

Walworth-Seely Public Library
Board of Trustees Meeting
January 12, 2017
APPROVED

- I) Call to Order: Meeting called to order at 6:32 pm by President Carol Dame.
- II) Roll Call/Attendance:
- a) Library Trustees Present: Carol Dame, Jessica Vance, Walter Chaffee and Donna Dey
 - b) Library Staff Present: Director Beth List, Bernie Maurer and Bill Miller
 - c) Others Attending: President of the Friends Lou Villanova, Councilwoman Judy Markowski, and David Teetsel, Board of Trustee candidate
- III) Adoption of current meeting agenda as submitted
- IV) Approval of prior meeting minutes as submitted
- MOTION: Trustee Chaffee motioned to approve the minutes of the December 22, 2016 meeting as submitted. Seconded by Trustee Vance.**
- YES: 4/4: Trustee Dame, Trustee Chaffee, Trustee Vance, and Trustee Dey**
- NO: 0/0**
- Motion Carried**
- V) Period of Public Expression:
- a) President Dame welcomed David Teetsel and introduced all attending the meeting.
 - b) David Teetsel stated he is a frequent library user and he commended the library stating: "For the size of the library, you do a great job."
- VI) Friends' Report (President Lou Villanova)
- a) The next Friends meeting is scheduled for 1/19/2017
- VII) Town Board Liaison Report (Councilwoman Judy Markowski)
- a) Library Lease Agreement
 - i) The town is working on a 20 year lease agreement for the library.
 - b) Joint meeting with the Town and the Library Board
 - i) Dates in February are being considered for a joint meeting between the Town Board and the Board of Trustees.
- VIII) Director's Report (Director Beth List): report attached
- IX) Secretary's Report (Secretary Dey): none
- X) Financial Reports (Treasurer Chaffee)
- a) Presentation of the monthly budget summary
 - b) Report of receipts and disbursements for December 2016
 - c) Approval of the December /End of Year 2016 vouchers

**Walworth-Seely Public Library
Board of Trustees Meeting
January 12, 2017**

APPROVED

MOTION: Trustee Dey motioned to approve the December 2016/End of Year abstract consisting of 54 items to be paid, totaling \$13,893.04. Seconded by Trustee Vance.

YES: 4/4: Trustee Dame, Trustee Chaffee, Trustee Vance, and Trustee Dey

NO: 0/0

Motion Carried

d) Reserve Settlement

i) Bullis Aid

MOTION: Trustee Chaffee motioned to move \$1715.00 into a designated Temporary Restricted Reserve account for Bullis Aid (to be expended by March 2017). Seconded by Trustee Vance.

YES: 4/4: Trustee Dame, Trustee Chaffee, Trustee Vance, and Trustee Dey

NO: 0/0

Motion Carried

ii) Nozzolio 2016-17 Funds

MOTION: Trustee Chaffee motioned to move the \$10,000.00 Nozzolio 2016-17 funds into a designated Temporary Restricted Reserve account as of 10/14/2016. Seconded by Trustee Dey.

YES: 4/4: Trustee Dame, Trustee Chaffee, Trustee Vance, and Trustee Dey

NO: 0/0

Motion Carried

iii) Nozzolio 2015-16 Funds

MOTION: Trustee Dey motioned to move the \$10,000.00 Nozzolio 2015-16 funds from the designated Temporary Restricted Reserve account to cover 2016 expenditures. Seconded by Trustee Chaffee.

YES: 4/4: Trustee Dame, Trustee Chaffee, Trustee Vance, and Trustee Dey

NO: 0/0

Motion Carried

iv) 1000 Books Before Kindergarten

MOTION: Trustee Chaffee motioned to move \$375.00 into a designated Temporary Restricted Reserve account for 1000 Books Before Kindergarten (to be used in 2017). Seconded by Trustee Dey.

YES: 4/4: Trustee Dame, Trustee Chaffee, Trustee Vance, and Trustee Dey

NO: 0/0

Motion Carried

Walworth-Seely Public Library
Board of Trustees Meeting
January 12, 2017
APPROVED

v) Children's Non-Fiction Book Reserve

MOTION: Trustee Vance motioned to move \$3458.00 from the Children's Non-Fiction Reserve to cover 2016 expenditures. Seconded by Trustee Chaffee.

YES: 4/4: Trustee Dame, Trustee Chaffee, Trustee Vance, and Trustee Dey

NO: 0/0

Motion Carried

vi) STEAM Lab Reserve

MOTION: Trustee Dey motioned to move \$1763.00 from the STEAM Lab Reserve to cover 2016 expenditures. Seconded by Trustee Vance.

YES: 4/4: Trustee Dame, Trustee Chaffee, Trustee Vance, and Trustee Dey

NO: 0/0

Motion Carried

XI) Committee Reports

a) Policy Committee (Director List and Trustees)

i) Personnel Policy

(1) Conference Attendance Policy

(a) A draft of the revised policy was discussed and a vote tabled until the February Board meeting.

(2) Personnel Policy

(a) Some discussion ensued and the Personnel Policy was tabled.

(b) Whistleblower Policy was tabled until the February meeting.

ii) Use of Space Policy

MOTION: Trustee Vance motioned to strike the Use of Space Policy as submitted. Seconded by Trustee Chaffee.

YES: 4/4: Trustee Dame, Trustee Chaffee, Trustee Vance, and Trustee Dey

NO: 0/0

Motion Carried

iii) Safety Policy

(1) Safety policy was tabled

b) Personnel Committee (Vice-President Vance)

**Walworth-Seely Public Library
Board of Trustees Meeting
January 12, 2017**

APPROVED

- i) Library Staff Evaluations are in process and meetings with individual staff will be completed in January 2017.

 - c) Nominating Committee (Secretary Dey)
 - i) Trustee recruitment
 - (1) Trustee Dey will contact David Teetsel to determine his interest in serving on the Board.
 - (2) If Mr. Teetsel expresses interest, an interview with Trustee Dey and Director List will be scheduled.

 - d) Expansion Committee (Bill Miller)
 - i) Focus Group summaries were sent out on Monday January 9, 2017 to all who participated.
 - ii) Mr. Miller prepared a handout on the potential financial impact on taxpayers should the expansion move forward.
- XII) Old Business:**
- a) Nozzolio Grant Update 2016
 - i) Funds have been expended
 - b) Nozzolio 2017
 - i) Funds will be put into reserve and earmarked in conjunction with the proposed expansion project.
 - c) Payroll Services – review for 2017
 - i) A review of services and costs is in process with a possible change in vendors by April 1, 2017.
 - d) Letter and Lease Agreement with Town of Walworth
 - i) Awaiting a joint meeting date for the Town Board and Library Board to meet in February subsequent to the draft library lease having been reviewed by each respective Board.
 - e) Shed
 - i) Tabled until the lease and expansion discussion can occur between the Town and Library Boards.
- XIII) New Business:**
- a) 2017 Services to Patrons – Fine and Fee Schedule
 - i) Some discussion ensued and tabled.
 - b) Library Advocacy Day

MOTION: Trustee Vance motioned to approve Pre-Advocacy Day attendance by Director List as submitted with costs not to exceed \$300.00. Seconded by Trustee Chaffee.

YES: 4/4: Trustee Dame, Trustee Chaffee, Trustee Vance, and Trustee Dey

NO: 0/0

Motion carried

Walworth-Seely Public Library
Board of Trustees Meeting
January 12, 2017
APPROVED

XIV) Other Business:

- a) Appointment of Committee Chairs for 2017
 - i) Personnel: Vice-President Vance
 - ii) Nominating: Secretary Dey
 - iii) Finance: Treasurer Chaffee
 - iv) Policy: President Dame

- b) Set date for semi-annual internal audit (6/1/16-12/1/16)
Date set for February 8, 2017 at 2 pm.

**MOTION: Trustee Chaffee motioned to go into executive session at 7:46 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 or suspension. Seconded by Trustee Vance. YES: 4/4: Trustee Dame, Trustee Chaffee, Trustee Vance, and Trustee Dey
NO: 0/0
Motion carried**

**MOTION: Trustee Chaffee motioned to end the executive session at 8:34 pm and return to the meeting. Seconded by Trustee Dey. YES: 4/4: Trustee Dame, Trustee Chaffee, Trustee Vance, and Trustee Dey
NO: 0/0
Motion carried**

**MOTION: Trustee Vance motioned to approve Treasurer Chaffee and Director List to review and execute appropriate and necessary insurance coverage for the Walworth-Seely Public Library with Eastern Shore Associates, cost not to exceed \$10,000.00. Seconded by Trustee Chaffee. YES: 4/4: Trustee Dame, Trustee Chaffee, Trustee Vance, and Trustee Dey
NO: 0/0
Motion carried**

- c) Thank you for anonymous holiday gift
 - i) The entire staff of the Walworth-Seely Public Library thanks the anonymous donor for the generous and thoughtful holiday gift each employee received.

Walworth-Seely Public Library
Board of Trustees Meeting
January 12, 2017
APPROVED

Adjournment:

MOTION: Trustee Dey motioned to adjourn the meeting at 8:39 pm. Seconded by Trustee Chaffee.

YES: 4/4: Trustee Dame, Trustee Chaffee, Trustee Vance, and Trustee Dey

NO: 0/0

Motion carried

The Finance Meeting is scheduled for Wednesday February 8, 2017 at 2:00 pm

Next Board Meeting is RE-SCHEDULED for Thursday, February 16, 2017 at 6:30 pm

Walworth-Seely Public Library
Board of Trustees Meeting
February 16, 2017
APPROVED

- I. Call to Order: Meeting called to order 6:31 pm by President Carol Dame.
- II. Roll Call/Attendance:
 - a) Library Trustees Present: President Carol Dame, Jessica Vance, Walter Chaffee, and Donna Dey
 - b) Library Staff Present: Director Beth List, Library Clerk Bernie Maurer
 - c) Others Attending: Friends' President Lou Villanova, Trustee Applicant David Teetsel
 - d) Others Absent: Councilwoman Judy Markowski
- III. Adoption of current meeting agenda as submitted
- IV. Approval of prior meeting minutes as submitted

MOTION: Trustee Chaffee motioned to approve the minutes of the January 12, 2017 meeting as submitted. Seconded by Trustee Vance.

YES: 4/4: Trustee Dame, Trustee Chaffee, Trustee Vance, and Trustee Dey

NO: 0/0

Motion Carried

- V. Period of Public Expression: None
- VI. Friends' Report: (President Lou Villanova)
 - a) Spring Book Sale will be held March 28-April 1, 2017
 - b) Last hour of the book sale on Saturday, PLS Library employees and Friends of the Library with proper identification will be invited to help themselves to any remaining books at no charge.
 - c) The Friends sold one of the surplused Nook Simple Touch and provided a check in the amount of \$20.00 to the Walworth Library. Any remaining surplused Nooks not sold may be offered for a special sale price at the book sale in the spring.
- VII. Town Board Liaison Report (Councilwoman Judy Markowski): None
- VIII. Director's Report: (Director Beth List) Report (attached)
- IX. Secretary's Report-Correspondence: (Secretary Trustee Dey): None
- X. Financial Reports: (Treasurer Chaffee and Directory List):
 - a) Presentation of the monthly budget summary
 - b) Report of remaining receipts and disbursements for December 2016
 - c) Approval of December/End of Year 2016 vouchers

**Walworth-Seely Public Library
Board of Trustees Meeting
February 16, 2017**

APPROVED

MOTION: Trustee Dey motioned to approve the December/End of Year 2016 abstract consisting of 19 items to be paid, totaling \$6,566.91 Seconded by Trustee Vance.

YES: 4/4: Trustee Dame, Trustee Chaffee, Trustee Vance, and Trustee Dey

NO: 0/0

Motion Carried

d) Report of receipts and disbursements for January 201

e) Approval of January 2017 vouchers

MOTION: Trustee Vance motioned to approve the January 2017 abstract consisting of 19 items to be paid, totaling \$6,121.51 Seconded by Trustee Dey.

YES: 4/4: Trustee Dame, Trustee Chaffee, Trustee Vance, and Trustee Dey

NO: 0/0

Motion Carried

f) 2016 Internal Audit Completed

a) The 2016 Internal Audit for the month of August 2016 was completed on 2/8/2017.

g) 2016 External Audit and 990

MOTION: Trustee Dey motioned to approve CPA Firm Heveron & Company to receive all required documentation to perform the Walworth Library's 2106 External Audit and complete the 990. Seconded by Trustee Vance.

YES: 4/4: Trustee Dame, Trustee Chaffee, Trustee Vance, and Trustee Dey

NO: 0/0

Motion Carried

h) Reserves and Accounts Review

MOTION: Trustee Vance motioned to create \$1500 PLS Technology Grant temporary reserve for 2016-17. Seconded by Trustee Dey.

YES: 4/4: Trustee Dame, Trustee Chaffee, Trustee Vance, and Trustee Dey

NO: 0/0

Motion Carried

MOTION: Trustee Chaffee motioned to move the balance of the Certificate of Deposit back into the Lyons National MUNI Savings when it matures/closes in April 2017.

Seconded by Trustee Dey.

YES: 4/4: Trustee Dame, Trustee Chaffee, Trustee Vance, and Trustee Dey

NO: 0/0

Motion Carried

MOTION: Trustee Chaffee motioned to designate the Citizens Operating Checking Account as the primary operating account to fund current year expenditures and not to

**Walworth-Seely Public Library
Board of Trustees Meeting
February 16, 2017**

APPROVED

exceed a balance of \$50,000 at any given time to cover monthly expenses unless otherwise resolved by the Board of Trustees. Seconded by Trustee Vance.

YES: 4/4: Trustee Dame, Trustee Chaffee, Trustee Vance, and Trustee Dey

NO: 0/0

Motion Carried

MOTION: Trustee Chaffee motioned to designate the Citizens Growth Savings Account to hold the balance of the Walworth Library's current year operating income as well as any Undesignated Net Assets and Temporary Reserve Monies unless otherwise resolved by the Board of Trustees. Seconded by Trustee Vance.

YES: 4/4: Trustee Dame, Trustee Chaffee, Trustee Vance, and Trustee Dey

NO: 0/0

Motion Carried

MOTION: Trustee Vance motioned to approve Library Director Beth List, Library Board President Carol Dame and Library Chief Financial Officer to the Board Walt Chaffee, as Authorized Signers on the Citizens Bank and Lyons Bank Accounts for the year 2017.

Seconded by Trustee Dey.

YES: 4/4: Trustee Dame, Trustee Chaffee, Trustee Vance, and Trustee Dey

NO: 0/0

Motion Carried

MOTION: Trustee Dey motioned to designate the LNB MUNI Savings to hold the balance of the Library Construction Reserve of \$240,703.00 and the Repair Reserve of \$2893.00.

Seconded by Trustee Vance.

YES: 4/4: Trustee Dame, Trustee Chaffee, Trustee Vance, and Trustee Dey

NO: 0/0

Motion Carried

MOTION: Trustee Vance motioned to designate the LNB MUNI Checking Account to hold the balance of the Operating Reserve of \$48,579.00. Seconded by Trustee Dey.

YES: 4/4: Trustee Dame, Trustee Chaffee, Trustee Vance, and Trustee Dey

NO: 0/0

Motion Carried

- i) Approval of 2017 EFTs

MOTION: Trustee Chaffee motioned to approve the Electronic Funds Transfer for Paychex for all Payroll related expenses and retirement payments for 2017. Seconded by Trustee Dey.

YES: 4/4: Trustee Dame, Trustee Chaffee, Trustee Vance, and Trustee Dey

NO: 0/0

Walworth-Seely Public Library
Board of Trustees Meeting
February 16, 2017
APPROVED

Motion Carried

MOTION: Trustee Vance motioned to approve the Electronic Funds Transfer for Preferred Payment Consultants for the monthly credit card use fees and terminal rental for 2017. Seconded by Trustee Chaffee.

YES: 4/4: Trustee Dame, Trustee Chaffee, Trustee Vance, and Trustee Dey

NO: 0/0

Motion Carried

- j) Approval of Fixed Asset amount per item

MOTION: Trustee Vance motioned to approve the Walworth-Seely Public Library's Fixed asset amount to \$2,000.00 per item effective January 1, 2017. Seconded by Trustee Chaffee.

YES: 4/4: Trustee Dame, Trustee Chaffee, Trustee Vance, and Trustee Dey

NO: 0/0

Motion Carried

XI. Committee Reports:

- a) Policy Committee (Director List and Trustees)

- i) Personnel Policy - Tabled
- ii) Meeting Room Use Policy

MOTION: Trustee Chaffee motioned to approve the revised Meeting Room Use Policy as presented. Seconded by Trustee Vance.

YES: 4/4: Trustee Dame, Trustee Chaffee, Trustee Vance, and Trustee Dey

NO: 0/0

Motion Carried

- b) Personnel Committee (Vice-President Vance)

- i) Annual staff evaluations have been completed by Director List.

- c) Nominating Committee (Secretary Dey)

- i) Trustee recommendation and appointment

Trustee Dey and Director List met with David Teetsel who expresses interest in filling the vacancy on the Library Board of Trustees.

MOTION: Trustee Dey motioned to appoint David Teetsel as the replacement for the vacancy on the Library Board of Trustees for the trustee term 12/31/2014-12/31/2019. Seconded by Trustee Chaffee.

YES: 4/4: Trustee Dame, Trustee Chaffee, Trustee Vance, and Trustee Dey

NO: 0/0

Motion Carried

Walworth-Seely Public Library
Board of Trustees Meeting
February 16, 2017
APPROVED

d) Expansion Committee (Director List) - none

XII. Old Business:

a) Payroll Service Change

i) Walworth Library will be remaining with Paychex at this time.

The cost of the overall payroll package offered by Paychex was reduced and some additional cuts were made to further reduce costs. Services will be evaluated throughout the year. USA Payroll is one of the options to be considered if a change in payroll is made in the future.

XIII. New Business:

a) 2016 Annual Report of Public and Association Libraries

MOTION: Trustee Chaffee motioned to accept the 2016 “Annual Report of Public and Association Libraries” submitted by Director List to Pioneer Library System for the NYS Department of Education. Seconded by Trustee Dey.

YES: 4/4: Trustee Dame, Trustee Chaffee, Trustee Vance, and Trustee Dey

NO: 0/0

Motion Carried

b) 2016 AUD Report

MOTION: Trustee Vance motioned to accept the submission of the 2016 AUD report to the Office of the State Comptroller prior to the deadline of March 1, 2017. Seconded by Trustee Dey.

YES: 4/4: Trustee Dame, Trustee Chaffee, Trustee Vance, and Trustee Dey

NO: 0/0

Motion Carried

c) 2017 Patron Services to Patrons Fines and Fee Schedule

i) The Fines and Fees Schedule Policy - Tabled

XIV. Other Business:

a) Friends' and Library MOU

i) The MOU was signed at the Library Board of Trustees meeting by Library Board President Dame and Friends' President Villanova.

b) Schedule joint Friends' and Library Board Meeting

i) A joint meeting of the Friends' and Library Board will be held on Thursday March 2, 2017 at 7:00 pm in the Library with a coffee and cookie reception to follow.

c) Confirm joint Town and Library Board Meeting

i) A joint meeting of the Town and Library Board will be held on Thursday March 2, 2017 at 8:00 pm in the Town Meeting Room.

d) Insurance Coverage

i) Discussion ensued regarding increasing the coverage of the Contents Insurance of the Library from \$300,000.00 to \$600,000.00.

**Walworth-Seely Public Library
Board of Trustees Meeting
February 16, 2017**

APPROVED

ii) Inquiries about the coverage for the items the library has in storage also will be made.

MOTION: Trustee Vance motioned to approve the increase of Content Insurance coverage with Eastern Shore Associates from \$300,000.00 to \$600,000.00. Seconded by Trustee Dey.

YES: 4/4: Trustee Dame, Trustee Chaffee, Trustee Vance, and Trustee Dey

NO: 0/0

Motion Carried

e) Executive Session: lease discussion

MOTION: Trustee Chaffee motioned to go into executive session at 8:08 pm to discuss the proposed acquisition/sale/lease of real property when publicity might affect value.

Seconded by Trustee Vance.

YES: 4/4: Trustee Dame, Trustee Chaffee, Trustee Vance, and Trustee Dey

NO: 0/0

Motion Carried

NOTE: Trustee Dey left the executive session of the Meeting at 9:00 pm

MOTION: Trustee Vance motioned to end executive session at 9:33 pm and return to the meeting. Seconded by Trustee Chaffee.

YES: 3/3: Trustee Dame, Trustee Chaffee and Trustee Vance

NO: 0/0

Motion Carried

XV. Adjournment:

MOTION: Trustee Chaffee motioned to adjourn the meeting at 9:35 pm. Seconded by Trustee Vance.

YES: 3/3: Trustee Dame, Trustee Chaffee and Trustee Vance

NO: 0/0

Motion Carried

Next Meeting Dates:

*Library Board and Friends' Joint Meeting will be Thursday, March 2, 2017 at 7:00 pm

*Library Board and Town Board Joint Meeting will be Thursday, March 2, 2017 at 8:00 pm

*Finance Committee will meet on Monday, March 6, 2017 at 1:00 pm

*Next Board Meeting is scheduled for Thursday, March 9, 2017 at 6:30 pm

Walworth-Seely Public Library
Board of Trustees Meeting
March 9, 2017
APPROVED

- I. Call to Order: Meeting called to order at 6:34 pm by President Carol Dame.
- II. Roll Call/Attendance
 - a) Library Trustees Present: President Carol Dame, Vice-President Jessica Vance, Chief Financial Officer Walter Chaffee, and David Teetsel
 - b) Library Trustees Absent: Secretary Donna Dey
 - c) Library Staff Present: Director Beth List, Library Clerk Bernie Maurer
 - d) Others Absent: President of the Friends Lou Villanova, Councilwoman Judy Markowski
- III. Adoption of current meeting agenda as submitted
- IV. Approval of prior meeting minutes as submitted

MOTION: Trustee Chaffee motioned to approve the minutes of the February 16, 2017 meeting as submitted. Seconded by Trustee Vance.
YES: 4/4: Trustee Dame, Trustee Chaffee, Trustee Vance, and Trustee Teetsel.
NO: 0/0
Motion carried.
- V. Period of Public Expression - None
- VI. Friends' Report: (President Lou Villanova) - NA
- VII. Town Board Liaison Report (Councilwoman Judy Markowski) - NA
- VIII. Director's Report: (Director Beth List) Report (attached)
- IX. Secretary's Report-Correspondence: (Secretary Donna Dey) - NA
- X. Financial Reports: (Chief Financial Officer Chaffee)
 - a) Presentation of the monthly budget summary
 - b) Report of receipts and disbursements for February 2017
 - c) Approval of February vouchers

MOTION: Trustee Teetsel motioned to approve the February 2017 abstract consisting of 22 items to be paid, totaling \$7,873.75. Seconded by Trustee Vance.
YES: 4/4: Trustee Dame, Trustee Chaffee, Trustee Vance, and Trustee Teetsel.
NO: 0/0
Motion carried.

 - d) The AUD for 2016 was submitted prior to the March 1, 2017 deadline.
 - e) The requested documentation for Heveron & Associates to complete the 990 for 2016 was submitted in February 2017.

Walworth-Seely Public Library
Board of Trustees Meeting
March 9, 2017
APPROVED

XI. Committee Reports:

- a) Policy Committee (Director List and Trustees)
 - i) Personnel Policy
 - a. Director List submitted a draft of the revised Personnel Policy to the Board for review. After discussion, vote on the Personnel Policy was tabled until the April 2017 meeting.
 - ii) Code of Conduct Policy

MOTION: Trustee Chaffee motioned to approve the Code of Conduct Policy as submitted. Seconded by Trustee Vance.

YES: 4/4: Trustee Dame, Trustee Chaffee, Trustee Vance, and Trustee Teetsel.

NO: 0/0

Motion carried.

- iii) Gifts and Donation Policy

MOTION: Trustee Teetsel motioned to approve the Gifts and Donation Policy as submitted. Seconded by Trustee Vance.

YES: 4/4: Trustee Dame, Trustee Chaffee, Trustee Vance, and Trustee Teetsel.

NO: 0/0

Motion carried.

- b) Personnel Committee (Vice-President Vance) - None
- c) Nominating Committee (Secretary Dey) - None
- d) Expansion Committee (Director List) - To be discussed under "Other Business"

XII. Old Business:

- a) 2017 Services to Patrons Fines and Fee Schedule - Tabled

XIII. New Business – None

XIV. Other Business

- a) Governmental Account Training for Director Beth List
 - i) Director List presented some recommended training options.
 - ii) Some discussion ensued and more information will be sought before making any decisions.
- b) Lease Agreement
 - i) The Town Board will put the lease agreement on the agenda for their March 16th, 2017 meeting.

MOTION: Trustee Vance motioned to approve President Carol Dame to sign the 20 year lease agreement with the Town as submitted. Seconded by Trustee Chaffee.

YES: 4/4: Trustee Dame, Trustee Chaffee, Trustee Vance, and Trustee Teetsel.

NO: 0/0

Motion carried.

**Walworth-Seely Public Library
Board of Trustees Meeting
March 9, 2017
APPROVED**

XV. Executive Session

MOTION: Trustee Chaffee motioned to go into executive session at 7:37 pm to discuss the proposed acquisition/sale/lease of real property when publicity might affect value.

Seconded by Trustee Vance.

YES: 4/4: Trustee Dame, Trustee Chaffee, Trustee Vance, and Trustee Teetsel

NO: 0/0

Motion Carried

MOTION: Trustee Vance motioned to end executive session at 8:27 pm and return to the meeting. **Seconded by Trustee Teetsel.**

YES: 4/4: Trustee Dame, Trustee Chaffee, Trustee Vance, Trustee Teetsel

NO: 0/0

Motion Carried

MOTION: Trustee Teetsel motioned to approve Labella Associates PC to provide a conceptual assessment for a library expansion, with the cost not to exceed \$3,000.00

Seconded by Trustee Vance.

YES: 4/4: Trustee Dame, Trustee Chaffee, Trustee Vance and Trustee Teetsel.

NO: 0/0

Motion carried.

XVI. Adjournment:

MOTION: Trustee Chaffee motioned to adjourn the meeting at 8:29 pm. **Seconded by Trustee Vance.**

YES: 4/4: Trustee Dame, Trustee Chaffee, Trustee Vance, and Trustee Teetsel.

NO: 0/0:

Motion carried.

IMPORTANT DATES:

- **The next Friends of WSPL meeting will be on Thursday, March 16th at 10:30 am**
- **The next Finance Meeting is scheduled for April 10th at 1:00 pm**
- **Next Board Meeting is scheduled for Thursday, April 13, 2017 at 6:30 pm**

Walworth-Seely Public Library
Board of Trustees Meeting
April 13, 2017
APPROVED

- I. Call to Order: Meeting called to order at 6:35 pm by President Carol Dame.
- II. Roll Call/Attendance:
 - a) Library Trustees Present: President Carol Dame, Vice-President Jessica Vance, Financial Officer Walter Chaffee, Secretary Donna Dey and David Teetsel
 - b) Library Staff Present: Director Beth List, Library Clerk Bernie Maurer
 - c) Others Present: President of the Friends Lou Villanova, Councilwoman Judy Markowski
- III. Adoption of current meeting agenda as submitted
- IV. Approval of prior meeting minutes as submitted

MOTION: Trustee Chaffee motioned to approve the minutes of the March 9, 2017 meeting as submitted. Seconded by Trustee Vance. Motion carried.
YES: 5/5: Trustee Dame, Trustee Chaffee, Trustee Vance, Trustee Dey, and Trustee Teetsel.
NO: 0/0
- V. Period of Public Expression - None
- VI. Friends' Report: (President Lou Villanova)
 - a) The Spring Book sale was successful with almost \$1700.00 in sales.
 - b) Director List will present programs to the Friends' to sponsor for the Summer of 2017.
 - c) The next Friend's meeting is scheduled for Thursday, April 20, 2017.
- VII. Town Board Liaison Report (Councilwoman Judy Markowski) - none
- VIII. Director's Report: (Director Beth List) Report (attached)
- IX. Secretary's Report-Correspondence: (Secretary Donna Dey) - none
- X. Financial Reports: (Financial Officer Chaffee)
 - a) Presentation of the monthly budget summary
 - b) Report of receipts and disbursements for March 2017
 - c) Approval of March 2017 vouchers as described on the abstract

MOTION: Trustee Dey motioned to approve the March 2017 vouchers and disbursements as reviewed and submitted on the abstract consisting of 49 items totaling \$17,907.72. Seconded by Trustee Vance. Motion carried.
YES: 5/5: Trustee Dame, Trustee Chaffee, Trustee Vance, Trustee Dey, and Trustee Teetsel.
NO: 0/0
 - d) Update of 2016 Financial Statements and Review from Heveron & Company

Walworth-Seely Public Library
Board of Trustees Meeting
April 13, 2017
APPROVED

MOTION: Trustee Chaffee motioned to approve Director Beth List to sign the Financial Statement Letter to Heveron & Company for the year ending 2016. Seconded by Trustee Teetsel. Motion carried.

YES: 5/5: Trustee Dame, Trustee Chaffee, Trustee Vance, Trustee Dey, and Trustee Teetsel.

NO: 0/0

e) Lease (\$1.00) and 2017 utilities/maintenance (\$9,000.00) payment to the Town of Walworth was made on 3/31/2017.

XI. Committee Reports:

a) Policy Committee (Director List and Trustees)

i) Personnel Policy – review and approval

MOTION: Trustee Teetsel motioned to approve the Personnel Policy as submitted. Seconded by Trustee Vance. Motion carried.

YES: 5/5: Trustee Dame, Trustee Chaffee, Trustee Vance, Trustee Dey, and Trustee Teetsel.

NO: 0/0

ii) Travel and Training Policy – review and approve

MOTION: Trustee Dey motioned to approve the Travel and Training Policy as submitted. Seconded by Trustee Vance. Motion carried

YES: 5/5: Trustee Dame, Trustee Chaffee, Trustee Vance, Trustee Dey, and Trustee Teetsel.

NO: 0/0

iii) Petty Cash Policy

MOTION: Trustee Teetsel motioned to approve the Petty Cash Policy as amended. Seconded by Trustee Chaffee. Motion carried.

YES: 5/5: Trustee Dame, Trustee Chaffee, Trustee Vance, Trustee Dey, and Trustee Teetsel.

NO: 0/0

iv) Bylaws

(1) A copy of the Bylaws was distributed and discussion some discussion ensued.

(2) The Bylaws will be reviewed at the May 2017 meeting of the Board of Trustees.

b) Personnel Committee (Vice-President Vance)

i) Payrates for Summer 2017

MOTION: Trustee Chaffee motioned to approve the hourly rate of \$10.22 for Kate Karnisky when scheduled for Summer Programming hours May 28, 2017 through September 2, 2017. Seconded by Trustee Vance. Motion carried.

**Walworth-Seely Public Library
Board of Trustees Meeting
April 13, 2017
APPROVED**

YES: 5/5: Trustee Dame, Trustee Chaffee, Trustee Vance, Trustee Dey, and Trustee Teetsel.

NO: 0/0

- c) Nominating Committee (Secretary Dey) - None
- d) ~~Expansion~~ Library Improvement Committee (Director List)
 - i) Architect Proposal Review
 - (1) Review proposal with Board of Trustees
 - (2) Decision regarding next steps

MOTION: Trustee Chaffee motioned to approve the allocation of \$4,800.00 from the Senator Nozzolio Bullet Aid 2016-17 Reserve to LaBella Associates for the conceptual design and program cost estimate of the possible expansion project for the Walworth-Seely Public Library. Seconded by Trustee Vance. Motion carried.

YES: 5/5: Trustee Dame, Trustee Chaffee, Trustee Vance, Trustee Dey, and Trustee Teetsel.

NO: 0/0

- ii) Storage Building
 - (1) Discuss and review findings
 - (a) Three quotes: Sturdi-Built Sheds, Woodtex, and Fisher's Storage Sheds
 - (2) Will qualify to use toward our NYS Construction Grant application.

MOTION: Trustee Teetsel motioned to approve the purchase of a storage building from Sturdi-Built Sheds for the library not to exceed \$8,500.00 including necessary alterations to the site pending Town Board approval. Seconded by Trustee Chaffee. Motion carried

YES: 5/5: Trustee Dame, Trustee Chaffee, Trustee Vance, Trustee Dey, and Trustee Teetsel.

NO: 0/0

- iii) Circulation Desk
 - (1) Per Procurement Policy – this project will exceed \$20,000.00, therefore RFPs will be secured.
 - (2) \$10,000.00 Lorraine Finely Bequest to be used for this project.
 - (3) A NYS construction grant will be pursued.

XII. Old Business:

- a) 2017 Services to Patrons Fines and Fee Schedule
 - i) Discussion regarding the 2017 Services to Patrons Fines and Fee Schedule was tabled.

XIII. New Business:

- a) ARSL Conference 2017 for Director List
 - i) Director List received a \$700.00 grant from PLS to attend the conference

**Walworth-Seely Public Library
Board of Trustees Meeting
April 13, 2017
APPROVED**

- ii) Director List will be presenting at the conference and will receive free registration for the conference.

MOTION: Trustee Dey motioned to approve Director List's paid attendance at the ARSL Conference 2017 in the amount of \$1,600.00 pending reimbursement from PLS. Seconded by Trustee Vance. Motion carried.

YES: 5/5: Trustee Dame, Trustee Chaffee, Trustee Vance, Trustee Dey, and Trustee Teetsel.

NO: 0/0

- b) Retirement 2017

XIV. MOTION: Trustee Teesel motioned approve Director List to pay the invoice for the Walworth Library retirement for 2017 in the amount of \$13,479.72. Seconded by Trustee Vance. Motion carried

YES: 5/5: Trustee Dame, Trustee Chaffee, Trustee Vance, Trustee Dey, and Trustee Teetsel.

NO: 0/0

XV. Other Business

- a) Insurance policy

- i) The Insurance Binder was made available for review.

- b) Long Range Plan

MOTION: Trustee Chaffee motioned to extend the Long Range Plan through 2018 and review/revise the plan in 2018. Seconded by Vance. Motion carried.

YES: 5/5: Trustee Dame, Trustee Chaffee, Trustee Vance, Trustee Dey, and Trustee Teetsel.

NO: 0/0

XVI. Adjournment:

MOTION: Trustee Chaffee motioned to adjourn the meeting at 8:35pm. Seconded by Trustee Vance. Motion carried.

YES: 5/5: Trustee Dame, Trustee Chaffee, Trustee Vance, Trustee Dey, and Trustee Teetsel.

NO: 0/0

IMPORTANT DATES:

- The next Friends of WSPL meeting will be on Thursday, April 20th at 10:30 am
- The next Finance Meeting is scheduled for May 8th at 1:00 pm
- **Next Board Meeting is scheduled for Thursday, May 11, 2017 at 6:30 pm**

Walworth-Seely Public Library
Board of Trustees Meeting
May 11, 2017
APPROVED

- I. Call to Order: Meeting called to order at 6:33pm by President Carol Dame.
- II. Roll Call/Attendance:
 - a. Library Trustees Present: President Carol Dame, Vice-President Jessica Vance, Financial Officer Walter Chaffee, Secretary Donna Dey and Trustee David Teetsel
Others present: Library Clerk Bernie Maurer, President of the Friends Lou Villanova
Absent: Director Beth List, Town Councilwoman Judy Markowski
- III. Adoption of current meeting agenda as submitted
- IV. Approval of prior meeting minutes as submitted

MOTION: Trustee Teetsel motioned to approve the minutes of the April 13, 2017 meeting as submitted. Seconded by Trustee Chaffee.

YES: 5/5: Trustee Dame, Trustee Chaffee, Trustee Vance, Trustee Dey, and Trustee Teetsel.

NO: 0/0

Motion carried

- V. Period of Public Expression - None
- VI. Friends' Report: (President Lou Villanova)
 - a. The Friends donated the proceeds from the last book sale to the Library to help with the Storage Building.
 - b. The Lions Club will provide a tent for the Summer Reading Kickoff scheduled for June 24, 2017.
 - c. For the Festival in the Park on Saturday July 22, 2017, the Lions Club will making grilled cheese sandwiches and will have 4 tables set up for the Library to offer crafts from 1-4 pm.
 - d. The Friends will be at the Farmer's Market with the Library on specified days during the summer.
 - e. The next meeting of the Friends of Walworth Library is scheduled for Thursday, May 18, 2017 at 10:30 am
 - f. At the May 18th meeting of the Friends, there will be a vote to change the time of meetings to 6:30 pm to encourage working individuals to attend. The 4th Wednesday night of the month will be considered as the regular meeting date.
- VII. Town Board Liaison Report (Councilwoman Judy Markowski) - none

**Walworth-Seely Public Library
Board of Trustees Meeting
May 11, 2017
APPROVED**

- VIII. Director's Report: (Director Beth List) - Report (attached)
- IX. Secretary's Report-Correspondence: (Secretary Donna Dey) -
- a. Secretary Dey announced that she will be working on a project to fill in the gaps of the Walworth Library history as part of her duties as secretary.
- X. Financial Reports: (Financial Officer Chaffee)
- a. Presentation of the monthly budget summary
 - b. Report of bank statement reconciliation, receipts and disbursements for April 2017
 - c. Approval of April 2017 vouchers as described on the abstract

MOTION: Trustee Dey motioned to approve the April 2017 vouchers and disbursements as reviewed and submitted on the abstract consisting of 39 items totaling \$22,466.01. Seconded by Trustee Vance.

YES: 5/5: Trustee Dame, Trustee Chaffee, Trustee Vance, Trustee Dey, and Trustee Teetsel.

NO: 0/0

Motion carried

- d. Review and approval of the 2016 Financial Statements and 990 submission by Heveron & Company

MOTION: Trustee Vance motioned to accept the 2016 Financial Statements as prepared by Heveron and Company. Seconded by Trustee Dey.

YES: 5/5: Trustee Dame, Trustee Chaffee, Trustee Vance, Trustee Dey, and Trustee Teetsel.

NO: 0/0

Motion carried

MOTION: Trustee Teetsel motioned to approve Heveron and Company to submit the Walworth-Seely Public Library's 990 for the year 2016 as prepared by Heveron and Company. Seconded by Trustee Dey.

YES: 5/5: Trustee Dame, Trustee Chaffee, Trustee Vance, Trustee Dey, and Trustee Teetsel.

NO: 0/0

Motion carried

XI. Committee Reports:

- a. Policy Committee (Director List and Trustees) NA
- b. Personnel Committee (Vice-President Vance)
 - i. Director List has contacted Civil Service of Wayne County to canvas for the vacant Programming Clerk position at Walworth Library.
- c. Nominating Committee (Secretary Dey) - None

Walworth-Seely Public Library
Board of Trustees Meeting
May 11, 2017
APPROVED

- d. Library Improvement Committee (Director List)
 - i. Architect Meeting has been postponed and will be rescheduled.
 - ii. Storage Building Installation
 - 1. Mike Frederes from the highway looked at the site with Director List and gave a ballpark date of May 22, 2017 to excavate and lay down asphalt (free vs. paying for stone).
 - 2. Director List will touch base with the building inspector to ensure conformity.
 - 3. A site check will be conducted by the shed company prior to the installation.
 - iii. Circulation Desk - tabled

XII. Old Business:

- a. 2017 Services to Patrons Fines and Fee Schedule - tabled

XIII. New Business: NA

XIV. Other Business: NA

XV. Adjournment:

MOTION: Trustee Chaffee motioned to adjourn the meeting at 7:00 pm. Seconded by Trustee Dey.

YES: 5/5: Trustee Dame, Trustee Chaffee, Trustee Vance, Trustee Dey, and Trustee Teetsel.

NO: 0/0

Motion carried

IMPORTANT DATES:

- **Friends of WSPL meeting will be on Thursday, May 18, 2017 at 10:30 am**
- **The next Finance Meeting is scheduled for May 31, 2017 at 12:00 pm**

Next Board Meeting is scheduled for Thursday, June 8, 2017 at 6:30 pm

Walworth-Seely Public Library
Board of Trustees Meeting
June 8, 2017
APPROVED

- I. Call to Order: Meeting called to order at 6:32pm by President Carol Dame.
- II. Roll Call/Attendance:
 - a) Library Trustees Present: President Carol Dame, Vice-President Jessica Vance, Financial Officer Walter Chaffee, Secretary Donna Dey and David Teetsel
 - b) Library Staff Present: Director Beth List and Library Clerk Bernie Maurer
 - c) Others Present: President of the Friends Lou Villanova, Town Councilwoman Judy Markowski
- III. Adoption of current meeting agenda as submitted
- IV. Approval of prior meeting minutes as submitted

MOTION: Trustee Chaffee motioned to approve the minutes of the May 11, 2017 meeting as submitted. Seconded by Trustee Teetsel. Motion carried.
YES: 5/5: Trustee Dame, Trustee Chaffee, Trustee Vance, Trustee Dey, and Trustee Teetsel.
NO: 0/0
- V. Period of Public Expression - None
- VI. Friends' Report: (President Lou Villanova)
 - a) The Friends' appreciated the letter to the editor submitted by Director List.
 - b) The Friends' meeting day and time has been changed to the fourth Wednesday of the month at 6:30pm in hopes of attracting some new members who might be unable to attend during the day because of their work schedules.
 - c) There will be a dedication for the brick purchased for the memorial garden in memory of Valerie Knight, former treasurer of the Friends' of the Walworth-Seely Library on Saturday, June 24, 2017. The time will be confirmed by President Villanova and emailed to Director List.
 - d) President Villanova will follow up with Linda Knight regarding her contact with Deb Amsler, Tax Collector and storage of donated books until the October book sale.
 - e) The Lion's tent will be set up on Friday, June 23rd so it is ready for the Summer Reading Kick-Off Party on Saturday June 24, 2017.
 - f) The next Friends' meeting is scheduled for Wednesday June 28, 2017 at 6:30pm.
- VII. Town Board Liaison Report (Councilwoman Judy Markowski)
 - a) The next Town Board meeting will be held on June 15, 2017.
- VIII. Director's Report: (Director Beth List) Report (attached)
- IX. Secretary's Report-Correspondence: (Secretary Donna Dey)
- X. Financial Reports: (Financial Officer Chaffee)

**Walworth-Seely Public Library
Board of Trustees Meeting
June 8, 2017
APPROVED**

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

MOTION: Trustee Teetsel motioned to approve the May 2017 vouchers and disbursements as reviewed and submitted on the abstract consisting of 34 items totaling \$9,142.56. Seconded by Trustee Vance. Motion carried.

YES: 5/5: Trustee Dame, Trustee Chaffee, Trustee Vance, Trustee Dey, and Trustee Teetsel.

NO: 0/0

XI. Committee Reports:

- a) Policy Committee (Director List and Trustees)
 - i) Conflict of Interest Policy review and approval

MOTION: Trustee Chaffee motioned to approve the Conflict of Interest Policy as presented. Seconded by Trustee Vance. Motion carried.

YES: 5/5: Trustee Dame, Trustee Chaffee, Trustee Vance, Trustee Dey, and Trustee Teetsel.

NO: 0/0

- ii) Board members all signed the Conflict of Interest Policy for 2017.
 - (a) The Conflict of Interest Policy will be signed annually by the Board of Trustees as well as Walworth Library staff.
- b) Personnel Committee (Vice-President Vance) None
- c) Nominating Committee (Secretary Dey) - None
- d) Library Improvement Committee (Director List)
 - i) Architect Meeting – to be scheduled.
 - ii) Storage Building Installation
 - (1) Site has been approved and asphalt is in place; just waiting for an installation date.
 - iii) Circulation Desk- Tabled

XII. Old Business:

- a) 2017 Services to Patrons Fines and Fee Schedule - Tabled

XIII. New Business: NA

- a) Approve the 2016 Community Report

MOTION: Trustee Dey motioned to approve 2016 Community Report as presented. Seconded by Trustee Vance. Motion carried.

**Walworth-Seely Public Library
Board of Trustees Meeting
June 8, 2017
APPROVED**

YES: 5/5: Trustee Dame, Trustee Chaffee, Trustee Vance, Trustee Dey, and Trustee Teetsel.

NO: 0/0

XIV. Other Business:

a. Executive Session:

MOTION: Trustee Vance motioned to go into executive session at 7:05 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 Chaffee. Motion carried.

YES: 5/5: Trustee Dame, Trustee Chaffee, Trustee Vance, Trustee Dey, and Trustee Teetsel.

NO: 0/0

MOTION: Trustee Chaffee motioned to go leave executive session at 7:29 pm and return to the regular meeting. Seconded by Trustee Vance. Motion carried.

YES: 5/5: Trustee Dame, Trustee Chaffee, Trustee Vance, Trustee Dey, and Trustee Teetsel.

NO: 0/0

XV. Adjournment:

MOTION: Trustee Chaffee motioned to adjourn the meeting at 7:30 pm. Seconded by Trustee Vance. Motion carried.

YES: 5/5: Trustee Dame, Trustee Chaffee, Trustee Vance, Trustee Dey, and Trustee Teetsel.

NO: 0/0

IMPORTANT DATES:

- The next Friends of WSPL meeting will be on Wednesday June 28, 2017 at 6:30 am
- **The next Finance Meeting is scheduled for July 7, 2017 at 11:30 am (NOTE CHANGE OF DATE/TIME)**
 - **Next Board Meeting is scheduled for Thursday, July 13, 2017 at 6:30 pm**

Walworth-Seely Public Library
Board of Trustees Meeting
July 13 2017
APPROVED

- I.** Call to Order: Meeting called to order at 6:34pm by President Carol Dame
- II.** Roll Call/Attendance:
- a) Library Trustees Present: President Carol Dame, Financial Officer Walter Chaffee, Secretary Donna Dey
 - b) Library Trustees Absent: Vice-President Jessica Vance and Trustee David Teetsel
 - c) Library Staff Present: Library Clerk Bernie Maurer
 - d) Library Staff Absent: Interim Director Beth List
 - e) Others Present: President of the Friends Lou Villanova and Town Councilwoman Judy Markowski
- III.** Adoption of current meeting agenda as submitted:
- IV.** Approval of prior meeting minutes as submitted:
- MOTION: Trustee Chaffee motioned to approve the minutes of the June 21, 2017 Special Board Meeting as submitted. Seconded by Trustee Dey.**
YES: 3/3: Trustee Dame, Trustee Chaffee, and Trustee Dey
NO: 0/0:
Motion carried.
- MOTION: Trustee Dey motioned to approve the minutes of the June 8, 2017 Board Meeting as submitted. Seconded by Trustee Chaffee.**
YES: 3/3: Trustee Dame, Trustee Chaffee, and Trustee Dey
NO: 0/0:
Motion carried.
- V.** Period of Public Expression - None
- VI.** Friends' Report: (President Lou Villanova)
- a) The Friends' have secured six (6) tables for the Library to craft under the Lion's tent at the Festival on July 22, 2017.
 - b) The Friends' are sponsoring the craft (The craft will be making lion face masks as a way to celebrate the Lions Club).
 - c) The next Friends' meeting is scheduled for Wednesday September 27, 2017 at 6:30pm.
 - d) The Friends' Fall Book Sale is scheduled for the week of 10/23/2017 with 10/25 being the preview night and the sale to public on 10/26-10/28/17.
- VII.** Town Board Liaison Report (Councilwoman Judy Markowski)
- a) The Special election is scheduled to be held on Wednesday, August 16, 2017.

Walworth-Seely Public Library
Board of Trustees Meeting
July 13 2017
APPROVED

At that time the public will cast votes to decide if the Town Clerk's position will be an elected or appointed position.

- VIII. Director's Report: (Interim Director Beth List) Report (attached)
- IX. Secretary's Report-Correspondence: (Secretary Donna Dey) none
- X. Financial Reports: (Financial Officer Chaffee and Interim Director List)
 - a) Presentation of the monthly budget summary
 - b) Report of bank statement reconciliations, receipts and disbursements for June 2017
 - c) Approval of June 2017 vouchers as described on the abstract

MOTION: Trustee Dey motioned to approve the June 2017 vouchers and disbursements as reviewed and submitted on the abstract consisting of 30 items totaling \$6,759.40. Seconded by Trustee Chaffee.

YES: 3/3: Trustee Dame, Trustee Chaffee, and Trustee Dey

NO: 0/0:

Motion carried.

- XI. Committee Reports:
 - a) Policy Committee (Interim Director List and Trustees)
 - i) Fines and Fees Policy – Tabled
 - ii) Computer Use Policy - Tabled
 - b) Personnel Committee (President Dame for Vice-President Vance)
 - i) Director Search Update
 - (a) President Dame reviewed the timeline for the Library 1 Civil Service Exam.
 - (b) Discussion ensued about possible interview questions and interview format.
 - c) Nominating Committee (Secretary Dey) - None
 - d) Library Improvement Committee (Interim Director List)
 - i) Architect Meeting
 - (a) Contact was made with LaBella in early July 2017
 - (b) The firm understands that the Library is still interested in an expansion, however, are awaiting direction with a new Library Director.
 - ii) Storage Building
 - (a) The Storage Building was installed on 7/5/17 and the balance due paid.
 - (b) Storage transfer will begin by taking stock of what we have, what we need to keep, and what can be offered to other libraries before moving things to the Storage Building and anything that needs to be surplus.
 - (c) The lease at "Uncle Bob's" is in effect until the end of November 2017.
 - (d) Although downsizing the climate control unit at "Uncle Bob's" is desirable, the consensus of the Board is that if needed, we can remain in the current unit beyond November 2017.

Walworth-Seely Public Library
Board of Trustees Meeting
July 13 2017
APPROVED

iii) Circulation Desk

- (a) Interim Director List has shared that the circulation desk will qualify for a construction grant and could be rolled into the expansion/renovation projection and apply for a grant in 2018

XII. Old Business:

- a) 2017 Services to Patrons Fines and Fee Schedule - moved to policies

XIII. New Business

a) Budget review schedule confirmed:

- i) Thursday, August 17th 6:30 pm: Review Preliminary Budget with the Library Board of Trustees
- ii) Wednesday August 23rd 11:00 am: Finance Officer Chaffee and Library Clerk Maurer to meet with Town Budget Officer
- iii) Thursday, September 7th at approximately 8:00 pm President Carol Dame, Finance Officer Chaffee, and Library Clerk Bernie Maurer to meet with the Town Board of Walworth

XIV. Other Business: None

XV. Adjournment:

MOTION: Trustee Chaffee motioned to adjourn the meeting at 7:51 pm. Seconded by Trustee Dey.

YES: 3/3: Trustee Dame, Trustee Chaffee, and Trustee Dey

NO: 0/0:

Motion carried.

IMPORTANT DATES:

- The next Friends of WSPL meeting will be on Wednesday September 27, 2017 at 6:30 pm
- The next Finance Meeting is scheduled for August 7, 2017 at 1:00 pm
- **Next Board Meeting is re-scheduled for Thursday August 17, 2017 at 6:30 pm**

Walworth-Seely Public Library
Board of Trustees Meeting
August 17, 2017
APPROVED

- I. Call to Order: Meeting called to order at 6:30pm by President Carol Dame
- II. Roll Call/Attendance:
 - a) Library Trustees Present: President Carol Dame, Vice-President Jessica Vance
Financial Officer Walter Chaffee, Secretary Donna Dey, and Trustee David Teetsel
 - b) Library Staff Present: Library Clerk Bernie Maurer
 - c) Library Staff Absent: Interim Director Beth List
 - d) Others Present: President of the Friends Lou Villanova and Town Councilwoman Judy Markowski
- III. Adoption of current meeting agenda as submitted:
- IV. Approval of prior meeting minutes as submitted:

MOTION: Trustee Vance motioned to approve the minutes of the July 13, 2017 Board Meeting as submitted. Seconded by Trustee Chaffee.
YES: 5/5: Trustee Dame, Trustee Vance, Trustee Chaffee, Trustee Dey, and Trustee Teetsel
NO: 0/0:
Motion carried.
- V. Period of Public Expression - None
- VI. Friends' Report: (President Lou Villanova)
 - a) The next meeting of the Friends will be on Wednesday September 27 at 6:30 pm in the Library Program room.
- VII. Town Board Liaison Report (Councilwoman Judy Markowski)
 - a) The Special election was held on Wednesday, August 16, 2017.
 - i) The Town Clerk position will remain an elected position.
 - ii) The Democratic caucus will be held on Monday August 21st.
 - iii) If the Library has dates that they want to use the Town Meeting room, submit them as soon as possible.
- VIII. Director's Report: (Interim Director Beth List) Report (attached)
- IX. Secretary's Report-Correspondence: (Secretary Donna Dey)
 - a) A thank you note was received from former Director Beth List.
- X. Financial Reports: (Financial Officer Chaffee and Interim Director List)
 - a) Presentation of the monthly budget summary
 - b) Report of bank statement reconciliations, receipts and disbursements for July 2017
 - c) Approval of July 2017 vouchers as described on the abstract

Walworth-Seely Public Library
Board of Trustees Meeting
August 17, 2017
APPROVED

MOTION: Trustee Teetsel motioned to approve the July 2017 vouchers and disbursements as reviewed and submitted on the abstract consisting of 31 items totaling \$17, 125.38. Seconded by Trustee Dey.

YES: 5/5: Trustee Dame, Trustee Vance, Trustee Chaffee, Trustee Dey, and Trustee Teetsel

NO: 0/0:

Motion carried.

XI. Committee Reports:

a) Policy Committee (Interim Director List and Trustees)

i) Fines and Fees Policy – Review

(a) Will be voted on at next Board Meeting

ii) Collection Development Policy – Review

(a) Will be voted on at next Board Meeting

iii) Public Computer Use Policy - Review

(a) Will be voted on at next Board Meeting

b) Personnel Committee (Vice-President Vance)

i) Director Search Update

(a) A brief discussion ensued about the timeline for interviews of applicants.

(b) Interim Director List submitted a plan for the interviews which will be employed..

(c) Initial interviews will be scheduled and held before Labor Day.

(d) Finalists interviews will be held at the Board meeting on September 14, 2017..

ii) Library Assistant Position

MOTION: Trustee Chaffee motioned to create a Library Assistant position at the Walworth Library. Seconded by Trustee Vance

YES: 5/5: Trustee Dame, Trustee Vance, Trustee Chaffee, Trustee Dey, and Trustee Teetsel

NO: 0/0:

Motion carried.

c) Nominating Committee (Secretary Dey) –

i) Two Board of Trustee terms will be ending at the end of the current year: President and Financial Officer

ii) Board members should be thinking these positions and Trustee Dey will be in touch to ascertain interest in these positions.

d) Library Improvement Committee (Interim Director List)

i) Architect Meeting Tabled

ii) Circulation Desk - Tabled

Walworth-Seely Public Library
Board of Trustees Meeting
August 17, 2017
APPROVED

XII. Old Business: NA

XIII. New Business

- a) Approve Kelly Valone as a Library Clerk (less than 19 hours/week)

MOTION: Trustee Vance motioned to approve Kelly Valone as a part-time (less than 19 hours a week) Library clerk at the hourly rate of \$10.67 effective September 3, 2017. Seconded by Trustee Chaffee,

YES: 5/5: Trustee Dame, Trustee Vance, Trustee Chaffee, Trustee Dey, and Trustee Teetsel

NO: 0/0:

Motion carried.

XIV. Other Business

- a) Budget review

i) Schedule:

(1) Wednesday August 23rd 11:00 am: Finance Officer Chaffee and Library Clerk Bernie Maurer will meet with Town Budget Officer

(2) Thursday, September 7th at approximately 8:00 pm President Carol Dame, Finance Officer Chaffee, and Library Clerk Bernie Maurer to meet with the Town Board of Walworth

iii) Discussion ensued about the proposed budget to be discussed with the Town of Walworth.

XV. Adjournment

MOTION: Trustee Teetsel motioned to adjourn the meeting at 7:26 pm. Seconded by Trustee Dey.

YES: 5/5: Trustee Dame, Trustee Vance, Trustee Chaffee, Trustee Dey, and Trustee Teetsel

NO: 0/0:

Motion carried.

IMPORTANT DATES:

- The next Friends of WSPL meeting will be on Wednesday September 27, 2017 at 6:30 pm
- The next Finance Meeting is scheduled for September 7, 2017 at 1:00 pm
- **Next Board Meeting is scheduled for Thursday September 14, 2017 at 6:30 pm**

Walworth-Seely Public Library
Board of Trustees Meeting
September 14, 2017
APPROVED

- I. Call to Order: Meeting called to order at 6:00pm by President Carol Dame

- II. Roll Call/Attendance
 - a) Library Trustees Present: President Carol Dame, Vice-President Jessica Vance
Financial Officer Walter Chaffee, and Trustee David Teetsel
 - b) Library Trustees Absent: Secretary Donna Dey
 - c) Library Staff Present: Library Clerk Bernie Maurer
 - d) Library Staff Absent: Interim Director Beth List
 - e) Others Present: President of the Friends Lou Villanova

III. Adoption of current meeting agenda as revised

IV. Approval of prior meeting minutes as submitted

MOTION: Trustee Chaffee motioned to approve the minutes of the August 17, 2017 Board Meeting as submitted. Seconded by Trustee Vance. Motion carried.

YES: 4/4: Trustee Dame, Trustee Vance, Trustee Chaffee and Trustee Teetsel

NO: 0/0

V. Period of Public Expression - None

- VI. Friends' Report: (President Lou Villanova)
 - a) The next meeting of the Friends will be on Wednesday September 27 at 6:30 pm in the Library Program room.
 - b) The Fall Book Sale is coming up at the end of October (10/25-10/28).
 - c) October and November Friends' meeting dates will need to be changed due to Book Sale date in October and WSPL closing early on Wednesday for the Thanksgiving holiday.

VII. Town Board Liaison Report (Councilwoman Judy Markowski) NA

VIII. Director's Report: (Interim Director Beth List) Report attached

IX. Secretary's Report-Correspondence: (Secretary Donna Dey) NA

- X. Financial Reports: (Financial Officer Chaffee and Interim Director List)
 - a) Presentation of the monthly budget summary
 - b) Report of bank statement reconciliations, receipts and disbursements for August 2017
 - c) Approval of August 2017 vouchers as described on the abstract

MOTION: Trustee Vance motioned to approve the July 2017 vouchers and disbursements as reviewed and submitted on the abstract consisting of 28 items totaling \$5,136.23.

Seconded by Trustee Teesel. Motion carried.

YES: 4/4: Trustee Dame, Trustee Vance, Trustee Chaffee and Trustee Teetsel

NO: 0/0

Walworth-Seely Public Library
Board of Trustees Meeting
September 14, 2017
APPROVED

- d) The bi-annual internal audit is scheduled for Thursday October 5, 2017 at 11:30 am during the monthly finance meeting.

XI. Committee Reports:

- a) Policy Committee (Interim Director List and Trustees)
 - i) Fines and Fees Policy – Review

MOTION: Trustee Chaffee moved to accept the Fines and Fees schedule as submitted. Seconded by Trustee Vance. Motion carried.

YES: 4/4: Trustee Dame, Trustee Vance, Trustee Chaffee and Trustee Teetsel

NO: 0/0

- ii) Collection Development Policy
 - (a) Interim Director List provided a revised policy to be reviewed and voted upon at the next meeting.
- iii) Public Computer Use Policy - Review
 - (a) Will be voted on at next Board Meeting

MOTION: Trustee Teetsel moved to accept the Public Computer Use Policy as submitted. Seconded by Trustee Chaffee. Motion carried.

YES: 4/4: Trustee Dame, Trustee Vance, Trustee Chaffee and Trustee Teetsel

NO: 0/0

- b) Personnel Committee (Vice-President Vance)
 - i) Director Search Update
 - (a) Trustee Vance reviewed the interview plan with the finalists for the position of Director of WSPL.
- c) Nominating Committee
 - i) Applications are online and in the Library
 - ii) Discuss methods of recruitment - Tabled
- d) Library Improvement Committee (Interim Director List)
 - i) Architect Meeting Tabled
 - ii) Circulation Desk - Tabled

XII. Old Business: NA

XIII. New Business

- a) November 2017 Board Meeting date:
 - ii) November meeting will conflict with the annual NYLA conference and will be rescheduled to Thursday, November 16, 2017 at 6:30 pm
 - iii) The November 2017 Finance meeting will be held on Monday 11/13/17 at 1:00 pm

**Walworth-Seely Public Library
Board of Trustees Meeting
September 14, 2017
APPROVED**

- b) Interim Director Contract
 - a) Interim Director List's contract ends on September 30th, 2017.
 - b) Board discussion ensued.

MOTION: Trustee Vance motioned to approve a contract with Beth List at \$27.00/hr for consultation up to 10 hours per week as needed October 1, 2017 – September 20, 2018. Seconded by Trustee Chaffee. Motion carried.
YES: 4/4: Trustee Dame, Trustee Vance, Trustee Chaffee and Trustee Teetsel
NO: 0/0

XIV. Other Business

- a) 2018 Budget update
 - i) President Dame, Financial Officer Chaffee and Library Clerk Maurer met with the Town Board on September 7, 2017 to review the proposed Library budget for 2018.

XV. Executive Session

MOTION: Trustee Teesel moved to go into Executive Session at 6:30 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 Chaffee. Motion carried.
YES: 4/4: Trustee Dame, Trustee Vance, Trustee Chaffee and Trustee Teetsel
NO: 0/0

MOTION: Trustee Chaffee moved to leave Executive Session and return to the regular meeting at 9:11 pm. Seconded by Trustee Teetsel. Motion carried.
YES: 4/4: Trustee Dame, Trustee Vance, Trustee Chaffee and Trustee Teetsel
NO: 0/0

XVI. Adjournment

MOTION: Trustee Vance motioned to adjourn the meeting at 9:24 pm. Seconded by Trustee Chaffee. Motion carried.
YES: 4/4: Trustee Dame, Trustee Vance, Trustee Chaffee and Trustee Teetsel
NO: 0/0

IMPORTANT DATES:

- The next Friends of WSPL meeting will be Wednesday September 27, 2017 at 6:30 pm
- The October Friends of WSPL meeting is TBD
- The next Finance Meeting and bi-annual audit is scheduled for October 5, 2017 at 11:30 am

Next Board Meeting is scheduled for: Thursday October 12, 2017 @6:30 pm

**Walworth-Seely Public Library
Board of Trustees Meeting
October 12, 2017
APPROVED**

- I. Call to Order: Meeting called to order at 6:30 pm by President Carol Dame

- II. Roll Call/Attendance
 - a) Library Trustees Present: President Carol Dame, Vice-President Jessica Vance
Financial Officer Walter Chaffee, Secretary Donna Dey and Trustee David Teetsel
(entered meeting at 6:33 pm)
 - b) Library Staff Present: Library Clerk Bernie Maurer
 - c) Library Staff Absent: Interim Director Beth List
 - d) Others Present: President of the Friends Lou Villanova , Councilwoman Judy
Markowski, and Seth Jacobus, Library Director

- III. Adoption of current meeting agenda as revised

- IV. Approval of prior meeting minutes as submitted

MOTION: Trustee Vance motioned to approve the minutes of the September 14, 2017 Board Meeting as submitted. Seconded by Trustee Chaffee. Motion carried.
YES: 5/5: Trustee Dame, Trustee Vance, Trustee Chaffee, Trustee Dey and Trustee Teetsel
NO: 0/0

MOTION: Trustee Vance motioned to approve the minutes of the Special Board Meeting held September 18, 2017 as submitted. Seconded by Trustee Chaffee. Motion carried.
YES: 5/5: Trustee Dame, Trustee Vance, Trustee Chaffee, Trustee Dey and Trustee Teetsel
NO: 0/0

- V. Period of Public Expression - None

- VI. Introduction of New Library Director, Seth Jacobus
 - a) Vice-President Vance introduced Seth Jacobus who will be Walworth-Seely Public Library's Director effective October 16, 2017.

- VII. Friends' Report: (President Lou Villanova)
 - a) The October Meeting of the Friends has been cancelled due to the conflicting date with the Fall Book Sale.
 - b) The next Meeting of the Friends of WSPL will be held on Wednesday, November 8, 2017 at 6:30pm.
 - c) The Fall Book Sale is scheduled to be held 10/25-10/28/2017. Volunteers are needed and will be welcomed.

- VIII. Town Board Liaison Report (Councilwoman Judy Markowski)
 - a) At the next Town Board meeting, budgets will be discussed.

**Walworth-Seely Public Library
Board of Trustees Meeting
October 12, 2017**

APPROVED

b) There was some discussion about the upcoming elections scheduled for November.

IX. Director's Report: (Interim Director Beth List) Report attached

X. Secretary's Report-Correspondence: (Secretary Donna Dey) NA

XI. Financial Reports: (Financial Officer Chaffee and Interim Director List)

a) Presentation of the monthly budget summary

b) Report of bank statement reconciliations, receipts and disbursements for September 2017

c) Approval of September 2017 vouchers as described on the abstract

MOTION: Trustee Teetsel motioned to approve the September 2017 vouchers and disbursements as reviewed and submitted on the abstract consisting of 29 items totaling \$5,313.79. Seconded by Trustee Vance. Motion carried.

YES: 5/5: Trustee Dame, Trustee Vance, Trustee Chaffee, Trustee Dey and Trustee Teetsel

NO: 0/0

d) The bi-annual internal audit was conducted for the month of February 2017 at the October 5, 2017 Finance Meeting. There were no issues.

XII. Committee Reports:

a) Policy Committee (Interim Director List and Trustees)

i) Collection Development Policy – tabled until November

ii) Public Computer Use Policy – was approved at the September 2017 meeting

b) Personnel Committee (Vice-President Vance) NA

c) Nominating Committee

i) Applications for Trustees are online and in the Library

ii) Discuss methods of recruitment

MOTION: Trustee Chaffee motioned to place an ad in the Times of Wayne County to recruit applicants for the two upcoming Trustee vacancies, with the cost of the ad not to exceed \$500.00. Seconded by Trustee Vance. Motion carried.

YES: 5/5: Trustee Dame, Trustee Vance, Trustee Chaffee, Trustee Dey and Trustee Teetsel

NO: 0/0

d) Library Improvement Committee (Interim Director List)

i) Architect Meeting Tabled

ii) Circulation Desk - Tabled

**Walworth-Seely Public Library
Board of Trustees Meeting
October 12, 2017
APPROVED**

XIII. Old Business: NA

XIV. New Business

- a) Letter received from a patron
 - i) President Dame shared a letter from a patron suggesting the Walworth Library consider moving to the vacant Freewill Building.
 - ii) Trustee Teesel volunteered to reach out to this patron.
- b) Bank signatures

MOTION: Trustee Chaffee motioned to add Seth Jacobus as a signer on the Citizens and Lyons bank accounts effective October 16, 2017. Seconded by Trustee Teetsel. Motion carried.

YES: 5/5: Trustee Dame, Trustee Vance, Trustee Chaffee, Trustee Dey and Trustee Teetsel

NO: 0/0

MOTION: Trustee Chaffee motioned to remove Beth List as a signer on the Citizens and Lyons bank accounts effective October 16, 2017. Seconded by Trustee Teetsel. Motion carried.

YES: 5/5: Trustee Dame, Trustee Vance, Trustee Chaffee, Trustee Dey and Trustee Teetsel

NO: 0/0

- c) NYLA Conference

MOTION: Trustee Chaffee motioned to approve Seth Jacobus' attendance at the NYLA conference scheduled November 8-11, 2017 and cover the cost of hotel, meals, travel and incidentals at the approved rate as per Board Policy upon submission of receipts. Seconded by Trustee Vance. Motion carried.

YES: 5/5: Trustee Dame, Trustee Vance, Trustee Chaffee, Trustee Dey and Trustee Teetsel

NO: 0/0

MOTION: Trustee Dey motioned to reimburse Red Jacket Community Library for Seth Jacobus' registration fee for the NYLA conference in the amount of \$213.00. Seconded by Trustee Vance. Motion carried.

YES: 5/5: Trustee Dame, Trustee Vance, Trustee Chaffee, Trustee Dey and Trustee Teetsel

NO: 0/0

**Walworth-Seely Public Library
Board of Trustees Meeting
October 12, 2017
APPROVED**

- d) Life Storage
- i) The contract with Life Storage (previously Uncle Bob's Storage) expires at the end of October 2017
 - ii) Best efforts will be made to reduce to a single unit by the end of the current contract, however, if this is not possible, a month's extension may be requested.

MOTION: Trustee Chaffee motioned to extend the contract with Life Storage on the current double unit for the month of November 2017 if necessary. Seconded by Trustee Teetsel. Motion carried.

YES: 5/5: Trustee Dame, Trustee Vance, Trustee Chaffee, Trustee Dey and Trustee Teetsel

NO: 0/0

XV. Other Business NA

XVI. Adjournment

MOTION: Trustee Chaffee motioned to adjourn the meeting at 7:26 pm. Seconded by Trustee Vance. Motion carried.

YES: 5/5: Trustee Dame, Trustee Vance, Trustee Chaffee, Trustee Dey and Trustee Teetsel

NO: 0/0

IMPORTANT DATES:

- The next Friends of WSPL meeting will be Wednesday November 8, 2017 at 6:30 pm
- The next Finance Meeting is scheduled for Monday, November 13, 2017 at 1:00 pm.

Next Board Meeting is scheduled for: Thursday November 16, 2017 @6:30 pm

Walworth-Seely Public Library
Board of Trustees Meeting
November 16, 2017
APPROVED

- I. Call to Order: Meeting called to order at 6:29 pm by President Carol Dame
- II. Roll Call/Attendance
 - a) Library Trustees Present: President Carol Dame, Vice-President Jessica Vance
Financial Officer Walter Chaffee, Secretary Donna Dey and Trustee David Teetsel
 - b) Library Staff Present: Library Director Seth Jacobus and Library Clerk Bernie Maurer
 - c) Others Present: President of the Friends Lou Villanova and Councilwoman Judy
Markowski (Both exited the meeting at 7:20 pm).
- III. Adoption of current meeting agenda as revised
- IV. Approval of prior meeting minutes as submitted

MOTION: Trustee Dey motioned to approve the minutes of the October 12, 2017 Board Meeting as submitted. Seconded by Trustee Vance. Motion carried.
YES: 5/5: Trustee Dame, Trustee Vance, Trustee Chaffee, Trustee Dey and Trustee Teetsel
NO: 0/0
- V. Period of Public Expression - None
- VI. Friends' Report: (President Lou Villanova)
 - a) The Book Sale Committee met with Director Jacobus today.
 - b) The Fall Book Sale was successful and brought in about \$2300.00.
 - c) Director Jacobus has been requested to provide a "wish list" for the Friends to consider.
 - d) On the last day of the Book Sale, there were 100 people who bought bags of books.
 - e) It was helpful that the Library had a craft for kids on the last day because it seemed to bring more people into the Book Sale. will be welcomed
 - f) The next Book Sale is scheduled for April 27-30, 2018.
- VII. Town Board Liaison Report (Councilwoman Judy Markowski)
 - a) A new Town Board and Town Supervisor have been elected.
 - b) The Town Supervisor will be appointing a Councilperson to be the Library liaison.
 - c) There was discussion scheduling the joint meeting of the Library Board of Trustees and the Town Board.
- VIII. Director's Report: (Director Seth Jacobus) Report attached
- IX. Secretary's Report-Correspondence: (Secretary Donna Dey) NA
- X. Financial Reports: (Financial Officer Chaffee and Director Jacobus)

**Walworth-Seely Public Library
Board of Trustees Meeting
November 16, 2017
APPROVED**

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

MOTION: Trustee Teetsel motioned to approve the October 2017 vouchers and disbursements as reviewed and submitted on the abstract consisting of 35 items totaling \$7,550.35. Seconded by Trustee Vance. Motion carried.

YES: 5/5: Trustee Dame, Trustee Vance, Trustee Chaffee, Trustee Dey and Trustee Teetsel

NO: 0/0

- d) Reallocation of monies

MOTION: Trustee Chaffee motioned to move \$2500 from General Supplies (GL 860.1) to Copier Costs (GL 860.3). Seconded by Trustee Vance. Motion carried.

YES: 5/5: Trustee Dame, Trustee Vance, Trustee Chaffee, Trustee Dey and Trustee Teetsel

NO: 0/0

MOTION: Trustee Chaffee motioned to move \$500 from Computer Supplies (GL 860.2) to Copier Costs (GL 860.3). Seconded by Trustee Vance. Motion carried.

YES: 5/5: Trustee Dame, Trustee Vance, Trustee Chaffee, Trustee Dey and Trustee Teetsel

NO: 0/0

MOTION: Trustee Chaffee motioned to move \$1000 from Operating General (GL 840.1) to Town Maintenance/Utilities (GL 840.4). Seconded by Trustee Vance. Motion carried.

YES: 5/5: Trustee Dame, Trustee Vance, Trustee Chaffee, Trustee Dey and Trustee Teetsel

NO: 0/0

MOTION: Trustee Chaffee motioned to create a Reserve Fund (GL 422) for the \$7500.00 Senator Helming Bullet Aid for 2017-18. Seconded by Trustee Vance. Motion carried.

YES: 5/5: Trustee Dame, Trustee Vance, Trustee Chaffee, Trustee Dey and Trustee Teetsel

NO: 0/0

XI. Committee Reports:

- a) Policy Committee (Director Jacobus and Trustees)
 - i) Collection Development Policy – review and approve

**Walworth-Seely Public Library
Board of Trustees Meeting
November 16, 2017
APPROVED**

MOTION: Trustee Teetsel motioned approve the Collection Development Policy with the discussed changes. Seconded by Trustee Chaffee. Motion carried.

YES: 5/5: Trustee Dame, Trustee Vance, Trustee Chaffee, Trustee Dey and Trustee Teetsel

NO: 0/0

b) Personnel Committee (Vice-President Vance)

i) Change in Personnel for Library Clerk Maurer and Interim Director List; official start date and salary for Director Jacobus.

MOTION: Trustee Chaffee motioned to change Bernie Maurer's personnel status from Library Clerk to Library Assistant effective November 13, 2017 with an hourly wage of \$15.00/hr. Seconded by Trustee Teestel. Motion carried.

YES: 5/5: Trustee Dame, Trustee Vance, Trustee Chaffee, Trustee Dey and Trustee Teetsel

NO: 0/0

MOTION: Trustee Vance motioned to change Beth List's personnel status from Interim Library Director to Library Consultant effective October 16, 2017 with an hourly wage of \$27.00/hr. Seconded by Trustee Teestel. Motion carried.

YES: 5/5: Trustee Dame, Trustee Vance, Trustee Chaffee, Trustee Dey and Trustee Teetsel

NO: 0/0

MOTION: Trustee Vance motioned to officially name Seth Jacobus as the Walworth-Seely Public Library Director effective October 16, 2017 with an annual salary of \$48,900.. Seconded by Trustee Chaffee. Motion carried.

YES: 5/5: Trustee Dame, Trustee Vance, Trustee Chaffee, Trustee Dey and Trustee Teetsel

NO: 0/0

c) Nominating Committee (Secretary Dey)

i) Discuss potential candidates for the Library Board

(1) Several individuals have been asked to consider serving on the Board; applications may be forthcoming

d) Library Improvement Committee (Director Jacobus)

i) Architect Meeting

(1) Discussion ensued regarding timelines and approaches

(2) The Focus Group and Executive Summary from the Expansion Committee will be reviewed

(3) A meeting with the New Town Supervisor will be planned for January 2018

**Walworth-Seely Public Library
Board of Trustees Meeting
November 16, 2017
APPROVED**

(4) A joint meeting with the Town Board and the Library Board of Trustees will be requested for February 15, 2018.

ii) Circulation Desk

(1) The circulation desk upgrade will be included in the discussion regarding Library Improvements and could be tied in with a construction grant

XII. Old Business: NA

- a) Letter received from a patron regarding the use of the Freewill Building
 - i) Trustee Teesel contacted the individual by phone

XIII. New Business

- a) Motion to list the names of signers for Citizens and Lyons Banks

MOTION: Trustee Vance motioned to that the following individuals be the official signers on the Citizens and Lyons National Bank accounts: Director Seth Jacobus and Trustees Carol Dame and Jessica Vance. Seconded by Trustee Dey. Motion carried.

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

- b) Approval of tuition payment for Director Jacobus for LIU Advance Graduate Certification Program

MOTION: Trustee Chaffee motioned to reimburse Director Jacobus \$1350.00 for the tuition he paid for the Fall 2017 semester of his enrollment in LIU. Seconded by Trustee Teetsel.

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

- c) Motion to approve closing dates for 2018

MOTION: Trustee Chaffee motioned to approve the closing dates for the 2018 calendar year. Seconded by Trustee Vance. Motion carried.

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

XIV. Other Business NA

- a) Reminder to add to the December Board Agenda EFTs for 2018 and Officers for the Board of Trustees
- b) A joint meeting between the Library Board of Trustees and the Friends will be scheduled

**Walworth-Seely Public Library
Board of Trustees Meeting
November 16, 2017
APPROVED**

early in 2018

XV. Adjournment

MOTION: Trustee Teetsel motioned to adjourn the meeting at 8:26 pm. Seconded by Trustee Vance. Motion carried.

YES: 5/5: Trustee Dame, Trustee Vance, Trustee Chaffee, Trustee Dey and Trustee Teetsel

NO: 0/0

IMPORTANT DATES:

- **The Library will CLOSE on Wednesday, 11/22/17 at 5pm for the Thanksgiving holiday and remain CLOSED Thursday 11/23/17 through Sunday 11/26/17.**
- **The next Finance Meeting is scheduled for Monday, December 11, 2017 at 11:15 am**

Next Board Meeting is scheduled for: Thursday December 16, 2017 @6:30 pm

**Walworth-Seely Public Library
Board of Trustees Meeting
December 14, 2017
APPROVED**

- I. Call to Order: Meeting called to order at 6:34 pm by President Carol Dame
- II. Roll Call/Attendance
 - a) Library Trustees Present: President Carol Dame, Vice-President Jessica Vance
Financial Officer Walter Chaffee, and Trustee David Teetsel
 - b) Library Staff Present: Library Director Seth Jacobus and Library Assistant/Bookkeeper
Bernie Maurer
 - c) Others Present: Board of Trustee Applicants , Drew Britt and Councilwoman Judy
Markowski
 - d) Absent: Secretary Donna Dey, President of the Friends Lou Villanova
- III. Adoption of current meeting agenda as revised
- IV. Approval of prior meeting minutes as submitted

**MOTION: Trustee Chaffee motioned to approve the minutes of the November 16, 2017
Board Meeting as submitted. Seconded by Trustee Vance. Motion carried.
YES: 4/4: Trustee Dame, Trustee Vance, Trustee Chaffee and Trustee Teetsel
NO: 0**
- V. Period of Public Expression -
 - a) President Dame expressed her appreciation to Walt Chaffee for his service as a member
of the Board of Trustees and work as Financial Officer of the WSPL Board. This will be
his last Board meeting since his term expires on 12/31/2017.
 - b) President Dame welcomed Drew Britt and Judy Markowski, both who have submitted
applications to be considered for the WSPL Board of Trustees.
- VI. Friends' Report: (President Lou Villanova was absent)
 - a) A proposed date of Thursday, January 11, 2018 will be offered as the date of the annual
joint meeting of the WSPL Board of Trustees and the Friends of WSPL.
- VII. Town Board Liaison Report (Councilwoman Judy Markowski)
 - a) A new Town Board and Town Supervisor will be in effect January 1, 2018
 - b) Councilwoman Markowski will vacate her role on the Walworth Town Board as of
12/31/2017.
 - c) The Town Supervisor will be appointing a Councilperson to be the Library liaison.
- VIII. Director's Report: (Director Seth Jacobus) Report attached
- IX. Secretary's Report-Correspondence: (Secretary Donna Dey) NA

**Walworth-Seely Public Library
Board of Trustees Meeting
December 14, 2017
APPROVED**

- X.** Financial Reports: (Financial Officer Chaffee and Director Jacobus)
- a) Presentation of the monthly budget summary
 - b) Report of bank statement reconciliations, receipts and disbursements for November 2017
 - c) Approval of November 2017 vouchers as described on the abstract.

MOTION: Trustee Chaffee motioned to approve the November 2017 vouchers and disbursements as reviewed and submitted on the abstract consisting of 37 items totaling \$7,819.60. Seconded by Trustee Vance. Motion carried.

YES: 4/4: Trustee Dame, Trustee Vance, Trustee Chaffee and Trustee Teetsel

NO: 0

- d) Approval of Electronic Fund Transfers for 2018

MOTION: Trustee Teetsel motioned to approve the Electronic Fund Transfers for Paychex for all related expenses and retirement payments for 2018. Seconded by Trustee Chafee. Motion carried.

YES: 4/4: Trustee Dame, Trustee Vance, Trustee Chaffee and Trustee Teetsel

NO: 0/0

MOTION: Trustee Chaffee motioned to approve the Electronic Fund Transfers for Preferred Payment Consultants for monthly credit card fees and the terminal rental for 2018. Seconded by Trustee Vance. Motion carried.

YES: 4/4: Trustee Dame, Trustee Vance, Trustee Chaffee and Trustee Teetsel

NO: 0/0

MOTION: Trustee Chaffee motioned to approve the Electronic Fund Transfers Nationwide for Director Jacobus' 457 EE Roth, which is a portion of his salary. Seconded by Trustee Vance. Motion carried.

YES: 4/4: Trustee Dame, Trustee Vance, Trustee Chaffee and Trustee Teetsel

NO: 0/0

- XI.** Committee Reports:
- a) Policy Committee (Director Jacobus and Trustees)
 - i) Library Consultant List prepared a proposed Policy Review Schedule as a guide for the WSPL Board of Trustees.

 - b) Personnel Committee (Vice-President Vance)
 - i) Change in Personnel for Library Page Kate Karnisky

MOTION: Trustee Vance motioned to change Kate Karnisky's personnel status from Library Page to Library Clerk, to work no more than 19 hours/week with an hourly wage of \$11.00/hr. effective December 24, 2017. Seconded by Trustee Chaffee. Motion carried.

**Walworth-Seely Public Library
Board of Trustees Meeting
December 14, 2017
APPROVED**

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

- c) Nominating Committee (Trustees)
 - i) Nominations and Voting for Board of Trustees
 - (1) Trustee Dey has submitted her resignation from the Board of Trustees with one year remaining on her term (term was to end 12/31/2018).

MOTION: Trustee Teetsel motioned to accept the resignation of Donna Dey from the WSPL Board of Trustees effective 12/14/2017. Seconded by Trustee Chaffee. Motion carried.

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

MOTION: Trustee Vance motioned to accept the application of Judy Markowski to fill the remaining term of Donna Dey on the WSPL Board of Trustees effective 1/1/2018-12/31/2018. Seconded by Trustee Chaffee. Motion carried.

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

- (2) The terms for Trustee Chaffee and Trustee Dame are ending on 12/31/2017.

MOTION: Trustee Chaffee motioned to reappoint Carol Dame as a Trustee for a second term on the WSPL Board of Trustees with the new term beginning 1/1/2018 and ending on 12/31/2022. Seconded by Trustee Vance. Motion carried.

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

MOTION: Trustee Teetsel motioned to accept the application of Drew Britt to fill the five-year term to be vacated by Trustee Chaffee with the term beginning 1/1/2018 and ending 12/31/2022. Seconded by Trustee Chaffee. Motion carried.

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

- (3) Nominations and Appointment of Officers of the WSPL Board of Trustees
 - (a) President of the Board for 2018

Trustee Teetsel motioned to nominate Jessica Vance for the position of President for 2018. Seconded by Trustee Chaffee. The nomination was accepted.

**Walworth-Seely Public Library
Board of Trustees Meeting
December 14, 2017
APPROVED**

There were no other nominations for the position of President.

MOTION: Trustee Chaffee motioned to appoint Trustee Vance as the President of the WSPL Board for 2018. Seconded by Trustee Teesel. Motion carried.

YES: 4/4: Trustee Dame, Trustee Vance, Trustee Chaffee and Trustee Teetsel

NO: 0/0

(b) Financial Officer for the Board for 2018

Trustee Teetsel motioned to nominate Carol Dame for the position of Financial Officer of the WSPL Board for 2018. Seconded by Trustee Vance. The nomination was accepted.

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

MOTION: Trustee Vance motioned to appoint Trustee Dame as Financial Officer of the WSPL Board for 2018. Seconded by Trustee Chaffee. Motion carried.

YES: 4/4: Trustee Dame, Trustee Vance, Trustee Chaffee and Trustee Teetsel

NO: 0/0

d) Nominations and voting for the positions of Vice-President and Secretary was tabled until the January 2018 meeting after new WSPL Board members will have been sworn in.

e) Library Improvement Committee (Director Jacobus)

i) Architect Meeting

(1) Director Jacobus will be pursuing this in 2018.

ii) Circulation Desk

(1) The circulation desk upgrade will be included in the discussion regarding Library Improvements and could be tied in with a construction grant

iii) Handicap Access

(1) There is a need to make Walworth-Seely Library handicapped accessible starting with the doors into the library.

(2) Director Jacobus will be pursuing this as part of the Library Improvements

XII. Old Business:

a) Clarifying approved signers for Citizens Bank Accounts

MOTION: Trustee Vance motioned to name the following as approved signers for Citizens accounts for the remainder of 2017: Library Director Seth Jacobus, Library Consultant

**Walworth-Seely Public Library
Board of Trustees Meeting
December 14, 2017
APPROVED**

Beth List, Library Board of Trustee Members Carol Dame and Jessica Vance. Seconded by Trustee Chaffee. Motion carried.

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

MOTION: Trustee Teetsel motioned to name the following as approved signers for Citizens accounts effective 1/1/2018: Library Director Seth Jacobus, Library Board of Trustee Members Jessica Vance, President and Carol Dame, Finance Officer. Seconded by Trustee Vance. Motion carried.

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

MOTION: Trustee Chaffee motioned remove Beth List as an approved signer on all bank accounts effective midnight 12/31/2017. Seconded by Trustee Vance. Motion carried.

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

XIII. New Business

- a) Approve the Salary Matrix for 2018

MOTION: Trustee Vance motioned to approve the 2018 salary matrix that was presented at the July 2017 meeting of the Board of Trustees. Seconded by Trustee Teetsel. Motion carried.

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

- b) Approval of COLA raises for staff

MOTION: Trustee Chaffee motioned to approve the payroll increase to the minimum wage scale in the salary matrix for all employees and the 2% COLA raise for seven (7) eligible staff effective 12/24/2017. Seconded by Trustee Teetsel.

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

XIV. Other Business

- a) Director Jacobus will contact PLS about training for the new members of the WSPL Board of Trustees.
- b) Director Jacobus will order name tags for the new Board of Trustee members.
- c) A proposed date of January 11, 2018 will be offered to Lou Villanova, President of the Friends of WSPL for the annual joint meeting between the Library Board of Trustees and the Friends.

Walworth-Seely Public Library
Board of Trustees Meeting
December 14, 2017
APPROVED

- d) A proposed date of Thursday, February 15, 2018 will be suggested for the annual meeting between the Town of Walworth Board and the WSPL Board of Trustees.
- e) The next Finance Meeting is scheduled for Monday, January 8, 2018 at 1:00 PM.

XV. Adjournment

MOTION: Trustee Chaffee motioned to adjourn the meeting at 7:56 pm. Seconded by Trustee Vance. Motion carried.

YES: 4/4: Trustee Dame, Trustee Vance, Trustee Chaffee, Trustee Teetsel

NO: 0/0

IMPORTANT DATES:

- **The Library will be CLOSED on Monday, December 25, 2017 through Tuesday, December 26, 2017 for the Christmas Holiday.**
- **The Library will be CLOSED on Monday, January 1, 2018 through Tuesday, January 2, 2018 for the New Year Holiday.**
- **The next Finance Meeting is scheduled for Monday, January 8, 2018 at 1:00 pm.**

Next Board Meeting is scheduled for: Thursday January 11, 2018 @6:30 pm