

Walworth-Seely Public Library
Board of Trustees Meeting
February 13, 2020
APPROVED

- I. Call to Order: Meeting was called to order at 6:31 pm by President Jessica Vance
- II. Roll Call/Attendance
- 1) Library Trustees Present: President Jessica Vance, Vice President David Teesel, Financial Officer Anne Culver, Trustee Carol Dame and Secretary Drew Britt
 - 2) Library Staff Present: Library Director Anne Brown and Library Assistant Bernie Maurer
 - 3) Others Present: 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 February 13, 2020 Board Meeting as presented. Seconded by Trustee Teetsel. Motion carried.

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

NO: 0

IV. Approval of prior meeting minutes

- A. Approval of prior meeting minutes the annual Joint Meeting of the Friends of WSPL and the Library Board of January 9, 2020

MOTION: Trustee Teetsel motioned to approve the prior minutes of the Annual Joint Meeting of the Friends of WSPL and the Library Board of January 9, 2020 Board Meeting as presented. Seconded by Trustee Britt. Motion carried.

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

NO: 0

- B. Approval of prior meeting minutes of Special Meeting of January 13, 2020

MOTION: Trustee Teetsel motioned to approve the prior Special Meeting minutes January 13, 2020 Board Meeting 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. Approval of prior meeting minutes of Special Meeting of January 20, 2020

MOTION: Trustee Teetsel motioned to approve the prior Special Meeting minutes January 20, 2020 Board Meeting as presented. Seconded by Trustee Culver. Motion carried.

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

NO: 0

D. Approval of prior meeting minutes of Special Meeting of January 29, 2020

MOTION: Trustee Culver motioned to approve the prior Special Meeting minutes January 29, 2020 Board Meeting as presented. Seconded by Trustee Dame. Motion carried.

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

NO: 0

E. Approval of Finance Meeting minutes of February 6, 2020

MOTION: Trustee Dame motioned to approve the minutes of the Finance Meeting of February 6, 2020 as presented. Seconded by Trustee Culver. Motion carried.

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

NO: 0

F. Approval of prior meeting minutes of Annual Joint meeting of the Town Board and the Library Board of February 6, 2020

MOTION: Trustee Culver motioned to approve the minutes of the Annual Joint Meeting of the Town Board and the Library Board held February 6, 2020 as presented. Seconded by Trustee Dame. Motion carried.

YES: 5/5: Trustee Vance, Trustee Teetsel, Trustee Dame, Trustee Culver 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) Book Sale Dates for the Spring Sale is April 23-25, 2020.
- 2) The Friends have moved \$50,000.00 into a 6-month CD in anticipation of the Library renovation slated for Fall 2020.
- 3) The next meeting of the Friends of WSPL will be Thursday, April 16, 2020 at 12:00 noon.

VII. Town Board Liaison Report (Councilman Scott Bryson)

- 1) Councilman Bryson asked how he can best serve as liaison. The Board of Trustees shared that his presence at Library Board meetings, communicating pertinent information from the Town Board meetings to the Trustees and communicating pertinent information from the Library Trustees to the Town are the primary needs.
- 2) Councilman Bryson will confirm whether or not the Town Board will need sign off on construction or if the Town Attorney has determined that Supervisor Jacobs will sign off.

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 report of receipts, disbursements and bank account reconciliations for End of Year 2019 (EOY19).

MOTION: Trustee Culver motioned to accept the reports of receipts, disbursements and bank account reconciliations for End of Year 2019 (EOY19). 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 2019

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MOTION: Trustee Culver motioned to approve the End of Year 2019 (EOY19) vouchers for 14 items totaling \$3353.93 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) Presentation of Monthly Budget Summary- Report of receipts, disbursements and bank reconciliations for January 2020

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

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

NO: 0

- 4) Approval of vouchers for End of Year 2019

MOTION: Trustee Culver motioned to approve the January 2020 vouchers for 13 items totaling \$5,807.92 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

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

MOTION: Trustee Culver motioned expend \$2500 for Nichols Construction estimate and \$3000 for LaBella Architect from the Helming 17-18 reserve for services rendered in 2019. Seconded by Trustee Dame. Motion carried.

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

NO: 0

- b. Helming Bullet Aid 18-19 GL 423

MOTION: Trustee Culver motioned expend \$2898.69 from the Helming 18-19 reserve for the cost of the mobile Hot Spots for 2019. Seconded by Trustee Teetsel. Motion carried.

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

c. STEAM Lab Reserve GL 404

MOTION: Trustee Culver motioned expend \$1,683.50 from the STEAM Lab Reserve to pay for a portion of the cost of the AWE computer in 2019 and to zero out GL 404 reserve fund. Seconded by Trustee Dame. Motion carried.
YES: 5/5: Trustee Vance, Trustee Teetsel, Trustee Dame, Trustee Culver and Trustee Britt
NO: 0

- 6) Approval to submit all pertinent data to Heveron & CO. CPAs to complete the 990 tax form for 2019

MOTION: Trustee Culver motioned to approve submission of all pertinent data to Heveron & Co. CPAs to complete the 990 for 2019. Seconded by Trustee Dame. Motion carried.
YES: 5/5: Trustee Vance, Trustee Teetsel, Trustee Dame, Trustee Culver and Trustee Britt
NO: 0

- 7) The Finance Committee decided to roll over the 2 CDs which matured at the end of January 2020 into two new 12 month CDs.

- 8) The March 2020 Finance meeting will be held on Thursday, March 5, 2020 at 11:30 am

B. Policy Committee (Trustee Dame)

1. Review of the Document Retention Policy – tabled until March

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C. Personnel Committee (Trustee Teesel) NA

D. Nominating (Trustee Britt) NA

E. Library Improvement Committee (President Vance)

1) HazMat Testing Contract

MOTION: Trustee Teetsel motioned to contract with LaBella to conduct the required HazMat testing with cost not to exceed \$3,500.00. Seconded by Trustee Britt. Motion carried.

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

NO: 0

XI. Old Business

A. Long Range Plan Progress

1. A draft is being worked on currently which will cover the period of the Library renovation/expansion.
2. The draft will be sent to Ron Kirsop, Executive Director of Pioneer Library System for review and comment.

XII. New Business

A. Approval of the NYS Annual Report as submitted to PLS

MOTION: Trustee Teetsel motioned to approve the NYS Annual Report as prepared by Director Brown and submitted to Pioneer Library System. 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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B. Approval of the AUD for 2019

MOTION: Trustee Culver motioned to approve the AUD for 2019 as prepared by Director Brown. Seconded by Trustee Dame. Motion carried.

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

NO: 0

XIII. Adjournment

Trustee Teetsel motioned to adjourn the meeting at 7:32 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:

- February Break programs will be held from February 15 – 21 with the theme “Everyday is Something at the Library.” Each day will have a different theme including an escape room, crafts, movies, snacks, scavenger hunt, games, Brick Masters
- Library Advocacy Day is *Tuesday, February 25* in Albany, NY. Director Brown and any interested Trustees will be attending
- March Finance Committee meeting will be held *Thursday, March 5* at 11:30 am
- The Library Improvement Committee will meet on *Thursday, March 5* at 12:30 pm

The next regular Board Meeting will be Thursday, March 12, 2020 at 6:00 pm