

**Walworth-Seely Public Library**  
**Board of Trustees Virtual GoToMeeting**  
**February 11, 2021**  
**APPROVED**

- I. Call to Order: Virtual GoToMeeting was called to order at 6:32 pm by President Jessica Vance
- II. Roll Call/Attendance
  - 1) Library Trustees Present via Virtual GoToMeeting: President Jessica Vance, Vice President David Teetsel , Financial Officer Anne Culver, and Trustee Carol Dame
  - 2) Library Staff Present via Virtual GoToMeeting: Library Director Anne Brown and Library Assistant Bernie Maurer
  - 3) Others Present via Virtual GoToMeeting: President of the Friends of WSPL Lou Villanova, and Town Councilman and Liaison to the Library Scott Bryson

III. Adoption of current meeting agenda

**MOTION: Trustee Teetsel motioned to approve the current agenda of the February 11, 2021 Board Meeting as presented. Seconded by Trustee Culver. Motion carried.**

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

**NO: 0**

IV. Approval of prior meeting minutes

- A. Approval of prior meeting minutes of the January 14, 2021 Library Board of Trustees

**MOTION: Trustee Teetsel motioned to approve the prior minutes of the Library Board of January 14, 2021 Board Meeting as presented. Seconded by Trustee Dame. Motion carried.**

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

**NO: 0**

- B. Approval of meeting minutes of the Finance Meeting held February 3, 2021

**MOTION: Trustee Culver motioned to approve the minutes of the Library Finance Committee meeting of January 5, 2021 as presented. Seconded by Trustee Dame. Motion carried.**

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

**NO: 0**

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**V. Period of Public Expression- NA**

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

- 1) President Villanova stated there is nothing to report at this time
- 2) Director Brown did send a NYLA Friends survey that President Villanova will review

**VII. Town Board Liaison Report (Councilman Scott Bryson)**

- 1) Councilman Bryson was invited to speak to the letter dated 2/3/2021 sent to the Library Board of Trustees by Supervisor Jacobs
  - Councilman Bryson stated that there is no intention to sabotage the expansion project. The Town is eager to see it go forward
  - There are concerns about the plans provided by LaBella which led the Town to seek out a third party to review the plans
- 2) There was extended conversation about the completeness of the LaBella plans and the questions the Town Code Enforcer and Building Inspector have submitted to LaBella.
- 3) While the Town viewed the LaBella drawings as "incomplete," this is incongruent with the information LaBella was providing to the Library Board.
- 4) Because there are differing perspectives, the Library Board believes it is warranted to have all the parties meet to discuss the issues as soon as possible.

NOTE: Councilman Bryson left the meeting at 8:10 pm in order to attend another meeting that was already in progress.

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

**IX. Secretary's Report**

- 1) NYLA Library Trustee membership will be renewed (as non-voting members) which will provide newsletters and educational opportunities.

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**X. Committee Reports**

**A. Financial Committee: (Financial Officer Culver)**

- 1) Presentation of Monthly Budget Summary- Report of receipts, disbursements and bank reconciliations for End of Year 2020

**MOTION: Trustee Culver motioned to accept the reports of receipts, disbursements and bank account reconciliations for End of Year 2020. Seconded by Trustee Teetsel. Motion carried.**

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

**NO: 0**

- 2) Approval of vouchers for End of Year 2020

**MOTION: Trustee Culver motioned to approve the End of Year 2020 pre-paid vouchers for 12 items totaling \$1,944.17 as described on the prepared abstract. Seconded by Trustee Dame. Motion carried.**

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

**NO: 0**

- 3) Approval to submit all pertinent data to Heveron & Co. CPAs to complete the 990 tax form for 2020

**MOTION: Trustee Culver motioned to submit all pertinent data to Heveron & Co. CPAs to complete the 990 tax form for 2020. Seconded by Trustee Teetsel. Motion carried.**

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

**NO: 0**

- 4) Presentation of Monthly Budget Summary- Report of receipts, disbursements and bank reconciliations for January 2021

**MOTION: Trustee Culver motioned to accept the reports of receipts, disbursements, and bank reconciliations for January 2021. Seconded by Trustee Dame. Motion carried.**

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

**NO: 0**

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- 5) Approval of January 2021 vouchers

**MOTION: Trustee Culver motioned to approve the January 2021 pre-paid vouchers for 12 items totaling \$2,247.30 and one pending voucher for \$16,517.67 for Walworth Library's share of NYS Retirement, for a grand total of 13 items totaling \$18,764.97 as described on the prepared abstract. Seconded by Trustee Dame. Motion carried.**  
**YES: 5/5: Trustee Vance, Trustee Teetsel, Trustee Dame, Trustee Culver and Trustee Britt**  
**NO: 0**

- 6) The March 2021 Finance Meeting will be held on Wednesday, March 3, 2021 at 11:30 am.

B. Policy Committee (Trustee Dame)

(1) Review of Meeting Space Policy

**MOTION: Trustee Dame motioned to accept the revision of Meeting Space Policy as presented. Seconded by Trustee Teetsel. Motion carried.**  
**YES: 5/5: Trustee Vance, Trustee Teetsel, Trustee Dame, Trustee Culver and Trustee Britt**  
**NO: 0**

(2) Review of Bed Bug Policy

**MOTION: Trustee Dame motioned to approve the current Bed Bug Policy as presented. Seconded by Trustee Teetsel. Motion carried.**  
**YES: 5/5: Trustee Vance, Trustee Teetsel, Trustee Dame, Trustee Culver and Trustee Britt**  
**NO: 0**

(3) Review of Personnel Policy

**MOTION: Trustee Dame motioned to approve the Personnel Policy as amended. Seconded by Trustee Culver. Motion carried.**  
**YES: 5/5: Trustee Vance, Trustee Teetsel, Trustee Dame, Trustee Culver and Trustee Britt**

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- c) Personnel Committee (Trustee Teetsel) NA
- d) Nominating Committee (Trustee Britt) NA
- e) Library Improvement Committee (Trustee Vance)

(1) Updates

- (a) The letter from the Town Supervisor was read
- (b) The Library Board of Trustees discussed their response to the Town's letter

**MOTION: Trustee Teetsel motioned to authorize President Vance to respond to Supervisor Jacob's letter on behalf of the Library Board of Trustees to request a joint meeting before the end of February 2021 to include Susie Jacobs, Scott Bryson, Norm Druschel, Mike Simon, Emily Steinbacher, Anne Brown, Dave Teetsel, Anne Culver, and Jessica Vance. The purpose of this meeting is to clarify the issues at hand. Seconded by Trustee Dame. Motion carried.**

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

**NO: 0**

**11) Old Business NA**

**11) New Business NA**

**12) Adjournment**

**MOTION: Trustee Culver motioned to adjourn the meeting at 10:00 pm. Seconded by Trustee Culver. Motion carried.**

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

**NO: 0**

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IMPORTANT DATES:

- Library Advocacy Day will be held virtually on *Friday, February 26, 2021*.
- March Finance Committee meeting will be held *Wednesday, March 3rd* at 11:30 am
- The 2020 AUD is due to the NYS Comptroller by March 1, 2021
- The 2020 Annual Report for Public Libraries in NYS is due to PLS by March 12, 2021

The next regular Board Meeting will be Thursday, March 11, 2021 at 6:30 pm