

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

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(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

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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**