

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**