

**Walworth-Seely Public Library**  
**Board of Trustees Meeting**  
**March 14, 2019**  
**APPROVED**

1) Call to Order: Meeting was called to order at 6:31 pm by President Jessica Vance

2) Roll Call/Attendance:

- a) Library Trustees Present: President Jessica Vance, Financial Officer Carol Dame and Secretary Drew Britt,
- b) Library Trustees Absent: Vice-President David Teetsel (excused absence)
- c) Library Staff Present: Director Anne Brown and Library Assistant Bernie Maurer
- d) Others Present: President of the Friends of WSPL Lou Villanova; Community Member of the Sub-committee for the Library Improvement Project, Anthony Sclamo
- e) Others Absent: Town Councilman Cody Phillips

3) Adoption of current meeting agenda as presented

**MOTION: Trustee Dame motioned to approve the agenda of the March 14, 2019 Board Meeting as amended. Seconded by Trustee Britt.**

**Motion carried.**

**YES 3/3: Trustee Vance, Trustee Britt and Trustee Dame**

**NO: 0**

4) Approval of prior meeting minutes of February 21, 2019 meeting, Special Meeting February 28, 2019, Emergency Meeting March 1, 2019, and Special Meeting March 7, 2019

**MOTION: Trustee Dame motioned to accept the minutes of the regularly scheduled Board of Trustees meeting of February 21, 2019 as presented.**

**Seconded by Trustee Britt. Motion carried**

**YES 3/3: Trustee Vance, Trustee Britt and Trustee Dame**

**NO: 0**

**MOTION: Trustee Dame motioned to accept the minutes of the Special Board of Trustees Meeting of February 28, 2019 as presented. Seconded by Trustee Britt. Motion carried**

**YES 3/3: Trustee Vance, Trustee Britt and Trustee Dame**

**NO: 0**

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**MOTION: Trustee Dame motioned to accept the minutes of Emergency Board of Trustees Meeting of March 1, 2019 as presented. Seconded by Trustee Britt. Motion carried**

**YES 3/3: Trustee Vance, Trustee Britt and Trustee Dame**

**NO: 0**

**MOTION: Trustee Dame motioned to accept the minutes of the Special Board of Trustees Meeting of March 7, 2019 as presented. Seconded by Trustee Britt. Motion carried**

**YES 3/3: Trustee Vance, Trustee Britt and Trustee Dame**

**NO: 0**

- 5) Period of Public Expression (limit 5 minutes per speaker) NA
- 6) Friends' Report (Friends' President Lou Villanova)
  - a) Currently getting ready for the April book sale
  - b) President Villanova gave Library Assistant Maurer a flash drive with the fliers and book marks for advertising the sale
  - c) The next Friends Meeting has been scheduled for Thursday, March 21, 2019 at 10:00 am. It will be held in the Town Meeting Room.
- 7) Town Board Liaison Report (Councilman Cody Phillips) NA
- 8) Library Director's Report (Director Anne Brown) – see attached
- 9) Secretary's Report - Correspondence (Trustee Britt) - NA
- 10) Committee Reports:
  - a) Financial Committee (Financial Officer Trustee Dame)
    - (1) Presentation of Monthly Budget Summary - Report of receipts, disbursements and bank reconciliations for February 2019

**MOTION: Trustee Dame motioned to accept the reports of the receipts, disbursements and bank account reconciliations for February 2019 as presented. Seconded by Trustee Britt. Motion carried.**

**YES 3/3: Trustee Vance, Trustee Britt and Trustee Dame**

**NO: 0**

(2) Approval of February 2019 vouchers

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**MOTION: Trustee Dame motioned to approve the February 2019 vouchers for 19 items totaling \$3,547.20 as described on the prepared abstract.**

**Seconded by Trustee Britt. Motion carried.**

**YES 3/3: Trustee Vance, Trustee Britt and Trustee Dame**

**NO: 0**

(3) The April 2019 Finance Meeting will be held on April 15, 2019 at 11:30 am and will include a semi-annual internal audit

b) Policy Committee (Trustee Dame)

(1) Internal Audit Policy

**MOTION: Trustee Dame motioned to accept the revised Internal Audit Policy as presented. Seconded by Trustee Britt. Motion carried.**

**YES 3/3: Trustee Vance, Trustee Britt and Trustee Dame**

**NO: 0**

(2) Public Comment Policy

**MOTION: Trustee Dame motioned to adopt the Public Comment Policy as presented. Seconded by Trustee Britt. Motion carried.**

**YES 3/3: Trustee Vance, Trustee Britt and Trustee Dame**

**NO: 0**

(3) Disaster Response Policy

**MOTION: Trustee Britt motioned to adopt the Disaster Response Policy as presented/amended. Seconded by Trustee Dame. Motion carried.**

**YES 3/3: Trustee Vance, Trustee Britt and Trustee Dame**

**NO: 0**

(4) Bylaws Section 4 – to be discussed

Some further study will be conducted prior to the April Board Meeting. Tabled until April.

c) Personnel Committee (Trustee Britt)

(1) Discussion of hiring a new clerk to help cover upcoming maternity leave and summer shifts, as well as other shifts as needed

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**MOTION: Trustee Britt motioned to approve posting for a PT library clerk. Seconded by Trustee Dame. Motion carried.**

**YES 3/3: Trustee Vance, Trustee Britt and Trustee Dame**

**NO: 0**

- d) Nominating Committee (Trustee Britt) NA
- e) Library Improvement Committee (President Vance for Trustee Teetsel who had an excused absence)
  - (1) Gabe Antenucci from Labella Associates has contacted some contractors on the library's behalf to get a quote for the expansion project's Intent to Apply, including the Nichols Team who offered to do the estimate for a discounted amount, not to exceed \$2,500

**MOTION: Trustee Britt motioned to approve payment, not to exceed \$2,500.00, to the Nichols Team for a contractor's quote needed for the Library's intent to apply for a NYS Construction Grant. Seconded by Trustee Dame. Motion carried.**

**YES 3/3: Trustee Vance, Trustee Britt and Trustee Dame**

**NO: 0**

- (2) Discussion regarding the resolution to be brought before the Town Board at their next meeting on Thursday, March 21, 2019 needed for Construction Grant Intent to Apply due May 24, 2019
  - (a) President Vance summarized her conversations with various individuals. At this time, the Library's attorney is in contact with the Town of Walworth's attorney to work out acceptable language on a resolution needed to move forth with the expansion project.

**11) Old Business**

- (1) Revised invoice has been received from the Town for \$9,001 as stated in the library lease. (The Board approved payment of this amount at the Special Meeting held March 7, 2019) The invoices for Worker's Compensation insurance (\$184.36) and NYS Retirement (\$13,257.34) have not been revised and are to be paid as originally billed. All bills are due by April 1, 2019.

**MOTION: Trustee Dame motioned to approve the payment of \$13, 257.34 to the Town of Walworth, pending a review of the NYSLR's report, for the Library's share of the NYS Retirement for 2019. Seconded by Trustee Britt. Motion carried.**

**YES 3/3: Trustee Vance, Trustee Britt and Trustee Dame**

**NO: 0**

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**12) New Business**

(1) Director's 2018 Report to the Community

**MOTION: Trustee Britt motioned to approve the Director's 2018 Report to the Community with the noted revisions. Seconded by Trustee Dame.**

**Motion carried.**

**YES 3/3: Trustee Vance, Trustee Britt and Trustee Dame**

**NO: 0**

(2) Discussion regarding distribution of the Director's 2018 Report to the Community included points of distribution and contacting the Patti Holdraker from the Times about a possible press release.

**13) Adjournment**

**MOTION: Trustee Britt motioned to adjourn the meeting at 8:38 pm. Seconded by Trustee Dame. Motion carried.**

**YES 3/3: Trustee Vance, Trustee Britt and Trustee Dame**

**NO: 0**

**IMPORTANT DATES:**

- The next Friends Meeting will be held ***Thursday, March 21, 2019 at 10:00 am*** in the Town Meeting Room
- The next Town Board meeting will be held ***Thursday, March 21, 2019***. The resolution for the library's construction proposal will be presented to the board.
- Director Anne Brown will be out of the office from ***April 5-11, 2019***. Library Assistant Bernie Maurer will be in charge during this time.
- The Friends of WSPL will hold their Spring Book Sale ***April 10-13, 2019***. Donations will be accepted April 9<sup>th</sup> -10<sup>th</sup>. Preview sale is Wednesday April 10<sup>th</sup> from 5:30-7:30 and Bag Sale/Drop-In Craft will be Saturday April 13 from 10:00-1:00.
- ***Animal Week*** is taking place ***April 15-20, 2019*** to coincide with the schools' Spring Break. Animal themed programs will be offered for children throughout the week.
- Next Finance Meeting is ***Monday April 15, 2019*** at 11:30 am and will include a semi-annual internal audit.

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- Next Friends Meeting is ***Thursday, April 18, 2019*** at 12:00 pm
- PLS Construction Grant Intent to Apply is due ***May 24, 2019***

**\*NEXT BOARD MEETING IS THURSDAY, April 18, 2019 at 6:30 pm**

**\*NOTE The next Board meeting is scheduled for the 3<sup>rd</sup> Thursday of the month due to a scheduling conflict.**