

**Walworth-Seely Public Library**  
**Board of Trustees Virtual GoToMeeting**  
**January 14, 2021**  
**APPROVED**

- I. Call to Order: Virtual GoToMeeting was called to order at 6:31 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 Britt motioned to approve the current agenda of the 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**
- IV. Approval of prior meeting minutes
- A. Approval of prior meeting minutes of the December 10, 2020 Library Board of Trustees
- MOTION: Trustee Dame motioned to approve the prior minutes of the Library Board of December 10, 2020 Board Meeting as presented. Seconded by Trustee Teetsel. 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 January 5, 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) Joint Meeting between the Friends of WSPL and the Library Board will be postponed until a meeting can be safely held in person. Director Brown will present the annual wish list at that meeting.
- 2) Friends President Villanova, Board President Vance, and Director Brown have signed the Memorandum of Understanding for 2021.
- 3) President Villanova held a telephone meeting with officers of the Friends who approved the current MOU and agreed that the wish list could be postponed until an "in-person" meeting could safely be held.

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

- 1) Councilman Bryson announced that he will continue to serve at the WSPL Liaison to the Town Board for 2021. (Thank you Councilman Bryson!)
- 2) Councilman Bryson has been advocating for snow removal services to be provided during the hours that the library is open. Specifically keeping the upper parking lot cleared and back-blading the sidewalk into the Town Complex.
- 3) Due to the COVID pandemic, Supervisor Jacobs suggested that the joint meeting between the Town Board and the Walworth Library Board be postponed until sometime after February 2021. Postponing the meeting will also serve as an opportunity for the Library Board to update the Town on the Library Improvement Project which is scheduled to begin in the Spring.
- 4) Just before the holidays, Norm Druschel received the drawings and specifications for the Library renovation. He has submitted questions to Emily Steinbacher from LaBella to be addressed.
- 5) Councilman Bryson suggested that Director Brown request that Emily Steinbacher contact Norm Druschel to let him know that LaBella is working on responding to his inquiries and to address some of the comments he offered that are not code related.
- 6) If necessary, a meeting with Director, President Vance, LaBella representatives, Norm Druschel, Supervisor Jacobs, Mike Simons and

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Councilman Bryson can be arranged to clarify any issues so that approval for the plans can be given.

- 7) Councilman Bryson requests that he be kept in the loop to keep the project moving forward on schedule.

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

**IX. Committee Reports**

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

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

**MOTION: Trustee Culver motioned to accept the reports of receipts, disbursements and bank account reconciliations for December 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 December 2020

**MOTION: Trustee Culver motioned to approve the December 2020 pre-paid vouchers for 32 items totaling \$5,213.40 as described on the prepared abstract. Seconded by Trustee Teetsel. Motion carried.**

**YES: 5/5: Trustee Vance, Trustee Teetsel, Trustee Dame, Trustee Culver and Trustee Britt**  
**NO: 0**

- 3) Reserve Funds  
a. Helming Bullet Aid 17-18 GL 422

**MOTION: Trustee Culver motioned to approve expending \$2000 from GL 422 Helming 17-18 Bullet Aid Reserve to pay for a portion of the cost of the Hot Spots for 2020 (Total Cost being \$4,691.47) and to zero out the account. 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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b. Helming Bullet Aid 18-19 GL 423

**MOTION:** Trustee Culver motioned to approve expending \$104.07 from GL 423 Helming 18-19 Bullet Aid Reserve to pay for a portion of the cost of the Hot Spots for 2020 (Total Cost being \$4,691.47) and to zero out the account. Seconded by Trustee Teetsel. Motion carried.

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

**NO:** 0

c. Nozzolio Bullet Aid 16-17 GL 421

**MOTION:** Trustee Culver motioned to approve expending \$2587.40 from GL 421 Nozzolio 16-17 Bullet Aid Reserve to pay for the remainder of the cost of the Hot Spots for 2020 (Total Cost being \$4,691.47). Seconded by Trustee Dame. Motion carried.

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

**NO:** 0

(4) Discussion of Library Improvement CDs at Lyons National Bank. They mature on February 6 and 7, 2021 and can either be rolled over into another CD or moved to the Library Improvement savings reserve account.

- a. The Board concurred that it probably makes sense to keep these funds in a CD for the present time.
- b. Bookkeeper Maurer was requested to contact LNB to ascertain rates for various terms and to determine what penalties there would be for early withdrawal from CDs.
- c. The options will be discussed and motioned on at the Finance Committee meeting scheduled for February 3, 2021.

(5) The February 2021 Finance Meeting will be held on Wednesday, February 3, 2021 at 11:30 am.

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B. Policy Committee (Trustee Dame)

(1) Review of Document Retention Policy

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

(2) Review of Conflict of Interest Policy

**MOTION: Trustee Dame motioned to approve the Conflict of Interest Policy as discussed. 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 Disaster Response Policy

**MOTION: Trustee Dame motioned to approve the Disaster Response Policy as discussed. Seconded by Trustee Teetsel. Motion carried.**  
**YES: 5/5: Trustee Vance, Trustee Teetsel, Trustee Dame, Trustee Culver and Trustee Britt**  
**NO: 0**

(4) Review of Pandemic Response Plan

- a) The Library will follow the plan that has been established by the Town of Walworth.

(5) Transitioning COVID-19 Policies to Procedures

**MOTION: Trustee Dame motioned to update the library's strategy in responding to COVID-19 by removing the following policies and transitioning them to internal procedures.**

- **Contact Tracing Policy**
- **Employee Health Screening Policy**
- **Personal Protective Equipment Policy**

**Furthermore, the Board of Trustees agrees to task the Library Director to develop and implement said procedures that meet the criteria and mandates as outlined by NY Forward to operate safely and legally and in accordance**

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**with all Executive Orders, Federal, State, and Local laws as they relate to COVID-19. The Director will be responsible for adjusting those procedures as needed to keep the library in compliance with all of the preceding authorities. Seconded by Trustee Teetsel. Motion carried.**

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

**NO: 0**

c) Personnel Committee (Trustee Teetsel)

(1) Clerk Adrienne Compton's last day was December 31, 2020. The board wishes her well in her new position at the Marion Library.

d) Nominating Committee (Trustee Britt) NA

e) Library Improvement Committee (Trustee Vance)

(1) Updates

- (a) Two furniture quotes have been received in addition to the original quote submitted by the LaBella team
- (b) Director Brown and President Vance will review these quotes and advise the Board as to their recommendation for furniture purchases.

**11) Old Business**

(1) Modified Operations due to COVID-19 crisis

- (a) On December 28, 2020, the Library reverted to contactless pickup due to the rising cases of COVID.
- (b) Effective January 11, 2021, the Library needed to temporarily close due to a potential COVID-19 exposure among staff.
- (c) The Library is scheduled to reopen on Wednesday, January 20, 2021.

**12) New Business**

(1) Committee Appointments (President Vance)

- (i) Finance - Trustee Culver
- (ii) Policy - Trustee Dame
- (iii) Personnel- Trustee Teetsel
- (iv) Nominating- Trustee Britt
- (v) Library Improvement- Trustee Vance

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- (2) Discuss thoughts on annual joint meeting with Town Board
  - (a) Board members have agreed to postpone this meeting until sometime after February, 2021
- (3) NYLA Advocacy Day will virtually on *Friday, February 26, 2021*. Anyone interested in participating can register for appointments with representatives through NYLA by January 26th
- (4) COVID-19 Paid Sick Leave Law
  - (a) Director Brown updated the Board on the current NY state law.
  - (b) It was agreed that the law falls more under procedure than policy, therefore, the Library Director is tasked with ensuring that our procedures are abiding by the parameters of the law.
- (5) Discussion of employee quarantines

**MOTION: Trustee Teetsel motioned to go into executive session at 7:26 pm to discuss the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation. Seconded by Trustee Dame. Motion carried. YES: 5/5: Trustee Vance, Trustee Teetsel, Trustee Dame, Trustee Culver and Trustee Britt**  
**NO: 0**

**MOTION: Trustee Teetsel motioned to leave executive session at 8:46 pm and return to the regular meeting. Seconded by Trustee Dame. Motion carried. YES: 5/5: Trustee Vance, Trustee Teetsel, Trustee Dame, Trustee Culver and Trustee Britt**  
**NO: 0**

**MOTION: Trustee Teetsel motioned to amend the wording in the Personnel Policy as discussed. 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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**13) Adjournment**

**MOTION: Trustee Teetsel motioned to adjourn the meeting at 8:46 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:**

- Library Advocacy Day will be held virtually on *Friday, February 26, 2021*.
- February Finance Committee meeting will be held *Wednesday, February 3rd* at 11:30 am

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