

Walworth-Seely Public Library
Board of Trustees Meeting
August 8, 2019
APPROVED

1) Call to Order: Meeting was called to order at 6:32 pm by President Jessica Vance

2) Roll Call/Attendance:

- a) Library Trustees Present: President Jessica Vance, Vice-President David Teesel, Financial Officer Carol Dame, Secretary Drew Britt, Anne Culver
- b) Library Staff Present: Director Anne Brown and Library Assistant Bernie Maurer
- c) Others Present: President of the Friends of WSPL Lou Villanova, Town Councilman Cody Phillips

3) Adoption of current meeting agenda as presented

MOTION: Trustee Teetsel motioned to approve the agenda of the August 8, 2019 Board Meeting as revised. Seconded by Trustee Britt.

Motion carried.

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

NO: 0

4) Approval of prior meeting minutes of July 3, 2019 meeting.

MOTION: Trustee Britt motioned to accept prior meeting minutes of the July 3, 2019 as presented. Seconded by Trustee Teetsel. Motion carried

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

NO: 0

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

6) Friends' Report (Friends' President Lou Villanova)

- a) The Friends' of WSPL have submitted a fund raising letter to be published in the Fall 2019 Town Topics
- b) The Friends' suggest that half sheets of the proposed expansion letter be made and given to Mark's Pizzeria of Walworth
- c) The Friends' have sponsored the Summer Reading Finale scheduled for Saturday, August 10, 2019 including the Wild Wings presentation and the ice cream social

7) Town Board Liaison Report (Councilman Phillips)

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- a) The Town Board has met only once/month during the summer
- b) The budget review process will begin in the next weeks, working with a “zero based budget”
- c) The Town currently is focusing on the mandated sewer improvement project and a decision will need to be made as to how to proceed
- d) The next scheduled Town Board meeting is August 15, 2019

8) Library Director’s Report (Director Anne Brown) – see attached

9) Secretary’s Report - Correspondence (Trustee Britt) –

- a) Trustee Britt distributed a newsletter from the Library Trustees Association

10) Committee Reports:

a) Financial Committee (Financial Officer Trustee Dame)

- (1) Presentation of Monthly Budget Summary - Report of receipts, disbursements and bank reconciliations for July 2019

MOTION: Trustee Dame motioned to accept the reports of the receipts, disbursements and bank account reconciliations for July 2019. Seconded by Trustee Teetsel. Motion carried.

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

NO: 0

- (2) Approval of July 2019 vouchers

MOTION: Trustee Teetsel motioned to approve the July 2019 vouchers for 34 items totaling \$24,798.43 as described on the prepared abstract.

Seconded by Trustee Britt. Motion carried.

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

NO: 0

- (3) Approval of payment to PLS in the amount of \$10,168.60 (included in the total amount in the prepared abstract) for OWWL Annual Shares, BookPages subscription, and OWWL2GO Funding

MOTION: Trustee Dame motioned to approve payment in the amount of \$10,168.60 to Pioneer Library System for OWWL Annual Shares, BookPages subscription, and OWWL2Go Funding as reflected in the abstract. Seconded by Trustee Britt. Motion carried.

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

- (4) Approval of payment to Whiteman, Osterman & Hanna in the amount of \$3,567.00 (included in the total amount of the abstract) for services rendered in June 2019

MOTION: Trustee Dame motioned to approve payment in the amount of \$3,567.00 to Whiteman, Osterman & Hanna for legal services rendered in June 2019 as reflected in the abstract. Seconded by Trustee Teetsel. Motion carried.

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

- (5) Approval to transfer \$20,000.00 from the LNB operating saving account to the LNB operating checking account to cover the July 2019 bills

MOTION: Trustee Dame motioned to approve the transfer of \$20,000.00 from the LNB operating savings account to the LNB operating checking account to cover the July 2019 bills. Seconded by Trustee Teetsel. Motion carried.

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

- (6) Approval of OWWL2Go Funding Commitment for 2020

MOTION: Trustee Dame motioned to approve payment in the amount of \$4,000.00 to Pioneer Library System for OWWL2Go for 2020 to be made in two payments of \$2,000.00 in January 2020 and July 2020. Seconded by Trustee Teetsel. Motion carried.

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

- (7) Discussion of Copier Replacement Options

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MOTION: Trustee Britt motioned to approve the lease of a copier from Toshiba at the cost of \$135.17/month for a term of 36 months. Seconded by Trustee Dame. Motion carried.

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

NO: 0

(8) The payment for the Nichols Construction Estimate will be paid in the amount of \$2,500.00 as per Board approval at the March 14, 2019 meeting

(9) The September 2019 Finance Committee Meeting will be held on Monday, September 9, 2019 at 11:30 am

b) Policy Committee (Trustee Dame)

(1) Annual Review of the Bylaws

MOTION: Trustee Dame motioned to approve the Bylaws with no changes. Seconded by Trustee Teetsel. Motion carried.

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

NO: 0

c) Personnel Committee (Trustee Teetsel NA)

d) Nominating Committee (Trustee Britt) NA

e) Library Improvement Committee (Trustee Vance)

(1) Discussion of draft of Lease

(a) President Vance updated the Board on the latest communication from the Library's attorney

(b) The goal is to have the Town's attorney and the Library's attorney finalize the language of the new Lease so that it can be approved by the Town Board at a meeting scheduled for August 15, 2019

(c) The Library Board will then need to meet to approve the Lease so that it can be signed by the Town Supervisor and the Library

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Board President prior to the deadline for submission of the
Construction Grant

- (2) Discussion of the draft of the Construction Agreement
 - (a) President Vance stated that the language of the Construction Agreement is very similar and compliments the language of the Lease
 - (b) The goal is to have the Town's attorney and the Library's attorney finalize the language of the Construction Agreement so that it can be approved by the Town Board at a meeting scheduled for August 15, 2019
 - (c) The Library Board will then need to meet to approve the Construction Agreement so that it can be signed by the Town Supervisor and the Library Board President prior to the deadline for submission of the Construction Grant

- (3) Insurance Discussion
 - (a) The Board requested that Director Brown obtain quotes from the insurance agency regarding increasing coverage of the Library contents to \$1,000,000.00 with various deductibles
 - (b) The Board will review and motion on the options at the next meeting

- (4) Construction Grant Application Materials
 - (a) Assurances Form – must be adopted by the Board and signed by President Vance for the Construction Application
 - (i) This item was tabled until the Lease and Construction Agreement are approved and signed
 - (ii) Updates on other forms that need to be completed for the Construction Grant
 - 1. Director Brown reviewed the items needed for the grant
 - 2. The deadline is fast approaching (August 30, 2019) but the forms cannot be completed until the Lease and Construction Agreement are approved and signed

11) Old Business NA

12) New Business

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- a) Approval for Anne Brown and Bernie Maurer to attend the NYLA Annual Conference from November 13-16, 2019 in Saratoga Springs, NY. They have each received a \$500.00 scholarship from PLS to offset the costs

MOTION: Trustee Teetsel motioned to approve Anne Brown's and Bernie Maurer's attendance at the NYLA conference scheduled November 13-16, 2019 and cover the cost of the conference registration, hotel, meals, travel, and incidentals at the approved rate as per Board Policy upon submission of receipts. Seconded by Trustee Britt. Motion carried.

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

NO: 0

- b) Director Brown will be out of town August 16-21, 2019. Library Assistant Maurer will be the contact for anything needed during this timeframe
- c) A special Library Board meeting will need to be held before the last week in August in order to adopt and approve the Lease and the Construction Agreement necessary to move forth with the Construction Grant application

13) Adjournment

MOTION: Trustee Teetsel motioned to adjourn the meeting at 8:09 pm. Seconded by Trustee Britt. Motion carried.

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

NO: 0

IMPORTANT DATES:

- Summer Reading Finale Party is Saturday, August 10, 2019 from 11 am -1 pm
- The application for New York State Construction Aid is due to PLS no later than Friday, August 30, 2019
- Walworth-Seely Library will be closed for the Labor Day weekend August 31-September 2, 2019)
- The next Finance Meeting is scheduled for Monday, September 9, 2019 at 11:30

**NEXT REGULARLY SCHEDULED BOARD MEETING IS THURSDAY,
September 12 2019 at 6:30 pm**