

**Walworth-Seely Public Library  
Board of Trustees Meeting  
And Annual Joint Meeting with the Friends of WSPL  
January 11, 2018  
APPROVED**

- I.** Call to Order: Meeting called to order at 6:34 pm by President Jessica Vance
- II.** Roll Call/Attendance
  - a) Library Trustees Present: President Jessica Vance, Financial Officer Carol Dame, and Trustees David Teetsel, Judy Markowski, and Drew Britt
  - b) Library Staff Present: Library Director Seth Jacobus and Library Assistant/Bookkeeper Bernie Maurer
  - c) Friends of WSPL Present: President of the Friends Lou Villanova, Vice-President Dorothy French, Treasurer Kitty Meier, Secretary Susan Holstrom, and Book Sale Coordinator Linda Knight
  - d) Others Present: Town Councilman Cody Phillips
- III.** Adoption of current meeting agenda
- IV.** Approval of prior meeting minutes as submitted

**MOTION: Trustee Dame motioned to approve the minutes of the December 14, 2017 Board Meeting as submitted. Seconded by Trustee Teetsel. Motion carried.**

**YES: 5/5: Trustee Vance, Trustee Dame Trustee Teetsel, Trustee Markowski, and Trustee Britt**  
**NO: 0**

- V.** Period of Public Expression -
  - a) President Vance introduced Town Councilman and welcomed him as the Walworth Library liaison to the Walworth Town Board.
  - b) Councilman Phillips stated: "I am 100% in support of the Walworth Library. The Library and the Walworth Recreation Department are the shining stars of the town."
- VI.** Annual Joint Meeting of WSPL and the Friends of WSPL (Director Jacobus, Trustees, and Friends)
  - a) The Friends are looking into a mail fund-raiser for WSPL.
  - b) Director Jacobus provided the Friends with the Library's "wish list." President Villanova stated that the list will be addressed at the next meeting of the Friends on 1/24/18.
  - c) Director Jacobus talked about the need for the Library to be accessible to all and has been obtaining quotes for making the library doors handicapped accessible.
  - d) Director Jacobus requested that the Friends consider \$100 donation to PLS to fund a bus for Advocacy Day which is scheduled for February 28, 2018.
  - e) Friends Treasurer Meier stated that the Fall book sale was one of the best the Friends have had in a long time with almost \$2,000 in profits.
  - f) President Villanova stated that the Spring Book Sale will be held the week of April 9, 2018. The Friends of WSPL are requesting help to set up tables at noon on Tuesday April 10<sup>th</sup> and to take down tables on Saturday April 14<sup>th</sup> at the close of the book sale.

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- g) President Villanova requested a minor revision of the Memorandum of Understanding (MOU) to include a statement that both the Friends and the WSPL will mutually provide their current bylaws and other governing documentation.
- h) President Vance stated that this is a reasonable request and a revised document will be provided for the Friends of WSPL to review and sign the MOU at their upcoming meeting on January 24, 2018.
- i) Director Jacobus will create a revised version of the MOU and send it out for review prior to the Friends meeting scheduled for 1/24/2018.

**MOTION: Trustee Dame motioned to approve the suggested revision of the MOU between the WSPL and the Friends of the WSPL as discussed for 2018. Seconded by Trustee Britt. Motion carried.**

**YES: 5/5: Trustee Vance, Trustee Dame Trustee Teetsel, Trustee Markowski, and Trustee Britt**

**NO: 0**

The Joint Meeting of the WSPL Board of Trustees and the Friends of the WSPL adjourned at 6:59 pm.

Treasurer Meier, Secretary Holstrom, and Book Sale Coordinator Knight left the meeting. President Villanova and Vice-President French remained for the regular WSPL Board of Trustees Meeting.

**VII. Town Board Liaison Report (Councilman Cody Phillips)**

- a) Town Board meetings will now start at 7:00 pm
- b) The Town has decided to stagger their lunch times so that even during the hours of 12:00-1:00, residents can access assistance.
- c) The Town Board members are encouraged to be more present at community events including school board meetings.

**VIII. Director's Report: (Director Seth Jacobus) Report attached**

- a) Discussion about the Library Improvement ensued including expansion and handicapped access into the library.
- b) Director Jacobus requested that Councilman Phillips prepare a resolution to be reviewed with the Town Board on 1/18/2018 regarding the WSPL Improvement Project and the request for the Town's architects to do a "walk through" and advise WSPL regarding an

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expansion on the south end of the building. Director Jacobus will provide Councilman Phillips with an email of some details to assist with the resolution.

**IX. Secretary's Report-Correspondence: NA**

**X. Financial Reports: (Financial Officer Dame and Director Jacobus)**

- a) Presentation of the monthly budget summary
- b) Report of bank statement reconciliations, receipts and disbursements for December 2017
- c) Approval of December 2017 vouchers as described on the abstract.

**MOTION: Trustee Dame motioned to approve the December 2017 vouchers and disbursements as reviewed and submitted on the abstract consisting of 32 items totaling \$5148.93. Seconded by Trustee Teetsel. Motion carried.**

**YES: 5/5: Trustee Vance, Trustee Dame Trustee Teetsel, Trustee Markowski, and Trustee Britt**

**NO: 0**

- d) Discussed the end of year fiscal close out for 2017 and the preparation of information to be provided to Heveron & Co. CPAs to complete the 990 and AUD for 2017

**MOTION: Trustee Teetsel motioned to approve Heveron & Co. CPAs to prepare the 990 and AUD for WSPL for 2017 at an estimated cost of \$3550.00. Seconded by Trustee Dame. Motion carried.**

**YES: 5/5: Trustee Vance, Trustee Dame Trustee Teetsel, Trustee Markowski, and Trustee Britt**

**NO: 0**

**XI. Committee Reports:**

- a) Policy Committee (Director Jacobus and Trustees)
  - i) Many of the policies have been updated and need to be distributed to the Trustees.
- b) Personnel Committee (President Vance)
  - i) Library Clerk Kate Karnisky
    - (a) Last meeting the Board approved to change Kate Karnisky's status to a clerk to work no more than 19 hours/week effective 12/24/2017. Civil Service has informed Director Jacobus that Clerk Karnisky scored in the top three candidates, therefore, she is able to work more than 19 hours a week if needed.

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**MOTION: Trustee Teetsel motioned to approve Kate Karnisky as a clerk to work as many hours as designated by Director Jacobus Seconded by Trustee Markowski. Motion carried.**

**YES: 5/5: Trustee Vance, Trustee Dame Trustee Teetsel, Trustee Markowski, and Trustee Britt**

**NO: 0**

ii) Library Clerk Carole Drake

(a) Carole Drake was a substitute at WSPL but has been working regular hours at Walworth Seely Library.

(b) Civil Service has allowed WSPL to transfer Carole Drake's clerk status from Macedon Library to Walworth Library retroactive to 3/9/2017.

**MOTION: Trustee Dame motioned to approve Carol Drake as a clerk retroactive to 3/9/2017 to work as many hours as designated by Director Jacobus Seconded by Trustee Britt. Motion carried.**

**YES: 5/5: Trustee Vance, Trustee Dame Trustee Teetsel, Trustee Markowski, and Trustee Britt**

**NO: 0**

iii) Staff Evaluations are in the process of being completed by Director Jacobus

**XII) Old Business**

**XIII) New Business**

a) Nominations and Appointment of Vice President and Secretary of the WSPL Board of Trustees for 2018

i) Vice-President of the Board for 2018

**Trustee Dame motioned to nominate David Teetsel for the position of Vice-President for 2018. Seconded by Trustee Britt. The nomination was accepted.**

**There were no other nominations for the position of Vice-President.**



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**MOTION: Trustee Dame motioned to appoint Trustee Teetsel as the Vice-President of the WSPL Board for 2018. Seconded by Trustee Britt. Motion carried.**

**YES: 5/5: Trustee Vance, Trustee Dame Trustee Teetsel, Trustee Markowski, and Trustee Britt**

**NO: 0**

- ii) Secretary for the Board for 2018

**Trustee Markowski motioned to nominate Drew Britt for the position of Secretary of the WSPL Board for 2018. Seconded by Trustee Dame. The nomination was accepted.**

**There were no other nominations for the position of Secretary.**

**MOTION: Trustee Teetsel motioned to appoint Trustee Britt as Secretary of the WSPL Board for 2018. Seconded by Trustee Dame. Motion carried.**

**YES: 5/5: Trustee Vance, Trustee Dame Trustee Teetsel, Trustee Markowski, and Trustee Britt**

**NO: 0**

- b) Appointment of Committee Chairs
  - i) Policy Committee – Trustee Carol Dame
  - ii) Personnel Committee – Trustee Judy Markowski
  - iii) Library Improvement Committee – Trustee David Teetsel
- c) Grievance Policy
  - i) Director Jacobus discussed revising the grievance procedure section in the Personnel Policy.
  - ii) Director Jacobus will create a revised draft of the grievance procedure for the Board to review at a future Board meeting.

**XIV) Other Business**

- a) Training for new Trustees will be held at the Palmyra Library on Monday February 5, 2018 at 6 PM.
- b) The joint meeting between the Town Board and the Library Board of Trustees will be held on Thursday, February 15, 2018.
- c) The Board of Trustees will attend the All-Staff meeting scheduled for Monday, January 29, 2018 at 6:00 PM.

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XV) Adjournment

**MOTION: Trustee Markowski motioned to adjourn the meeting at 8:34 pm. Seconded by Trustee Teetsel. Motion carried.**

**YES: 5/5: Trustee Vance, Trustee Dame Trustee Teetsel, Trustee Markowski, and Trustee Britt**

**NO: 0**

**IMPORTANT DATES:**

- **Friends of WSPL meeting is Wednesday January 24, 2018 at 6:30 pm**
- **Board of Trustees to meet with WSPL staff at their All-Staff meeting scheduled for Monday, January 29, 2018 at 6:00 PM.**
- **The next Finance Meeting is scheduled for Monday, February 5, 2018 at 1:00 pm.**
- **Joint meeting with the Town of Walworth Board and the Library Board of Trustees will be Thursday, February 15, 2018 at 7:00 PM.**
- **March Finance meeting will be Friday March 2, 2018 at 1 pm.**
- **The March Board Meeting has been rescheduled for Monday, March 5, 2018 at 6:30 pm**

**Next Board Meeting is scheduled for: Thursday February 8, 2018 @6:30 pm**

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- I.** Call to Order: Meeting called to order at 6:34 pm by President Jessica Vance
- II.** Roll Call/Attendance
  - a) Library Trustees Present: President Jessica Vance, Vice President David Teetsel, Financial Officer Carol Dame, and Judy Markowski,
  - b) Library Trustees Secretary Drew Britt
  - c) Library Staff Present: Library Director Seth Jacobus and Library Assistant/Bookkeeper Bernie Maurer
  - d) Others Present: President of the Friends of WSPL Lou Villanova, and Town Councilman Cody Phillips and his daughter Lily
- III.** Adoption of current meeting agenda as revised
- IV.** Approval of prior meeting minutes as submitted
- MOTION: Trustee Markowski motioned to approve the minutes of the January 11, 2018 Board Meeting as submitted. Seconded by Trustee Dame. Motion carried.**  
**YES: 4/4: Trustee Vance, Trustee Dame Trustee Teetsel, and Trustee Markowski,**  
**NO: 0**
- V.** Period of Public Expression -
  - a) Councilman Phillips introduced his daughter Lily.
- VI.** Town Board Liaison Report (Councilman Cody Phillips)
  - a) Settling into his new position
  - b) Wants a Library that the Town of Walworth deserves
  - c) Looking forward to the walk-through with the architect.
- VII.** Friends of the Library Report (President Lou Villanova)
  - a) The Friends contributed \$100 toward the bus that will travel to Albany on Advocacy Day 2/28/18
  - b) \$1600 has been set aside to sponsor programs and events at the library in 2018.
  - c) Book sales will occur in April and in October. Depending on the money raised at these book sales some additional funding might be available
  - d) President Villanova has contacted someone at the Wayne School District and there will be students to help with the tables for the book sale on Tuesday and Saturday.
  - e) There will be a sign up at the circulation desk for others to sign up to help.
- VIII.** Director's Report: (Director Seth Jacobus) Report attached

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**IX.** Secretary's Report-Correspondence: NA

**X.** Financial Reports: (Financial Officer Dame and Director Jacobus)

- a) Presentation of the monthly budget summary
- b) Report of bank statement reconciliations, receipts and disbursements for End of the Year 2017
- c) Approval of End of the Year 2017 vouchers as described on the abstract.

**MOTION: Trustee Dame motioned to approve the End of the Year 2017 vouchers and disbursements as reviewed and submitted on the abstract consisting of 12 items totaling \$1629.13. Seconded by Trustee Teetsel. Motion carried.**

**YES: 4/4: Trustee Vance, Trustee Dame Trustee Teetsel, and Trustee Markowski  
NO: 0**

- d) Report of the receipts and disbursements for January 2018

**MOTION: Trustee Dame motioned to approve the January 2018 vouchers and disbursements as reviewed and submitted on the abstract consisting of 19 items totaling \$4730.05. Seconded by Trustee Teetsel. Motion carried.**

**YES: 4/4: Trustee Vance, Trustee Dame Trustee Teetsel, and Trustee Markowski  
NO: 0**

- e) Capital Reserve Funds

**MOTION: Trustee Dame motioned to move \$30,490.12 into the Capital Reserve fund (GL 402) with an effective date of 2/9/18. Seconded by Trustee Teetsel. Motion carried.**

**YES: 4/4: Trustee Vance, Trustee Dame Trustee Teetsel, and Trustee Markowski  
NO: 0**

**XI.** Committee Reports:

- a) Policy Committee (Director Jacobus and Trustees)
  - i) Review changes to the WSPL Personnel Policy: Grievance Section

**MOTION: Trustee Teetsel motioned to approve the updated WSPL Grievance section of the Personnel Policy as submitted. Seconded by Trustee Dame. Motion carried.**

**YES: 4/4: Trustee Vance, Trustee Dame Trustee Teetsel, and Trustee Markowski  
NO: 0**

- ii) Review changes to the WSPL Volunteer Policy

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**MOTION: Trustee Teetsel motioned to approve the revised WSPL Volunteer Policy as submitted. Seconded by Trustee Dame. Motion carried.**

**YES: 4/4: Trustee Vance, Trustee Dame Trustee Teetsel, and Trustee Markowski**

**NO: 0**

- (1) Trustee Markowski noted that the volunteer application could be revised to note that background checks will be made on volunteers.
- b) Personnel Committee (Trustee Markowski)
  - i) Staff Evaluations
    - a. Director Jacobus stated that the staff evaluations have been completed and he will be meeting with staff individually.
  - ii) Director Evaluation
    - a. Trustee Markowski requested that Director Jacobus send his 2018 goals to her.
    - b. Trustee Markowski requested that President Vance who was the former Personnel Chair, to send a copy of the form used to evaluate the Director to her.
    - c. A formal meeting between the Trustee Markowski, Personnel Chair, and Director Jacobus will be scheduled for June 2018.
    - d. The Director's evaluation will be completed before the end of the 2018 calendar year.
- c) Library Improvement Committee
  - i) Discussion ensued about the expansion of the library and the architect walk-through scheduled for Friday, February 9, 2018 at 2:30 pm.
  - ii) Needs include expanded children's area, teen space, dedicated meeting space, storage and increased work space for staff.
  - iii) A need for options with costs for each option and timeline.

**XII) Old Business NA**

**XIII) New Business**

- a) Approve the NYS Annual Report

**MOTION: Trustee Teetsel motioned to approve the Annual Report as submitted and approved by the Pioneer Library System. Seconded by Trustee Dame. Motion carried.**

**YES: 4/4: Trustee Vance, Trustee Dame Trustee Teetsel, and Trustee Markowski**

**NO: 0**

- b) Approve the AUD for 2017

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**MOTION: Trustee Dame motioned to approve the AUD for 2017 as submitted. Seconded by Trustee Teetsel. Motion carried.**

**YES: 4/4: Trustee Vance, Trustee Dame Trustee Teetsel, and Trustee Markowski**

**NO: 0**

**XIV) Other Business**

- a) MOU between the Friends of WSPL and the Walworth-Seely Public Library
  - i) The MOU was approved by the Joint meeting of the Board of Trustees and the Friends of WSPL at the meeting on January 11, 2018.
  - ii) After reviewing the MOU with the Friends at their monthly meeting on January 24, 2018, it was signed by President of the Friends of WSPL, Lou Villanova.
  - iii) President of the Board of Trustees, Jessica Vance signed the MOU on February 8, 2018.
- c) Confirm the joint Town and Library Board Meeting on February 15, 2018
  - i) The joint meeting between the Town Board and the Library Board of Trustees will be held on Thursday, February 15, 2018 at 7:00 pm.
  - ii) Supervisor Jacobs has placed the WSPL Board at the beginning of the agenda for the night.
  - iii) Trustees will assemble at the library at 6:45 pm on Thursday, February 15, 2018 and go to the meeting together.
- d) Director Jacobus shared a program called: Walk in my Shoes (A poverty simulation) that will be held at WFL BOCES.

**XV) Adjournment**

**MOTION: Trustee Teetsel motioned to adjourn the meeting at 8:22 pm. Seconded by Trustee Dame. Motion carried.**

**YES: 4/4: Trustee Vance, Trustee Dame Trustee Teetsel, and Trustee Markowski**

**NO: 0**

**IMPORTANT DATES:**

- **Joint meeting with the Town is Thursday, February 14, 2018. Trustees to assemble at the Library at 6:45 pm**
- **Friends of WSPL monthly meeting is Wednesday February 28, 2018 at 6:30 pm**
- **Board of Trustees to meet with WSPL staff at their All-Staff meeting scheduled for Monday, January 29, 2018 at 6:00 PM.**

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- **March Finance meeting will be Friday March 2, 2018 at 1 pm.**
- **The March Board Meeting has been rescheduled for Monday, March 5, 2018 at 6:30 pm**

**Next Board Meeting is scheduled for: Monday, March 5th, 2018 @6:30 pm**

**Walworth-Seely Public Library**  
**Board of Trustees Meeting**  
**March 5, 2018**  
**APPROVED**

- I.** Call to Order: Meeting called to order at 6:32 pm by President Jessica Vance
- II.** Roll Call/Attendance
  - a) Library Trustees Present: President Jessica Vance, Vice President David Teetsel, Financial Officer Carol Dame,
  - b) Absent Library Trustees: Secretary Drew Britt and Judy Markowski,
  - c) Library Staff Present: Library Director Seth Jacobus and Library Assistant/Bookkeeper Bernie Maurer
  - d) PLS Staff Present: Ron Kirsop, Assistant Director
  - e) Others Present: President of the Friends of WSPL Lou Villanova, Town Councilman Cody Phillips, and Susie Jacobs, Town Supervisor
- III.** Adoption of current meeting agenda as submitted
- IV.** Approval of prior meeting minutes as revised  
  
**MOTION: Trustee Dame motioned to approve the minutes of the February 9, 2018 Board Meeting as revised. Seconded by Trustee Teetsel. Motion carried.**  
**YES: 3/3: Trustee Vance, Trustee Teetsel and Trustee Dame**  
**NO: 0**
- V.** Period of Public Expression -
- VI.** Friends of the Library Report (President Lou Villanova)
  - a) The Friends meeting was cancelled in February due to a lack of quorum.
  - b) Preparing for the spring book sale: Books can be dropped off on Tuesday, April 10<sup>th</sup>.
  - c) Dorothy French will have a signup sheet for helpers at the library circulation desk.
  - d) Next meeting is scheduled for Wednesday, March 29, 2018 at 6:30 pm in the Library.
- VII.** Town Board Liaison Report (Councilman Phillips)
  - a) Town Board is working hard to connect with the community and stake-holders
  - b) Still hearing from the public at meetings and it seems that residents are feeling acknowledged and being heard.
  - c) Residents have been concerned about High Acres Landfill, which borders Walworth. The Town is exploring options.
  - d) Supervisor Jacobs noted that the Town will be involved in a mandatory sewer expansion project by 2020 which will necessitate a resolution for public vote in November 2019.



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- e) Supervisor Jacobs suggested having some information presented at every Town Board meeting to keep the public apprised of any possible Library Improvement Projects.
- f) Supervisor Jacobs advised contacting the Board of Elections regarding the timeline for submitting and the wording needed for a resolution if seeking a Bond.

**VIII. Construction Grant Presentation (Pioneer Library Assistant Director, Ron Kirsop)**

- a) Strategic Plan for the Library is considered the Library's "Business Plan" and will need to be updated for the construction grant. The Strategic Plan will address what the future of Walworth-Seely Library will look like.
- b) Pioneer Library System will be happy to help with a facilities upgrade plan within the Strategic Plan.
- c) Construction grants offered to libraries by New York State may be reduced by 42% in this year's budget unless lobbying helps to restore some of these monies.
- d) PLS will look at construction grant award history when determining how much money each library will receive.
- e) Construction grants request need to be at least \$5,000.
- f) In past, smaller projects (\$20,000 or less) usually get full funding.
- g) There is a 3-year cycle in applying for grants: If apply in 2018, money would be received in 2019 and the project would be completed in 2020.
- h) There is a staggered payout.
- i) Three approvals are needed in order to get a construction grant application approved:
  - a) PLS reviews and if they approve they send it on
  - b) The State then reviews the application by October and if it passes muster it is sent on
  - c) The Dormitory Authority is the final stop for the review process.
- j) The application to PLS due by May is limited information and the full application process needs to be completed by the end of June (PLS will help out with completion of this paperwork)
- k) The Library needs to demonstrate they have matching funds for the project.
- l) Could do an internal renovation in Year 1 and Expansion in Year 2
- m) The grant cannot be just for repairs or carpeting, but can include furniture purchases.
- n) Must have Contractor quotes for the project (not just architect estimates).
- o) Libraries can apply for construction grants annually as long as they are different projects.

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- p) The Library is not locked into accepting the grant until it is submitted to NY state (PLS will tell the Library how much money they can expect)
- q) PLS can and will assist with the marketing (informational campaign) to help residents know what the library is hoping to accomplish.
- r) Any advice about Bonding for a project needs to be sought out through an attorney because PLS cannot offer legal advice.
- s) There are phases when planning an expansion:
  - a) Planning (including updating the Strategic Plan)
  - b) Getting the word out to the Public
  - c) Engaging residents
  - d) Sustaining interest and getting people out to vote on the Bond issue
- t) Have talking points, invite former Library Board members to assist, and get patrons involved.

**IX.** Director's Report: (Director Seth Jacobus) Report attached

**X.** Secretary's Report-Correspondence: NA

- XI.** Financial Reports: (Financial Officer Dame and Director Jacobus)
- a) Presentation of the monthly budget summary
  - b) Report of bank statement reconciliations, receipts and disbursements for February 2018
  - c) Approval of February 2018 vouchers as described on the abstract.

**MOTION: Trustee Dame motioned to approve the February 2018 vouchers and disbursements as reviewed and submitted on the abstract consisting of 31 items totaling \$6,338.87. Seconded by Trustee Teetsel. Motion carried.**

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

**NO: 0**

- d) Update on 990
  - i) 990 information has been submitted to Heveron CPA and will be reviewed by the Library Finance Committee in April before being submitted to the Board of Trustees for review at the April 12, 2018 meeting.

- e) Approve NYS Retirement payment to the Town of Walworth

**MOTION: Trustee Dame motioned to approve payment to the Town of Walworth in the amount of \$15,212.44 for the Walworth-Seely Library's portion of the NYS Retirement bill. Seconded by Trustee Teetsel. Motion carried.**

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

**NO: 0**

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- f) Walworth-Seely Library received \$277,080.00 from the Town of Walworth for operating costs in 2018. These funds were moved into the appropriate bank accounts.
- g) Move \$40.00 from the Bullis Reserve 419 to Tech Grant 417

**MOTION: Trustee Dame motioned to move \$40.00 from the Bullis Reserve (419) to the Tech Grant Reserve (417). Seconded by Trustee Teetsel. Motion carried.**  
**YES: 3/3: Trustee Vance, Trustee Dame and Trustee Teetsel.**  
**NO: 0**

- h) April Financial Audit has been scheduled for Monday April 9, 2018 at 1:00 pm. Trustees Vance and Dame will conduct the audit.

**XII. Committee Reports:**

- a) Policy Committee (Director Jacobus and Trustees)
  - i) Retention Policy - Tabled
- b) Personnel Committee (Trustee Markowski) NA
- c) Library Improvement Committee
  - i) Need for a Supplemental Board Meeting to discuss timeline for Bond resolution.

**XII) Old Business NA**

**XIII) New Business**

- a) Approve the 2017 Walworth-Seely Public Library Annual Report to the Community

**MOTION: Trustee Dame motioned to approve the 2017 Walworth-Seely Public Library Annual Report to the Community as submitted. Seconded by Trustee Teetsel. Motion carried.**  
**YES: 3/3: Trustee Vance, Trustee Dame and Trustee Teetsel.**  
**NO: 0**

- b) Approve up to \$10,000.00 to be paid to the Town of Walworth for the Library's annual lease due April 1, 2018.

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**MOTION: Trustee Dame motioned to approve payment of up to \$10,000 for the Walworth-Seely Library's annual lease due April 1, 2018. Seconded by Trustee Teetsel. Motion carried.**

**YES: 3/3: Trustee Vance, Trustee Dame and Trustee Teetsel.**

**NO: 0**

- a) Approve the submission of the 990 by Heveron CPAs –Tabled until April 2018
- b) Approve payment to Heveron CPAs (up to \$4000) for the submission of the 990-  
Tabled until April 2018

**XIV) Other Business**

**EXECUTIVE SESSION**

**MOTION: Trustee Dame motions to go into executive session at 9:08 pm to discuss the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation. Seconded by Trustee Teetsel.**

**Motion carried.**

**YES: 3/3: Trustee Vance, Trustee Dame and Trustee Teetsel.**

**NO: 0**

**MOTION: Trustee Dame motioned to leave executive session at 9:14 pm and return to the regular meeting. Seconded by Trustee Vance.**

**YES: 5/5: Trustee Dame, Trustee Chaffee, Trustee Vance, Trustee Dey, and Trustee Teetsel. NO: 0/0:**

**Motion carried**

The matter discussed in executive session was approved unanimously by the Board.

**XV) Adjournment**

**MOTION: Trustee Teetsel motioned to adjourn the meeting at 9:15 pm. Seconded by Trustee Dame. Motion carried.**

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

**NO: 0**

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**APPROVED**

**IMPORTANT DATES:**

- A Supplemental Board Meeting will be held on Thursday March 22, 2018 at 6:30 pm
- The Friends of the WSPL Meeting will be held on Wednesday, April 28, 2018 at 6:30 pm.
- The April Finance and semi-annual internal audit meeting will be Monday, April 9, 2018 at 1 pm.
- The April Board Meeting will be held on Thursday April 12, 2018 at 6:30 pm

**Next Board Meeting is a SUPPLEMENTAL MEETING and is  
scheduled for: Thursday March 22, 2018 @6:30 pm**

**Walworth-Seely Public Library**  
**Board of Trustees Meeting**  
**April 12, 2018**  
**APPROVED**

- I.** Call to Order: Meeting called to order at 6:31 pm by President Jessica Vance
- II.** Roll Call/Attendance
- a) Library Trustees Present: President Jessica Vance, Vice President David Teetsel, Financial Officer Carol Dame, Secretary Drew Britt, Trustee Judy Markowski
  - b) Library Staff Present: Library Director Seth Jacobus and Library Assistant/Bookkeeper Bernie Maurer
  - c) PLS Staff Present: Ron Kirsop, Assistant Director
  - d) Others Present: President of the Friends of WSPL Lou Villanova and Town Councilman Cody Phillips
- III.** Adoption of current meeting agenda as submitted
- IV.** Approval of prior meeting minutes (3/5/2018) as revised
- MOTION: Trustee Dame motioned to approve the minutes of the March 5, 2018 Board Meeting as revised. Seconded by Trustee Teetsel. Motion carried.**  
**YES: 5/5: Trustee Vance, Trustee Teetsel, Trustee Dame, Trustee Britt, and Trustee Markowski**  
**NO: 0**
- V.** Approval of prior meeting minutes from Supplement Board meeting (3/22/2018)
- MOTION: Trustee Markowski motioned to approve the minutes of the March 22, 2018 Board Meeting as presented. Seconded by Trustee Teetsel. Motion carried.**  
**YES: 5/5: Trustee Vance, Trustee Teetsel, Trustee Dame, Trustee Britt, and Trustee Markowski**  
**NO: 0**
- VI.** Announcement regarding Library Director position
- a) Director Jacobus announced he has submitted his resignation in order to take another position near his family's home in the southern tier
  - b) President Vance stated she wished him well
- VII.** Ron Kirsop from Pioneer Library System – Strategic Plan Presentation
- a) Assistant Director Kirsop provided the Board with a handout of steps needed to complete a strategic plan.
  - b) A Strategic Plan usually covers 3-5 years
  - c) Ron Kirsop offered his services to assist the Board with this task stating that some of the work has already been completed.
  - d) The first step would be to hold a “Board Retreat”

**Walworth-Seely Public Library**  
**Board of Trustees Meeting**  
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**APPROVED**

- i) The Trustees requested that Director Jacobus contact Ron to determine if he could find some dates in May on an evening (other than Thursdays) to facilitate a retreat
- e) The next step would be for President Vance to appoint a planning committee
  - ii) President Vance requested that Trustees think about who would like to be on the planning committee (need two Trustees)

**VIII. Period of Public Expression NA**

**IX. Friends of the WSPL report (Friend's President Lou Villanova)**

- a) The Spring Book Sale is underway
- b) The Friends have already provided a check to the WSPL for two performers for the SR2018 Programs. As other invoices come in for summer reading events, these will be submitted to the Friends for additional checks
- c) President Villanova has contacted the Lions Club about providing a tent and grill for the June 23<sup>rd</sup> Summer Reading Kick-Off event. The tent will be set up the night before (June 22, 2018)

**X. Town Board Liaison Report (Councilman Cody Phillips )**

- a) There have been no major resolutions passed in that past month by the Town Board.
- b) In support of the Walworth Library's effort to acquire more space, Councilman Phillips suggested working toward a ground-swell of public support and offered some ideas such as co-sponsoring an event with the Walworth Fire Department; having an open house with activities that would bring people in to see the small space with which the Library is working
- c) The first annual Memorial Day event will be sponsored by the Town on Monday May 28, 2018 at 3:00 pm. Councilman Phillips invited the library participate in this new event
- d) Councilman Phillips requested monthly circulation statistics be sent to him since Walworth Library tends to be in the top 10 of the 42 libraries in the system with regard to circulation statistics which is amazing since we are one of the smaller libraries with regard to square footage

**XI. Director's Report: (Director Seth Jacobus) Report attached**

- a) Director Jacobus informed the Board that he has requested that Civil Service canvass for a library clerk

**Walworth-Seely Public Library**  
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- b) There will be a 4% increase in OWWL2go in 2019 and increases annually can be expected

**XII.** Secretary's Report-Correspondence: NA

**XIII.** Financial Reports: (Financial Officer Dame and Director Jacobus)

- a) Presentation of the monthly budget summary
- b) Report of bank statement reconciliations, receipts and disbursements for March 2018
- c) Approval of March 2018 vouchers as described on the abstract.

**MOTION: Trustee Dame motioned to approve the March 2018 vouchers for 24 items totaling \$5,973.26 as described on the prepared abstract. Seconded by Trustee Teetsel. Motion carried.**

**YES: 5/5: Trustee Vance, Trustee Teetsel, Trustee Dame, Trustee Britt, and Trustee Markowski**

**NO: 0**

- d) Completed the bi-annual audit for the month of February 2018 at the Finance Meeting held on April 9, 2018. There were no discrepancies
- e) Update on 990

**MOTION: Trustee Dame motioned to accept the 2017 Financial Statements as prepared by Heveron & Company. Seconded by Trustee Markowski. Motion carried.**

**YES: 5/5: Trustee Vance, Trustee Teetsel, Trustee Dame, Trustee Britt, and Trustee Markowski**

**NO: 0**

**MOTION: Trustee Dame motioned to allow Director Jacobus to sign the Financial Statement for 2017 and submit it to Heveron & Company. Seconded by Trustee Markowski. Motion carried.**

**YES: 5/5: Trustee Vance, Trustee Teetsel, Trustee Dame, Trustee Britt, and Trustee Markowski**

**NO: 0**

**MOTION: Trustee Dame motioned to approve Heveron & Company to submit the Walworth Library's 990 for the year 2017 as prepared. Seconded by Trustee Teetsel. Motion carried.**

**YES: 5/5: Trustee Vance, Trustee Teetsel, Trustee Dame, Trustee Britt, and Trustee Markowski**

**NO: 0**



**Walworth-Seely Public Library**  
**Board of Trustees Meeting**  
**April 12, 2018**  
**APPROVED**

**MOTION: Trustee Dame motioned to pay Heveron & Company \$3550.00 for the completion and submission of the 990 for Walworth Library for 2017. Seconded by Trustee Markowski. Motion carried. YES: 5/5: Trustee Vance, Trustee Teetsel, Trustee Dame, Trustee Britt, and Trustee Markowski**  
**NO: 0**

- f) The May Financial Meeting is scheduled for 5/10/2018 at 1:00 pm

**XIV. Committee Reports:**

- a) Policy Committee (Director Jacobus and Trustees)
  - i) Retention Policy needs to be reviewed - tabled
- b) Personnel Committee (Trustee Markowski)
  - i) Discuss methods of recruitment for pending Trustee vacancy
    - a. Applications are on-line
    - b. Notices will be posted in the WSPL
    - c. Explore whether the Times of Wayne County would consider a "News Release"
    - d. Place advertising in the local paper (Times of Wayne County)

**MOTION: Trustee Dame motioned to advertise for a Trustee in the Times of Wayne County newspaper, with the cost of the ads not to exceed \$500.00. Seconded by Trustee Teetsel. Motion carried. YES: 5/5: Trustee Vance, Trustee Teetsel, Trustee Dame, Trustee Britt, and Trustee Markowski**  
**NO: 0**

- c) Library Improvement Committee (Director Jacobus)
  - i) The architects from LaBella are conducting a follow-up meeting to the walk-through and renderings of the proposed expansion on Monday April 16, 2018 at 2:30 pm.

**XII) Old Business NA**

**XIII) New Business**

- a) Discuss the Director Search

**MOTION: Trustee Markowski motioned to go into executive session at 8:40 pm to discuss medical, financial, credit, or employment history of a particular person/corporation or matters leading to said dismissal, removal, promotion, appointment, employment, discipline, demotion or suspension. Seconded by Trustee Dame. Motion carried. YES: 5/5: Trustee Vance, Trustee Teetsel, Trustee Dame, Trustee Britt, and Trustee Markowski**  
**NO: 0**

**Walworth-Seely Public Library  
Board of Trustees Meeting  
April 12, 2018  
APPROVED**

**MOTION:** Trustee Markowski motioned to have Bernie Maurer, Library Assistant/Bookkeeper remain during executive session. Seconded by Trustee Teesel. Motion carried. YES: 5/5: Trustee Vance, Trustee Teetsel, Trustee Dame, Trustee Britt, and Trustee Markowski  
NO: 0

**MOTION:** Trustee Teetsel motioned to leave executive session at 9:54 pm and return to the regular meeting. Seconded by Trustee Markowski. Motion carried. YES: 5/5: Trustee Vance, Trustee Teetsel, Trustee Dame, Trustee Britt, and Trustee Markowski  
NO: 0

**MOTION:** Trustee Markowski motioned to accept the resignation of Director Jacobus effective June 8, 2018. Seconded by Trustee Britt. Motion carried. YES: 5/5: Trustee Vance, Trustee Teetsel, Trustee Dame, Trustee Britt, and Trustee Markowski  
NO: 0

**XIV) Other Business** NA

**XV) Adjournment**

**MOTION:** Trustee Teetsel motioned to adjourn the meeting at 9:55 pm. Seconded by Trustee Markowski. Motion carried. YES: 5/5: Trustee Vance, Trustee Teetsel, Trustee Dame, Trustee Britt, and Trustee Markowski  
NO: 0

**IMPORTANT DATES:**

- Architect meeting Monday, April 16, 2018 at 2:30 pm
- The Friends of the WSPL Meeting will be held on Wednesday, April 25, 2018 at 6:30 pm.
- The May Finance meeting will be Monday, May 7, 2018 at 1 pm.
- The May Board Meeting will be held on Thursday May 10, 2018 at 6:30 pm

**Next Board Meeting: Thursday May 10, 2018 @ 6:30 pm**

**Walworth-Seely Public Library**  
**Board of Trustees Search Committee Meeting**  
**April 26, 2018**  
**APPROVED**

- I.** Call to Order: Meeting called to order at 12:25 pm by President Jessica Vance
- II.** Roll Call/Attendance
- a) Library Trustees Present: President Jessica Vance, Secretary Drew Britt and Trustee Judy Markowski,
  - b) Library Trustees Absent: Vice President David Teetsel and Financial Officer Carol Dame
  - c) Library Staff Present: Library Assistant/Bookkeeper Bernie Maurer
  - d) Others Present: Executive Director of Pioneer Library Services Lauren Moore, President of the Friends of WSPL Lou Villanova
- III.** Meeting agenda: Interview potential candidates

**Executive Session:**

**Trustee Britt motioned to go into executive session at 12:27 pm to discuss medical, financial, credit, or employment history of a particular person/corporation or matters leading to said dismissal, removal, promotion, appointment, employment, discipline, demotion or suspension. Seconded by Trustee Markowski. Motion carried.**

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

**NO: 0**

**MOTION: Trustee Britt motioned to leave executive session at 1:57 pm and return to the regular meeting. Seconded by Trustee Markowski. Motion carried.**

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

**NO: 0**

**MOTION: Trustee Britt motioned to offer Jennifer Burnett the position of Library Director. Seconded by Trustee Markowski. Motion carried.**

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

**NO: 0**

**IV. Adjournment**

**MOTION: Trustee Britt motioned to adjourn the meeting at 1:58 pm. Seconded by Trustee Markowski. Motion carried.**

**YES: 5/5: Trustee Vance, Trustee Dame, Trustee Teetsel, Trustee Britt, and Trustee Markowski**

**NO: 0**

**Walworth-Seely Public Library**  
**Board of Trustees Meeting**  
**May 10, 2018**  
**APPROVED**

- I.** Call to Order: Meeting was called to order at 6:34 pm by President Jessica Vance
- II.** Roll Call/Attendance
- a) Library Trustees Present: President Jessica Vance, Financial Officer Carol Dame, Secretary Drew Britt, Trustee Judy Markowski
  - b) Library Trustees Absent: Vice President David Teetsel
  - c) Library Staff Present: Library Director Seth Jacobus and Library Assistant/Bookkeeper Bernie Maurer
  - d) Others Present: President of the Friends of WSPL Lou Villanova and Trustee Applicant, Jeff Rothwell
  - e) Absent: Town Councilman Cody Phillips
- III.** Adoption of current meeting agenda as submitted
- IV.** Approval of prior meeting minutes of the April 12, 2018 Board of Trustees Meeting
- MOTION: Trustee Dame motioned to approve the minutes of the April 12, 2018 Board Meeting as revised. Seconded by Trustee Markowski. Motion carried.**  
**YES: 4/4: Trustee Vance, Trustee Dame, Trustee Britt, and Trustee Markowski**  
**NO: 0**
- Approval of prior meeting minutes from Board of Trustee Search Committee of April 26, 2018
- MOTION: Trustee Dame motioned to approve the minutes of the April 26, 2018 Board Meeting as presented. Seconded by Trustee Markowski. Motion carried.**  
**YES: 4/4: Trustee Vance, Trustee Dame, Trustee Britt, and Trustee Markowski**  
**NO: 0**
- V.** Period of Public Expression
- Jeff Rothwell was introduced by President Vance. Mr. Rothwell stated that he had met with President Vance and Financial Officer Dame to discuss his interest in becoming a member of the Library Board of Trustees. His children attended programs at the library when they were younger and his whole family are library users and supporters. He stated that “the library is an investment for the whole community.” He indicated he is very interested in becoming a Library Board member.
- VI.** Friends of the WSPL report (Friend’s President Lou Villanova)
- a) The Spring Book Sale was a success raising about \$2200.00

**Walworth-Seely Public Library**  
**Board of Trustees Meeting**  
**May 10, 2018**  
**APPROVED**

- b) The Friends are talking about having a presence at the Ginegaw Farm Market this summer. WSPL will have a booth set up on the 3<sup>rd</sup> Tuesday of each month June-August and invites the Friends to join them.
- c) The Friends have deposited \$500 from the proceeds of the Spring book sale into the Community Foundation Account.

**VII.** Town Board Liaison Report (Councilman Cody Phillips ) NA

**VIII.** Director's Report: (Director Seth Jacobus) Report attached

**IX.** Secretary's Report-Correspondence: NA

- X.** Financial Reports: (Financial Officer Dame and Director Jacobus)
- a) Presentation of the monthly budget summary
  - b) Approval of amount to be paid to LaBella & Associates Architects for conceptual drawings.

**MOTION: Trustee Dame motioned to approve the payment amount of \$2,400.00 to LaBella & Associates Architects for conceptual drawings and services rendered 4/22/17-3/23/18. Seconded by Trustee Markowski. Motion carried.**  
**YES: 4/4: Trustee Vance, Trustee Dame, Trustee Britt, and Trustee Markowski**  
**NO: 0**

- c) Report of receipts, disbursements and bank account reconciliations for April 2018
- d) Approval of April 2018 vouchers as described on the abstract.

**MOTION: Trustee Dame motioned to approve the April 2018 vouchers for 26 items totaling \$18, 330.70 as described on the prepared abstract. Seconded by Trustee Teetsel. Motion carried.**  
**YES: 4/4: Trustee Vance, Trustee Dame, Trustee Britt, and Trustee Markowski**  
**NO: 0**

- e) Discussion regarding bank signers
  - i) No action will be taken at this time.
- f) The June Finance Meeting is scheduled for 6/11/2018 at 11:30 am

**XI.** Committee Reports:

- a) Policy Committee (Director Jacobus)
  - i) Petty Cash Policy - tabled
  - ii) Training and Travel Policy - tabled
- b) Personnel Committee (Trustee Markowski)
  - i) Kate Karnisky salary increase due to increased duties

**Walworth-Seely Public Library**  
**Board of Trustees Meeting**  
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**APPROVED**

**MOTION: Trustee Britt motioned to approve a \$1.00/hr. raise for Kate Karnisky effective May 13, 2018 to a rate of \$12.00/hr. due to increased programming responsibilities. Seconded by Trustee Dame. Motion carried.**

**YES: 4/4: Trustee Vance, Trustee Dame, Trustee Britt, and Trustee Markowski**  
**NO: 0**

ii) Director Search Update

- (a) The Board of Trustees Search Committee interviewed and offered the position of Library Director to Jenny Burnett on 4/26/2018
- (b) On 4/27/2018, Jenny Burnett declined the offer.

iii) Trustee Search

- (a) Candidate Jeff Rothwell has expressed interest in becoming a trustee

**MOTION: Trustee Markowski motioned to appoint Jeff Rothwell as a Trustee of the WSPL Board upon the resignation of Financial Officer, Carol Dame and will complete her term of office. Until that time, Mr. Rothwell will attend meetings as a non-voting member. Seconded by Trustee Britt. Motion carried.**

**YES: 4/4: Trustee Vance, Trustee Dame, Trustee Britt, and Trustee Markowski**  
**NO: 0**

**XII) Old Business**

a) Board Retreat Update

- i) President Vance will contact Assistant Director Ron Kirsop with possible dates for an evening or Saturday morning retreat. Some possible dates were identified.

b) Long Range Plan Update

- i) The Previous Long Range Plan completed in 2012 is available for review and will be used to construct the new Long Range Plan

**XIII) New Business**

a) Library Management Plan after June 8<sup>th</sup>

- i) Bernie Maurer will act as Acting Library Manager until a new Director is hired by the Board of Trustees.

**XIV) Other Business NA**

**Walworth-Seely Public Library**  
**Board of Trustees Meeting**  
**May 10, 2018**  
**APPROVED**

**XV) Executive Session**

**MOTION: Trustee Markowski motioned to go into executive session at 7:50PM to discuss medical, financial, credit, or employment history of a particular person/corporation or matters leading to said dismissal, removal, promotion, appointment, employment, discipline, demotion, or suspension. Seconded by Trustee Dame. Motion carried.**

**YES: 4/4: Trustee Vance, Trustee Dame, Trustee Britt, and Trustee Markowski**  
**NO: 0**

**MOTION: Trustee Britt motioned to leave executive session at 9:20 PM and return to the regular meeting. Seconded by Trustee Markowski.**

**MOTION: Trustee Britt motioned to appoint Bernie Maurer as the acting Manager of the WSPL with an hourly wage of \$24.00/hr. effective June 9, 2018. Seconded by Trustee dame. Motion carried.**

**YES: 4/4: Trustee Vance, Trustee Dame, Trustee Britt, and Trustee Markowski**  
**NO: 0**

**XVI) Adjournment**

**MOTION: Trustee Dame motioned to adjourn the meeting at 9:27PM. Seconded by Trustee Markowski. YES: 4/4: Trustee Vance, Trustee Dame, Trustee Britt, and Trustee Markowski**  
**NO: 0**

**IMPORTANT DATES:**

- **The Friends of the WSPL Meeting will be held on Wednesday, May 23, 2018 at 6:30 pm.**
- **The June Finance meeting will be Monday, June 11, 2018 at 11:30 am.**
- **The June Board Meeting will be held on Thursday June 14, 2018 at 6:30 pm**
- **The July Board Meeting has been rescheduled to Thursday, July 19, 2018 at 6:30 pm**

**Walworth-Seely Public Library  
Board of Trustees Meeting  
May 10, 2018  
APPROVED**

**Next Board Meeting: Thursday June 14, 2018 @ 6:30 pm**



**Walworth-Seely Public Library**  
**Board of Trustees Meeting**  
**June 14 2018**  
**APPROVED**

- I.** Call to Order: Meeting was called to order at 6:36 pm by President Jessica Vance
- II.** Roll Call/Attendance
- a) Library Trustees Present: President Jessica Vance, Financial Officer Carol Dame, Vice President David Teetsel, and Trustee Judy Markowski
  - b) Library Trustees Absent: Secretary Drew Britt
  - c) Library Staff Present: Acting Library Manager Bernie Maurer
  - d) Others Present: President of the Friends of WSPL Lou Villanova and Town Councilman Cody Phillips

- III.** Adoption of current meeting agenda as submitted

**MOTION: Trustee Teetsel motioned to approve the agenda of the June 14, 2018 Board Meeting. Seconded by Trustee Markowski. Motion carried.**  
**YES: 4/4: Trustee Vance, Trustee Dame, Trustee Teetsel, and Trustee Markowski**  
**NO: 0**

- IV.** Approval of prior meeting minutes of the May 10, 2018 Board of Trustees Meeting

**MOTION: Trustee Dame motioned to approve the minutes of the May 10, 2018 Board Meeting as revised. Seconded by Trustee Teetsel. Motion carried.**  
**YES: 4/4: Trustee Vance, Trustee Dame, Trustee Teetsel, and Trustee Markowski**  
**NO: 0**

- V.** Period of Public Expression NA

- VI.** Friends of the WSPL report (Friend's President Lou Villanova)
- a) The June 27<sup>th</sup> meeting of the Friends has been cancelled. The next meeting will be held on Wednesday, September 26, 2018 at 6:30 pm.
  - b) President of the Friends Villanova presented WSPL with a check for \$251.00 for payment of the Seneca Park Zoomobile for the Summer Reading Kick-Off on Saturday, June 23, 2018.
  - c) The Friends will join the WSPL staff at Ginegaw Farm Market this summer on two of the three Tuesdays: July 17<sup>th</sup> (Kitty Meier) and August 21 (Linda Knight).
  - d) President Villanova will set up the tent for the WSPL Summer Reading Kick-Off on the Thursday before the event. He also will be grilling the hot dogs for the event. **WSPL THANKS YOU!**
  - e) The Friends of WSPL book sale is scheduled for October 22-27, 2018.

**Walworth-Seely Public Library**  
**Board of Trustees Meeting**  
**June 14 2018**  
**APPROVED**

- VII.** Town Board Liaison Report (Councilman Cody Phillips)
- a) Councilman Phillips and Supervisor Jacobs plan to attend the WSPL Summer Reading Kick-Off.
  - b) The Town Board has created a number of new Committees, including “Sidewalks,” and “Lighting.”
  - c) New LED lighting has been installed in the Town parking lot which has greatly improved safety and security.
  - d) Town Board meetings continue to be well attended, therefore, copies of the Summer Reading flier will be made so that Councilman Phillips can distribute them at the meeting on June 21, 2018.

**VIII.** Director’s Report: (Acting Manager Maurer) Report attached

**IX.** Secretary’s Report-Correspondence: NA

**X.** Committee Reports

- a) Financial Committee: (Financial Officer Dame and Acting Manager Maurer)
  - i) Presentation of the monthly budget summary.
  - ii) Report of receipts, disbursements and bank account reconciliations for May 2018.

**MOTION: Trustee Dame motioned to accept the reports of receipts, disbursements and bank account reconciliations for May 2018 as presented . Seconded by Trustee Teetsel. Motion carried.**

**YES: 4/4: Trustee Vance, Trustee Dame, Trustee Teetsel, and Trustee Markowski**  
**NO: 0**

- iii) Approval of May 2018 vouchers as described on the abstract.

**MOTION: Trustee Dame motioned to approve the May 2018 vouchers for 33 items totaling \$3881.03 as described on the prepared abstract. Seconded by Trustee Teetsel. Motion carried.**

**YES: 4/4: Trustee Vance, Trustee Dame, Trustee Teetsel, and Trustee Markowski**  
**NO: 0**

- iv) 1099 Contract

- (a) The 1099 Contract has been prepared for Beth List and will be sent to her in the coming days.

**Walworth-Seely Public Library**  
**Board of Trustees Meeting**  
**June 14 2018**  
**APPROVED**

- v) President Vance, Finance Officer Dame, and Acting Manager Maurer will meet on Wednesday, June 21, 2018 at 12:00 to begin the budget preparation for the upcoming year.
  - vi) The July Finance Committee Meeting has been scheduled for Tuesday, July 17, 2018 at 2:30 pm.
- b. Policy Committee (Trustee Dame)
- i) Personnel Policy is in need of changes to reflect the benefit package for the Director as well as some other issues/wording that needed to be addressed.
  - ii) A sub-committee of Trustees Dame, Vance and Acting Manager Maurer will meet to ensure the suggested changes are consistent and the revised draft will be sent to all the Trustees so it can be reviewed and voted on at the July 2018 meeting.
- c. Personnel Committee (Trustee Markowski)
- i) New Hire: Kimberly Harding-clerk hired from the Civil Service list with a start date of 5/21/18 at the rate of \$10.90/hr.

**MOTION: Trustee Markowski motioned to approve the hire of Kimberly Harding as a Library Clerk from the Civil Service list at the rate of \$10.90/hr. with an effective date of 5/21/18. Seconded by Trustee Dame. Motion carried.**

**YES: 4/4: Trustee Vance, Trustee Dame, Trustee Teetsel, and Trustee Markowski**  
**NO: 0**

- ii) New Hire: Victoria Reid PT Seasonal Clerk with a start date of 5/22/18 at the rate of \$10.90/hr.

**MOTION: Trustee Markowski motioned to approve the hire of Victoria Reid as a Part-Time, Seasonal Clerk with average weekly hours not to exceed 20 at the rate of \$10.90/hr. with an effective date of 5/22/18. Seconded by Trustee Dame. Motion carried.**

**YES: 4/4: Trustee Vance, Trustee Dame, Trustee Teetsel, and Trustee Markowski**  
**NO: 0**

- iii) Need for an additional clerk to replace the seasonal clerk who will be returning to her university studies mid-August 2018.

**MOTION: Trustee Markowski motioned to approve the recruitment of an additional PT clerk . Seconded by Trustee Teetsel. Motion carried.**

**YES: 4/4: Trustee Vance, Trustee Dame, Trustee Teetsel, and Trustee Markowski**  
**NO: 0**

**Walworth-Seely Public Library**  
**Board of Trustees Meeting**  
**June 14 2018**  
**APPROVED**

- iv) Change of title for Carole Drake – Revert from Library Clerk to substitute clerk effective 6/1/18 and any PTO earned is to be used by the end of the first pay date in June 2018.

**MOTION: Trustee Markowski motioned to change Carole Drake's title from Library Clerk to substitute clerk effective 6/1/18. Seconded by Trustee Teetsel. Motion carried.**

**YES: 4/4: Trustee Vance, Trustee Dame, Trustee Teetsel, and Trustee Markowski**  
**NO: 0**

- d. Library Improvement Committee (Trustee Teetsel)
- i) Handicap access into WSPL – Trustee Teetsel will review the quotes/specifications after Acting Manager Maurer obtains these.
  - ii) Shed – Trustee Teetsel will work with Acting Manager Maurer to determine what type of shelving and/or modifications are needed in the shed to make the storage area accessible and functional.
- e. Clarification of Standing and Ad Hoc Committees and Chair Appointments
- i) The following are Standing Committees and at each Board Meeting a report will be requested to keep the Board apprised:
    - Finance (Trustee Dame)
    - Policy (Trustee Dame)
    - Personnel (Trustee Markowski)
    - Nominating (Trustee Markowski)
  - ii) The following are Ad Hoc Committees
    - Library Improvement (Trustee Teetsel)
    - Promotion of the Library (Trustee Teetsel)
    - Director Search Committee (Trustee Dame)

**XII) Old Business**

- a) Board Retreat Update
- i) The Board retreat was held on June 2, 2018.
  - ii) It was a productive day and was the first step in updating the Strategic Plan.
- b) Long Range (Strategic) Plan Update

**Walworth-Seely Public Library**  
**Board of Trustees Meeting**  
**June 14 2018**  
**APPROVED**

- i) It is suggested that the staff participate in a focus group in order to obtain input. Acting Manager Maurer has contacted Ron Kirsop, Assistant Director from Pioneer Library System regarding this.

c. Appointment of WSPL Bookkeeper

**MOTION: Trustee Teetsel motioned to officially appoint Bernie Maurer as the WSPL Bookkeeper retroactive to July 2016. Seconded by Trustee Dame. Motion carried.**

**YES: 4/4: Trustee Vance, Trustee Dame, Trustee Teetsel, and Trustee Markowski**  
**NO: 0**

**XIII) New Business**

- a) Senator Helming Bullett Aid
  - i) Senator Helming has notified WSPL that \$7,500.00 will be awarded for the purpose of making the entrance to the library handicapped accessible and for the purpose of funding Hot Spots for internet access.
- b) Amendment of By-Law Discussion
  - i) By-Laws should be reviewed at least every two years.
    - (1) Some revisions are needed in the current by-laws. A revised draft will be prepared and sent out to all Board members to review prior to the July meeting so that a vote on the amendments to the by-laws can occur in July.
- c) Narcan Training Opportunities
  - i) President Vance shared a flier with various dates/times that Board members can obtain Narcan training.

**XIV) Other Business**

- a) Applicants for the open Library Director 1 position to be reviewed.

**MOTION: Trustee Teetsel motioned to go into executive session at 8:30PM to discuss medical, financial, credit, or employment history of a particular person/corporation or matters leading to said dismissal, removal, promotion, appointment, employment, discipline, demotion, or suspension. Seconded by Trustee Dame. Motion carried.**

**YES: 4/4: Trustee Vance, Trustee Dame, Trustee Teetsel, and Trustee Markowski**  
**NO: 0**

**Walworth-Seely Public Library**  
**Board of Trustees Meeting**  
**June 14 2018**  
**APPROVED**

**MOTION:** Trustee Teetsel motioned to leave executive session at 9:22 PM and return to the regular meeting. Seconded by Trustee Dame.

**Action Taken:** Trustees Vance and Dame will meet with Acting Manager Maurer to thoroughly review all the applications. Viable applicants will be selected for a phone interview prior to assembling a two-part in-person interview schedule.

**XVI) Adjournment**

**MOTION:** Trustee Teetsel motioned to adjourn the meeting at 9:23PM. Seconded by Trustee Markowski. YES: 4/4: Trustee Vance, Trustee Dame, Trustee Teesel, and Trustee Markowski  
NO: 0

**IMPORTANT DATES:**

- **Summer Reading Kick-Off Saturday, June 23, 2018 11am-1pm**
- **The July Finance meeting will be Tuesday July 17, 2018 at 2:30pm**
- **The July Board Meeting has been rescheduled to Thursday, July 19, 2018 at 6:30 pm**

**Next Board Meeting: Thursday July 19, 2018 @ 6:30 pm**

**Walworth-Seely Public Library**  
**Board of Trustees Meeting**  
**July 19, 2018**  
**APPROVED**

- I.** Call to Order: Meeting was called to order at 6:36 pm by President Jessica Vance
- II.** Roll Call/Attendance
- a) Library Trustees Present: President Jessica Vance, Financial Officer Carol Dame, Vice President David Teetsel, Secretary Drew Britt, and Trustee Judy Markowski
  - b) Library Staff Present: Acting Library Manager Bernie Maurer
  - c) Others Present: President of the Friends of WSPL Lou Villanova, Town Councilman Cody Phillips, Jeff Rothwell
- III.** Adoption of current meeting agenda as submitted
- MOTION: Trustee Markowski motioned to approve the agenda of the July 19, 2018 Board Meeting. Seconded by Trustee Britt. Motion carried.**  
**YES: 5/5: Trustee Vance, Trustee Dame, Trustee Teetsel, Trustee Britt and Trustee Markowski**  
**NO: 0**
- IV.** Approval of prior meeting minutes of the June 14, 2018 Board of Trustees Meeting
- MOTION: Trustee Teetsel motioned to approve the minutes of the June 14, 2018 Board Meeting as revised. Seconded by Trustee Britt. Motion carried.**  
**YES: 5/5: Trustee Vance, Trustee Dame, Trustee Teetsel, Trustee Britt and Trustee Markowski**  
**NO: 0**
- V.** Period of Public Expression NA
- VI.** Friends of the WSPL report (Friend's President Lou Villanova)
- a) The next meeting of the Friends of the WSPL will be on September 26, 2018 at 6:30 pm.
- VII.** Town Board Liaison Report (Councilman Cody Phillips)
- a) Town is working hard and starting budget preparations for 2019.
  - b) Councilman Phillips stated he needs to exit the Board of Trustees meeting by 7 pm tonight because he must attend the Town Board meeting.

In view of Councilman Phillips schedule conflict, President Vance moved New Business up in the agenda so that the Library's proposed 2019 budget could be discussed in his presence.

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**VIII. New Business**

a) 2019 Library Budget discussion

i) Timelines:

- a. Proposed 2019 Library Budget will need the approval of the WSPL Board of Trustees prior to meeting with the Town Board on September 6<sup>th</sup> at 7:30 pm.
- b. The Library Acting Manager, Board President and Financial Officer will meet with Town Officials on Tuesday, August 14<sup>th</sup> at 2pm to preliminarily discuss the 2019 Library Budget
- c. On September 6, 2018 at 7:30pm the WSPL Library Board of Trustees is scheduled to meet with the Town of Walworth Board to discuss the 2019 Library Budget
- d. Prior to meeting with the Town Officials on August 14, Councilman Phillips will plan to meet with the Bernie Maurer, Acting Manager of the Library; Jessica Vance, the Library Board President; and Carol Dame, the Financial Officer to gain a better understanding of proposed budget for 2019

ii) Talking points

- A chart of the last 8 years of Budget requests and Payroll Expenses was prepared by Acting Director Maurer and reviewed. The library budget amounts approved by the Town in the past have varied annually from a DECREASE of .03% in 2012 to an increase of .065% in 2013. There has been less than a .001% increase in the budget over the last two years.
- The Library has been operating with a staff shortage for several years with staff members taking on multiple roles. Starting in 2014 the Assistant Director position was absorbed by a staff member who also has been doing the work of a Programming Clerk who has not been replaced since 2016.
- With the state mandate to increase the minimum wage, salaries have needed to be adjusted across all staff so that the hourly wages of newly hired staff is not higher than staff who have longevity or performing multiple job responsibilities. Adding staff and adjusting salaries will require additional funds.
- In order to attract and keep a qualified Library Director, the starting salary needs to be competitive and health care benefits need to be added. This will automatically add an additional \$11,000.00 to payroll expenses.



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**IX.** Acting Library Manager's Report (see attached)

**X.** Secretary's Report-Correspondence: NA

**XI.** Committee Reports

a) Financial Committee: (Financial Officer Dame and Acting Manager Maurer)

i) Presentation of the monthly budget summary.

ii) Report of receipts, disbursements and bank account reconciliations for June 2018.

**MOTION: Trustee Dame motioned to accept the reports of receipts, disbursements and bank account reconciliations for June 2018 as presented. Seconded by Trustee Teetsel. Motion carried.**

**YES: 5/5: Trustee Vance, Trustee Dame, Trustee Teetsel, Trustee Britt and Trustee Markowski**

**NO: 0**

iii) Approval of June 2018 vouchers as described on the abstract.

**MOTION: Trustee Dame motioned to approve the June 2018 vouchers for 25 items totaling \$7990.48 as described on the prepared abstract. Seconded by Trustee Teetsel. Motion carried.**

**YES: 5/5: Trustee Vance, Trustee Dame, Trustee Teetsel, Trustee Britt and Trustee Markowski**

**NO: 0**

iv) The August Finance meeting is scheduled for Monday, August 6, 2018 at 11:30 am.

b. Policy Committee (Trustee Dame)

i) By-Laws Revision

**MOTION: Trustee Dame motioned to approve the By-Laws of Walworth-Seely Public Library as revised. Seconded by Trustee Markowski. Motion carried.**

**YES: 5/5: Trustee Vance, Trustee Dame, Trustee Teetsel, Trustee Britt and Trustee Markowski**

**NO: 0**

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ii) Petty Cash Policy – Review and Revision

**MOTION: Trustee Britt motioned to approve the Petty Cash Policy of Walworth-Seely Public Library as revised. Seconded by Trustee Markowski. Motion carried.**  
**YES: 5/5: Trustee Vance, Trustee Dame, Trustee Teetsel, Trustee Britt and Trustee Markowski**  
**NO: 0**

iii) Patron Code of Conduct Policy – Review and Revision

**MOTION: Trustee Teetsel motioned to approve the Patron Code of Conduct Policy of Walworth-Seely Public Library as revised. Seconded by Trustee Britt. Motion carried.**  
**YES: 5/5: Trustee Vance, Trustee Dame, Trustee Teetsel, Trustee Britt and Trustee Markowski**  
**NO: 0**

iv) Personnel Policy – Review and Revision

**MOTION: Trustee Dame motioned to approve the Personnel Policy of Walworth-Seely Public Library as revised. Seconded by Trustee Britt. Motion carried.**  
**YES: 5/5: Trustee Vance, Trustee Dame, Trustee Teetsel, Trustee Britt and Trustee Markowski**  
**NO: 0**

v) Conference Attendance: Travel and Training Policy

**MOTION: Trustee Teetsel motioned to approve the Conference Attendance: Travel and Training Policy of Walworth-Seely Public Library as revised. Seconded by Trustee Markowski. Motion carried.**  
**YES: 5/5: Trustee Vance, Trustee Dame, Trustee Teetsel, Trustee Britt and Trustee Markowski**  
**NO: 0**

c. Personnel Committee (Trustee Markowski)

- i) New Hire: Shannon Thurston- PT clerk hired with average weekly hours not to exceed 20, with a start date of 6/19/18 at the rate of \$10.90/hr.

**MOTION: Trustee Markowski motioned to approve the hire of Shannon Thurston as a Part-Time Library Clerk, with average weekly hours not to exceed 20 at the rate of \$10.90/hr. with an effective date of 6/19/18. Seconded by Trustee Dame. Motion carried.**

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**YES: 5/5: Trustee Vance, Trustee Dame, Trustee Teetsel, Trustee Britt and Trustee Markowski**

**NO: 0**

- d. Nominating Committee (Trustee Markowski) NA  
Request for an up-to-date roster of the Board Members will be sent out by Acting Manager Maurer
- e. Library Improvement Committee (Trustee Teetsel)
  - i) Handicap access into WSPL – Trustee Teetsel met with Acting Manager Maurer at which time it was decided that the Town will be asked to provide the contact of the person who installed the handicapped access for the main entrances of the building to add to the three bids already in hand
  - ii) The bids for the handicapped access will be reviewed with the WSPL Board of Trustees at the next meeting.
- f. Director Search Committee (Trustee Dame)
  - i) Three candidates had phone interviews on June 25, 2018 with Trustee Dame, President Vance, and Acting Manager Maurer
  - ii) On July 18, an interview committee consisting of the above-named individuals plus President of the WSPL Friends, Lou Villanova, and Assistant Director of PLS, Ron Kirsop met with all three candidates.
  - iii) A third round of interviews with the three candidates is planned for August 9, 2018 which will be a meeting open to the public.

**XII) Old Business NA**

**XIII) New Business (continued)**

- a) Approval for Bernie Maurer to attend the NYLA conference from November 8-10, 2018. She has received a \$500 scholarship from PLS to offset costs.

**MOTION: Trustee Teesel motioned to approve Bernie Maurer to attend the NYLA conference November 8-10, 2018 covering the cost of registration, 2 nights hotel stay, meals and travel/parking expenses with the understanding that receipts will be submitted to PLS in order for WSPL to receive a \$500 reimbursement for all covered costs. Seconded by Trustee Britt. Motion carried.**

**YES: 5/5: Trustee Vance, Trustee Dame, Trustee Teetsel, Trustee Britt and Trustee Markowski**

**NO: 0**

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**XIV) Other Business**

a) Anonymous donation

**MOTION: Trustee Dame motioned to accept the anonymous donation of an adult tricycle to the WSPL. Seconded by Trustee Markowski. Motion carried.**

**YES: 5/5: Trustee Vance, Trustee Dame, Trustee Teetsel, Trustee Britt and Trustee Markowski**

**NO: 0**

**XVI) Adjournment**

**MOTION: Trustee Teetsel motioned to adjourn the meeting at 8:47pm. Seconded by Trustee Britt. Motion carried.**

**YES: 5/5: Trustee Vance, Trustee Dame, Trustee Teetsel, Trustee Britt and Trustee Markowski**

**NO: 0**

**IMPORTANT DATES:**

- Walworth Parade – Friday, July 27, 2018 at 7pm. WSPL will have a float that fits the parade theme of “Holidays” by featuring “The Grinch Who Stole Christmas” and honoring the works of Dr. Seuss. If you’d like to participate in the parade with WSPL, be in the lower parking lot of the Town complex by 6 pm where WSPL staff will assemble.
- Festival in the Park – Saturday, July 28, 2018 (Walworth Library staff will be doing face painting and temporary tattoos (sponsored by the Friends of the WSPL) from 1:30-5:00 pm
- August Finance Meeting –Monday August 6 at 11:30 am
- August 14<sup>th</sup> at 2:00 pm Department Head Budget discussion with Town representatives
- **Change date of September Library Board of Trustees Meeting to Thursday September 6<sup>th</sup> at 6:00 pm**
- **Thursday, September 6, 2018 Town Board Meeting and Budget Presentation at 7:30 pm**
- **August Board meeting Thursday, August 9, at 5:30PM in the Town Meeting Room (at which time candidates for the Library Director**

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1 position will be asked to make a presentation and respond to questions)

**Walworth-Seely Public Library**  
**Board of Trustees Meeting**  
**August 9, 2018**  
**APPROVED**

- I. Call to Order: Meeting was called to order at 5:32 pm by President Jessica Vance
- II. Roll Call/Attendance
- a) Library Trustees Present: President Jessica Vance, Financial Officer Carol Dame, Vice President David Teetsel, Secretary Drew Britt
  - b) Library Trustees Absent: Trustee Judy Markowski
  - c) Library Staff Present: Acting Library Manager Bernie Maurer, Library Clerks Adrienne Compton and Kate Karnisky
  - d) Others Present: President of the Friends of WSPL Lou Villanova; Vice-President of the Friends of WSPL Dorothy French, Town Councilman Cody Phillips; Town Councilman Vaughn Pembroke; Town Councilman Larry Ruth; Assistant Director of PLS Ron Kirsop; Parks and Recreation Director Jackie VanLare, Walt Chaffee; Rick Nudd; Barbara Schmidt; and Bernie Dame
- III. Adoption of current meeting agenda
- MOTION: Trustee Teetsel motioned to approve the agenda of the August 9, 2018 Board Meeting as revised. Seconded by Trustee Dame. Motion carried. YES: 4/4: Trustee Vance, Trustee Dame, Trustee Teetsel, and Trustee Britt NO: 0**
- IV. Approval of prior meeting minutes of the July 19, 2018 Board of Trustees Meeting
- MOTION: Trustee Britt motioned to approve the minutes of the July 19, 2018 Board Meeting as submitted. Seconded by Trustee Teetsel. Motion carried. YES: 4/4: Trustee Vance, Trustee Dame, Trustee Teetsel, and Trustee Britt NO: 0**
- V. Period of Public Expression NA
- VI. Friends of the WSPL report (Friend's President Lou Villanova)
- a) The Friends gave WSPL a check for \$379.66 to reimburse for the costs of the food for the Summer Reading Kick-Off and the Summer Reading Finale as well as for the Wildlife Rock Stars performance.
  - b) The Fall book sale will be the week of October 22, 2018.
  - c) The next meeting of the Friends of the WSPL will be on September 26, 2018 at 6:30 pm.
- VII. Town Board Liaison Report (Councilman Cody Phillips)
- a) Not much to report tonight. Budget meetings will be underway soon.

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**VIII.** Acting Manager's Report (Bernie Maurer) (see attached)

**IX.** Secretary's Report-Correspondence (Trustee Britt) NA

**X.** Committee Reports

a) Financial Committee: (Financial Officer Dame and Acting Manager Maurer)

i) Presentation of the monthly budget summary.

ii) Report of receipts, disbursements and bank account reconciliations for July 2018.

**MOTION: Trustee Dame motioned to accept the reports of receipts, disbursements and bank account reconciliations for July 2018 as presented. Seconded by Trustee Teetsel. Motion carried.**

**YES: 4/4: Trustee Vance, Trustee Dame, Trustee Teetsel, and Trustee Britt  
NO: 0**

iii) Approval of July 2018 vouchers as described on the abstract.

**MOTION: Trustee Dame motioned to approve the July 2018 vouchers for 30 items totaling \$14,381.27 as described on the prepared abstract. Seconded by Trustee Britt. Motion carried.**

**YES: 4/4: Trustee Vance, Trustee Dame, Trustee Teetsel, and Trustee Britt  
NO: 0**

iv) President Vance, Financial Officer Dame, and Acting Manager Maurer will meet with the Town Supervisor and the Comptroller on Tuesday, August 14, 2018 at 2:00 pm to present the WSPL budget request for 2019. This is a closed meeting therefore, only two WSPL Board of Trustees may attend.

v) The September Finance meeting is scheduled for Tuesday, September 4, 2018 at 1:00 pm.

b. Policy Committee (Trustee Dame)

i) Investment Policy – Review and Revision

**MOTION: Trustee Teetsel motioned to approve the revised Investment Policy of Walworth-Seely Public Library as presented. Seconded by Trustee Britt. Motion carried.**

**YES: 4/4: Trustee Vance, Trustee Dame, Trustee Teetsel, and Trustee Britt  
NO: 0**

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ii) Document Retention Policy

**MOTION: Trustee Teetsel motioned to adopt the Document Retention Policy of Walworth-Seely Public Library as presented. Seconded by Trustee Britt.**

**Motion carried.**

**YES: 4/4: Trustee Vance, Trustee Dame, Trustee Teetsel, and Trustee Britt**

**NO: 0**

iii) Fees for Library Equipment and Services Policy – Review and Revision

**MOTION: Trustee Teetsel motioned to approve the Fees for Library Equipment and Services Policy as revised. Seconded by Trustee Britt. Motion carried.**

**YES: 4/4: Trustee Vance, Trustee Dame, Trustee Teetsel, and Trustee Britt**

**NO: 0**

c. Personnel Committee (Acting Manager Maurer)

i) Resignation of Jonathan Coyle, PT Library Clerk who will be leaving to attend Graduate School studies

**MOTION: Trustee Dame motioned to accept the resignation of Jon Coyle, Part Time Library Clerk with an effective date of August 25, 2018. Seconded by Trustee Teetsel. Motion carried.**

**YES: 4/4: Trustee Vance, Trustee Dame, Trustee Teetsel, and Trustee Britt**

**NO: 0**

ii) Resignation of Page Helen Franklin who will be moving to Florida

**MOTION: Trustee Teetsel motioned to accept the resignation of Helen Franklin, Library Page with an effective date of September 1, 2018. Seconded by Trustee Dame. Motion carried.**

**YES: 4/4: Trustee Vance, Trustee Dame, Trustee Teetsel, and Trustee Britt**

**NO: 0**

iii) New hire: Page at \$10.40/hr.

**MOTION: Trustee Teetsel motioned to approve the hire of Savannah Grace Rose as a Library Page at the minimum wage of \$10.40/hr. with an effective date of August 13, 2018. Seconded by Trustee Britt. Motion carried.**

**YES: 4/4: Trustee Vance, Trustee Dame, Trustee Teetsel, and Trustee Britt**

**NO: 0**



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- iv) Change of status for Victoria Reid who is returning to college in Pennsylvania and will only be available to work during college breaks.

**MOTION** Trustee Teetsel motioned to approve a change of title for Victoria Reid, PT Season Library Clerk, to “substitute clerk” effective August 9, 2018. Seconded by Trustee Britt. Motion carried.  
**YES: 4/4: Trustee Vance, Trustee Dame, Trustee Teetsel, and Trustee Britt**  
**NO: 0**

- d. Nominating (Trustee Markowski) **Tabled until next meeting**  
Terms ending in December 2018:
- Jessica Vance (has served only 1 term)
  - Judy Markowski (completing a term for a board member who resigned)
- e. Library Improvement Committee (Trustee Teesel)
- i) Summary of review of the Handicapped access bids and specs

**MOTION: Trustee Teetsel motioned to contract with Secor Building Solutions to install a Gyro door operator with push buttons (including all electrical work) to allow the Library door to be handicapped accessible at a cost of \$3,400.00 to be paid in two installments of \$1,700.00. Seconded by Trustee Britt. Motion carried.**  
**YES: 4/4: Trustee Vance, Trustee Dame, Trustee Teetsel, and Trustee Britt**  
**NO: 0**

**XI. Old Business**

- a) Information pertinent to the Book Mobile by Bike
- i) This looks like it will be a potential Eagle Scout Project
  - ii) Information from Eastern Shores indicates we have coverage whether it is a manufactured cart or a “hand-made” cart.
  - iii) There is a \$1,000 deductible that applies.
  - iv) No additional insurance has been recommended.

**XIII) New Business**

- a) Discussion about OWWL2go costs

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- Ron Kirsop explained the increased usage of OWWL2go. Walworth is in the top 10 libraries in terms of patrons downloading ebooks and audiobooks.
- Increased costs are incurred and waitlists for downloadable books have increased
- A request for an increase in the amount of money each library contributes is based on patron usage.

**MOTION: Trustee Britt motioned to commit a total of \$4,000.00 to PLS for the OWWL 2go fiction collection in 2019 to be paid in two installments (January 2019 and June 2019). Seconded by Trustee Teetsel. Motion carried.**  
**YES: 4/4: Trustee Vance, Trustee Dame, Trustee Teetsel, and Trustee Britt**  
**NO: 0**

- b) Presentation by Tanya Taylor
- c) Presentation by Graham Tedesco-Blair
- d) Presentation by Anne Brown

**XIV) Other Business NA**

**XVI) Executive Session**

**MOTION: Trustee Teetsel motioned to go into executive session at 7:49 pm to discuss the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation. Seconded by Trustee Britt. Motion carried.**  
**YES: 4/4: Trustee Vance, Trustee Dame, Trustee Teetsel, and Trustee Britt**  
**NO: 0**

Note: Acting Manager Maurer, Assistant Director Kirsop, and WSPL Friends President Villanova were invited to remain in executive session.

**MOTION: Trustee Teetsel motioned to leave executive session at 8:30 pm and return to the regular meeting. Seconded by Trustee Britt. Motion carried.**  
**YES: 4/4: Trustee Vance, Trustee Dame, Trustee Teetsel, and Trustee Britt**  
**NO: 0**

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Action Taken:

**MOTION: Trustee Britt motioned to authorize President Vance to offer the position of Library Director I at Walworth-Seely Public Library to Anne Brown with a start date of October 15, 2018. Seconded by Trustee Britt. Motion carried.**

**YES: 4/4: Trustee Vance, Trustee Dame, Trustee Teetsel, and Trustee Britt**  
**NO: 0**

**XVII) Adjournment**

**MOTION: Trustee Teetsel motioned to adjourn the meeting at 8:35pm. Seconded by Trustee Britt. Motion carried.**

**YES: 4/4: Trustee Vance, Trustee Dame, Trustee Teetsel, and Trustee Britt**  
**NO: 0**

**IMPORTANT DATES:**

- Summer Reading Finale featuring Checkers Live! a.k.a. Checkers the Inventor at 11:00 am followed by our annual ice cream social (all sponsored by the Friends of WSPL).
- August 14<sup>th</sup> at 2:00 pm Department Head Budget discussion with Town representatives (this is a closed meeting: cannot have more than 2 Board Members attending).
- September Finance Meeting –Tuesday, September 4 at 1:00 pm
- September Library Board of Trustees Meeting- Thursday, September 6<sup>th</sup> at 6:00 pm
- Thursday, September 6, 2018 Town Board Meeting and Budget Presentation at 7:30 pm
- September Friends Meeting – Wednesday, September 26 at 6:30 pm
- October Finance Meeting – Tuesday, October 2 at 1:00 pm
- October Board Meeting – Thursday, October 4, at 6:30 pm
  
- **September Board meeting Thursday, September 6, at 6:00PM followed by a meeting with the Town Board at 7:30 pm to discuss the Library Budget proposed for 2019 in the Town Meeting Room**

**Walworth-Seely Public Library**  
**Board of Trustees Meeting**  
**September 6, 2018**  
**APPROVED**

- I. Call to Order: Meeting was called to order at 6:01 pm by President Jessica Vance
- II. Roll Call/Attendance
- a) Library Trustees Present: President Jessica Vance, Financial Officer Carol Dame, Secretary Drew Britt, and Trustee Judy Markowski
  - b) Library Trustees Absent: Vice President David Teetsel
  - c) Library Staff Present: Acting Library Manager Bernie Maurer
  - d) Others Present: President of the Friends of WSPL Lou Villanova; Town Councilman Cody Phillips; Trustee Candidate Jeff Rothwell, and Soon to be WSPL Director Anne Brown
- III. Adoption of current meeting agenda
- MOTION: Trustee Dame motioned to approve the agenda of the September 6, 2018 Board Meeting as presented. Seconded by Trustee Britt. Motion carried.**  
**YES: 4/4: Trustee Vance, Trustee Dame, Trustee Markowski, and Trustee Britt**  
**NO: 0**
- IV. Approval of prior meeting minutes of the August 9, 2018 Board of Trustees Meeting
- MOTION: Trustee Dame motioned to approve the minutes of the August 9, 2018 Board Meeting as submitted. Seconded by Trustee Markowski. Motion carried.**  
**YES: 4/4: Trustee Vance, Trustee Dame, Trustee Markowski, and Trustee Britt**  
**NO: 0**
- V. Period of Public Expression NA
- VI. Friends of the WSPL report (Friend's President Lou Villanova)
- a) Next Friends Meeting is scheduled for Wednesday, September 26, 2018 at 6:30 pm
  - b) The Fall book sale will be the week of October 22, 2018.
  - c) The Friends will be looking into ways to promote fund-raising for the Walworth-Seely Public Library
- VII. Town Board Liaison Report (Councilman Cody Phillips)
- a) The Town Board's schedule is back to two meetings a month.

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- b) The statistics sent by WSPL each month listing the previous month vs. the current month circulations, door count, and wi-fi usage is helpful to communicate how important the library is.

**VIII.** Acting Manager's Report (Bernie Maurer) (see attached)

**IX.** Secretary's Report-Correspondence (Trustee Britt) NA

**X.** Committee Reports

- a) Financial Committee: (Financial Officer Dame and Acting Manager Maurer)
  - (1) Presentation of the monthly budget summary and report of receipts, disbursements and bank account reconciliations for August 2018.

**MOTION: Trustee Dame motioned to accept the reports of receipts, disbursements and bank account reconciliations for August 2018 as presented. Seconded by Trustee Britt. Motion carried.**

**YES: 4/4: Trustee Vance, Trustee Dame, Trustee Markowski, and Trustee Britt  
NO: 0**

- (2) Approval of August 2018 vouchers as described on the abstract.

**MOTION: Trustee Dame motioned to approve the August 2018 vouchers for 31 items totaling \$7,937.41 as described on the prepared abstract. Seconded by Trustee Britt. Motion carried.**

**YES: 4/4: Trustee Vance, Trustee Dame, Trustee Markowski, and Trustee Britt  
NO: 0**

- (3) The November 2018 Finance Meeting will include the bi-annual audit.

- (4) The September Finance meeting is scheduled for Tuesday, September 4, 2018 at 1:00 pm.

b. Policy Committee (Trustee Dame) NA

c. Personnel Committee (Trustee Markowski)

- (1) Appointment of Anne Brown as Library Director of Walworth-Seely Public Library

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**MOTION: Trustee Markowski motioned to appoint Anne Brown as Library Director of Walworth-Seely Public Library with a starting salary of \$50,000.00 effective October 15, 2018. Seconded by Trustee Britt. Motion carried.**

**YES: 4/4: Trustee Vance, Trustee Dame, Trustee Markowski, and Trustee Britt**  
**NO: 0**

(2) Change of rate of pay for Bernie Maurer (reverts to Library Assistant rate of \$16.01) effective November 11, 2018

**MOTION: Trustee Markowski motioned to change the rate of pay for Bernie Maurer, Library Assistant, to \$16.01/hr effective November 11, 2018. Seconded by Trustee Britt. Motion carried.**

**YES: 4/4: Trustee Vance, Trustee Dame, Trustee Markowski, and Trustee Britt**  
**NO: 0**

d. Nominating (Trustee Markowski)

Terms ending in December 2018:

- Jessica Vance (has served only 1 term) who has agreed to serve another term
- Judy Markowski (completing a term for a board member who resigned). Trustee Markowski will be stepping down at the end of December 2018 and Jeff Rothwell will become a Trustee on the WSPL Board effective January 2019

e. Library Improvement Committee (Acting Manager Maurer and President Vance for Trustee Teesel)

- (1) Handicapped door access into the Library will be completed by Secor Solutions before October 15, 2018
- (2) Contact has been made with LaBella and Associates to schedule a meeting to discuss the possibility of a smaller scale expansion as a first step
- (3) Storage Shed situation
  - (a) A minor repair is needed to the façade. Trustee Britt will take a look at the situation to see how it can be remedied
  - (b) Most items have been place in clear plastic bins and labeled negating the installation of shelving which would take up more space
  - (c) It is suggested that the loft be cut back to approximately the same depth as the workbench so that items can be more easily seen and accessed

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- (4) Read Box Mobile Library - update
  - (a) Elijah Vance brought in a 3-D model of a possible Read Box design
  - (b) Discussion ensued about possible modifications to reduce weight, make the unit sturdier sturdy and suggestions about the type of trailer and hitch ensued
  - (c) It was agreed that Elijah's model is a great first step in design and all are excited about the project
  - (d) Next steps would be to start working with Trustee Teesel and Trustee Britt to discuss further and refine the design and identify the materials needed for the project
  - (e) A huge thank you to Elijah for taking on this project to earn his Eagle Scout badge

**XI. Old Business**

- a) Revision of the 2019 Budget Proposal

**MOTION: Trustee Britt motioned to approve the WSPL Budget Proposal for 2019 as revised. Seconded by Trustee Dame. Motion carried.**

**YES: 4/4: Trustee Vance, Trustee Dame, Trustee Markowski, and Trustee Britt**  
**NO: 0**

**XII. New Business**

- a) Anne Brown's attendance at NYLA 2018 (PLS has provided a \$300 scholarship to offset the cost of the conference)

**MOTION: Trustee Britt motioned to approve Anne Brown to attend the NYLA conference November 8-10, 2018 covering the cost of registration, meals, travel and parking expenses with the understanding that the receipts will be submitted to PLS in order for WSPL to receive up to \$300 reimbursement for covered costs. Seconded by Trustee Markowski. Motion carried.**

**YES: 4/4: Trustee Vance, Trustee Dame, Trustee Markowski, and Trustee Britt**  
**NO: 0**

- b) Anne Brown's enrollment in LIU

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**MOTION: Trustee Markowski motioned to approve payment for Director Anne Brown's enrollment in LIU classes offered by Pioneer Library System. Seconded by Trustee Dame. Motion carried.**

**YES: 4/4: Trustee Vance, Trustee Dame, Trustee Markowski, and Trustee Britt  
NO: 0**

- (c) Change Board Meeting Date for October 2018 to 1<sup>st</sup> Thursday (October 4<sup>th</sup>) at 6:30 pm
- (d) Finance Meeting for October will be Tuesday October 2<sup>nd</sup> at 1pm.
- (e) Change Board Meeting Date for November 2018 to 3<sup>rd</sup> Thursday (November 15, 2018 at 6:30 pm) due to NYLA Conference.
- (f) November Finance Meeting will be Monday, November 5, 2018 at 11:30 am and will include the semi-annual audit.

**XIII.** The WSPL Board of Trustees met with the Walworth Town Board from 7:30 until 8:10 pm. This meeting was an open one with several Town Department Heads and some residents attending.

- a) Acting Manager Maurer, Friends President Villanova, future Trustee Rothwell, and soon to be Director Anne Brown also attended this joint meeting.
- b) Acting Manager, Bernie Maurer, presented the revised 2019 Proposed Library Budget and provided a rationale for the money requested. It was emphasized that 40% of Walworth residents are library card holders. Many services beyond books are provided including computer assistance, job searches, educational and entertainment programs for children, teens and adults. It also was pointed out that unlike other town of Walworth employees, library employees, with the exception of the Director, do not receive any benefits (no health or dental, and no paid holidays). The majority of the budget is for staff salaries.
- c) Some additional information regarding salaries was requested which Acting Manager Maurer agreed to send to Supervisor Jacobs and Councilmen Ambrose and Phillips.

**XIV.** The Library Board of Trustees returned to their own regular meeting at 8:15 to finish business.

**XV.** Adjournment



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**MOTION: Trustee Britt motioned to adjourn the meeting at 8:37pm. Seconded by Trustee Dame. Motion carried.**

**YES: 4/4: Trustee Vance, Trustee Dame, Trustee Markowski, and Trustee Britt**

**NO: 0**

**IMPORTANT DATES:**

- October Board Meeting – Thursday, October 4 at 6:30 pm
- October Finance Meeting Tuesday October 2 at 1pm
- November 1, 2018 Anne Brown will introduce herself to the Town Board at 7:00 pm
- NYLA Conference is November 8-10, 2018
- November Board Meeting has been moved to the 3<sup>rd</sup> Thursday, November 15, 2018 at 6:30 pm due to NYLA Conference
- November Finance Meeting will be Monday, November 5, 2018 at 11:30 am and will include the semi-annual audit.
  
- **October Board meeting Thursday, October 4, at 6:30PM**

**Walworth-Seely Public Library  
Board of Trustees Meeting  
October 4, 2018  
APPROVED**

- I. Call to Order: Meeting was called to order at 6:34 pm by President Jessica Vance
- II. Roll Call/Attendance
- a) Library Trustees Present: President Jessica Vance, Vice-President David Teetsel, Financial Officer Carol Dame, Secretary Drew Britt, and Trustee Judy Markowski
  - b) Library Staff Present: Acting Library Manager Bernie Maurer and Incoming WSPL Director Anne Brown
  - c) Others Present: President of the Friends of WSPL Lou Villanova
  - d) Others Absent: Cody Phillips, Town Councilman
- III. Adoption of current meeting agenda
- MOTION: Trustee Markowski motioned to approve the agenda of the October 4, 2018 Board Meeting as presented. Seconded by Trustee Teetsel. Motion carried.**
- YES: 5/5: Trustee Vance, Trustee Dame, Trustee Markowski, Trustee Teetsel, and Trustee Britt**
- NO: 0**
- IV. Approval of prior meeting minutes of the September 6, 2018 Board of Trustees Meeting
- MOTION: Trustee Britt motioned to approve the minutes of the September 6, 2018 Board Meeting as submitted. Seconded by Trustee Teetsel. Motion carried.**
- YES: 5/5: Trustee Vance, Trustee Dame, Trustee Markowski, Trustee Teetsel, and Trustee Britt**
- NO: 0**
- V. Period of Public Expression NA
- VI. Friends of the WSPL report (Friend's President Lou Villanova)
- a) Preparations for the Fall Book and Bake Sale are underway.
  - b) Set up will be Tuesday, October 23rd
  - c) Next Friends Meeting is scheduled for Wednesday, October 17, 2018 at 6:30 (a week earlier than usual because of the book sale)
- VII. Town Board Liaison Report (Councilman Cody Phillips) NA

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- VIII.** Acting Manager's Report (Bernie Maurer) (see attached)
- IX.** Secretary's Report-Correspondence (Trustee Britt) NA
- X.** Committee Reports
  - a) Financial Committee: (Financial Officer Dame and Acting Manager Maurer)
    - (1) Presentation of the monthly budget summary and report of receipts, disbursements and bank account reconciliations for September 2018.

**MOTION: Trustee Teetsel motioned to accept the reports of receipts, disbursements and bank account reconciliations for September 2018 as presented. Seconded by Trustee Britt. Motion carried.**

**YES: 5/5: Trustee Vance, Trustee Dame, Trustee Markowski, Trustee Teetsel, and Trustee Britt**

**NO: 0**

- (2) Approval of September 2018 vouchers as described on the abstract.

**MOTION: Trustee Britt motioned to approve the September 2018 vouchers for 27 items totaling \$8520.06 as described on the prepared abstract. Seconded by Trustee Markowski. Motion carried.**

**YES: 5/5: Trustee Vance, Trustee Dame, Trustee Markowski, Trustee Teetsel, and Trustee Britt**

**NO: 0**

- (3) The November Finance meeting is scheduled for Monday, November 5, 2018 at 11:30 pm and will include the bi-annual audit.

- b. Policy Committee (Trustee Dame)
  - (1) Procurement Policy (review/discuss)
    - No changes were deemed necessary after review

**MOTION: Trustee Markowski motioned to accept the Procurement Policy as presented. Seconded by Trustee Teetsel. Motion carried.**

**YES: 5/5: Trustee Vance, Trustee Dame, Trustee Markowski, Trustee Teetsel, and Trustee Britt**

**NO: 0**

- (2) Debit Card Policy (review/discuss)
  - Minor changes to the wording were deemed necessary after review

**Walworth-Seely Public Library**  
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**October 4, 2018**  
**APPROVED**

**MOTION: Trustee Teetsel motioned to accept the Debit Card Policy as revised. Seconded by Trustee Britt. Motion carried.**

**YES: 5/5: Trustee Vance, Trustee Dame, Trustee Markowski, Trustee Teetsel, and Trustee Britt**

**NO: 0**

(3) Electronic Banking Policy (review/discuss)

Minor changes to the wording were deemed necessary after review

**MOTION: Trustee Britt motioned to accept the Electronic Banking Policy as revised. Seconded by Trustee Teetsel. Motion carried.**

**YES: 5/5: Trustee Vance, Trustee Dame, Trustee Markowski, Trustee Teetsel, and Trustee Britt**

**NO: 0**

c. Personnel Committee (Trustee Markowski)

d. Nominating (Trustee Markowski)

(1) Terms ending in December 2018:

- Jessica Vance (has served only 1 term) who has agreed to serve another term
- Judy Markowski (completing a term for a board member who resigned). Trustee Markowski will be stepping down at the end of December 2018 and Jeff Rothwell will become a Trustee on the WSPL Board effective January 2019

(2) Trustee Markowski requests that any Board members who are current officers who wish to be considered for the same or a different position, please email her before the November 15<sup>th</sup> meeting

e. Library Improvement Committee (Trustee Teesel)

(1) Handicapped door access into the Library has been completed by Secor Solutions

(2) A meeting was held with Gabe Antenucci from LaBella and Associates to discuss the possibility of a smaller scale library improvement project that would be within our reserve budget. After discussion, it was agreed that it would be helpful to have LaBella and Associates Architects to provide a conceptual drawing

**Walworth-Seely Public Library**  
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**APPROVED**

**MOTION: Trustee Britt motioned to approve LaBella and Associates Architects to move forward with a conceptual drawing of a possible library improvement project that would be within our current expansion reserve budget.**

**Seconded by Trustee Teetsel. Motion carried.**

**YES: 5/5: Trustee Vance, Trustee Dame, Trustee Markowski, Trustee Teetsel, and Trustee Britt**

**NO: 0**

(3) Storage Shed situation

- (a) A repair was made to the façade by Trustee Britt and a door fastener was added to avoid further damage when the door is open on a windy day. Thank you Trustee Britt
- (b) Most items have been placed in clear plastic bins and labeled negating the installation of shelving which would take up more space
- (c) Trustee Britt and Trustee Teetsel will cut back the loft to approximately the same depth as the workbench so that items can be more easily seen and accessed

**XI. Old Business**

- a) Change of meeting date for the November Board of Trustees meeting since both Director Brown and Library Assistant Maurer will be at the NYLA conference. The rescheduled date is Thursday November 15, 2018 at 6:30 pm

**XII. New Business**

- a) Trustee Committee Meetings Discussion (President Vance)
  - (1) Any Committee meetings henceforth will involve a minimum of two Trustees and will be posted meetings (Library calendar, Library website and notice of the meeting will be sent to the local paper for publishing with Library events.
  - (2) A lengthy discussion about the Library Improvement Committee ensued regarding scheduling meetings when the current chair of the committee is able to attend. It was decided that Acting Manager Maurer will contact Gabe Antenucci at LaBella to ascertain if meetings could occur in the evening when the current Library Improvement Chair is available. Further discussion was tabled for the time-being.

**Walworth-Seely Public Library**  
**Board of Trustees Meeting**  
**October 4, 2018**  
**APPROVED**

- b) Trustee Survey and Proposed Annual Requirement for Training of Trustees
- (1) Much discussion ensued about the NY Public Library System's proposal for a minimum of three hours of training annually for every Trustee
  - (2) President Vance pointed out that she has attended several workshops recently which were extremely helpful
  - (3) "You don't know what you don't know" until you attend one of these workshops was the final determination of the Board
  - (4) President Vance will contact PLS to invite either Lauren Moore, Executive Director or Ron Kirsop, Assistant Director to meet with the WSPL Board of Trustees on the date of the December 2018 Board of Trustees meeting

(c) Two new policies need to be developed: Sexual Harassment and Bed Bug

In view of this, the Policy Committee will meet following the conclusion of the Finance Committee meeting which is scheduled for November 5<sup>th</sup> at 11:30 am.

**XIV. Adjournment**

**MOTION: Trustee Dame motioned to adjourn the meeting at 8:19 pm.**

**Seconded by Trustee Teetsel. Motion carried.**

**YES: 5/5: Trustee Vance, Trustee Dame, Trustee Markowski, Trustee Teetsel, and Trustee Britt**

**NO: 0**

**IMPORTANT DATES:**

- Harvest Moon Festival – Saturday, October 13<sup>th</sup> 1-4 pm WSPL will be offering crafts and carnival games (sponsored by the Friends of the Walworth-Seely Public Library)
- Library will be closed Saturday, October 20<sup>th</sup> for staff training and annual inventory of materials
- November 1, 2018 WSPL Director Anne Brown will introduce herself to the Town Board at 7:00 pm
- NYLA Conference is November 8-10, 2018 (Anne and Bernie to attend)
- November Board Meeting has been moved to the 3<sup>rd</sup> Thursday, November 15, 2018 at 6:30 pm due to NYLA Conference

**Walworth-Seely Public Library**  
**Board of Trustees Meeting**  
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**APPROVED**

- November Finance Meeting will be Monday, November 5, 2018 at 11:30 am and will include the semi-annual audit. Immediately following the Finance Meeting, the Policy Committee to discuss two new policies for the Board to review and discuss.

**NEXT BOARD MEETING IS THURSDAY, NOVEMBER 15, 2018 at 6:30 pm**

**Walworth-Seely Public Library**  
**Special Meeting of the Board of Trustees**  
**October 24, 2018**  
**APPROVED**

- I. Call to Order: Meeting was called to order at 1:31 m by President Jessica Vance
- II. Roll Call/Attendance
  - a) Library Trustees Present: President Jessica Vance, Financial Officer Carol Dame, Secretary Drew Britt, and Trustee Judy Markowski
  - b) Library Trustees Absent: Vice President David Teetsel
  - c) Library Staff Present: Library Director, Anne Brown and Library Assistant Bernie Maurer

III. Adoption of current meeting agenda

**MOTION: Trustee Britt motioned to approve the agenda of the October 24, 2018 Special Meeting of the Board of Trustees as presented. Seconded by Trustee Dame. Motion carried.**

**YES: 4/4: Trustee Vance, Trustee Dame, Trustee Markowski, and Trustee Britt**  
**NO: 0**

IV. Specific Purpose of the Special Meeting: Review signers on the Citizens and Lyons Bank Accounts

a) **Citizens Bank Accounts:**

**Motion: Trustee Markowski motioned to remove previous Directors Beth List and Seth Jacobus as signers on the Citizens Bank Accounts. Seconded by Trustee Britt. Motion carried.**

**YES: 4/4: Trustee Vance, Trustee Dame, Trustee Markowski, and Trustee Britt**  
**NO: 0**

**Motion: Trustee Britt motioned to add Anne F. Brown, current Library Director, as a signer on the Citizen Bank accounts and to obtain a debit card for the Walworth-Seely Public Library connected to the Citizens checking account. Seconded by Trustee Markowski. Motion Carried.**

**YES: 4/4: Trustee Vance, Trustee Dame, Trustee Markowski, and Trustee Britt**  
**NO: 0**

**Motion: Trustee Markowski motioned to maintain Jessica Vance, Board President and Carol Dame, Finance Officer, as signers on the Citizens Bank accounts. Seconded by Trustee Britt. Motion Carried.**

**YES: 4/4: Trustee Vance, Trustee Dame, Trustee Markowski, and Trustee Britt**  
**NO: 0**



**Walworth-Seely Public Library**  
**Special Meeting of the Board of Trustees**  
**October 24, 2018**  
**APPROVED**

**b) Lyons Bank Accounts**

**Motion:** Trustee Markowski motioned to remove previous Directors Beth List and Seth Jacobus as signers on the Lyons Bank Accounts. Seconded by Trustee Britt. Motion carried.

**YES:** 4/4: Trustee Vance, Trustee Dame, Trustee Markowski, and Trustee Britt  
**NO:** 0

**Motion:** Trustee Britt motioned to add Anne F. Brown, current Library Director, as a signer on the Lyons Bank accounts. Seconded by Trustee Markowski. Motion Carried.

**YES:** 4/4: Trustee Vance, Trustee Dame, Trustee Markowski, and Trustee Britt  
**NO:** 0

**Motion:** Trustee Britt motioned to maintain Jessica Vance, Board President and Carol Dame, Finance Officer, as signers on the Lyons Bank accounts. Seconded by Trustee Markowski. Motion Carried.

**YES:** 4/4: Trustee Vance, Trustee Dame, Trustee Markowski, and Trustee Britt  
**NO:** 0

Adjournment

**MOTION:** Trustee Markowski motioned to adjourn the meeting at 1:34pm. Seconded by Trustee Dame. Motion carried.

**YES:** 4/4: Trustee Vance, Trustee Dame, Trustee Markowski, and Trustee Britt  
**NO:** 0

**Walworth-Seely Public Library**  
**Special Meeting of the Board of Trustees**  
**November 1, 2018**  
**APPROVED**

- I. Call to Order: Meeting was called to order at 5:36 pm by President Jessica Vance
- II. Roll Call/Attendance
- a) Library Trustees Present: President Jessica Vance, Vice-President David Teetsel, Financial Officer Carol Dame, Secretary Drew Britt, and Trustee Judy Markowski
  - b) Library Staff Present: Library Director, Anne Brown and Library Assistant Bernie Maurer
  - c) Others Present: President of the Friends of WSPL, Lou Villinova
- III. Adoption of current meeting agenda

**MOTION: Trustee Markowski motioned to approve the agenda of the November 1, 2018 Special Meeting of the Board of Trustees as presented. Seconded by Trustee Britt. Motion carried.**

**YES: 5/5: Trustee Vance, Trustee Dame, Trustee Markowski, Trustee Teetsel and Trustee Britt**

**NO: 0**

- IV. Specific Purpose of the Special Meeting:
- a) Discuss making EAP benefits available to all library staff

**MOTION: Trustee Teesel motioned to make the Employee Assistance Program (EAP) available to every Walworth-Seely Public Library staff member (excluding substitutes) who is not currently receiving this benefit from another public agency at the cost of \$20/person. Seconded by Trustee Britt. Motion carried.**

**YES: 5/5: Trustee Vance, Trustee Dame, Trustee Markowski, Trustee Teetsel and Trustee Britt**

**NO: 0**

- b) Discuss possible library improvement project

After much discussion and reviewing information provided by LaBella and Associates, the action plan decided upon is as follows:

Trustee Teesel who is the chair of the Library Improvement Committee will work with President Vance to construct a written request from LaBella and Associates for a break-down of costs by discipline and obtain a projected schedule and sequence of the work to be performed. Subsequently an evening meeting will be scheduled with the Library Improvement Committee and Gabe Antenucci, architect from LaBella and Associates.

**Walworth-Seely Public Library**  
**Special Meeting of the Board of Trustees**  
**November 1, 2018**  
**APPROVED**

**V. Adjournment**

**MOTION: Trustee Britt motioned to adjourn the meeting at 6:66 pm.**

**Seconded by Trustee Teetsel. Motion carried.**

**YES: 5/5: Trustee Vance, Trustee Dame, Trustee Markowski, Trustee Teetsel  
and Trustee Britt**

**NO: 0**

**Walworth-Seely Public Library**  
**Board of Trustees Meeting**  
**November 15, 2018**  
**APPROVED**

I. Call to Order: Meeting was called to order at 6:35 pm by President Jessica Vance

II. Roll Call/Attendance

- a) Library Trustees Present: President Jessica Vance, Vice-President Financial Officer Carol Dame, Secretary Drew Britt, Trustee Judy Markowski, and David Teetsel who arrived at 6:45 pm
- b) Library Staff Present: Library Assistant Bernie Maurer
- c) Library Staff Absent: WSPL Director Anne Brown
- d) Others Present: President of the Friends of WSPL Lou Villanova
- e) Others Absent: Cody Phillips, Town Councilman

III. Adoption of current meeting agenda

**MOTION: Trustee Dame motioned to approve the agenda of the November 15, 2018 Board Meeting as presented. Seconded by Trustee Britt. Motion carried.**  
**YES: 4/4: Trustee Vance, Trustee Dame, Trustee Markowski and Trustee Britt**  
**NO: 0**

IV. Approval of prior meeting minutes of the October 4, 2018 Board of Trustees Meeting

**MOTION: Trustee Dame motioned to approve the minutes of the October 4, 2018 Board Meeting as submitted. Seconded by Trustee Markowski. Motion carried.**  
**YES: 4/4: Trustee Vance, Trustee Dame, Trustee Markowski and Trustee Britt**  
**NO: 0**

V. Approval of Special Board meeting minutes of October 24, 2018

**MOTION: Trustee Dame motioned to approve the minutes of the October 24, 2018 Special Board Meeting as submitted. Seconded by Trustee Britt. Motion carried.**  
**YES: 4/4: Trustee Vance, Trustee Dame, Trustee Markowski and Trustee Britt**  
**NO: 0**

VI. Approval of Special Board meeting minutes of November 1, 2018

**MOTION: Trustee Dame motioned to approve the minutes of the November 1, 2018 Special Board Meeting as submitted. Seconded by Trustee Markowski. Motion carried.**

**Walworth-Seely Public Library  
Board of Trustees Meeting  
November 15, 2018  
APPROVED**

**YES: 4/4: Trustee Vance, Trustee Dame, Trustee Markowski and Trustee Britt  
NO: 0**

**VII. Period of Public Expression**

Bernie Maurer wanted to acknowledge the members of the current Board of Trustees for their time, support, and talents. "You are a great Board and I appreciate you."

**NOTE: Trustee Teetsel arrived at 6:45 pm**

**VIII. Friends of the WSPL report (Friend's President Lou Villanova)**

- a) Fall Book was a success and netted about \$2300.
- b) The books that didn't sell are being sent to Better World Book via the Walworth Library's account.
- c) The Walworth Library staff will be doing a craft for kids at the Lion's Club Breakfast with Santa on December 8, 2018.
- d) President Villanova thanked the Library staff for their help and support during the book sale.
- e) Next Friends Meeting is scheduled for Wednesday, November 28, 2018 at 6:30.

**IX. Town Board Liaison Report (Councilman Cody Phillips) NA**

**X. Library Director's Report (Bernie Maurer for Anne Brown) (see attached)**

**XI. Secretary's Report-Correspondence (Trustee Britt) NA**

**XII. Committee Reports**

- a) Financial Committee: (Financial Officer Dame)
  - (1) Presentation of the monthly budget summary and report of receipts, disbursements and bank account reconciliations for October 2018.

**MOTION: Trustee Dame motioned to accept the reports of receipts, disbursements and bank account reconciliations for October 2018 as presented. Seconded by Trustee Markowski. Motion carried.**

**YES: 5/5: Trustee Vance, Trustee Dame, Trustee Markowski, Trustee Teetsel, and Trustee Britt  
NO: 0**

**Walworth-Seely Public Library  
Board of Trustees Meeting  
November 15, 2018  
APPROVED**

(2) Approval of October 2018 vouchers as described on the abstract.

**MOTION: Trustee Dame motioned to approve the October 2018 vouchers for 26 items totaling \$5,552.58 as described on the prepared abstract. Seconded by Trustee Teetsel. Motion carried.**

**YES: 5/5: Trustee Vance, Trustee Dame, Trustee Markowski, Trustee Teetsel, and Trustee Britt**

**NO: 0**

(3) Report of the semi-annual internal audit

The month of July 2018 was selected for the audit. No discrepancies or issues were found after checking bank statements, the check ledger, vouchers for payment, and payroll records.

**MOTION: Trustee Dame motioned to accept the report of the semi-annual audit conducted for the month of July 2018 as presented. Seconded by Trustee Britt. Motion carried.**

**YES: 5/5: Trustee Vance, Trustee Dame, Trustee Markowski, Trustee Teetsel, and Trustee Britt**

**NO: 0**

(4) Approval of the 2019 salary matrix

**MOTION: Trustee Markowski motioned to approve the 2019 salary matrix as presented and the increase in wages to go into effect as of the 1<sup>st</sup> pay period in January 2019. Seconded by Trustee Teetsel. Motion carried.**

**YES: 5/5: Trustee Vance, Trustee Dame, Trustee Markowski, Trustee Teetsel, and Trustee Britt**

**NO: 0**

(5) The December Finance meeting is scheduled for Monday, December 10, 2018 at 11:30 am.

b. Policy Committee (Trustee Dame)

(1) Payment of Bills Policy (review amendment)

After review, minor changes were made

**MOTION: Trustee Dame motioned to accept the Payment of Bills Policy as revised. Seconded by Trustee Teetsel. Motion carried.**

**YES: 5/5: Trustee Vance, Trustee Dame, Trustee Markowski, Trustee Teetsel, and Trustee Britt**

**Walworth-Seely Public Library  
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**NO: 0**

(2) Bed Bug Policy (review/discuss)

**MOTION: Trustee Dame motioned to adopt the Bed Bug Policy as presented.**

**Seconded by Trustee Markowski. Motion carried.**

**YES: 5/5: Trustee Vance, Trustee Dame, Trustee Markowski, Trustee Teetsel, and Trustee Britt**

**NO: 0**

(3) Gifts and Donation Policy (review amendment)

Minor changes to the wording were deemed necessary after review

**MOTION: Trustee Dame motioned to accept the Gifts and Donation Policy as revised. Seconded by Trustee Teetsel. Motion carried.**

**YES: 5/5: Trustee Vance, Trustee Dame, Trustee Markowski, Trustee Teetsel, and Trustee Britt**

**NO: 0**

(1) Non-Harassment/Non-Discrimination Policy (review/discuss)

**MOTION: Trustee Dame motioned to adopt the Non-Harassment/Non-Discrimination Policy as presented. Seconded by Trustee Teetsel. Motion carried.**

**YES: 5/5: Trustee Vance, Trustee Dame, Trustee Markowski, Trustee Teetsel, and Trustee Britt**

**NO: 0**

(2) Patron Code of Conduct Policy (review amendment)

**MOTION: Trustee Dame motioned to accept the Patron Code of Conduct Policy as revised. Seconded by Trustee Britt. Motion carried.**

**YES: 5/5: Trustee Vance, Trustee Dame, Trustee Markowski, Trustee Teetsel, and Trustee Britt**

**NO: 0**

c. Personnel Committee (Trustee Markowski)

(1) Change status of part-time library clerk Kelly Valone from staff to substitute effective December 1, 2018.

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**MOTION: Trustee Dame motioned to change Kelly Valone's status from staff to substitute effective December 1, 2018. Seconded by Trustee Britt. Motion carried.**

**YES: 5/5: Trustee Vance, Trustee Dame, Trustee Markowski, Trustee Teetsel, and Trustee Britt**

**NO: 0**

d. Nominating (Trustee Markowski)

(1) Interest in office positions on the Board of Trustees for 2019 to be voted on at next Board meeting:

- Jessica Vance - President
- Carol Dame – Vice President
- Drew Britt- Secretary
- Jeff Rothwell – Financial Officer

e. Library Improvement Committee (Trustee Teesel)

(1) Storage shed modifications to the loft have been completed by Trustee Teetsel and Trustee Britt. (THANK YOU!)

(2) Trustee Teesel will look into installing some LED lighting in the shed

(3) Discussion about the Library Improvement Project

A lengthy discussion about the information provided by LaBella and Associates Architects ensued. A meeting with Gabe Antenucci, from LaBella, and the Library Improvement Committee will be scheduled for Tuesday, November 27, 2018 at 5:00 pm. This meeting will be posted in the Times of Wayne County newspaper, on the Library website calendar, Facebook and posted in the Library.

**XIII. Old Business**

a) Accept budget appropriated by the Town of Walworth Board for the fiscal year 2019

(1) The amount appropriated is considerably less than the amount requested by the Library Board of Trustees (\$289,000.00)

(2) The amount appropriated for 2019 is \$278,632.00 (\$1552.00 more than 2018, however, \$10,368 less than was requested.)

**MOTION: Trustee Teetsel motioned to accept the \$278,632.00 appropriated to the Walworth Library in 2019. Seconded by Trustee Britt. Motion carried.**

**YES: 5/5: Trustee Vance, Trustee Dame, Trustee Markowski, Trustee Teetsel, and Trustee Britt**

**NO: 0**



**Walworth-Seely Public Library**  
**Board of Trustees Meeting**  
**November 15, 2018**  
**APPROVED**

**XIV. New Business**

- a) Presentation of proposed closed dates for 2019

**MOTION: Trustee Britt motioned to approve the list of 2019 closed dates for Walworth Library. Seconded by Trustee Markowski. Motion carried.**

**YES: 5/5: Trustee Vance, Trustee Dame, Trustee Markowski, Trustee Teetsel, and Trustee Britt**

**NO: 0**

- b) Board and Staff Holiday get-together  
President Vance offered to hold this event at her home. An invitation to all Walworth staff and Board Members. The event will take place on Saturday, December 8, 2018 from 7-9 pm. A “white elephant” gift exchange will occur.

**XIV. Adjournment**

**MOTION: Trustee Teetsel motioned to adjourn the meeting at 8:48 pm. Seconded by Trustee Britt. Motion carried.**

**YES: 5/5: Trustee Vance, Trustee Dame, Trustee Markowski, Trustee Teetsel, and Trustee Britt**

**NO: 0**

**IMPORTANT DATES:**

- The Library Improvement Committee will meet with Gabe Antenucci, from LaBella and Associates Architects on Tuesday, November 27, 2018 at 5:00 pm
- Light the Night is Saturday, December 1, 2018 from 6:00-8:00 pm. Library staff will be there crafting and Mrs. Claus will be reading stories.
- The Lion’s Club Breakfast with Santa will be held on Saturday, December 8, 2018 at 8:00 am at the Gananda High School. Walworth Library staff will be doing a craft with the kids at this event.
- The December Finance Meeting will be held on Monday December 10, 2018 at 11:30 am. The Walworth Library Holiday Party will be held on Saturday, December 15, 2018 from 11:00-1:00 pm. Santa Pete will be our featured guest.

**Walworth-Seely Public Library  
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- A joint holiday get-together with Walworth Library staff and the Walworth Library Board of Trustees will be held on Saturday, December 8, 2018 from 7:00-9:00 pm at President Vance's home at 2093 Johnny Lane in Walworth.

**NEXT BOARD MEETING IS THURSDAY, DECEMBER 13, 2018 at 6:00 pm**  
(Note the earlier start time because a representative from PLS will attend to review the roles and responsibilities of Trustees.)

**Walworth-Seely Public Library**  
**Board of Trustees Meeting**  
**December 13, 2018**  
**APPROVED**

1) Call to Order: Meeting was called to order at 6:00 pm by President Jessica Vance

2) Roll Call/Attendance:

- a) Library Trustees Present: President Jessica Vance, Vice-President David Teetsel, Secretary Drew Britt, and Trustee Judy Markowski.
- b) Library Trustees Absent: Financial Officer Carol Dame
- c) Library Staff Present: Director Anne Brown and Library Assistant Bernie Maurer
- d) Others Present: President of the Friends of WSPL Lou Villanova, Assistant Director of Pioneer Library System Ron Kirsop and Town Councilman Cody Phillips

3) Adoption of current meeting agenda as presented

**MOTION: Trustee Teetsel motioned to approve the agenda of the December 13, 2018 Board Meeting as presented. Seconded by Trustee Markowski.**

**Motion carried.**

**YES 4/4: Trustee Vance, Trustee Teetsel, Trustee Britt and Trustee Markowski**

**NO: 0**

4) Approval of prior meeting minutes of November 15, 2018 meeting

**MOTION: Trustee Britt motioned to approve the minutes of the November 15, 2018 Board Meeting as presented. Seconded by Trustee Teesel. Motion carried.**

**YES 4/4: Trustee Vance, Trustee Teetsel, Trustee Britt and Trustee Markowski**

**NO: 0**

5) Period of Public Expression (limit 5 minutes per speaker)

6) PLS Review of Trustee Roles and Responsibilities (Ron Kirsop) – refer to documents distributed at the meeting

7) Discussion of Construction Aid Grants for Library Improvement Project (Ron Kirsop) - refer to documents distributed at the meeting

**Walworth-Seely Public Library  
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- 8) Friends' Report (Friends' President Lou Villanova)
- a) The Friends have changed their meeting dates and times to the third Thursday of each month at 12:00 noon. The Friends do not meet in December, July and August.
  - b) The Friends contributed \$50.00 toward the bus for Advocacy Day to be held February 27, 2019.
  - c) The Friends would like to support WSPL by fundraising. A "Go Fund Me" and an ad in the Town Topics that covers May – September is planned. A request is made that the Board and the Library Director help with the message that will be put out to the public for this fund-raising.
- 9) Town Board Liaison Report (Councilman Cody Phillips)
- a) Councilman Phillips is recording Town Board meetings and posting the link on his Facebook page.
  - b) The Town is looking at some possible alternatives regarding the mandated sewer upgrade, possibly a regional association with nearby towns.
- 10) Library Director's Report (Director Anne Brown) – see attached
- 11) Secretary's Report - Correspondence (Trustee Britt) - NA
- 12) Committee Reports:
- a) Financial Reports (Director Anne Brown and Bookkeeper Bernie Maurer )
    - (1) Presentation of Monthly Budget Summary - Report of receipts, disbursements and bank reconciliations for November 2018

**MOTION: Trustee Teetsel motioned to accept the reports of the receipts, disbursements and bank account reconciliations for November 2018 as presented. Seconded by Trustee Britt. Motion carried.**

**YES 4/4: Trustee Vance, Trustee Teetsel, Trustee Britt and Trustee Markowski**

**NO: 0**

(2) Approval of November 2018 vouchers

**MOTION: Trustee Britt motioned to approve the November 2018 vouchers for 33 items totaling \$5202.02 as described on the prepared abstract. Seconded by Teetsel. Motion carried.**

**Walworth-Seely Public Library  
Board of Trustees Meeting  
December 13, 2018  
APPROVED**

**YES 4/4: Trustee Vance, Trustee Teetsel, Trustee Britt and Trustee Markowski**  
**NO: 0**

(3) Report of YTD Budget

(4) Approval of Heveron & Company as the Library's CPA for 990 tax preparation and audit

**MOTION: Trustee Teetsel motioned to approve CPA Firm Heveron & Company to receive all required documentation to perform the Walworth Library's 2018 External Audit and complete the 990. Seconded by Trustee Markowski. Motion carried**

**YES: 4/4: Trustee Vance, Trustee Teetsel, Trustee Britt and Trustee Markowski**  
**NO: 0**

(5) Approval of electronic fund transfers for 2019

(a) Paychex for all related expenses and retirement payments

**MOTION: Trustee Britt motioned to approve the Electronic Fund Transfers for Paychex for all related expenses and retirement payments for 2019. Seconded by Trustee Markowski. Motion carried.**

**YES: 4/4: Trustee Vance, Trustee Teetsel, Trustee Britt and Trustee Markowski**  
**NO: 0**

(b) Payment Processing Consultants for monthly credit card fees and the terminal rental

**MOTION: Trustee Markowski motioned to approve the Electronic Fund Transfers for Payment Processing Consultants for monthly credit card fees and the terminal rental for 2019. Seconded by Trustee Teetsel. Motion carried.**

**YES: 4/4: Trustee Vance, Trustee Teetsel, Trustee Britt and Trustee Markowski**  
**NO: 0**

(6) The January 2019 Finance Meeting will be held on January 7 at 11:30 am

b) Policy Committee (Trustee Dame) NA

**Walworth-Seely Public Library  
Board of Trustees Meeting  
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APPROVED**

c) Personnel Committee (Trustee Markowski)

d) Nominating (Trustee Markowski)

(1) Terms ending for Jessica Vance and Judy Markowski in 2018

**MOTION: Trustee Britt motioned to reappoint Jessica Vance for a second term beginning 1/1/2019 and ending 12/31/2023. Seconded by Trustee Teetsel. Motion carried.**

**YES: 4/4: Trustee Vance, Trustee Teetsel, Trustee Britt and Trustee Markowski  
NO: 0**

(2) Nomination and election of officers for 2019

(i) President

**MOTION: Trustee Markowski motioned to nominate Jessica Vance for President of the WSPL Board for 2019. Seconded by Trustee Britt. Motion carried.**

**YES: 4/4: Trustee Vance, Trustee Teetsel, Trustee Britt and Trustee Markowski  
NO: 0**

**There were no other nominations for the position of President.**

**MOTION: Trustee Teetsel motioned to elect Jessica Vance for President of the WSPL Board for 2019. Seconded by Trustee Britt. Motion carried.**

**YES: 4/4: Trustee Vance, Trustee Teetsel, Trustee Britt and Trustee Markowski  
NO: 0**

(ii) Vice President

**MOTION: Trustee Markowski motioned to nominate David Teetsel for Vice-President of the WSPL Board for 2019. Seconded by Trustee Britt. Motion carried.**

**YES: 4/4: Trustee Vance, Trustee Teetsel, Trustee Britt and Trustee Markowski  
NO: 0**

**There were no other nominations for the position of Vice-President.**

**Walworth-Seely Public Library  
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**MOTION: Trustee Britt motioned to elect David Teetsel for Vice-President of the WSPL Board for 2019. Seconded by Trustee Markowski. Motion carried.  
YES: 4/4: Trustee Vance, Trustee Teetsel, Trustee Britt and Trustee Markowski  
NO: 0**

(iii) Financial Officer

**MOTION: Trustee Teesel motioned to nominate Carol Dame for Financial Officer of the WSPL Board for 2019. Seconded by Trustee Britt. Motion carried.  
YES: 4/4: Trustee Vance, Trustee Teetsel, Trustee Britt and Trustee Markowski  
NO: 0**

**There were no other nominations for the position of Financial Officer.**

**MOTION: Trustee Markowski motioned to elect Carol Dame for Financial Officer of the WSPL Board for 2019. Seconded by Trustee Britt. Motion carried.  
YES: 4/4: Trustee Vance, Trustee Teetsel, Trustee Britt and Trustee Markowski  
NO: 0**

(iv) Secretary

**MOTION: Trustee Teetsel motioned to nominate Drew Britt for Secretary of the WSPL Board for 2019. Seconded by Trustee Markowski. Motion carried.  
YES: 4/4: Trustee Vance, Trustee Teetsel, Trustee Britt and Trustee Markowski  
NO: 0**

**There were no other nominations for the position of Secretary.**

**MOTION: Trustee Teetsel motioned to elect Drew Britt for Secretary of the WSPL Board for 2019. Seconded by Trustee Markowski. Motion carried.  
YES: 4/4: Trustee Vance, Trustee Teetsel, Trustee Britt and Trustee Markowski  
NO: 0**

**Walworth-Seely Public Library**  
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NOTE: Jeff Rothwell, a candidate who had expressed interest in becoming a WSPL Board member at the May 10, 2018 Board Meeting has indicated he cannot fulfill the duties of a Trustee on the Library Board at this time. Therefore, there is a vacant position with no potential candidates with financial background to fill this position on the Board as of January 1, 2019.

- (1) Advertise opening for 2019-2024 Trustee preferred candidates with financial experience

**MOTION: Trustee Markowski motioned to advertise for a Trustee, with preference for someone with a financial background, in the Times of Wayne County newspaper with the cost of ads not to exceed \$500. Seconded by Trustee Teetsel. Motion carried.**

**YES: 4/4: Trustee Vance, Trustee Teetsel, Trustee Britt and Trustee Markowski**  
**NO: 0**

- b) Library Improvement Committee (Trustee Teetsel)
- (1) Discussion about Library Improvement Project
    - (a) Trustees Britt and Teetsel have purchased some lighting for the storage shed and will be installing it.
  - (2) Meeting with Emily Steinbacher from LaBella to be scheduled for an evening after 6 pm the first week of January: Date and time agreed upon with the Board is 6:00 pm on Thursday, January 3, 2019.
  - (3) Discussion of Presentation to Town Board on February 21, 2019 – Tabled until next meeting

**2) Old Business**

**3) New Business**

- (1) Distribution of updated Handbook for Library Trustees of New York State (ed. 2018)
- (2) Approve the following signers on the Citizens Bank account for 2019:
  - (a) Anne Brown
  - (b) Carol Dame
  - (c) Jessica Vance



**Walworth-Seely Public Library**  
**Board of Trustees Meeting**  
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**APPROVED**

**MOTION: Trustee Britt motioned to maintain Anne Brown, Library Director; Jessica Vance, Board President; and Carol Dame, Finance Officer as signers on the Citizen Bank accounts for 2019. Seconded by Trustee Markowski. Motion carried.**

**YES: 4/4: Trustee Vance, Trustee Teetsel, Trustee Britt and Trustee Markowski**  
**NO: 0**

(3) Approve the following signers on the Lyons Bank account for 2019:

- (a) Anne Brown
- (b) Carol Dame
- (c) Jessica Vance

**MOTION: Trustee Markowski motioned to maintain Anne Brown, Library Director; Jessica Vance, Board President; and Carol Dame, Finance Officer as signers on the Lyons National Bank accounts for 2019. Seconded by Trustee Britt. Motion carried.**

**YES: 4/4: Trustee Vance, Trustee Teetsel, Trustee Britt and Trustee Markowski**  
**NO: 0**

- (4) Discussion of Lyons Bank account balance and options for 2019
- (a) Director Brown will meet with the Lyons Bank manager to determine what options are available and bring that information back to the Board for discussion.

(5) Appoint a bookkeeper for WSPL for 2019

**MOTION: Trustee Teetsel motioned to appoint Bernie Maurer as the bookkeeper for WSPL for 2019. Seconded by Trustee Britt. Motion carried.**

**YES: 4/4: Trustee Vance, Trustee Teetsel, Trustee Britt and Trustee Markowski**  
**NO: 0**

**4) Adjournment**

**Walworth-Seely Public Library**  
**Board of Trustees Meeting**  
**December 13, 2018**  
**APPROVED**

**MOTION: Trustee Britt motioned to adjourn the meeting at 8:39 pm.**

**Seconded by Trustee Teetsel. Motion carried.**

**YES: 4/4: Trustee Vance, Trustee Teetsel, Trustee Britt and Trustee Markowski**

**NO: 0**

**IMPORTANT DATES:**

- The Walworth Library Holiday Party will be held on Saturday December 15, 2018 from 11:00 – 1:00 pm. Santa Pete will be our featured guest
- The library will be closed Monday, December 24 through Wednesday December 26, 2018 for the Christmas holiday. Normal hours resume Thursday, December 27<sup>th</sup>.
- The library will be closed Monday, December 31, 2018 through Tuesday, January 1, 2019 for the New Year holiday. Normal hours resume Wednesday, January 2<sup>nd</sup>.
- January Finance Meeting will be Monday, January 7, 2019 at 11:30 am
- January Board Meeting will be Thursday, January 10, 2019 at 7:00 pm
- February Finance Meeting will be held Monday, February 18, 2019 at 11:30 am
- Library Board Meeting in February will be held on **Thursday, February 21, 2019 at 6:00 pm**
- Library Board Presentation to Town Board and Joint Meeting will be held February 21, 2019 at 7:00 pm

Meeting with Emily Steinbacher regarding the WSPL proposed expansion will be scheduled for Thursday, January 3, 2019 at 6:00 pm in the Library Program Room.

**Suggested Joint Meeting with the Friends of WSPL on Thursday, January 17 at 12:00 noon to review the MOU if there is a quorum of the WSPL Board of Trustees.**

**NEXT BOARD MEETING IS THURSDAY, January 10, 2019 at 6:30 pm**