

Walworth-Seely Public Library
Special Meeting of the Board of Trustees
August 22, 2019
APPROVED

- 1) Call to Order: A Special Meeting of the Board of Trustees was called to order at 6:32 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, Anne Culver
 - b) Library Trustees Absent: Financial Officer Carol Dame, Secretary Drew Britt
 - c) Library Staff Present: Director Anne Brown and Library Assistant Bernie Maurer
 - d) Others Present: Town Councilman Cody Phillips, Town Resident Judy Markowski
- 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 Culver.

Motion carried.

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

NO: 0

- 4) Period of Public Expression (limit 5 minutes per speaker) NA

- 5) Library Improvement Project
- a) Status of the Lease
 - i) Three items were amended on the prepared lease:
 - (1) Reciprocity of use of town and library meeting rooms
 - (2) Removing library materials within 30 days of lease termination
 - (3) Proof of Insurance and renewals
 - b) Status of Construction Agreement
 - i) Town must approve the aesthetic design of the proposed addition
 - ii) Proof of security (i.e., a "performance bond")
 - (1) President Vance will be pursuing this to ascertain if the Library indeed can obtain a performance bond.

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- c) Discussion of Insurance Quotes needed for the Lease
 - i) Discussion of the deductibles and premium quotes for the remainder of 2019 and premium quotes for 2020 ensued

MOTION: Trustee Teesel motioned to approve increasing the Library's insurance coverage to comply with the new lease to \$1 million with a \$1,000.00 deductible. Seconded by Trustee Culver. Motion carried.

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

NO: 0

- ii) Director Brown will contact the insurance agency to obtain the new binder as discussed.
 - d) Update on Application deadline for the construction grant
 - i) Another Special Board Meeting will need to be held prior to the grant deadline
 - ii) Director Brown will follow up with the LNB manager to obtain a letter certifying the Library's construction funds
- 6) Personnel Issues**
- a) Discussion of Budget Meeting as related to Payroll
 - b) Fair worker Compensation Policy – tabled
 - c) Salary Matrix

7) Adjournment

MOTION: Trustee Teetsel motioned to adjourn the meeting at 9:25 pm. Seconded by Trustee Culver. Motion carried.

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

NO: 0

IMPORTANT DATES:

- **Another Special Board Meeting is scheduled for Thursday, August 29, 2019 at 5:30 pm**
- **NEXT REGULARLY SCHEDULED BOARD MEETING IS THURSDAY, September 12, 2019 at 6:30 pm**