

**Walworth-Seely Public Library**  
**Board of Trustees Meeting**  
**May 14, 2020**  
**APPROVED**

- I. Call to Order: Virtual GoToMeeting was called to order at 6:37 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, Trustee Carol Dame and Secretary Drew Britt
  - 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 Britt motioned to approve the current agenda of the May 14, 2020 Board Meeting as revised. 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 April 9, 2020 Library Board of Trustees

**MOTION: Trustee Britt motioned to approve the prior minutes of the Library Board of April 9, 2020 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**
- V. Period of Public Expression- NA
- VI. Friends of the WSPL report (Friend's President Lou Villanova)

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- 1) The status of the Fall Book Sale is uncertain due to the COVID-19 pandemic.
- 2) Due to COVID -19, there will be no in person large group gatherings, therefore no Summer Reading Kick-off. President Villanova will cancel the Lion's Club tent that was reserved for the Library

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

- 1) The Town Offices will reopen on Monday, May 18, 2020 with a reduced work force and safety precautions in place. Supervisor Jacobs hopes to have a full staff back at the Town Building sometime in June.
- 2) The Recreation Department will begin to offer some programs virtually
- 3) The Farmer's Market is planning to open on June 23, 2020

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

**IX. Secretary's Report-Correspondence (Trustee Britt) NA**

**X. Committee Reports**

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

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

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

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

**NO: 0**

- 2) Approval of vouchers for April 2020

**MOTION: Trustee Culver motioned to approve the April 2020 pre-paid vouchers for 20 items totaling \$3481.64 and 1 pending item (payment to LaBella) in the amount of \$5760.00 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**

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- 3) The Bi-Annual Audit will be postponed until the library is reopened.
- 4) The June 2020 Finance Meeting will be held virtually on Thursday, June 4, 2020 at 1 pm.

**B. Policy Committee (Trustee Dame)**

- 1) Review of the Patron Code of Conduct Policy

**MOTION: Trustee Dame motioned to accept the Patron Code of Conduct Policy as presented. Seconded by Trustee Britt. Motion carried.**

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

**NO: 0**

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- 2) Pandemic Illness Policy - Tabled

- 1) After much discussion, it was determined that some additional language about staff working hours and payment would be needed when faced with closing for an extended time.
- 2) The Board will review this policy on or before the next scheduled meeting in June.

- 3) Fines and Fees Policy

**MOTION: Trustee Teetsel motioned to accept the Fines and Fees Policy as presented. Seconded by Trustee Britt. Motion carried.**

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

**NO: 0**

- 4) Review of Staff Conference Attendance, Training, and Travel Policy

**MOTION: Trustee Teetsel motioned to accept the Staff Conference, Attendance, Training, and Travel Policy as presented. Seconded by Trustee Britt. Motion carried.**

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

**NO: 0**

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- C. Personnel Committee (Trustee Teesel)
  - 1) Trustee Teetsel had a phone discussion with Director Brown regarding her performance review and gave her “gold stars.”
  - 2) Director Brown will begin working on the annual staff reviews.
  
- D. Nominating (Trustee Britt) NA
  
- E. Library Improvement Committee (President Vance)
  - 1) Emily Steinbacher of LaBella has completed the permit packet including code reviews, HVAC and electrical specs. This information was given to Norm Druschel from the Town of Walworth on May 11, 2020.
  - 2) A virtual meeting will be held on Friday, May 15, 2020 at 1 pm to address any questions or concerns that Norm Druschel might have. Representatives from LaBella as well as the Library Improvement Committee will be in attendance at this meeting.
  - 3) The Geo-tech testing for the library expansion will occur on Monday, May 18, 2020. Norm Druschel indicated that he will be on site and available. Anne Brown will be available by phone and in person, if needed.

**XI. Old Business**

- A. Hotspots from Mobile Beacon
  - 1) Because of the COVID-19 pandemic, hotspots, which are purchased from China, have not been available through Tech Soup.
  - 2) Walworth has been on a wait-list to purchase devices
  - 3) Devices are now available to purchase at about \$62 each

**MOTION: Trustee Britt motioned to purchase 11 hotspot devices from Mobile Beacon. Seconded by Trustee Teetsel. Motion carried.**

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

**NO: 0**

**XII. New Business**

- A. Summer Reading

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- 1) The Board discussed seeking support from various community businesses for the summer reading program.
- 2) Some businesses have been operating during COVID-19, therefore a request for support from certain businesses is possible.
- 3) The Board supports whatever decisions Director Brown makes regarding the summer reading program and offering programs virtually instead of “in person.”

**B. Library Reopening Plans**

- 1) Planning for reopening the library is being conducted in accordance to guidance from Pioneer Library System and mandates by NY state.
- 2) Director Brown has prepared a draft document outlining the reopening plan with the understanding that Governor Cuomo has not specifically identified which phase libraries are in the region’s reopening.
- 3) Pioneer Library System is ensuring that all libraries in the county are in communication and coordinate efforts to ensure staff and public safety.

**XIII. Adjournment**

**Trustee Teetsel motioned to adjourn the meeting at 8:40 pm. Seconded by Trustee Britt. Motion carried.**

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

**NO: 0**

**IMPORTANT DATES:**

- Town Hall will reopen on Monday, May 18<sup>th</sup> with limited services to be handled in the Town Meeting Room with health & safety measures in place
- WSPL staff is having virtual staff meetings every Wednesday at 1 pm
- Next Finance Meeting is Monday, June 4, 2020 at 1 pm

**The next regular Board Meeting will be Thursday, June 11, 2020 at 6:30 pm**