

Walworth-Seely Public Library
Board of Trustees Meeting
January 10, 2019
APPROVED

- 1) Call to Order: Meeting was called to order at 6:39 pm by President Jessica Vance
- 2) Roll Call/Attendance:
 - a) Library Trustees Present: President Jessica Vance, Vice-President David Teetsel, Financial Officer Carol Dame and Secretary Drew Britt, .
 - b) Library Staff Present: Director Anne Brown and Library Assistant Bernie Maurer
 - c) Others Present: President of the Friends of WSPL Lou Villanova 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 Britt. Motion carried.

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

- 4) Approval of prior meeting minutes of December 13, 2018 meeting

MOTION: Trustee Teetsel motioned to approve the minutes of the December 13, 2018 Board Meeting as presented. Seconded by Trustee Dame. Motion carried.

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

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

- 6) Friends' Report (Friends' President Lou Villanova)

- a) The annual joint meeting of the Friends of WSPL and Walworth Library Board of Trustees will be held on Thursday, January 17, 2019 at 12:00 pm in the Library. At that time the Memorandum of Understanding will be reviewed and signed.

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- 7) Town Board Liaison Report (Councilman Cody Phillips)
 - a) Councilman Phillips indicated it is an election year
 - b) He inquired about trends in the Walworth Library's door count and circulation

- 8) Library Director's Report (Director Anne Brown) – see attached

- 9) Secretary's Report - Correspondence (Trustee Britt) - NA

- 10) Committee Reports:
 - a) Financial Committee (Financial Officer Trustee Dame)
 - (1) Presentation of Monthly Budget Summary - Report of receipts, disbursements and bank reconciliations for December 2018

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

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

(2) Approval of December 2018 vouchers

MOTION: Trustee Dame motioned to approve the December 2018 vouchers for 28 items totaling \$5225.31 as described on the prepared abstract. Seconded by Teetsel. Motion carried.

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

(3) Updates

(i) 2018 Helming Bullet Aid of \$7,500 has been received

(ii) AUD is in process and due March 1, 2019

(iii) Information for the 990 is being put together, must be discussed at the February Finance Meeting and approved at the February Board meeting before sending to Heveron and Co. by the end of February 2019. The 990 is due May 15, 2019.

(4) Banking Discussion

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- (i) Discussion and approval of investing a portion of the Reserve Funds account at Lyons National Bank into CDs to earn interest until needed for the Library Improvement project

MOTION: Trustee Dame motioned to approve the establishment of two 12-month CDs at LNB: One in the amount of \$175,000.00 and the other in the amount of \$100,000.00. Seconded by Trustee Britt. Motion carried.

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

- (ii) Debit Card from LNB

MOTION: Trustee Dame motioned to obtain a debit card from LNB for Director Brown's use as soon as possible. Seconded by Trustee Teetsel. Motion carried.

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

- (iii) Consider moving all banking to LNB

MOTION: Trustee Teetsel motioned to initiate the process to transition all banking from Citizens to LNB within the next months. Seconded by Trustee Dame. Motion carried.

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

- (5) The February 2019 Finance Meeting will be held on Monday February 18, 2019 at 11:30 am.

b) Policy Committee (Trustee Dame)

(1) Review of the Internal Audit Policy

- a. Bookkeeper Maurer will look into the requirements of New York State Municipal Law to ensure suggested revisions comply and the policy will be voted on in February 2019

(2) Review of Public Comment Policy

- a. Will be voted on in February 2019

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- (3) Review and Discussion of Disaster Response Policy
 - a. Director Brown will address some of the questions raised regarding some aspects of the policy. The policy will be reviewed and voted on in February 2019.

 - c) Personnel Committee NA

 - d) Nominating NA

 - e) Library Improvement Committee (Trustee Teetsel)
 - (1) Discussion about Library Improvement Project
 - (a) Meeting with Emily Steinbacher from LaBella was held on January 10, 2019 at 5:30. A follow-up meeting will be held on January 24, 2019 at 5:30 pm.

 - (2) Discussion of Presentation to Town Board on February 21, 2019
 - (a) Several ideas were discussed regarding the power point presentation and key issues.
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- 11) Old Business**
 - a) Press Release for Library Trustee vacancy with preference for candidates with financial experience has been submitted to the Times of Wayne County newspaper
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- 12) New Business**
 - a) Committee Appointments for 2019 (President Vance)
 - (i) Finance Committee - Trustee Dame
 - (ii) Policy Committee - Trustee Dame
 - (iii) Personnel Committee – Trustee Britt
 - (iv) Nominating Committee – Trustee Britt
 - (v) Library Improvement Committee – Trustee Teesel

 - (b) Joint Meeting of the Board of Trustees and the Friends of WSPL will be held Thursday, January 17, 2019 at 12 noon to review and sign the MOU

 - (c) Library Advocacy Day is February 27, 2019 in Albany, NY. Participants can sign up for the bus coordinated by PLS

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(d) Samaritan's Purse (Operation Christmas Child) drop box and collections

(i) Due to space constraints within the library, it is not possible to have a donation box present on an ongoing basis. Since the Town has a donation box within their offices, a sign will be posted on the Library's bulletin board informing patrons that they can place any contributions in the donation box located in the Town offices.

(e) New NYS legislation (S. 169B Rivera/A. 330B Dinowitz) prohibits smoking within 100 feet of entrances, exits, and outdoor areas of any public library and requires posting signage to that effect. We must be in compliance by June 19, 2019.

(i) Director Brown will meet with Supervisor Jacobs regarding this new law and signage.

(f) Contract with Labella

MOTION: Trustee Teetsel motioned to approve a contract with Labella and Associates for \$3,000 for meetings and conceptual drawings for the Library expansion/improvement project needed for the February 21, 2019 presentation to the Town Board. Seconded by Trustee Britt. Motion carried.
YES: 4/4: Trustee Vance, Trustee Teetsel, Trustee Britt and Trustee Dame
NO: 0

13) Adjournment

MOTION: Trustee Teetsel motioned to adjourn the meeting at 8:30 pm. Seconded by Trustee Britt. Motion carried.
YES: 4/4: Trustee Vance, Trustee Teetsel, Trustee Britt and Trustee Dame
NO: 0

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IMPORTANT DATES:

- Annual Joint Meeting with the Friends of Walworth-Seely Public Library will be Thursday, January 17, 2019 at 12 noon. A Memorandum of Understanding will be reviewed and signed by both parties.
- The Beat the Winter Blues Party will be held on Saturday January 26, 2019 from 11:00 – 1:00 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. There will be a presentation and joint meeting with the Town Board at 7:00 pm.**
- Library Advocacy Day is February 27, 2019 in Albany, NY.

NEXT BOARD MEETING IS THURSDAY, February 21, 2019 at 6:00 pm

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Board of Trustees Meeting
February 21, 2019
APPROVED

- 1) Call to Order: Meeting was called to order at 6:17 pm by President Jessica Vance
- 2) Roll Call/Attendance:
 - a) Library Trustees Present: President Jessica Vance, Vice-President David Teetsel, Financial Officer Carol Dame and Secretary Drew Britt,
 - b) Library Staff Present: Director Anne Brown and Library Assistant Bernie Maurer
 - c) Others Present: President of the Friends of WSPL Lou Villanova; Assistant Director of PLS, Ron Kirsop; and Emily Steinbacher from LaBella Architects
 - d) Others Absent: Town Councilman Cody Phillips
- 3) Adoption of current meeting agenda as presented

MOTION: Trustee Teetsel motioned to approve the agenda of the February 21, 2019 Board Meeting as amended. Seconded by Trustee Britt.

Motion carried.

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

NO: 0

- 4) Approval of prior meeting minutes of January 10, 2019 meeting

MOTION: Trustee Teetsel motioned to approve the minutes of the January 10, 2019 Board Meeting as presented. Seconded by Trustee Dame.

Motion carried.

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

NO: 0

- 5) Period of Public Expression (limit 5 minutes per speaker)
 - a) One person who wished to be anonymous offered a comment of "You guys are great!"
- 6) Friends' Report (Friends' President Lou Villanova)
 - a) Currently getting ready for the April book sale
 - b) A Facebook page has been created for the Friends of Walworth-Seely Public Library (please like it!)
 - c) The Friends have approved the Library wish list for 2019 which totals about \$3000
 - d) The Lion's Club has agreed to pay for the Library's new projector after they hold their spring fund-raising event

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- 7) Town Board Liaison Report (Councilman Cody Phillips) NA
- 8) Library Director's Report (Director Anne Brown) – see attached
- 9) Secretary's Report - Correspondence (Trustee Britt) - NA
- 10) Committee Reports:

- a) Financial Committee (Financial Officer Trustee Dame)
 - (1) Presentation of Monthly Budget Summary - Report of receipts, disbursements and bank reconciliations for EOY (End of Year) 2018 and January 2019

MOTION: Trustee Dame motioned to accept the reports of the receipts, disbursements and bank account reconciliations for EOY (End of Year) 2018 and January 2019 as presented. Seconded by Trustee Teetsel. Motion carried. YES 4/4: Trustee Vance, Trustee Teetsel, Trustee Britt and Trustee Dame NO: 0

- (2) Approval of EOY (End of Year) 2018 vouchers

MOTION: Trustee Dame motioned to approve the EOY 2018 vouchers for 16 items totaling \$2,591.35 as described on the prepared abstract. Seconded by Trustee Teetsel. Motion carried. YES 4/4: Trustee Vance, Trustee Teetsel, Trustee Britt and Trustee Dame NO: 0

- (3) Approval of January 2019 Vouchers

MOTION: Trustee Dame motioned to approve the January 2019 vouchers for 19 items totaling \$6,210.77 as described on the prepared abstract. Seconded by Trustee Teetsel. Motion carried. YES 4/4: Trustee Vance, Trustee Teetsel, Trustee Britt and Trustee Dame NO: 0

- (4) Reserve Funds
 - (a) Capital Reserve Funds

MOTION: Trustee Dame motioned to move \$35,000.00 from LNB operating Savings into the Capital Reserve fund (GL 402) with an effective date of 2/25/2019. Seconded by Trustee Teetsel. Motion carried. YES 4/4: Trustee Vance, Trustee Teetsel, Trustee Britt and Trustee Dame NO: 0

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(b) Helming Bullet Aid 18-19

MOTION: Trustee Dame motioned to move \$7500 from the LNB operating checking to a new (GL423) temporary reserve fund named Helming Bullet Aid 18-19. Motion carried.

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

MOTION: Trustee Dame motioned to expend \$3400.00 from the Helming Bullet Aid 18-19 (GL423) which was the cost of the Handicapped Door for the entrance to the Library. Seconded by Trustee Teetsel. Motion carried.

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

(c) Non-Fiction Reserve Funds

MOTION: Trustee Dame motioned to expend \$1452.80 of the \$1542.29 funds for non-fiction books ordered through Gumdrop books. Seconded by Trustee Teetsel. Motion carried.

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

(d) Nozzolio Bullet Aid 16-17.

MOTION: Trustee Dame motioned to expend \$4800.00 in fees for LaBella and Associate Architects (\$2400 +\$2400) for services rendered in 2018 from the Restricted Nozzolio Bullet Aid 16-17. Seconded by Trustee Teetsel. Motion carried.

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

(e) Tech Grant 16-17

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MOTION: Trustee Dame motioned to expend \$463.23 from the Tech Grant 16-17 to cover a portion of the cost of the Hot Spots for 2018 (and to zero out GL 417) with the remaining \$1079.06 to be taken from the Helming Bullet Aid 18-19 (GL 423). Seconded by Trustee Teetsel. Motion carried.

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

(5) 990

MOTION: Trustee Dame motioned to submit all pertinent information to Heveron CPAs to allow them to complete the 990 for Walworth-Seely Public Library. Seconded by Trustee Teetsel. Motion carried.

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

(6) The February 2019 Finance Meeting will be held on March 11, 2019 at 11:30 am

b) Policy Committee (Trustee Dame)

(1) Internal Audit Policy - Tabled until March

(2) Public Comment Policy - Tabled until March

(3) Disaster Response Policy - Tabled until March

c) Personnel Committee (Trustee Britt) NA

d) Nominating Committee (Trustee Britt) NA

e) Library Improvement Committee (Trustee Teetsel)

(1) Discussion of Presentation to Town Board at 7:00 pm

(2) Schedule a meeting of the Library Improvement Committee prior to March 10th

MOTION: Trustee Teetsel motioned to adjourn the regular meeting at 6:55pm in order to attend the Walworth Town Board meeting at 7:00 pm at which time the library will show a power-point presentation for a proposed library

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improvement project followed by the annual joint meeting of the Town Board and the Library Board Seconded by Trustee Britt. Motion carried.

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

NO: 0

See Town Board Meeting minutes of 2/21/2019

NB: Although the Walworth Library Board of Trustees was asking the Town of Walworth Board to make a resolution to support a library expansion of up to 2000 sq. ft. as presented, the Town Board motioned to form a subcommittee consisting of 5 Library members, 3 members from the community (Gananda, Walworth, and Lincoln), 2 members from the Town Board (Supervisor Jacobs and Councilman Phillips), Town Building Inspector Norm Druschel, Town Code Officer Phil Williamson, and the attorney for the Town of Walworth, Don Young to address questions about the project.

MOTION: Trustee Teetsel motioned to return to the regular Library Board meeting at 9:11 pm. Seconded by Trustee Dame. Motion carried.

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

NO: 0

11) Old Business

- a) Payment to LaBella Architects for services rendered through 2/21/2019

MOTION: Trustee Teetsel motioned to pay LaBella Architects \$3000.00 for the conceptual drawings of the façade and services rendered though 2/21/2019. Seconded by Trustee Dame. Motion carried.

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

NO: 0

12) New Business

- a) Approve the NYS Annual Report

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

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

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NO: 0

b) Approve the AUD for 2018 Walworth-Seely Public Library Board of Trustees

MOTION: Trustee Dame motioned to approve the AUD for 2018 as submitted. Seconded by Trustee Teetsel. Motion carried.

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

NO: 0

c) Proposition to Gananda School District

(1) The last time an increase was requested from Gananda School District was 2004.

(2) The Walworth Library does mobile STEAM with the Gananda Middle School on a monthly basis.

(3) Some discussion will be held with the Director of the Macedon School District about a proposal for Walworth Library to request a \$500/year increase in aid from the Gananda School District (to increase from \$6000.00 to \$6500.00 per year)

(4) This proposal will be brought back for discussion and vote with the Walworth Library Board of Trustees on 3/14/2019 since the School District requires notification of any request for increase by 3/15/2019

d) MOU with the Friends of the Walworth-Seely Public Library

The MOU was signed by Jessica Vance, President of the Library Board of Trustees and Lou Villanova, the President of the Friends of the Walworth-Seely Public Library at the annual joint meeting held on January 17, 2019

13) Adjournment

MOTION: Trustee Britt motioned to adjourn the meeting at 9:26 pm.

Seconded by Trustee Teetsel. Motion carried.

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

NO: 0

**Walworth-Seely Public Library
Board of Trustees Meeting
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IMPORTANT DATES:

- Library Advocacy Day is February 27, 2019 in Albany, NY.
- Next Finance Meeting is Monday March 11, 2019 at 11:30 am
- Next Friends Meeting is Thursday, March 21, 2019 at 10:00 am in the Town Meeting Room

NEXT BOARD MEETING IS THURSDAY, March 14, 2019 at 6:30 pm

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

- 1) Call to Order: Meeting was called to order at 6:31 pm by President Jessica Vance
- 2) Roll Call/Attendance:
 - a) Library Trustees Present: President Jessica Vance, Financial Officer Carol Dame and Secretary Drew Britt,
 - b) Library Trustees Absent: Vice-President David Teetsel (excused absence)
 - c) Library Staff Present: Director Anne Brown and Library Assistant Bernie Maurer
 - d) Others Present: President of the Friends of WSPL Lou Villanova; Community Member of the Sub-committee for the Library Improvement Project, Anthony Sclamo
 - e) Others Absent: Town Councilman Cody Phillips
- 3) Adoption of current meeting agenda as presented

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

Motion carried.

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

NO: 0

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

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

Seconded by Trustee Britt. Motion carried

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

NO: 0

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

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

NO: 0

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

YES 3/3: Trustee Vance, Trustee Britt and Trustee Dame
NO: 0

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

YES 3/3: Trustee Vance, Trustee Britt and Trustee Dame
NO: 0

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

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

YES 3/3: Trustee Vance, Trustee Britt and Trustee Dame
NO: 0

- (2) Approval of February 2019 vouchers

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

Seconded by Trustee Britt. Motion carried.

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

NO: 0

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

b) Policy Committee (Trustee Dame)

(1) Internal Audit Policy

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

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

NO: 0

(2) Public Comment Policy

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

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

NO: 0

(3) Disaster Response Policy

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

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

NO: 0

(4) Bylaws Section 4 – to be discussed

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

c) Personnel Committee (Trustee Britt)

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

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

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

NO: 0

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

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

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

NO: 0

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

11) Old Business

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

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

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

NO: 0

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- 12)** New Business
(1) Director's 2018 Report to the Community

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

Motion carried.

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

NO: 0

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

- 13)** Adjournment

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

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

NO: 0

IMPORTANT DATES:

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

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

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

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

Walworth-Seely Public Library
Board of Trustees Meeting
April 18, 2019 APPROVED

- 1) Call to Order: Meeting was called to order at 6:03 pm by President Jessica Vance
- 2) Roll Call/Attendance:
 - a) Library Trustees Present: President Jessica Vance, Vice-President David Teesel, Financial Officer Carol Dame, and Secretary Drew Britt,
 - b) Library Staff Present: Director Anne Brown and Library Assistant Bernie Maurer
 - c) Others Present: President of the Friends of WSPL Lou Villanova; and Town Councilman Cody Phillips
- 3) Adoption of current meeting agenda as presented

MOTION: Trustee Teetsel motioned to approve the agenda of the April 18, 2019 Board Meeting as presented. Seconded by Trustee Dame.

Motion carried.

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

NO: 0

- 4) Approval of prior meeting minutes of March 14, 2019 meeting and Special Meeting of April 4, 2019.

MOTION: Trustee Teetsel motioned to accept the minutes of the regularly scheduled Board of Trustees meeting of March 14, 2019 as presented.

Seconded by Trustee Britt. Motion carried

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

NO: 0

MOTION: Trustee Britt motioned to accept the minutes of the Special Board of Trustees Meeting of April 4, 2019 as presented. Seconded by Trustee Teesel.

Motion carried

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

NO: 0

- 5) Period of Public Expression (limit 5 minutes per speaker) NA
- 6) Friends' Report (Friends' President Lou Villanova)
 - a) Thanks to President Jessica Vance and Secretary Drew Britt for their help with the April 2019 book sale.
 - b) The book sale netted about \$2400.00.
 - c) A fund raising idea has been discussed by the Friends which involves a monthly 50/50 raffle.

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- d) The next Friends Meeting has been scheduled for Thursday, May16, 2019 at 12.00 pm. It will be held in the Library Program Room.

- 7) Town Board Liaison Report (Councilman Cody Phillips)
 - a) There will be a sub-committee meeting on Thursday, April 25, 2019 at 10:000 am regarding the proposed Library Expansion.

- 8) Library Director's Report (Director Anne Brown) – see attached

- 9) Secretary's Report - Correspondence (Trustee Britt) - NA

- 10) Committee Reports:
 - a) Financial Committee (Financial Officer Trustee Dame)
 - (1) Presentation of Monthly Budget Summary - Report of receipts, disbursements and bank reconciliations for March 2019

MOTION: Trustee Dame motioned to accept the reports of the receipts, disbursements and bank account reconciliations for March 2019. Seconded by Trustee Teetsel. Motion carried.

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

Approval of March 2019 vouchers

MOTION: Trustee Dame motioned to approve the March 2019 vouchers for 31 items totaling \$29,764.34 as described on the prepared abstract. Seconded by Trustee Teetsel. Motion carried.

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

(2) Approval of submission of 990 docs to Heveron & Company CPA for filing.

MOTION: Trustee Dame motioned to accept the 2018 Financial Statements as prepared by Heveron & Company. Seconded by Trustee Teetsel. Motion carried.

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

MOTION: Trustee Dame motioned to approve Director Brown to sign the letter of assurances for 2018 and submit it to Heveron & Company. Seconded by Trustee Teetsel. Motion carried.

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

**Walworth-Seely Public Library
Board of Trustees Meeting
April 18, 2019 APPROVED**

**MOTION: Trustee Dame motioned to approve the 990 for 2018 as prepared by Heveron & Company and for Financial Officer Dame to sign the 990 so it can be submitted as prepared. Seconded by Trustee Teetsel. Motion carried.
YES 4/4: Trustee Vance, Trustee Teetsel, Trustee Britt and Trustee Dame
NO: 0**

- (3) Approval of the Internal Bi-Annual Audit report performed at the April Finance meeting for the month of November 2018. No discrepancies were found.

**MOTION: Trustee Dame motioned to accept the Bi-Annual Audit report for November 2018 that was performed at the April 15, 2019 Finance Meeting. Seconded by Trustee Teetsel. Motion carried.
YES 4/4: Trustee Vance, Trustee Teetsel, Trustee Britt and Trustee Dame
NO: 0**

- (4) The May Finance meeting will be held on Tuesday, May 7, 2019 at 1:00 pm.

b) Policy Committee (Trustee Dame)

- (1) All Trustees must sign the Conflict of Interest Policy annually
 - a) Forms were signed by the four current Trustees, Director Brown and Bookkeeper Maurer and are on file.
- (2) Assigned Reserves Policy

**MOTION: Trustee Dame motioned to adopt the Assigned Reserves Policy as presented. Seconded by Trustee Teetsel. Motion carried.
YES 4/4: Trustee Vance, Trustee Teetsel, Trustee Britt and Trustee Dame
NO: 0**

(3) Fund Balance Policy

**MOTION: Trustee Dame motioned to adopt the Fund Balance Policy as presented. Seconded by Trustee Teetsel. Motion carried.
YES 4/4: Trustee Vance, Trustee Teetsel, Trustee Britt and Trustee Dame
NO: 0**

(3) Meeting Space Use Policy

**MOTION: Trustee Dame motioned to adopt the Meeting Space Policy as amended. Seconded by Trustee Teetsel. Motion carried.
YES 4/4: Trustee Vance, Trustee Teetsel, Trustee Britt and Trustee Dame
NO: 0**

Walworth-Seely Public Library
Board of Trustees Meeting
April 18, 2019 APPROVED

c) Personnel Committee (Trustee Teetsel)

(1) Approval to hire a new page

MOTION: Trustee Teetsel motioned to approve the hiring of a new page at minimum wage. Seconded by Trustee Britt. Motion carried.

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

d) Nominating Committee (Trustee Britt) NA

e) Library Improvement Committee (Trustee Vance)

(1) The mobile book cart is coming along. The frame has been welded and the box is built. A primer coat of paint will be added to ready it for Mandy to decorate.

(2) A sub-committee meeting has been called by Supervisor Jacobs for Thursday, April 25, 2019 at 10:00 am to discuss the proposed library expansion.

11) "Email Etiquette for Public Officers" Training Session (Lauren Moore, Executive Director of PLS) – POSTPONED UNTIL JUNE MEETING DUE TO PRESENTER SCHEDULING CONFLICT

12) Old Business

(1) ALA Resolution on Library Fines as a Form of Social Inequity

a) Discussion about pros and cons of removing fines ensued. More research and conversation are needed on this.

(2) Discussion of Library Funding Options

13) New Business

MOTION: Trustee Britt motioned to request attorney Ellen Bach attend the subcommittee meeting on April 25, 2019 with fees not to exceed \$2000 (which includes travel to and from Albany and meeting attendance). Seconded by Trustee Dame. Motion carried.

YES 3/4: Trustee Vance, Trustee Britt and Trustee Dame

Abstain: Trustee Teetsel

NO: 0

**Walworth-Seely Public Library
Board of Trustees Meeting
April 18, 2019 APPROVED**

14) Adjournment

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

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

NO: 0

IMPORTANT DATES:

- *Animal Week* is taking place **April 15-20, 2019** to coincide with the schools' Spring Break. Animal themed programs will be offered for children throughout the week.
- Next Finance Meeting is **Tuesday May 7, 2019** at 1:00 pm
- Next Friends Meeting is **Thursday, May 16, 2019** at 12:00 pm
- PLS Construction Grant Intent to Apply is due **May 24, 2019**
- The library will be closed for Memorial Day weekend from **Saturday, May 25 through Monday May 27, 2019**
- Our Summer Reading Kickoff Party will be **Saturday, June 22, 2019** from 11:00 am -1:00 pm

NEXT BOARD MEETING IS THURSDAY, MAY 9, 2019 at 6:30 pm

Walworth-Seely Public Library
Board of Trustees Meeting
May 9, 2019
APPROVED

- 1) Call to Order: Meeting was called to order at 6:30 pm by President Jessica Vance
- 2) Roll Call/Attendance:
 - a) Library Trustees Present: President Jessica Vance, Vice-President David Teesel, Financial Officer Carol Dame, and Secretary Drew Britt,
 - b) Library Staff Present: Director Anne Brown and Library Assistant Bernie Maurer
 - c) Others Present: President of the Friends of WSPL Lou Villanova
 - d) Others Absent: Town Councilman Cody Phillips
- 3) Adoption of current meeting agenda as presented

MOTION: Trustee Teetsel motioned to approve the agenda of the May 9, 2019 Board Meeting as revised. Seconded by Trustee Dame.

Motion carried.

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

NO: 0

- 4) Approval of prior meeting minutes of April 18, 2019 meeting.

MOTION: Trustee Teetsel motioned to accept prior meeting minutes of the April 18, 2019 as presented. Seconded by Trustee Britt. Motion carried

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

NO: 0

- 5) Period of Public Expression (limit 5 minutes per speaker) NA
- 6) Friends' Report (Friends' President Lou Villanova)
 - a) Responding to the email requesting the large tent from the Lion's Club for Saturday, August 10, 2019 to accommodate up to 75 people: The large tent is not available.
 - b) A basket raffle will be held by the Friends of the WSPL between now and the Summer Reading Kick-Off. Tickets will be \$1.00 for a chance to win a basket full of items for children. All proceeds will be directed to the Walworth-Seely Public Library.
 - c) The Friends will be thinking about a candy fund raiser...possibly in the Fall of 2019.
 - d) The next Friends Meeting has been scheduled for Thursday, May16, 2019 at 12.00 pm. It will be held in the Library Program Room.

Walworth-Seely Public Library
Board of Trustees Meeting
May 9, 2019
APPROVED

- 7) Town Board Liaison Report (Councilman Cody Phillips) NA
- 8) Library Director's Report (Director Anne Brown) – see attached
- 9) Secretary's Report - Correspondence (Trustee Britt) - NA
- 10) Committee Reports:

- a) Financial Committee (Financial Officer Trustee Dame)
 - (1) Presentation of Monthly Budget Summary - Report of receipts, disbursements and bank reconciliations for April 2019

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

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

- (2) Approval of April 2019 vouchers

MOTION: Trustee Britt motioned to approve the April 2019 vouchers for 26 items totaling \$10,112.06 as described on the prepared abstract. Seconded by Trustee Teetsel. Motion carried.

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

- (3) Distribution of the 2019 Financial Documents from Heveron.

- (4) The June Finance meeting will be held on Monday, June 10, 2019 at 11:30 am.

- b) Policy Committee (Trustee Dame)

- (1) Tobacco Used Policy
 - a) The State of New York has passed a law that goes into effect June 19, 2019.
 - b) Signs must be posted on every entrance to the building.
 - c) If the WSPL Board adopts the policy that was developed by PLS and the NYS Tobacco Control Program, signage will be provided at no cost.

MOTION: Trustee Teetsel motioned to adopt the Tobacco Use Policy as presented. Seconded by Trustee Dame. Motion carried.

Walworth-Seely Public Library
Board of Trustees Meeting
May 9, 2019
APPROVED

YES 3/4: Trustee Vance, Trustee Teetsel, and Trustee Dame
NO: 1 /4: Trustee Britt

c) Personnel Committee (Trustee Teetsel)

(1) Hire of new page

MOTION: Trustee Teetsel motioned to approve the hire of Julia Ross-McGuire as a Library Page at the rate of \$11.10/hr with a start date of May 3, 2019. Seconded by Trustee Dame. Motion carried.

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

(2) Civil Service Canvass letters have been sent out to eligible candidates for the PT Clerk position. A list of applicants was received from Civil Service and interviews have been scheduled for the week of May 13, 2019.

(3) Paychex Time & Attendance system

MOTION: Trustee Britt motioned to convert to the new Paychex Time and Attendance system before the end of May 2019. Seconded by Trustee Teetsel. Motion carried.

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

d) Nominating Committee (Trustee Britt) NA

e) Library Improvement Committee (Trustee Vance)

(1) The Town Board of Walworth unanimously passed the resolution to allow the Walworth-Seely Public Library to move forward with the plans to expand.

(2) The Intent to Apply application is due by May 24, 2019. Please review the draft sent via e-mail and give any revisions to Director Brown as soon as possible.

(3) Programming space for large groups in the proposed expansion will be imperative since the town is restricting use of the newly carpeted and painted town meeting room.

(4) On May 3, 2019, Director Anne Brown and Mandy Papineau met with Eagle Scout candidate Elijah Vance to discuss painting and decorating the book mobile.

(a) Mandy will incorporate the Walworth-Seely Logo, the Friends of WSPL logo and the PLS logo on the cart.

Walworth-Seely Public Library
Board of Trustees Meeting
May 9, 2019
APPROVED

- (b) Trustee Teetsel suggested that the book cart be called the “Read Box.”
- (c) Trustee Britt suggested removable panels on the box to make it easier to paint and to change the art work if desired.

- 11) Old Business NA
- 12) New Business NA
- 13) Adjournment

MOTION: Trustee Teesel motioned to adjourn the meeting at 8:10 pm. Seconded by Trustee Britt. Motion carried.
YES 4/4: Trustee Vance, Trustee Teetsel, Trustee Britt and Trustee Dame
NO: 0

IMPORTANT DATES:

- Next Friends Meeting is ***Thursday, May 16, 2019*** at 12:00 pm
- PLS Construction Grant Intent to Apply is due ***May 24, 2019***
- The library will be closed for Memorial Day weekend from ***Saturday, May 25 through Monday May 27, 2019***
- ***Next Finance Meeting is Monday June 10, 2019 at 11:30 am***
- Our Summer Reading Kickoff Party will be ***Saturday, June 22, 2019*** from 11:00 am -1:00 pm

NEXT BOARD MEETING IS THURSDAY, June 13, 2019 at *6:00 pm

***A earlier start for the meeting is needed since Executive Director of PLS, Lauren Moore, will be attending our meeting to conduct a training on e-mail etiquette.**

Walworth-Seely Public Library
Board of Trustees Meeting
July 3, 2019
APPROVED

- 1) Call to Order: Meeting was called to order at 5:32 pm by President Jessica Vance
- 2) Roll Call/Attendance:
 - a) Library Trustees Present: President Jessica Vance, Vice-President David Teesel, Financial Officer Carol Dame, and Secretary Drew Britt,
 - b) Library Staff Present: Director Anne Brown and Library Assistant Bernie Maurer
 - c) Others Present: President of the Friends of WSPL Lou Villanova, Town Supervisor Susie Jacobs, Anne Culver Trustee Applicant
 - d) Others Absent: Town Councilman Cody Phillips
- 3) Adoption of current meeting agenda as presented

MOTION: Trustee Teetsel motioned to approve the agenda of the July 3, 2019 Board Meeting as presented. Seconded by Trustee Britt.

Motion carried.

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

NO: 0

- 4) Approval of prior meeting minutes of June 13, 2019 meeting.

MOTION: Trustee Teetsel motioned to accept prior meeting minutes of the June 13, 2019 as presented. Seconded by Trustee Dame. Motion carried

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

NO: 0

- 5) Period of Public Expression (limit 5 minutes per speaker) NA
- 6) Friends' Report (Friends' President Lou Villanova)
 - a) The Friends of WSPL presented a check in the amount of \$265.41 to Director Brown to cover the cost of food for the Summer Reading 2019 Kick-Off Party held June 22, 2019.
 - b) The Friends of WSPL presented another check in the amount of \$131.14 to Director Brown which represented the proceeds from the basket raffle (\$45.00) and donation jar (\$131.14) from the Summer Reading Kick-Off event .
 - c) The Friends created a "Go Fund Me" in hopes of obtaining donations toward the proposed expansion. It is accessible on the Friends Facebook page.
 - d) The Friends also are selling some books on their Facebook page.

Walworth-Seely Public Library
Board of Trustees Meeting
July 3, 2019
APPROVED

- 7) Town Board Liaison Report (Supervisor Jacobs for Councilman Phillips)
 - a) The Town currently is focusing on the mandated sewer improvement project and may go in the direction of a regional plant.
 - b) There will be a 20year bond (but not a referendum) for \$15 million for sewer users.
 - c) Supervisor Jacobs is willing to put information about the proposed Library expansion on the Town's Facebook page (but not on the Town's website)

- 8) Library Director's Report (Director Anne Brown) – see attached

- 9) Secretary's Report - Correspondence (Trustee Britt) - NA

- 10) Committee Reports:
 - a) Financial Committee (Financial Officer Trustee Dame)
 - (1) Presentation of Monthly Budget Summary - Report of receipts, disbursements and bank reconciliations for June 2019

MOTION: Trustee Teetsel motioned to accept the reports of the receipts, disbursements and bank account reconciliations for June 2019. Seconded by Trustee Britt. Motion carried.

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

- (2) Approval of June 2019 vouchers

MOTION: Trustee Teetsel motioned to approve the June 2019 vouchers for 25 items totaling \$8,867.76 as described on the prepared abstract. Seconded by Trustee Britt. Motion carried.

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

- (3) COLA Raise for 2020

MOTION: Trustee Dame motioned to approve a 2% COLA raise for 10 employees effective January 1, 2020. Seconded by Trustee Britt. Motion carried.

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

Walworth-Seely Public Library
Board of Trustees Meeting
July 3, 2019
APPROVED

(4) The August Finance meeting will be held on Monday, August 5, 2019 at 1:00 pm.

b) Policy Committee (Trustee Dame)

(1) Annual Review of the Bylaws (to be motioned on in August 2019)

(2) Trustee Email Communication Policy (new)

MOTION: Trustee Dame motioned to adopt the Email Communication Policy for Trustees as presented. Seconded by Trustee Teetsel. Motion carried. YES /4: Trustee Vance, Trustee Teetsel, Trustee Britt, and Trustee Dame NO: 0

(3) Procurement Policy (revised document)

MOTION: Trustee Dame motioned to approved the revised Procurement Policy as presented. Seconded by Trustee Teetsel. Motion carried. YES /4: Trustee Vance, Trustee Teetsel, Trustee Britt, and Trustee Dame NO: 0

c) Personnel Committee (Trustee Teetsel) NA

d) Nominating Committee (Trustee Britt) NA

e) Library Improvement Committee (Trustee Vance)

(1) Update on NYS Construction Aid Grants

- a. Senator Helming sent a letter to Director Brown stating that the Senate has voted to restore the 20 million dollars that was cut from the budget for 2020.
- b. Ron Kirsop, Executive Director of PLS is awaiting official word from the NYS as what share of that will be distributed to PLS.

(2) Draft of Construction Agreement

- a. Walworth Library's attorney has drafted a construction agreement and it was sent to the Town's attorney, Don Young 7/3/2019.

(3) Discussion of proposed Library Expansion Project

Walworth-Seely Public Library
Board of Trustees Meeting
July 3, 2019
APPROVED

- a. President Vance restated that without a lease that ensures stable funding from the town, the construction project is in jeopardy.
- b. It was hoped that the lease would be reviewed by the Town's attorney and presented to the Town Board at the July 18, 2019 meeting.
- c. The Board of Trustees needs to vote on the lease at their August 8, 2019 meeting.

11) Old Business NA

12) New Business

- a) Recommendation of Anne Culver to fill the vacant Trustee position (Trustee Dame)

MOTION: Trustee Dame motioned to appoint Anne Culver as the replacement for the vacancy on the Library Board for the term that started 1/1/2019 and ends on 12/31/2023. Seconded by Trustee Teetsel. Motion carried.
YES 4/4: Trustee Vance, Trustee Teetsel, Trustee Britt and Trustee Dame
NO: 0

NOTE: Anne Culver will need to be sworn in by the Town Clerk prior to the next scheduled Library Board meeting in order to become a voting Trustee.

Supervisor Jacobs requests that a new Board of Trustees roster be sent to her for the next Town Board meeting.

- b) Discussion of draft of the new Library lease. (Trustee Vance)
 - 1) In an effort to move things along to meet deadlines, the Walworth Library's attorney drafted a standard library lease agreement.
 - 2) Again the timeline was discussed and impressed upon Supervisor Jacobs that without a lease, the library expansion will be jeopardized.
 - 3) The Board of Trustees needs the approved lease by no later than August 8, 2019 in order for them to be able to move forward with the proposed library expansion.
- c) Renewal of Library Trustee Association membership (Trustee Dame)

Walworth-Seely Public Library
Board of Trustees Meeting
July 3, 2019
APPROVED

MOTION: Trustee Dame motioned to renew the Library Trustee Association membership for \$120.00 (based on a library budget of \$100,001-\$500,000) for 2019. Seconded by Trustee Teetsel. Motion carried.

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

d) Renewal of Directors and Officers Liability Insurance (Trustee Dame)

MOTION: Trustee Britt motioned to approve payment in the amount of \$1134.00 for the time frame of 8/8/2019-8/8/2020 for Directors and Officers Liability Insurance. Seconded by Trustee Dame. Motion carried.

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

e) Renewal of Employee Dishonesty Insurance (Trustee Dame)

MOTION: Trustee Dame motioned to approve payment in the amount of \$243.00 for Employee Dishonesty Insurance for the time frame of 9/16/2019-9/16/2020. Seconded by Trustee Britt. Motion carried.

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

13) Adjournment

MOTION: Trustee Teetsel motioned to adjourn the meeting at 7:11 pm. Seconded by Trustee Britt. Motion carried.

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

IMPORTANT DATES:

- The Library will be closed Thursday July 4- Friday July 5, 2019 to celebrate Independence Day.
- Festival in the Park will be July 26-27, 2019. The Library will participate in the parade on Friday evening and have a booth at the Festival on Saturday, both matching the festival's "Beach Party" theme.
- The next Finance Meeting is Monday, August 5, 2019 at 1:00 pm.
- Summer Reading Finale Party is Saturday, August 10, 2019 from 11 am – 1pm

NEXT BOARD MEETING IS THURSDAY, August 8, 2019 at 6:30 pm

Walworth-Seely Public Library
Board of Trustees Meeting
August 8, 2019
APPROVED

- 1) Call to Order: Meeting was called to order at 6:32 pm by President Jessica Vance
- 2) Roll Call/Attendance:
 - a) Library Trustees Present: President Jessica Vance, Vice-President David Teesel, Financial Officer Carol Dame, Secretary Drew Britt, Anne Culver
 - b) Library Staff Present: Director Anne Brown and Library Assistant Bernie Maurer
 - c) Others Present: President of the Friends of WSPL Lou Villanova, Town Councilman Cody Phillips
- 3) Adoption of current meeting agenda as presented

MOTION: Trustee Teetsel motioned to approve the agenda of the August 8, 2019 Board Meeting as revised. Seconded by Trustee Britt.

Motion carried.

YES 5/5: Trustee Vance, Trustee Teetsel, Trustee Britt, Trustee Dame and Trustee Culver

NO: 0

- 4) Approval of prior meeting minutes of July 3, 2019 meeting.

MOTION: Trustee Britt motioned to accept prior meeting minutes of the July 3, 2019 as presented. Seconded by Trustee Teetsel. Motion carried

YES 5/5: Trustee Vance, Trustee Teetsel, Trustee Britt, Trustee Dame and Trustee Culver

NO: 0

- 5) Period of Public Expression (limit 5 minutes per speaker) NA
- 6) Friends' Report (Friends' President Lou Villanova)
 - a) The Friends' of WSPL have submitted a fund raising letter to be published in the Fall 2019 Town Topics
 - b) The Friends' suggest that half sheets of the proposed expansion letter be made and given to Mark's Pizzeria of Walworth
 - c) The Friends' have sponsored the Summer Reading Finale scheduled for Saturday, August 10, 2019 including the Wild Wings presentation and the ice cream social
- 7) Town Board Liaison Report (Councilman Phillips)

Walworth-Seely Public Library
Board of Trustees Meeting
August 8, 2019
APPROVED

- a) The Town Board has met only once/month during the summer
 - b) The budget review process will begin in the next weeks, working with a “zero based budget”
 - c) The Town currently is focusing on the mandated sewer improvement project and a decision will need to be made as to how to proceed
 - d) The next scheduled Town Board meeting is August 15, 2019
- 8) Library Director’s Report (Director Anne Brown) – see attached
- 9) Secretary’s Report - Correspondence (Trustee Britt) –
- a) Trustee Britt distributed a newsletter from the Library Trustees Association
- 10) Committee Reports:
- a) Financial Committee (Financial Officer Trustee Dame)
 - (1) Presentation of Monthly Budget Summary - Report of receipts, disbursements and bank reconciliations for July 2019

MOTION: Trustee Dame motioned to accept the reports of the receipts, disbursements and bank account reconciliations for July 2019. Seconded by Trustee Teetsel. Motion carried.

YES 5/5: Trustee Vance, Trustee Teetsel, Trustee Britt, Trustee Dame and Trustee Culver

NO: 0

- (2) Approval of July 2019 vouchers

MOTION: Trustee Teetsel motioned to approve the July 2019 vouchers for 34 items totaling \$24,798.43 as described on the prepared abstract.

Seconded by Trustee Britt. Motion carried.

YES 5/5: Trustee Vance, Trustee Teetsel, Trustee Britt, Trustee Dame and Trustee Culver

NO: 0

- (3) Approval of payment to PLS in the amount of \$10,168.60 (included in the total amount in the prepared abstract) for OWWL Annual Shares, BookPages subscription, and OWWL2GO Funding

MOTION: Trustee Dame motioned to approve payment in the amount of \$10,168.60 to Pioneer Library System for OWWL Annual Shares, BookPages subscription, and OWWL2Go Funding as reflected in the abstract. Seconded by Trustee Britt. Motion carried.

Walworth-Seely Public Library
Board of Trustees Meeting
August 8, 2019
APPROVED

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

- (4) Approval of payment to Whiteman, Osterman & Hanna in the amount of \$3,567.00 (included in the total amount of the abstract) for services rendered in June 2019

MOTION: Trustee Dame motioned to approve payment in the amount of \$3,567.00 to Whiteman, Osterman & Hanna for legal services rendered in June 2019 as reflected in the abstract. Seconded by Trustee Teetsel. Motion carried.

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

- (5) Approval to transfer \$20,000.00 from the LNB operating saving account to the LNB operating checking account to cover the July 2019 bills

MOTION: Trustee Dame motioned to approve the transfer of \$20,000.00 from the LNB operating savings account to the LNB operating checking account to cover the July 2019 bills. Seconded by Trustee Teetsel. Motion carried.

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

- (6) Approval of OWWL2Go Funding Commitment for 2020

MOTION: Trustee Dame motioned to approve payment in the amount of \$4,000.00 to Pioneer Library System for OWWL2Go for 2020 to be made in two payments of \$2,000.00 in January 2020 and July 2020. Seconded by Trustee Teetsel. Motion carried.

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

- (7) Discussion of Copier Replacement Options

Walworth-Seely Public Library
Board of Trustees Meeting
August 8, 2019
APPROVED

MOTION: Trustee Britt motioned to approve the lease of a copier from Toshiba at the cost of \$135.17/month for a term of 36 months. Seconded by Trustee Dame. Motion carried.

YES 5/5: Trustee Vance, Trustee Teetsel, Trustee Britt, Trustee Dame and Trustee Culver

NO: 0

(8) The payment for the Nichols Construction Estimate will be paid in the amount of \$2,500.00 as per Board approval at the March 14, 2019 meeting

(9) The September 2019 Finance Committee Meeting will be held on Monday, September 9, 2019 at 11:30 am

b) Policy Committee (Trustee Dame)

(1) Annual Review of the Bylaws

MOTION: Trustee Dame motioned to approve the Bylaws with no changes. Seconded by Trustee Teetsel. Motion carried.

YES 5/5: Trustee Vance, Trustee Teetsel, Trustee Britt, Trustee Dame and Trustee Culver

NO: 0

c) Personnel Committee (Trustee Teetsel NA)

d) Nominating Committee (Trustee Britt) NA

e) Library Improvement Committee (Trustee Vance)

(1) Discussion of draft of Lease

(a) President Vance updated the Board on the latest communication from the Library's attorney

(b) The goal is to have the Town's attorney and the Library's attorney finalize the language of the new Lease so that it can be approved by the Town Board at a meeting scheduled for August 15, 2019

(c) The Library Board will then need to meet to approve the Lease so that it can be signed by the Town Supervisor and the Library

Walworth-Seely Public Library
Board of Trustees Meeting
August 8, 2019
APPROVED

Board President prior to the deadline for submission of the
Construction Grant

- (2) Discussion of the draft of the Construction Agreement
 - (a) President Vance stated that the language of the Construction Agreement is very similar and compliments the language of the Lease
 - (b) The goal is to have the Town's attorney and the Library's attorney finalize the language of the Construction Agreement so that it can be approved by the Town Board at a meeting scheduled for August 15, 2019
 - (c) The Library Board will then need to meet to approve the Construction Agreement so that it can be signed by the Town Supervisor and the Library Board President prior to the deadline for submission of the Construction Grant

- (3) Insurance Discussion
 - (a) The Board requested that Director Brown obtain quotes from the insurance agency regarding increasing coverage of the Library contents to \$1,000,000.00 with various deductibles
 - (b) The Board will review and motion on the options at the next meeting

- (4) Construction Grant Application Materials
 - (a) Assurances Form – must be adopted by the Board and signed by President Vance for the Construction Application
 - (i) This item was tabled until the Lease and Construction Agreement are approved and signed
 - (ii) Updates on other forms that need to be completed for the Construction Grant
 1. Director Brown reviewed the items needed for the grant
 2. The deadline is fast approaching (August 30, 2019) but the forms cannot be completed until the Lease and Construction Agreement are approved and signed

11) Old Business NA

12) New Business

Walworth-Seely Public Library
Board of Trustees Meeting
August 8, 2019
APPROVED

- a) Approval for Anne Brown and Bernie Maurer to attend the NYLA Annual Conference from November 13-16, 2019 in Saratoga Springs, NY. They have each received a \$500.00 scholarship from PLS to offset the costs

MOTION: Trustee Teetsel motioned to approve Anne Brown's and Bernie Maurer's attendance at the NYLA conference scheduled November 13-16, 2019 and cover the cost of the conference registration, hotel, meals, travel, and incidentals at the approved rate as per Board Policy upon submission of receipts. Seconded by Trustee Britt. Motion carried.

YES 5/5: Trustee Vance, Trustee Teetsel, Trustee Britt, Trustee Dame and Trustee Culver

NO: 0

- b) Director Brown will be out of town August 16-21, 2019. Library Assistant Maurer will be the contact for anything needed during this timeframe
- c) A special Library Board meeting will need to be held before the last week in August in order to adopt and approve the Lease and the Construction Agreement necessary to move forth with the Construction Grant application

13) Adjournment

MOTION: Trustee Teetsel motioned to adjourn the meeting at 8:09 pm. Seconded by Trustee Britt. Motion carried.

YES 5/5: Trustee Vance, Trustee Teetsel, Trustee Britt, Trustee Dame and Trustee Culver

NO: 0

IMPORTANT DATES:

- Summer Reading Finale Party is Saturday, August 10, 2019 from 11 am -1 pm
- The application for New York State Construction Aid is due to PLS no later than Friday, August 30, 2019
- Walworth-Seely Library will be closed for the Labor Day weekend August 31-September 2, 2019)
- The next Finance Meeting is scheduled for Monday, September 9, 2019 at 11:30

**NEXT REGULARLY SCHEDULED BOARD MEETING IS THURSDAY,
September 12 2019 at 6:30 pm**

Walworth-Seely Public Library
Board of Trustees Meeting
October 10, 2019
APPROVED

- I. Call to Order: Meeting was called to order at 6:30 pm by President Jessica Vance
- II. Roll Call/Attendance
 - (1) Library Trustees Present: President Jessica Vance, Financial Officer Carol Dame, Secretary Drew Britt,
 - (2) Library Trustees Absent: Vice President David Teetsel, Trustee Anne Culver
 - (3) Library Staff Present: Library Director Anne Brown
 - (4) Library Staff Absent: Library Assistant Bernie Maurer
 - (5) Others Present: President of the Friends of WSPL Lou Villanova; , Town Councilman Cody Phillip (arrived 7;25 pm; Councilwoman candidate Amber Linson
- III. Adoption of current meeting agenda

MOTION: Trustee Britt motioned to approve the agenda of the October 10, 2019 Board Meeting as presented. Seconded by Trustee Dame. Motion carried.
YES: 3/3: Trustee Vance, Trustee Dame, and Trustee Britt
NO: 0
- IV. Approval of prior meeting minutes of the September 12, 2019 Board of Trustees Meeting

MOTION: Trustee Dame motioned to approve the minutes of the September 12, 2019 Board Meeting as submitted. Seconded by Trustee Britt. Motion carried.
YES: 3/3: Trustee Vance, Trustee Dame, and Trustee Britt
NO: 0
- V. Period of Public Expression NA
- VI. Friends of the WSPL report (Friend's President Lou Villanova)
 - (1) The Fall book sale will be the week of October 21, 2019
- VII. Town Board Liaison Report (Councilman Cody Phillips) NA
- VIII. Library Director's Report (Anne Brown) (see attached)
- IX. Secretary's Report-Correspondence (Trustee Britt) NA

**Walworth-Seely Public Library
Board of Trustees Meeting
October 10, 2019
APPROVED**

X. Committee Reports

(1) Financial Committee: (Financial Officer Dame)

- (1) Presentation of the monthly budget summary and report of receipts, disbursements and bank account reconciliations for September 2019.

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

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

NO: 0

- (2) Approval of September 2019 vouchers as described on the abstract.

MOTION: Trustee Dame motioned to approve the September 2019 vouchers for 24 items totaling \$6,042.92 as described on the prepared abstract.

Seconded by Trustee Britt. Motion carried.

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

NO: 0

- (3) Approval of the Internal Bi-Annual Audit report performed at the October Finance meeting for the month of March 2019 – No discrepancies found

MOTION: Trustee Dame motioned to approve the Internal Bi-Annual Audit report performed at the October Finance meeting for the month of March 2019 (no discrepancies found). Seconded by Trustee Britt. Motion carried.

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

NO: 0

- (4) Approval of payment to Whiteman, Osterman & Hanna, LLP in the amount of \$5,805.00 for legal services rendered in August, 2019

MOTION: Trustee Dame motioned to approve payment to Whiteman, Osterman & Hanna LLP in the amount of \$5,805.00 for legal services rendered in August 2019. Seconded by Trustee Britt. Motion carried.

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

NO: 0

Walworth-Seely Public Library
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(5) The November 2019 Finance Meeting will be held on Monday, November 18, 2019 at 1:00 pm.

- b. Policy Committee (Trustee Dame)
 - (1) Review of the Circulation Policy - Tabled
 - (2) Review of the Debit Card Policy

MOTION: Trustee Dame motioned to approve the Debit Card Policy as presented. Seconded by Trustee Britt. Motion carried.
YES: 3/3: Trustee Vance, Trustee Dame, and Trustee Britt
NO: 0

c. Personnel Committee (Trustee Teesel) NA

d. Nominating (Trustee Britt) NA

e. Library Improvement Committee (President Vance)

(1) "Building a New Library" workshop will be held on Friday, November 8, 2019 from 8:30 am-4pm at the Henrietta Library. If any board members would like to attend, Director Anne Brown can submit registration.

a. Those planning to attend are: Director Brown, Trustee Culver and possibly President Vance

(2) Discussion regarding the need for record keeping and bookkeeping of Expansion Donations made through the Friends of WSPL on a monthly basis was discussed.

XI. Old Business

XII. New Business

(1) Sexual Harassment Training

a) Will be scheduled for Trustees via email

Walworth-Seely Public Library
Board of Trustees Meeting
October 10, 2019
APPROVED

- (2) Letters have been sent to Wayne and Gananda School Districts requesting our portion of the school taxes for this year.
- (3) Resolution: The Walworth-Seely Public Library may exceed the NYS tax cap for the 2020 fiscal year.

Whereas, the adoption of the 2020 budget for the Walworth-Seely Public Library may require a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and

Whereas, General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; now therefore be it

Resolved, that the Board of Trustees of the Walworth-Seely Public Library voted and approved to exceed the tax levy limit for 2020 by at least the sixty percent of the board of trustees as required by state law on October 10, 2019.

MOTION: Trustee Britt motioned to pass the resolution acknowledging that Walworth-Seely Public Library may exceed the NYS tax cap for the 2020 fiscal year. Seconded by Trustee Dame. Motion carried.

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

NO: 0

XIII. Adjournment

MOTION: Trustee Britt motioned to adjourn the meeting at 7:48 pm.

Seconded by Trustee Dame. Motion carried.

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

NO: 0

IMPORTANT DATES:

- The library will host a booth of crafts and activities at the Harvest Moon Festival on *Saturday, October 12* from 1-4 pm

Walworth-Seely Public Library
Board of Trustees Meeting
October 10, 2019
APPROVED

- Pioneer Library System 30th Annual Meeting & Brunch will be *Wednesday, October 16* at 9:00 am at Belhurst Castle in Geneva. President Jessica Vance will be awarded “Board Member of the Year” by Pioneer Library System
- The Town Board will **vote to adopt the 2020 Budget** on *Thursday, October 17*
- The library will be closed *Saturday, October 19* for staff training/inventory day
- Library Directory Anne Brown and Library Assistant Bernie Maurer will be attending the NYLA Annual Conference in Saratoga Springs from *Thursday, November 14* to *Saturday, November 16*
- November Finance Committee meeting is scheduled for *Monday, November 18* at 1:00 pm
- The next Friends of WSPL meeting will be held *Thursday, November 21* at 12 noon

NEXT BOARD MEETING IS THURSDAY, November 21, 2019 at 6:30 pm

Walworth-Seely Public Library
Emergency Special Meeting of the Board of Trustees
March 1, 2019
APPROVED

1. Call to Order: Meeting was called to order at 3:57 pm by President Jessica Vance
2. Roll Call/Attendance
 - a) Library Trustees Present: President Jessica Vance, Financial Officer Carol Dame and Secretary Drew Britt
 - b) Library Trustees Absent: Vice-President David Teetsel
 - c) Library Staff Absent: Director Anne Brown
 - d) Others Present: Pioneer Library System Assistant Director Ron Kirsop
3. Due to the emergency nature of this special meeting, there was no current meeting agenda to adopt

Specific Purpose of the Special Meeting:

- a. Discuss engaging LaBella on an hourly basis to attend a meeting requested by members of the Library Expansion Sub-Committee organized by Town Supervisor Susie Jacobs.

MOTION: Trustee Britt motioned to authorize the engagement of LaBella, PC for a consultation, including time spent by LaBella in preparation for said consultation, with the town building inspector, town lawyer, library representatives and other town representatives as needed, on an hourly basis, with a total cost not to exceed \$1000.00. Seconded by Trustee Dame. Motion carried.

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

NO: 0

4. Adjournment

MOTION: Trustee Dame motioned to adjourn the meeting at 4:05 pm. Seconded by Trustee Britt. Motion carried.

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

NO: 0

**Walworth-Seely Public Library
Board of Trustees Meeting
November 21, 2019
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 Teesel, Financial Officer Carol Dame, Secretary Drew Britt, Trustee Anne Culver
 - b) Library Staff Present: Library Director Anne Brown and Library Assistant Bernie Maurer
 - c) Others Present: President of the Friends of WSPL Lou Villanova;
 - d) Others Absent: Town Councilman Cody Phillip (attending a Town of Walworth Board meeting)
- III. Adoption of current meeting agenda

**MOTION: Trustee Teetsel motioned to approve the agenda of the November 21, 2019 Board Meeting as revised. Seconded by Trustee Britt. Motion carried. YES: 5/5: Trustee Vance, Trustee Teetsel, Trustee Dame, Trustee Britt and Trustee Culver
NO: 0**

- IV. Approval of prior meeting minutes of the October 10, 2019 Board of Trustees Meeting

**MOTION: Trustee Teetsel motioned to approve the minutes of the October 10, 2019 Board Meeting as submitted. Seconded by Trustee Britt. Motion carried. YES: 5/5: Trustee Vance, Trustee Teetsel, Trustee Dame, Trustee Britt and Trustee Culver
NO: 0**

Approval of prior special meeting minutes of October 24, 2019 Board of Trustees Meeting

**MOTION: Trustee Teetsel motioned to approve the minutes of the October 24, 2019 Board Meeting as submitted. Seconded by Trustee Britt. Motion carried. YES: 5/5: Trustee Vance, Trustee Teetsel, Trustee Dame, Trustee Britt and Trustee Culver
NO: 0**

Walworth-Seely Public Library
Board of Trustees Meeting
November 21, 2019
APPROVED

- V. Period of Public Expression NA

- VI. Friends of the WSPL report (Friend's President Lou Villanova)
 - a) The Fall book sale yielded \$1841.00 in sales
 - b) The Spring book sale will be held the week of April 20-25, 2021
 - c) Linda Knight is working on reserving the Town meeting room for the Fall 2021 book sale
 - d) Fundraising efforts for construction has resulted in \$1352 from cash, checks and GoFundMe donations for the construction fund. Another \$100 will be added to this amount at the end of November from an additional GoFundMe donation
 - e) The Friends have opened a separate savings account for any library construction donations
 - f) At the Friends meeting held November 21, 2019, the Friends agreed to increase their contribution to furnishing the expansion to \$50,000

- VII. Town Board Liaison Report (Councilman Cody Phillips)
 - a) Although Councilman Phillips is unable to attend this meeting because he is attending the Town Board meeting, he did stop in to see if anything was needed from him. Director Brown requested a copy of the finalized Town Budget and Councilman Phillips delivered one

- VIII. Library Director's Report (Anne Brown) (see attached)

- IX. Secretary's Report-Correspondence (Trustee Britt)
 - a) No correspondence of any note

- X. 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 2019.

MOTION: Trustee Dame motioned to accept the reports of receipts, disbursements and bank account reconciliations for October 2019 as presented. Seconded by Trustee Teetsel. Motion carried.
YES: 5/5: Trustee Vance, Trustee Teetsel, Trustee Dame, Trustee Britt and Trustee Culver
NO: 0

Walworth-Seely Public Library
Board of Trustees Meeting
November 21, 2019
APPROVED

(2) Approval of October 2019 vouchers as described on the abstract.

MOTION: Trustee Dame motioned to approve the October 2019 vouchers for 28 items totaling \$13,862.02 as described on the prepared abstract. Seconded by Trustee Britt. Motion carried.

YES: 5/5: Trustee Vance, Trustee Teetsel, Trustee Dame, Trustee Britt and Trustee Culver

NO: 0

(3) Payments from both Gananda Central and Wayne Central School District grants have been received

(4) Discussion of reserve fund

(5) Discussion of Disability and Paid Family Leave Insurance Provider
Weco Insurance, the current provider, is no longer providing Disability insurance as of December 31, 2019. A new provider is required.

MOTION: Trustee Dame motioned to contract with Paychex for Disability Insurance to go into effect January 1, 2020 and to opt out of Paid Family Leave since Walworth Library is a Municipal Library and PFL is not required. Seconded by Trustee Britt. Motion carried.

YES: 5/5: Trustee Vance, Trustee Teetsel, Trustee Dame, Trustee Britt and Trustee Culver

NO: 0

(6) The November 2019 Finance Meeting will be held on Thursday, December 5, 2019 at 1:00 pm.

- b. Policy Committee (Trustee Dame)
 - (1) Review of the Circulation Policy

MOTION: Trustee Teetsel motioned to approve the revised Circulation Policy as presented. Seconded by Trustee Britt. Motion carried.

YES: 5/5: Trustee Vance, Trustee Teetsel, Trustee Dame, Trustee Britt and Trustee Culver

Walworth-Seely Public Library
Board of Trustees Meeting
November 21, 2019
APPROVED

NO: 0

(2) Review of the Collection Development Policy

MOTION: Trustee Britt motioned to approve the Collection Development Policy as presented. Seconded by Trustee Teetsel. Motion carried.

YES: 5/5: Trustee Vance, Trustee Teetsel, Trustee Dame, Trustee Britt and Trustee Culver

NO: 0

c. Personnel Committee (Trustee Teesel)

(1) Discussion of the new PTO model for part-time staff

MOTION: Trustee Britt motioned to approve the new PTO model for part-time staff as presented by Director Brown. Seconded by Trustee Dame. Motion carried.

YES: 5/5: Trustee Vance, Trustee Teetsel, Trustee Dame, Trustee Britt and Trustee Culver

NO: 0

(1) Nominating (Trustee Britt)

Trustee Britt will be communicating with Board Members about their interest in the following Chair positions to go into effect in 2020

Committee Chair Nominations

- a) Finance
- b) Policy
- c) Personnel
- d) Nominating
- e) Library Improvement

(2) Trustee Term 1/2020-1/2024

- a) Is the current Trustee interested in a second term?

d. Library Improvement Committee (President Vance)

(1) Updates from LaBella

- a) President Vance met with Vice President Pieters from LaBella and Project Designer Steinbacher on 11/21/2019
- b) She reviewed her notes with the Board and discussion ensued.

Walworth-Seely Public Library
Board of Trustees Meeting
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- c) Some clarification questions were provided to President Vance to ask LaBella
- d) Some clarification questions were provided to Director Brown to discuss with PLS Executive Director Ron Kirsop
- e) Director Brown will reach out to other Library Directors in the system who have had experience with expansion projects

(2) Discussion regarding the need for record keeping and bookkeeping of Expansion Donations made through the Friends of WSPL on a monthly basis was discussed.

NOTE: Trustee Britt left the meeting at 9:05 pm

XI. Old Business

- a) Long Range Plan Progress
 - (1) By 2021, Long Range Plans need to be posted on the Library website
 - (2) Since Walworth Library is in the beginning stages of an expansion, an intermediate plan will be developed through 2021 since most of the planning will revolve around construction

XII. New Business

- a) Close Dates for 2020

MOTION: Trustee Teetsel motioned to approve the Close Dates for 2020 for Walworth-Seely Public Library as presented by Director Brown. Seconded by Trustee Dame.

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

- b) Sustainable Product Purchasing
 - (1) Some options were discussed with the Board and it was decided that signage will be made for the coffee area informing patrons that the Library is trying to be more eco-friendly and we would welcome patron input.

- c) Cleaning Contract for the Library
 - (1) Effective January 2020, the Library will be responsible for obtaining their own cleaning services.
 - (2) Director Brown will reach out to surrounding Library Directors to ascertain who cleans their facility.

Walworth-Seely Public Library
Board of Trustees Meeting
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- (3) Interviews with companies will need to be conducted and information brought back to the Board in December 2019 for discussion.
- d) Annual Meeting with Friends and review of the MOU
- (1) The Friends are now only meeting 4 times per year.
 - (2) According to the MOU, an annual joint meeting needs to be held in January
 - (3) The Friends will be invited to meet at the regular January Board of Trustees meeting in January 2020
 - (4) The MOU needs to be reviewed and revised if a January meeting is not desirable in the future

XIII. Adjournment

Trustee Teetsel motioned to adjourn the meeting at 9:51 pm. Seconded by Trustee Dame. Motion carried.

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

IMPORTANT DATES:

- The library will be closed for the Thanksgiving Holiday *from 5 pm on Wednesday, November 27 through Saturday, November 30*
- December Finance Committee meeting is scheduled for *Thursday, December 5* at 1:00 pm
- The library will participate in Light the Night on *Saturday, December 7 6:00 - 8:00 pm*
- December Board Meeting is scheduled for *Thursday, December 12* at 6:30 pm
- The library will host a craft table at the Lions Club Breakfast with Santa on *Saturday, December 14 8:00 am - 11:00 am*
- The Annual WSPL Holiday Party with Santa will be *Saturday, December 21* from 11:00 am to 1:00 pm
- The library will be closed for the Christmas Holiday from *Tuesday, December 24 through Thursday, December 26*
- The library will be closed for the New Year holiday from *3 pm on Tuesday, December 31 through Wednesday January 1, 2020*

The next regular Board Meeting will be Thursday, December 12, 2019 at 6:30 pm

Walworth-Seely Public Library
Board of Trustees Meeting
December 12, 2019
APPROVED

- I. Call to Order: Meeting was called to order at 6:33 pm by President Jessica Vance
- II. Roll Call/Attendance
 - a. Library Trustees Present: President Jessica Vance, Vice President David Teesel, Financial Officer Carol Dame, Secretary Drew Britt, Trustee Anne Culver
 - b. Library Staff Present: Library Director Anne Brown (by skype) and Library Assistant Bernie Maurer
 - c. Others Present: President of the Friends of WSPL Lou Villanova;
 - d. Others Absent: Town Councilman Cody Phillip
- III. Adoption of current meeting agenda

MOTION: Trustee Britt motioned to approve the agenda of the December 12, 2019 Board Meeting as presented. Seconded by Trustee Dame. Motion carried.

YES: 5/5: Trustee Vance, Trustee Teetsel, Trustee Dame, Trustee Britt and Trustee Culver

NO: 0

- IV. Approval of prior meeting minutes of the November 21, 2019 Board of Trustees Meeting

MOTION: Trustee Britt motioned to approve the minutes of the November 21, 2019 Board Meeting as submitted. Seconded by Trustee Culver. Motion carried.

YES: 5/5: Trustee Vance, Trustee Teetsel, Trustee Dame, Trustee Britt and Trustee Culver

NO: 0

- V. Period of Public Expression NA
- VI. Friends of the WSPL report (Friend's President Lou Villanova)
 - a. Next regular meeting of the Friends will be March 19, 2020 at noon.
 - b. The Spring book sale will be held the week of April 20-25, 2021
 - c. Linda Knight is working on dates for the Fall booksale.
 - d. Fundraising efforts for construction has resulted in a total of \$1,558.80 from cash, checks and GoFundMe donations for the construction fund.
 - e. Some letters have been sent out to solicit some donations for the construction.

**Walworth-Seely Public Library
Board of Trustees Meeting
December 12, 2019
APPROVED**

- f. The Friends of WSPL and the WSPL Board of Trustees will meet jointly on January 9, 2020 to review the MOU.

- VII.** Town Board Liaison Report (Councilman Cody Phillips) NA
- VIII.** Library Director's Report (Anne Brown) (see attached)
- IX.** Secretary's Report-Correspondence (Trustee Britt)
- X.** 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 November 2019.

MOTION: Trustee Dame motioned to accept the reports of receipts, disbursements and bank account reconciliations for November 2019 as presented. Seconded by Trustee Teetsel. Motion carried.
YES: 5/5: Trustee Vance, Trustee Teetsel, Trustee Dame, Trustee Britt and Trustee Culver
NO: 0

- 2) Approval of November 2019 vouchers as described on the abstract.

MOTION: Trustee Dame motioned to approve the November 2019 vouchers for 25 items totaling \$6,738.98 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 Culver
NO: 0

- 3) Approval of Heveron & Co. as the Library's CPA for 990 tax preparation and audit for 2019

MOTION: Trustee Dame motioned to approve CPA firm Heveron & Co. to receive all required documentation to perform the Walworth Library's 2019 External Audit and complete the 990 for 2019. Seconded by Trustee Teetsel. Motion carried.
YES: 5/5: Trustee Vance, Trustee Teetsel, Trustee Dame, Trustee Britt and Trustee Culver
NO: 0

Walworth-Seely Public Library
Board of Trustees Meeting
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APPROVED

- 4) Approval of electronic fund transfers for 2020
a) Paychex for all related expenses and retirement payments

MOTION: Trustee Dame motioned to approve the Electronic Fund Transfers for Paychex for all related expenses and retirement payments for 2020.

Seconded by Trustee Teetsel. Motion carried.

YES: 5/5: Trustee Vance, Trustee Teetsel, Trustee Dame, Trustee Britt and Trustee Culver

NO: 0

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

MOTION: Trustee Dame motioned to approved the approve the Electronic Fund Transfers for Payment Processing Consultants for monthly credit card fees and the terminal rental for 2020. Seconded by Trustee Culver. Motion carried.

YES: 5/5: Trustee Vance, Trustee Teetsel, Trustee Dame, Trustee Britt and Trustee Culver

NO: 0

- 5) The January 2020 Finance Meeting will be held on Monday, January 6, 2020 at 1:00 pm.

b. Policy Committee (Trustee Dame) NA

c. Personnel Committee (Trustee Teesel)

- 1) Trustee Teetsel looked into the cost of coffee mugs with the library logo Products can be viewed on the website wadayaneed.com

d. Nominating (Trustee Britt)

- 1) Trustee Term 01/01/2020-12/31/2024

**Walworth-Seely Public Library
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APPROVED**

MOTION: Trustee Britt motioned to reappoint David Teetsel for a second term beginning January 1, 2020 and ending 12/31/2024. Seconded by Trustee Dame. Motion carried.

YES: 5/5: Trustee Vance, Trustee Teetsel, Trustee Dame, Trustee Britt and Trustee Culver

NO: 0

2) Officer Nominations
(i) President

MOTION: Trustee Dame motioned to nominate Jessica Vance for President of the WSPL Board for 2020. Seconded by Trustee Teetsel. Motion carried.

YES: 5/5: Trustee Vance, Trustee Teetsel, Trustee Dame, Trustee Britt and Trustee Culver

NO: 0

There were no other nominations for the position of President.

MOTION: Trustee Dame motioned to elect Jessica Vance for President of the WSPL Board for 2020. Seconded by Trustee Teetsel. Motion carried.

YES: 5/5: Trustee Vance, Trustee Teetsel, Trustee Dame, Trustee Britt and Trustee Culver

NO: 0

(ii) Vice-President

MOTION: Trustee Britt motioned to nominate David Teetsel for Vice-President of the WSPL Board for 2020. Seconded by Trustee Dame. Motion carried.

YES: 5/5: Trustee Vance, Trustee Teetsel, Trustee Dame, Trustee Britt and Trustee Culver

NO: 0

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

MOTION: Trustee Britt motioned to elect David Teetsel for Vice-President of the WSPL Board for 2020. Seconded by Trustee Culver. Motion carried.

YES: 5/5: Trustee Vance, Trustee Teetsel, Trustee Dame, Trustee Britt and Trustee Culver

NO: 0

Walworth-Seely Public Library
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(iii) Secretary

MOTION: Trustee Teetsel motioned to nominate Drew Britt for Secretary of the WSPL Board for 2020. Seconded by Trustee Dame. Motion carried.
YES: 5/5: Trustee Vance, Trustee Teetsel, Trustee Dame, Trustee Britt and Trustee Culver
NO: 0

There were no other nominations for the position of Secretary.

(iv) Finance Officer

MOTION: Trustee Dame motioned to nominate Anne Culver for Finance Officer of the WSPL Board for 2020. Seconded by Trustee Teetsel. Motion carried.
YES: 5/5: Trustee Vance, Trustee Teetsel, Trustee Dame, Trustee Britt and Trustee Culver
NO: 0

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

MOTION: Trustee Teetsel motioned to elect Anne Culver for Finance Officer of the WSPL Board for 2020. Seconded by Trustee Britt. Motion carried.
YES: 5/5: Trustee Vance, Trustee Teetsel, Trustee Dame, Trustee Britt and Trustee Culver
NO: 0

XI. Library Improvement Committee (President Vance)

a. Updates

- 1) As required by the NYS Library Construction Grant, Requests for Proposals (RFPs) have been sent out via certified mail to six (6) architectural firms.
- 2) The deadline for receipt of these RFPs is 2pm on Thursday, January 9, 2020.

XII. Old Business

a. Cleaning Contract

Walworth-Seely Public Library
Board of Trustees Meeting
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APPROVED

- 1) Director Brown has received the names of four companies who clean libraries. A Request for Proposal will be sent out by email.

- b. Long Range Plan Progress
 - 1) A temporary plan through the end of construction will be developed.
 - 2) Director Brown will ask Executive Director Ron Kirsop if any other libraries have ever developed a temporary plan.

XIII. New Business

- a. Approval to maintain AB, JV and CD as signers and add AC as a signer for Lyons National Bank for 2020

MOTION: Trustee Teetsel motioned to maintain Anne Brown, Director; Jessica Vance, Board President, and Carol Dame, Trustee and to add Anne Culver, Finance Officer as signers on the Lyons National Bank accounts for 2020. Seconded by Trustee Britt. Motion carried.

YES: 5/5: Trustee Vance, Trustee Teetsel, Trustee Dame, Trustee Britt and Trustee Culver

NO: 0

- b. Approval to maintain AB, JV, and CD as signers and add AC as a signer for Citizen Bank account for 2020.

MOTION: Trustee Teetsel motioned to maintain Anne Brown, Director; Jessica Vance, Board President, and Carol Dame, Trustee and to add Anne Culver, Finance Officer as signers on the Citizen Bank account for 2020. Seconded by Trustee Britt. Motion carried.

YES: 5/5: Trustee Vance, Trustee Teetsel, Trustee Dame, Trustee Britt and Trustee Culver

NO: 0

- c. Appoint a Bookkeeper for 2020

MOTION: Trustee Dame motioned to appoint Bernie Maurer as the bookkeeper for WSPL for 2020. Seconded by Trustee Britt. Motion carried.

YES: 5/5: Trustee Vance, Trustee Teetsel, Trustee Dame, Trustee Britt and Trustee Culver

NO: 0

Walworth-Seely Public Library
Board of Trustees Meeting
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APPROVED

XIV. Adjournment

Trustee Teetsel motioned to adjourn the meeting at 7:40 pm. Seconded by Trustee Britt. Motion carried.

YES: 5/5: Trustee Vance, Trustee Teetsel, Trustee Dame, Trustee Britt and Trustee Culver

NO: 0

IMPORTANT DATES:

- The library will host a craft table at the Lions Club Breakfast with Santa on *Saturday, December 14 8:00 am - 11:00 am*
- The Annual WSPL Holiday Party with Santa will be *Saturday, December 21* from 11:00 am to 1:00 pm
- The library will be closed for the Christmas Holiday from *Tuesday, December 24 through Thursday, December 26*
- The library will be closed for the New Year holiday from *3 pm on Tuesday, December 31 through Wednesday January 1, 2020*
- January Finance Committee meeting is scheduled for *Monday, January 6* at 1:00 pm

The next Board Meeting will be a joint meeting with the Friends of WSPL on Thursday, January 9, 2019 at 6:30 pm

Walworth-Seely Public Library
Board of Trustees Meeting
September 12, 2019
APPROVED

- 1) Call to Order: Meeting was called to order at 6:34 pm by President Jessica Vance

- 2) Roll Call/Attendance:
 - a) Library Trustees Present: President Jessica Vance, Vice-President David Teesel, Financial Officer Carol Dame, Anne Culver
 - b) Library Trustees Absent: Secretary Drew Britt
 - c) Library Staff Present: Director Anne Brown and Library Assistant Bernie Maurer
 - d) Others Present: President of the Friends of WSPL Lou Villanova
 - e) Others Absent: Town Councilman Cody Phillips

- 3) Adoption of current meeting agenda as presented

MOTION: Trustee Teetsel motioned to approve the agenda of the September 12, 2019 Board Meeting as presented. Seconded by Trustee Dame.

Motion carried.

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

- 4) Approval of prior meeting minutes
 - a) Approval of the minutes of the Board Meeting of August 8, 2019

MOTION: Trustee Teetsel motioned to approve the prior meeting minutes of the regular board meeting of August 8, 2019 as presented. Seconded by Trustee Dame. Motion carried

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

- b) Approval of the minutes of the Special Board Meeting of August 22, 2019

MOTION: Trustee Teetsel motioned to approve the prior meeting minutes of the special board meeting of August 22, 2019 as presented. Seconded by Trustee Culver. Motion carried

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

- c) Approval of the minutes of the Special Board Meeting of August 29, 2019

**Walworth-Seely Public Library
Board of Trustees Meeting
September 12, 2019
APPROVED**

MOTION: Trustee Teetsel motioned to approve the prior meeting minutes of the special board meeting of August 29, 2019 as presented. Seconded by Trustee Culver. Motion carried

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

- 5) Period of Public Expression (limit 5 minutes per speaker) NA
- 6) Friends' Report (Friends' President Lou Villanova)
 - a) The Friends' of WSPL will meet on Thursday, September 19, 2019 at 12:00 noon
- 7) President Villanova made the Board aware that the Dollar General has some grant opportunities available
- 8) Town Board Liaison Report (Councilman Phillips) NA
- 9) Library Director's Report (Director Anne Brown) – see attached
- 10) Secretary's Report - Correspondence (Trustee Britt) NA
- 11) Committee Reports:
 - a) Financial Committee (Financial Officer Trustee Dame)
 - (1) Presentation of Monthly Budget Summary - Report of receipts, disbursements and bank reconciliations for August 2019

MOTION: Trustee Dame motioned to accept the reports of the receipts, disbursements and bank account reconciliations for August 2019. Seconded by Trustee Teetsel. Motion carried.

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

- (2) Approval of August 2019 vouchers

MOTION: Trustee Dame motioned to approve the August 2019 vouchers for 31 items totaling \$8,143.07 as described on the prepared abstract. Seconded by Trustee Teetsel. Motion carried.

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

- (3) The October 2019 Finance Committee Meeting will be held on Monday, October 7 9, 2019 at 11:30 am and will include the Semi-Annual Audit.

Walworth-Seely Public Library
Board of Trustees Meeting
September 12, 2019
APPROVED

b) Policy Committee (Trustee Dame)

- (1) Review of Use of Equipment Policy

MOTION: Trustee Dame motioned to approve the Use of Equipment Policy as presented.

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

NO: 0

c) Personnel Committee (Trustee Teetsel NA)

d) Nominating Committee (Trustee Britt) NA

e) Library Improvement Committee (Trustee Vance)

- (1) Lease and Construction agreement have been signed by President Vance and Supervisor Jacobs and notarized effective September 3, 2019

- (2) Construction Grant Application materials:

- (i) Assurances Form – must be adopted by the Board and signed by the President

MOTION: Trustee Teetsel motioned to adopt the Assurances Form required for the NY state Construction Aid Grant and authorize President Vance to sign the document as presented. Seconded by Trustee Culver. Motion carried.

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

NO: 0

- (3) Director Brown and President Vance met with Ron Kirsop, Executive Director of Pioneer Library System to complete the rest of the application form on September 11, 2019

12) Old Business

- a) As a member of the Friends' of WSPL, Jessica Vance shared a potential letter to solicit funds that President Villanova will send out to donors

13) New Business

- a) Approval to attend the Pioneer Library System 30th Annual Meeting and Brunch on Wednesday, October 16, 2019 from 9:00-10:30 am at Belhurst Castle in Geneva. Tickets are \$18.00/person

Walworth-Seely Public Library
Board of Trustees Meeting
September 12, 2019
APPROVED

MOTION: Trustee Teetsel motioned to approve the purchase of 4 tickets to the PLS 30th Annual Meeting scheduled for Wednesday, October 16, 2019.

Seconded by Trustee Dame. Motion carried.

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

14) Adjournment

MOTION: Trustee Culver motioned to adjourn the meeting at 8:08 pm.

Seconded by Trustee Dame. Motion carried.

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

IMPORTANT DATES:

- September Friends of WSPL meeting is scheduled for *Thursday, September 19* at 12:00 pm
- The Town Board's **Budget Public Hearing** is *Thursday, October 3*
- October Finance Committee meeting is scheduled for *Monday, October 7* at 11:30 am
- The library will host a booth of crafts and activities at the Harvest Moon Festival on *Saturday, October 12* from 1-4 pm
- Pioneer Library System 30th Annual Meeting & Brunch will be *Wednesday, October 16* at 9:00 am at Belhurst Castle in Geneva
- The Town Board will **vote to adopt the 2020 Budget** on *Thursday, October 17*
- The library will be closed *Saturday, October 19* for staff training/inventory day

NEXT REGULARLY SCHEDULED BOARD MEETING IS THURSDAY, October 10, 2019 at 6:30 pm



Walworth-Seely Public Library
Minutes of the Special Meeting of the Board of Trustees
Thursday, February 28, 2019 6:00 pm
APPROVED

- 1) Call to Order
 - a) Meeting was called to order at 6:06 pm by President Jessica Vance

- 2) Roll Call
 - a) Library Board Trustees Present: President Jessica Vance, Vice-President David Teetsel, Finance Officer Carol Dame and Secretary Drew Britt
 - b) Library Staff Present: Director Anne Brown and Library Assistant Bookkeeper Bernie Maurer
 - c) Others Present: Town Councilman Cody Phillips (arrived at 6:25 pm)

- 3) Adoption of current meeting agenda as presented

MOTION: Trustee Britt motioned to approve the current meeting agenda as presented/revised. Seconded by Trustee Teetsel. Motion carried.

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

NO: 0

Specific Purpose of the Special Meeting: Discuss the Library Improvement Project and any detail/timelines/issues involved

- 4) Period of Public Expression NA

- 5) Discussion Results
 - a) Director Brown and President Vance will request to meet with Supervisor Jacobs prior to the 2:00 Subcommittee meeting scheduled for Friday, March 1, 2019 in order to discuss the current lease
 - b) President Vance will invite Ron Kirsop, Assistant Director of the Pioneer Library System to attend the Subcommittee meeting in case there are questions about the construction grant application process
 - c) The representatives of the Walworth Library attending the Subcommittee meeting will be prepared to answer questions about the proposed expansion
 - d) The Library's goal is to have a Resolution passed by the Town Board of Walworth on March 7, 2019, supporting the Library's intention to expand and allowing the Library to start working with the architectural firm to draw up blueprints.

- 6) Adjournment

MOTION: Trustee Teetsel motioned to adjourn the meeting at 8:25pm. Seconded by Trustee Dame. Motion carried.

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

NO: 0

Walworth-Seely Public Library
Special Meeting of the Board of Trustees
April 4, 2019
APPROVED

- 1) Call to Order: Meeting was called to order at 6:30 pm by President Jessica Vance
- 2) Roll Call/Attendance:
 - a) Library Trustees Present: President Jessica Vance, Financial Officer Carol Dame and Secretary Drew Britt,
 - b) Library Trustees Absent: Vice-President David Teetsel (excused absence)
 - c) Library Staff Present: Library Assistant Bernie Maurer
 - d) Library Staff Absent: Director Anne Brown (excused absence)
 - e) Others Present: President of the Friends of WSPL Lou Villanova
 - f) Others Absent: Town Councilman Cody Phillips
- 3) Adoption of current meeting agenda as presented: Specific purpose of the Special Meeting: Discuss bill from Heveron & Company and the Library Improvement Project

MOTION: Trustee Britt motioned to approve the current meeting agenda as presented. Seconded by Trustee Dame. Motion carried.

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

NO: 0

- 4) Period of Public Expression - NA
- 5) Review and approve payment to Heveron & Company for 990 preparation and CPA audit

MOTION: Trustee Britt motioned to approve the current meeting agenda as presented. Seconded by Trustee Dame. Motion carried.

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

NO: 0

- 6) Discuss Library Improvement Project

President Vance updated the Board regarding the status of the draft resolution which hopefully will be presented by the Town Board on April 18th to allow the Library to move forward with application for a construction grant.

Walworth-Seely Public Library
Special Meeting of the Board of Trustees
April 4, 2019
APPROVED

7) Announcements

- a) Due to scheduling conflicts, Vice-President Teetsel has resigned as chair of the Library Improvement Committee and will instead become chair of the Personnel Committee. President Vance will now chair the Library Improvement Committee. All other committee chair appointments remain unchanged at this time.
- b) Lauren Moore, Executive Director of Pioneer Library System, will meet with the Walworth Library Board on April 18, 2019 to present a training program on E-Mail Etiquette for Public Officers.
- c) The meeting on April 18, 2019 will be start at 6:00 pm to accommodate this training.

8) Adjournment

MOTION: Trustee Britt motioned to adjourn the meeting at 8:27 pm. Seconded by Trustee Dame. Motion carried.

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

NO: 0

IMPORTANT DATES:

The next Board of Trustees Meeting will be held at 6:00 pm on Thursday, April 18,

Walworth-Seely Public Library
Special Meeting of the Board of Trustees
October 24, 2019
APPROVED

Specific Purpose of Special Meeting: For Trustees to complete NYS Harassment Training in their role as employers.

1. Call to Order: Meeting was called to order at 6:33 pm by President Jessica Vance
2. Roll Call/Attendance
 - a) Library Trustees Present: President Jessica Vance, Vice-President David Teetsel, Financial Officer Carol Dame, Secretary Drew Britt, Trustee Anne Culver
 - b) Library Trustees Absent: None
 - c) Others Present: None
3. Adoption of current meeting agenda as presented

MOTION: Trustee Dame motioned to approve the current meeting agenda as presented. Seconded by Trustee Teetsel.

YES: 5/5: Trustees Britt, Culver, Dame, Teetsel, and Vance

NO: 0

Motion carried.

4. Period of Public Expression: no public present
5. Completion of NYS Approved Sexual Harassment Training for Managers through the EAP web portal.

MOTION: Trustee Teetsel motioned to acknowledge that all current Trustees of the Walworth-Seely Public Library successfully completed the NYS approved Sexual Harassment Training for Managers through the EAP web portal on Thursday, October 24, 2019. Seconded by Trustee Dame.

YES: 5/5: Trustees Britt, Culver, Dame, Teetsel, and Vance

NO: 0

Motion carried.

6. Adjournment

MOTION: Trustee Teetsel motioned to adjourn the meeting at 7:54 pm. Seconded by Trustee Culver.

YES: 5/5: Trustees Britt, Culver, Dame, Teetsel, and Vance

NO: 0

Motion carried.



Walworth-Seely Public Library
Special Meeting Agenda of the Board of Trustees
Thursday, March 7, 2019 at 6:30 PM

APPROVED

- 1) Call to Order
 - a) Meeting was called to order at 6:34 pm by President Jessica Vance
- 2) Roll Call
 - a) Library Board Trustees Present: President Jessica Vance, Vice-President David Teetsel, Finance Officer Carol Dame and Secretary Drew Britt
 - b) Library Staff Present: Director Anne Brown
 - c) Others Present: Lou Villanova, Tony Sclamo and Nancy Sclamo

- 3) Adoption of current meeting agenda as presented

MOTION: Trustee Britt motioned to approve the current meeting agenda as presented/revised. Seconded by Trustee Dame. Motion carried.

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

NO: 0

- 4) Period of Public Expression

Specific Purpose of the Special Meeting: Discuss items pertaining to the Library Improvement Project and any detail/timelines/issues involved

- 5) Discussion of Requirements for Project Realization
 - a) Town Approval of Project
 - i) Resolution will not go before the Town Board meeting at this week's (3/7/19) meeting. PLS and a representative from the state informed the library that the revisions drafted by Town Attorney Young had too many contingencies to be accepted as approval by the state. A new draft will be created and presented to the Town Board at their next meeting on 3/21/19.
 - b) Intent to Apply (Due May 24)
 - i) Must have contractor quote for application, which will likely require full architectural designs. President Vance will contact LaBella to find out how long these processes will take and associated costs.



Walworth-Seely Public Library
Special Meeting Agenda of the Board of Trustees
Thursday, March 7, 2019 at 6:30 PM

APPROVED

c) NYS Library Construction Grant Application (Due August 31)

6) Discussion on engaging LaBella to move forward with expansion design and planning

MOTION: Trustee Teetsel motioned to authorize the engagement of LaBella, PC to continue moving forward with expansion plans, including drafting designs and drawings necessary to obtain a contractor's quote, not to exceed a cost of \$ 30,000. Seconded by Trustee Britt.

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

NO: 0

7) Discussion of lease revision process

a) Discussion on retaining legal counsel for lease re-negotiations and other items relating to grant applications

MOTION: Trustee Britt motioned to retain attorney Ellen Bach at an hourly rate of \$225 for the purposes of lease re-negotiation and other items relating to grant applications. Seconded by Trustee Teetsel.

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

NO: 0

b) Awaiting updated Invoice of \$9,001.00 per meeting with Supervisor Jacobs and Code Enforcement Officer Williamson on 3/1/2019.

MOTION: Trustee Teetsel motioned to submit payment of \$9,001.00 to the town contingent upon receipt of an updated invoice. Seconded by Trustee Britt.

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

NO: 0

8) Adjournment

MOTION: Trustee Teetsel motioned to adjourn the meeting at 8:41 pm. Seconded by Trustee Dame.

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

NO: 0

Walworth-Seely Public Library
Special Meeting of the Board of Trustees
August 22, 2019
APPROVED

- 1) Call to Order: A Special Meeting of the Board of Trustees was called to order at 6:32 pm by President Jessica Vance

Specific purpose of this meeting: Discuss the Library Improvement Project and Personnel Issues

- 2) Roll Call/Attendance:
- a) Library Trustees Present: President Jessica Vance, Vice-President David Teesel, Anne Culver
 - b) Library Trustees Absent: Financial Officer Carol Dame, Secretary Drew Britt
 - c) Library Staff Present: Director Anne Brown and Library Assistant Bernie Maurer
 - d) Others Present: Town Councilman Cody Phillips, Town Resident Judy Markowski
- 3) Adoption of current meeting agenda as presented

MOTION: Trustee Teetsel motioned to approve the special meeting agenda of the August 22, 2019 Board Meeting as presented. Seconded by Trustee Culver.

Motion carried.

YES 3/3: Trustee Vance, Trustee Teetsel and Trustee Culver

NO: 0

- 4) Period of Public Expression (limit 5 minutes per speaker) NA

- 5) Library Improvement Project
- a) Status of the Lease
 - i) Three items were amended on the prepared lease:
 - (1) Reciprocity of use of town and library meeting rooms
 - (2) Removing library materials within 30 days of lease termination
 - (3) Proof of Insurance and renewals
 - b) Status of Construction Agreement
 - i) Town must approve the aesthetic design of the proposed addition
 - ii) Proof of security (i.e., a "performance bond")
 - (1) President Vance will be pursuing this to ascertain if the Library indeed can obtain a performance bond.

Walworth-Seely Public Library
Special Meeting of the Board of Trustees
August 22, 2019
APPROVED

- c) Discussion of Insurance Quotes needed for the Lease
 - i) Discussion of the deductibles and premium quotes for the remainder of 2019 and premium quotes for 2020 ensued

MOTION: Trustee Teesel motioned to approve increasing the Library's insurance coverage to comply with the new lease to \$1 million with a \$1,000.00 deductible. Seconded by Trustee Culver. Motion carried.

YES 3/3: Trustee Vance, Trustee Teetsel and Trustee Culver

NO: 0

- ii) Director Brown will contact the insurance agency to obtain the new binder as discussed.

- d) Update on Application deadline for the construction grant
 - i) Another Special Board Meeting will need to be held prior to the grant deadline
 - ii) Director Brown will follow up with the LNB manager to obtain a letter certifying the Library's construction funds

- 6) Personnel Issues
 - a) Discussion of Budget Meeting as related to Payroll
 - b) Fair worker Compensation Policy – tabled
 - c) Salary Matrix

7) Adjournment

MOTION: Trustee Teetsel motioned to adjourn the meeting at 9:25 pm. Seconded by Trustee Culver. Motion carried.

YES 3/3: Trustee Vance, Trustee Teetsel and Trustee Culver

NO: 0

IMPORTANT DATES:

- **Another Special Board Meeting is scheduled for Thursday, August 29, 2019 at 5:30 pm**

- **NEXT REGULARLY SCHEDULED BOARD MEETING IS THURSDAY, September 12, 2019 at 6:30 pm**

Walworth-Seely Public Library
Special Meeting of the Board of Trustees
August 29, 2019
APPROVED

- 1) Call to Order: A Special Meeting of the Board of Trustees was called to order at 5:39 pm by President Jessica Vance

Specific purpose of this meeting: Discuss the Library Improvement Project and Personnel Issues

- 2) Roll Call/Attendance:
- a) Library Trustees Present: President Jessica Vance, Vice-President David Teesel, Financial Officer Carol Dame and Secretary Drew Britt
 - b) Library Trustees Absent: Trustee Anne Culver
 - c) Library Staff Present: Director Anne Brown and Library Assistant Bernie Maurer
 - d) Others Present: Friends of WSPL President Vou Villanova, Town Resident Judy Markowski
 - e) Others Absent: Town Councilman Cody Phillips
- 3) Adoption of current meeting agenda as presented

MOTION: Trustee Teetsel motioned to approve the special meeting agenda of the August 22, 2019 Board Meeting as presented. Seconded by Trustee Britt. Motion carried.

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

- 4) Period of Public Expression (limit 5 minutes per speaker) NA

- 5) Library Improvement Project

- a) Cost vs. Funding

(1) Cost Comparisons

- (a) Discussion ensued regarding LaBella vs. Nichols cost estimates and the merits of hiring a design build contractor for the project

(2) Funding Sources

- (a) Construction reserve built over a decade of cost savings to be returned to the public via an expanded library
- (b) Matching funds for the construction reserve from the NYS Library construction aid grant will provide \$242,469
- (c) Funds from the Friends of WSPL through past and current fundraising efforts will be available for furnishings

Walworth-Seely Public Library
Special Meeting of the Board of Trustees
August 29, 2019
APPROVED

(3) Performance Bond

- (a) Although not a requirement by NYS Library construction aid grant, the Town Board of Walworth is requiring a performance bond as part of the construction agreement
- (b) Cost of the Performance Bond for the expansion will be an additional \$7500-\$8000

(4) Budget Discussion

MOTION: Trustee Teetsel motioned to approve the revised budget for 2020 requesting \$274,004.00 of real property tax money from the Town of Walworth. Seconded by Trustee Britt. Motion carried.

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

b) Update on Insurance

- i) The required \$1 million coverage has been obtained

c) Lease & Construction Agreement

MOTION: Trustee Britt motioned to approve the updated lease agreement, jointly prepared by attorneys for the Library and the Town of Walworth, then subsequently amended by the Town Board at their August 19, 2019 board meeting with an effective date of no earlier than August 30, 2019. Seconded by Trustee Dame. Motion carried.

YES 3/4: Trustee Vance, Trustee Britt and Trustee Dame
Abstain: 1/4 : Trustee Teesel
NO: 0

MOTION: Trustee Britt motioned to approve the updated construction agreement, jointly prepared by attorneys for the Library and the Town of Walworth, then subsequently amended by the Town Board at their August 19, 2019 board meeting with an effective date of no earlier than August 30, 2019. Seconded by Trustee Dame. Motion carried.

YES 3/4: Trustee Vance, Trustee Britt and Trustee Dame
Abstain: 1/4: Trustee Teesel
NO: 0

d) Application Deadline

MOTION: Trustee Teetsel motioned to move forward with an expansion of the Walworth-Seely Public Library as discussed, including submitting an

Walworth-Seely Public Library
Special Meeting of the Board of Trustees
August 29, 2019
APPROVED

application for the New York State Aid for Public Library Constuction Grant Program to Pioneer Library System. Seconded by Trustee Britt. Motion carried.

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

- 6) Personnel Issues
a) Fair worker Compensation Policy

MOTION: Trustee Teetsel motioned to approve the amendments to the Personnel Policy as submitted to include fair worker compensation. Seconded by Trustee Britt. Motion carried.

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

- b) Staffing Discussion
i) Alexandra Johnson has submitted her resignation effective August 31, 2019. She leaves in good standing.

- 7) Adjournment

MOTION: Trustee Teetsel motioned to adjourn the meeting at 8:09 pm. Seconded by Trustee Dame. Motion carried.

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

IMPORTANT DATES:

- **Library Budget Presentation to the Town currently scheduled to take place during the Town Board's Budget Work Session on Thursday, September 5, which begins a 6 pm**
- **September Finance meeting: Monday September 9 at 11:30 am**
- **September WSPL Board Meeting: Thursday, September 12 at 6:30 pm**
- **September Friends of WSPL Meeting: Thursday, September 19 at 12 pm**

Walworth-Seely Public Library
Board of Trustees Meeting
June 13, 2019
APPROVED

- 1) Call to Order: Meeting was called to order at 6:36 pm by President Jessica Vance
- 2) Roll Call/Attendance:
 - a) Library Trustees Present: President Jessica Vance, Vice-President David Teesel, Financial Officer Carol Dame, and Secretary Drew Britt,
 - b) Library Staff Present: Director Anne Brown and Library Assistant Bernie Maurer
 - c) Others Present: President of the Friends of WSPL Lou Villanova, Assistant Director of Pioneer Library System Ron Kirsop
 - d) Others Absent: Town Councilman Cody Phillips
- 3) Adoption of current meeting agenda as presented

MOTION: Trustee Teetsel motioned to approve the agenda of the June 13, 2019 Board Meeting as presented. Seconded by Trustee Britt.

Motion carried.

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

- 4) Approval of prior meeting minutes of May 9, 2019 meeting.

MOTION: Trustee Teetsel motioned to accept prior meeting minutes of the May 9, 2019 as presented. Seconded by Trustee Dame. Motion carried

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

- 5) Period of Public Expression (limit 5 minutes per speaker) NA
- 6) Friends' Report (Friends' President Lou Villanova)
 - a) A new Friends of WSPL brochure has been drafted and will be reviewed at the upcoming Friends meeting. Subsequently, copies will be made available to the Library to display.
 - b) The Friends plan to put a request for donations in the fall edition of the Town Topics. Several other fundraising ideas have been suggested. A subcommittee of the Friends that focuses on fund-raising has been suggested.
 - c) The Friends have contributed to several programs including Wild Wings and the stuffed animal sleepover. They are sponsoring the Summer Reading Kick-off Party on June 22, 2019.

Walworth-Seely Public Library
Board of Trustees Meeting
June 13, 2019
APPROVED

- d) The next Friends Meeting has been scheduled for Thursday, June 20, 2019 at 11:00 am. It will be held in the Library Program Room.

- 7) Town Board Liaison Report (Councilman Cody Phillips) NA

- 8) Library Director's Report (Director Anne Brown) – see attached

- 9) Secretary's Report - Correspondence (Trustee Britt) - NA

- 10) E-Mail Etiquette for Public Officers Training Session (Ron Kirsop, Assistant Director of PLS)
 - a) Training included a Power-point and discussion of email
 - b) An email policy will be developed
 - c) Ron Kirsop will send a copy of the Power-point presentation future reference

- 11) Committee Reports:
 - a) Financial Committee (Financial Officer Trustee Dame)
 - (1) Presentation of Monthly Budget Summary - Report of receipts, disbursements and bank reconciliations for April 2019

MOTION: Trustee Dame motioned to accept the reports of the receipts, disbursements and bank account reconciliations for May 2019. Seconded by Trustee Teetsel. Motion carried.

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

- (2) Approval of May 2019 vouchers

MOTION: Trustee Dame motioned to approve the May 2019 vouchers for 32 items totaling \$8,067.50 as described on the prepared abstract. Seconded by Trustee Britt. Motion carried.

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

- (3) Approval of payment to Whiteman, Osterman & Hanna for legal services rendered April 2019 in the amount of \$4,399.64.

MOTION: Trustee Dame motioned to approve payment to Whiteman, Osterman & Hanna for legal services rendered in April 2019 in the amount of \$4,399.64. Seconded by Trustee Britt. Motion carried.

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

Walworth-Seely Public Library
Board of Trustees Meeting
June 13, 2019
APPROVED

(4) Review and Approval of the 2020 Salary Matrix

MOTION: Trustee Britt motioned to approve 2020 Salary Matrix as revised. Seconded by Trustee Teetsel. Motion carried.

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

(5) The July Finance meeting will be held on Tuesday, July 2, 2019 at 2:00 pm.

b) Policy Committee (Trustee Dame)

(1) Gifts and Donations Policy (no changes)

MOTION: Trustee Teetsel motioned to approve the Gifts and Donation Policy as presented. Seconded by Trustee Britt. Motion carried.

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

(2) Credit Card Acceptance Policy (no changes)

MOTION: Trustee Teetsel motioned to approve the Credit Card Acceptance Policy as presented. Seconded by Trustee Dame. Motion carried.

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

(3) Discussion of Personnel Policy – Paid Time Off for Hourly Staff

(a) Director Brown stated that the current policy is very complicated and PTO earnings are based on the hire date of each staff member. Director Brown suggests that the PTO schedule be revamped so that earned PTO would go into effect January 1st of each year, consistent with when pay rates are adjusted.

(b) Trustee Britt stated that “This sounds good.”

(c) A draft of the proposed revised policy will be presented to the Board for review at an upcoming meeting.

a) Personnel Committee (Trustee Teetsel)

(1) Hire of new clerk

Walworth-Seely Public Library
Board of Trustees Meeting
June 13, 2019
APPROVED

MOTION: Trustee Teetsel motioned to approve the hire of Kathryn Rowe as a Library Clerk at the rate of \$11.60/hr. with a start date of May 24, 2019.

Seconded by Trustee Britt. Motion carried.

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

NO: 0

- a. Nominating Committee (Trustee Britt) NA
- b. Library Improvement Committee (Trustee Vance)
 - (1) Update on mobile Book Cart for Farmer's Market
 - a. The cart is in the process of being decorated by resident artist, Mandy Papineau. She is hoping to complete this in the next week.
 - b. The Parks and Recreation Department has offered to store the cart in their shed when not in use.
 - (2) Update on Construction Aid Grants (Ron Kirsop)
 - a. PLS only had \$377,000.00 to distribute this year
 - b. Walworth-Seely's project was the second largest project and its share of the grant money amounted to \$99,847.00.
 - c. Within the next two weeks, Libraries who submitted an intent to apply, need to confirm or withdraw their application. If libraries withdraw their application, their share will be redistributed among the remaining applicants.
 - (3) Discussion of proposed Library Expansion Project
 - a. President Vance will be in touch with the Library's attorney regarding the lease that needs to be rewritten. Without a lease that ensures stable funding from the town, the construction project is in jeopardy.
 - b. President Vance will also reach out to the Nichols team to make sure that the contractor quote reflects costs for construction in 2020.
 - c. Assistant Director Kirsop urged the Board to make sure the Procurement Policy is up-to-date regarding how the Library procures bids.

12) Old Business NA

13) New Business

(1) Library Trustee Application from Anne Culver

Walworth-Seely Public Library
Board of Trustees Meeting
June 13, 2019
APPROVED

(a) Anne Culver will be invited to meet with President Vance, Director Brown, and Trustee Dame. She will be invited to the upcoming Board Meeting.

14) Adjournment

MOTION: Trustee Teesel motioned to adjourn the meeting at 10:01 pm. Seconded by Trustee Dame. Motion carried.

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

NO: 0

IMPORTANT DATES:

- Next Friends Meeting is ***Thursday, June 20, 2019 at 11:00 am***
- ***Next Finance Meeting is Tuesday, July 2, 2019 at 2:00 pm***
- Our Summer Reading Kickoff Party will be ***Saturday, June 22, 2019*** from 11:00 am -1:00 pm

NEXT BOARD MEETING IS THURSDAY, July 3, 2019 at *5:30 pm

***Due to schedule conflicts, the Board Meeting has been moved up a week**