"
 - c) 11d. hard copy of meeting minutes to be available behind circ desk and on website
 - d) 11h. replace 2nd sentence... "Town Board may replace..."
 - i) MOTION: A motion was made by Trustee Chaffee and seconded by Trustee Dame to approve corrections to minutes before approved as discussed. Unanimously carried.
- 5) Financial Report:
 - a) Monthly Report – The profit/loss budget report was presented by Interim Treasurer Trustee Farnham. An internal audit will be scheduled later this month.
 - b) Current Bills – Bill for ancestry.com of \$1125, has already been paid through March, but recommended to pay in January
 - i) MOTION: A motion was made by Trustee Chaffee and seconded by Trustee Dame to allow Acting Director List to pay \$1125.00 to continue the Library's subscription to ancestry.com in January 2015. Unanimously carried.
 - ii) MOTION: A motion was made by Trustee Chaffee and seconded by Trustee Corso to accept amount for 12 payment vouchers, totaling \$4,139.74, for the month of November 2014. Unanimously carried.
 - iii) MOTION: A Motion was made by Trustee Chaffee and seconded by Trustee Corso to approve expenditures listed in the Pre-purchase Proposal funded by Nozzolio Bullet Aid in the amount of \$10,055.58. Unanimously carried.
- 6) Director's Report:
 - a) Acting Director List submitted the monthly activity report for December 2014.
 - i) MOTION: A motion was made by Trustee Corso and seconded by Trustee Chaffee to accept the Director's Report. Unanimously carried.
- 7) Committee Reports:
 - a) Finance:
 - i) Chase Bank: President Coleman stated that the Chase credit card account is closed. An unsolicited new card was mailed to the library as the bank's standard practice when changing authorized account users, but was already inactive by the time it was received. The 990 report was received on time.

- ii) Other financial matters were discussed during presentation of Financial Report.
- b) Personnel:
- i) Trustee Dame stated that WCHR paperwork has been submitted to report the hiring of Treasurer DeWitt, Treasurer DeWitt took his oath, which was confirmed.
 - ii) Discussion of NYS retirement, 12/16 deadline, must be submitted/signed, part of meeting minutes.
 - iii) MOTION: A motion was made by Trustee Chaffee and seconded by Trustee Corso to move to Executive Session to review and evaluate the performance of an officer, employee or staff member at 7:02 PM. Unanimously carried.
 - iv) MOTION: A motion was made by Trustee Farnham and seconded by Trustee Dame to leave Executive Session at 7:18 PM, resume at 7:19 PM. Motion carried.
 - v) MOTION: A motion was made by Trustee Dame and seconded by Trustee Farnham to authorize Asst. Director List to use the title Librarian/Acting Director effective immediately. Unanimously carried.
 - vi) Discussion was held regarding the timing of filling the Director's position.
 - (1) MOTION: A motion was made by Trustee Corso and seconded by Trustee Dame to continue with Assistant Director List as the Acting Director until transitions with the library are stabilized. Unanimously carried.
 - c) Policy: Trustee Corso reported that there is nothing new to report, is caught up with policy review. Repeated confirmation that with regards to 990, it has been accepted by the IRS.
 - d) Boosters: President Coleman remarked on success of December used book event. The Booster Beat was emailed to members.
 - e) Expansion: No report.
 - f) Nomination of Trustees: No nominations for the office of president were accepted, or received from the floor. Trustee Corso accepted nomination as Vice-President, Trustee Farnham accepted nomination as Secretary.
- 8) Town Liaison Report: Councilwoman Markowski encouraged Board to re-engage with Friends of the Library, proposed that the two groups meet for a discussion after the 1st of January. No objections from Trustees.
- 9) Communications: President Coleman read an e-mail from Trustee Duffy. She has submitted reports to the board for the December meeting, and will pass along information to the trustees taking over her responsibilities.
- 10) Unfinished Business: The Lorraine Finley bequest will be tabled until the next meeting in January, when quotes for a new circulation desk are expected.
 - a) President Coleman reported that an anonymous donation was provided to provide 10 staff members with Holiday gifts.
- 11) New Business:
- a) Election of Officers: Filling the office of president will be tabled until January. In the interim, the Vice-President fulfills the responsibilities of the office of President.
 - i) MOTION: A motion was made by Trustee Corso and seconded by Trustee Farnham tabling election of Board President until January 2015, Trustee Corso accepted nomination as Vice-President, Trustee Farnham accepted nomination as Secretary. Unanimously carried.
 - b) OSC audit update: An email was received from the OSC auditors—a financial audit of 2014 will take place in January 2015. The results will be available to the public via the WSPL website.

- c) Approval of New Hires: 2 part-time library clerks, Marjorie Torrelli and Alexandra Jones will be hired, Bernie Mauer to have an internal title as "Office Clerk".
 - i) MOTION: A motion was made by Trustee Corso and seconded by Trustee Dame to approve the hiring of Marjorie Torrelli at the rate of \$10 an hour. Unanimously carried.
 - ii) MOTION: A motion was made by Trustee Corso and seconded by Trustee Farnham to approve the hiring of Alexandra Jones at the rate of \$10 an hour. Unanimously carried.
 - iii) MOTION: A motion was made by Trustee Corso and seconded by Trustee Dame to approve the internal title change to Office Clerk with a pay increase to \$11 an hour. Motion carried.
 - d) Bank Authorizations: It was recommended to maintain three signers on the bank accounts. Trustee Farnham will remain a signatory on the accounts until a president is elected.
 - i) MOTION: A motion was made by Trustee Corso and seconded by Trustee Farnham to remove President Wendi Coleman's name from accounts at Lyons National Bank and Citizens Bank as of December 31st 2014. Unanimously carried.
 - ii) MOTION: A motion was made by Trustee Corso and seconded by Trustee Dame to add Treasurer Gary DeWitt as signatory to accounts at Lyons National Bank and Citizens Bank. Unanimously carried.
 - e) Discussion of 2015 Meeting Schedule: Board meetings will continue to be held on the 2nd Thursday of each month. Question rose whether Friends group should be listed on PLS website. It will remain pending a proposed meeting after January 1st.
- 12) Policy Review:
- a) Bylaws: a vote on changes to bylaws is tabled until January.
- 13) Extra Business:
- a) President Coleman distributed login information/temporary passwords to Trustees for NYLTO.
 - b) Standard Workday documented for OSC at 6 hours for all staff members on payroll.
 - i) MOTION: A motion was made by Trustee Farnham and seconded by Trustee Corso to approve standard workday for all employees as 6 hours per day, regardless of title/position. Unanimously carried.
 - c) Trustee Corso offered to update the calendar of monthly agenda items.
- 14) Adjournment
- a) MOTION: A motion to adjourn the meeting at 8:06 p.m. was made by Trustee Farnham and seconded by Trustee Dame. Unanimously carried.

Next Board Meeting is scheduled for January 8th, 2015