

Walworth-Seely Public Library
Emergency Board of Trustees Meeting
March 24, 2020
APPROVED

- I. Call to Order: Virtual On-line Meeting was called to order at 2:04 pm by President Jessica Vance
- II. Roll Call/Attendance
 - a. Library Trustees Present: President Jessica Vance, Financial Officer Anne Culver, Trustee Carol Dame
 - b. Library Trustees Absent: Vice President David Teesel and Secretary Drew Britt
 - c. Library Staff Present: Library Director Anne Brown and Library Assistant Bernie Maurer
 - d. Others Present: Town Councilman and Liaison to the Library Scott Bryson
 - e. Others Absent: President of the Friends of WSPL Lou Villanova

III. Adoption of current meeting agenda

MOTION: Trustee Culver motioned to approve the current agenda of the Emergency Meeting of the Board, on March 24, 2020, as presented. Seconded by Trustee Dame. Motion carried.

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

Specific purpose of the Emergency Meeting: Discuss items pertaining to the Library closure in response to the COVID-29 pandemic and continuing with financial and virtual library operations

IV. Period of Public Expression NA

V. Finance

- A. Expansion of check signing limits
Concerns regarding timely bill payment in view of Library closing and access to building only one morning per week

MOTION: Trustee Dame motioned to approve payment of the LaBella bill for \$3840.00 for services rendered through February 2020. Seconded by Trustee Culver. Motion carried.

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

- B. Approval of additional OWWL2Go funding to relieve some of the pressure on our digital collections

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MOTION: Trustee Culver motioned to approve a one-time additional \$1,000.00 contribution to OWWL2Go to purchase additional digital resources due to the closure of libraries during the COVID-19 pandemic. Seconded by Trustee Dame. Motion carried.

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

- C. Discussion of reimbursement for personal supplies used to do virtual programming

This will be handled on a case-by-case basis with pre-approval from the Director and providing a receipt for needed purchases

- D. Other Bookkeeping or Financial Concerns
 - a. The Internal Audit to be conducted in April 2020 will be postponed until the Library is reopened
 - b. Heveron and Company will be asked to provide four (4) bound copies of the 990 and external audit for 2019 as well as an electronic copy for Board members
 - c. Transfer of Funds from Reserve Savings to Reserve Checking

MOTION: Trustee Culver motioned to transfer \$10,000.00 from the construction reserve savings account to the construction reserve checking account in order to pay LaBella and Associates. Seconded by Trustee Dame. Motion carried.

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

VI. Operations

- A. Purchase of virtual meeting software subscription
 - a. Director Brown requested that the Board consider purchasing software to allow for virtual meetings to conduct Board Meetings, staff meetings and to offer virtual programming
 - b. Several options were explored by Director Brown and costs reviewed with the Board
 - c. It was determined that a monthly “Go to Meeting” subscription would serve the Library best at this time with cost being only \$19/month.

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B. Staff Work-From-Home Duties

- a. Director Brown reviewed the current status of assignments staff are working on from home during the closure of the Library
 - i. Virtual programs including Story-times, Mother Goose, and Craft programs, providing links for digital resources, adding content to the Pinterest board, checking the Library gmail account and answering questions from patrons, on-line training, and updating the procedural manual

C. Performance Reviews

- a. Director Brown will be working on performance reviews for staff and will conduct 1:1 virtual meetings with each staff member as well as provide a written review

D. Other ideas of Concerns

- a. To prepare for the next Library Board meeting, Bookkeeper Maurer will make an appointment with and drive the vouchers and abstract to Financial Officer Culver and Trustee Dame for their review prior to the April 9th Library Board Meeting
- b. Director Brown welcomed the Board to contact her if any additional ideas or concerns should arise

VII. Town Board Liaison Report (Councilman Scott Bryson)

- a. The Town Board has a conference call meeting every Tuesday and Thursday at 10 am
- b. The Town Supervisor is watching for updates from the Governor regarding the status of closures
- c. There is some thinking that some activities might resume in April depending on the status of the COVID-19 pandemic.
- d. No discussion regarding summer or fall programming has occurred to date.
- e. The Town Clerk is looking into the files to try to locate the Geo-tech data from the 1990s. Liaison Bryson will continue to monitor this with Norm Druschel.

VIII. Adjournment

Trustee Culver motioned to adjourn the meeting at 3:13 pm. Seconded by Trustee Dame. Motion carried.

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

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IMPORTANT DATES:

- April Finance Committee meeting will be held virtually sometime after *Monday, April 6, 2020 but before April 9, 2020*

The next regular Board Meeting will be Thursday, April 9, 2020 at 6:30 pm and will be conducted on-line