

**Walworth-Seely Public Library**  
**Board of Trustees Meeting**  
**January 10, 2019**  
**APPROVED**

1) Call to Order: Meeting was called to order at 6:39 pm by President Jessica Vance

2) Roll Call/Attendance:

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

3) Adoption of current meeting agenda as presented

**MOTION: Trustee Teetsel motioned to approve the agenda of the December 13, 2018 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) Approval of prior meeting minutes of December 13, 2018 meeting

**MOTION: Trustee Teetsel motioned to approve the minutes of the December 13, 2018 Board Meeting as presented. Seconded by Trustee Dame.**  
**Motion carried.**

**YES 4/4: Trustee Vance, Trustee Teetsel, Trustee Britt and Trustee Dame**  
**NO: 0**

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

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

- a) The annual joint meeting of the Friends of WSPL and Walworth Library Board of Trustees will be held on Thursday, January 17, 2019 at 12:00 pm in the Library. At that time the Memorandum of Understanding will be reviewed and signed.

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- 7) Town Board Liaison Report (Councilman Cody Phillips)
- a) Councilman Phillips indicated it is an election year
  - b) He inquired about trends in the Walworth Library's door count and circulation

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

9) Secretary's Report - Correspondence (Trustee Britt) - NA

10) Committee Reports:

- a) Financial Committee (Financial Officer Trustee Dame )
  - (1) Presentation of Monthly Budget Summary - Report of receipts, disbursements and bank reconciliations for December 2018

**MOTION: Trustee Dame motioned to accept the reports of the receipts, disbursements and bank account reconciliations for December 2018 as presented. Seconded by Trustee Teetsel. Motion carried.**

**YES 4/4: Trustee Vance, Trustee Teetsel, Trustee Britt and Trustee Dame**

**NO: 0**

(2) Approval of December 2018 vouchers

**MOTION: Trustee Dame motioned to approve the December 2018 vouchers for 28 items totaling \$5225.31 as described on the prepared abstract. Seconded by Teetsel. Motion carried.**

**YES 4/4: Trustee Vance, Trustee Teetsel, Trustee Britt and Trustee Dame**

**NO: 0**

(3) Updates

(i) 2018 Helming Bullet Aid of \$7,500 has been received

(ii) AUD is in process and due March 1, 2019

(iii) Information for the 990 is being put together, must be discussed at the February Finance Meeting and approved at the February Board meeting before sending to Heveron and Co. by the end of February 2019. The 990 is due May 15, 2019.

(4) Banking Discussion

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- (i) Discussion and approval of investing a portion of the Reserve Funds account at Lyons National Bank into CDs to earn interest until needed for the Library Improvement project

**MOTION: Trustee Dame motioned to approve the establishment of two 12-month CDs at LNB: One in the amount of \$175,000.00 and the other in the amount of \$100,000.00. Seconded by Trustee Britt. Motion carried.**

**YES 4/4: Trustee Vance, Trustee Teetsel, Trustee Britt and Trustee Dame**  
**NO: 0**

- (ii) Debit Card from LNB

**MOTION: Trustee Dame motioned to obtain a debit card from LNB for Director Brown's use as soon as possible. Seconded by Trustee Teetsel. Motion carried.**

**YES 4/4: Trustee Vance, Trustee Teetsel, Trustee Britt and Trustee Dame**  
**NO: 0**

- (iii) Consider moving all banking to LNB

**MOTION: Trustee Teetsel motioned to initiate the process to transition all banking from Citizens to LNB within the next months. Seconded by Trustee Dame. Motion carried.**

**YES: 4/4: Trustee Vance, Trustee Teetsel, Trustee Britt and Trustee Dame**  
**NO: 0**

- (5) The February 2019 Finance Meeting will be held on Monday February 18, 2019 at 11:30 am.

**b) Policy Committee (Trustee Dame)**

**(1) Review of the Internal Audit Policy**

- a. Bookkeeper Maurer will look into the requirements of New York State Municipal Law to ensure suggested revisions comply and the policy will be voted on in February 2019

**(2) Review of Public Comment Policy**

- a. Will be voted on in February 2019

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- (3) Review and Discussion of Disaster Response Policy
  - a. Director Brown will address some of the questions raised regarding some aspects of the policy. The policy will be reviewed and voted on in February 2019.
- c) Personnel Committee NA
- d) Nominating NA
- e) Library Improvement Committee (Trustee Teetsel)
  - (1) Discussion about Library Improvement Project
    - (a) Meeting with Emily Steinbacher from LaBella was held on January 10, 2019 at 5:30. A follow-up meeting will be held on January 24, 2019 at 5:30 pm.
  - (2) Discussion of Presentation to Town Board on February 21, 2019
    - (a) Several ideas were discussed regarding the power point presentation and key issues.
- 11) Old Business**
  - a) Press Release for Library Trustee vacancy with preference for candidates with financial experience has been submitted to the Times of Wayne County newspaper
- 12) New Business**
  - a) Committee Appointments for 2019 (President Vance)
    - (i) Finance Committee - Trustee Dame
    - (ii) Policy Committee - Trustee Dame
    - (iii) Personnel Committee – Trustee Britt
    - (iv) Nominating Committee – Trustee Britt
    - (v) Library Improvement Committee – Trustee Teesel
  - (b) Joint Meeting of the Board of Trustees and the Friends of WSPL will be held Thursday, January 17, 2019 at 12 noon to review and sign the MOU
  - (c) Library Advocacy Day is February 27, 2019 in Albany, NY. Participants can sign up for the bus coordinated by PLS

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(d) Samaritan's Purse (Operation Christmas Child) drop box and collections

(i) Due to space constraints within the library, it is not possible to have a donation box present on an ongoing basis. Since the Town has a donation box within their offices, a sign will be posted on the Library's bulletin board informing patrons that they can place any contributions in the donation box located in the Town offices.

(e) New NYS legislation (S. 169B Rivera/A. 330B Dinowitz) prohibits smoking within 100 feet of entrances, exits, and outdoor areas of any public library and requires posting signage to that effect. We must be in compliance by June 19, 2019.

(i) Director Brown will meet with Supervisor Jacobs regarding this new law and signage.

(f) Contract with Labella

**MOTION: Trustee Teetsel motioned to approve a contract with Labella and Associates for \$3,000 for meetings and conceptual drawings for the Library expansion/improvement project needed for the February 21, 2019 presentation to the Town Board. Seconded by Trustee Britt. Motion carried.**  
**YES: 4/4: Trustee Vance, Trustee Teetsel, Trustee Britt and Trustee Dame**  
**NO: 0**

13) Adjournment

**MOTION: Trustee Teetsel motioned to adjourn the meeting at 8:30 pm. Seconded by Trustee Britt. Motion carried.**  
**YES: 4/4: Trustee Vance, Trustee Teetsel, Trustee Britt and Trustee Dame**  
**NO: 0**

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IMPORTANT DATES:

- Annual Joint Meeting with the Friends of Walworth-Seely Public Library will be Thursday, January 17, 2019 at 12 noon. A Memorandum of Understanding will be reviewed and signed by both parties.
- The Beat the Winter Blues Party will be held on Saturday January 26, 2019 from 11:00 – 1:00 pm.
- February Finance Meeting will be held Monday, February 18, 2019 at 11:30 am
- Library Board Meeting in February will be held on **Thursday, February 21, 2019 at 6:00 pm. There will be a presentation and joint meeting with the Town Board at 7:00 pm.**
- Library Advocacy Day is February 27, 2019 in Albany, NY.

**NEXT BOARD MEETING IS THURSDAY, February 21, 2019 at 6:00 pm**