

Walworth-Seely Public Library
Board of Trustees Meeting
March 12, 2020
APPROVED

- I. Call to Order: Meeting was called to order at 6:03 pm by President Jessica Vance
- II. Roll Call/Attendance
- 1) Library Trustees Present: President Jessica Vance, Vice President David Teesel (arrived at 6:25 pm), 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, Patron Tom Camp

III. Adoption of current meeting agenda

MOTION: Trustee Britt motioned to approve the current agenda of the March 12, 2020 Board Meeting as revised. Seconded by Trustee Culver. Motion carried.

YES: 4/4: Trustee Vance, 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 February 13, 2020

MOTION: Trustee Britt motioned to approve the prior minutes of the Library Board of February 13, 2020 Board Meeting as presented. Seconded by Trustee Culver. Motion carried.

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

V. Period of Public Expression

- 1) Tom Camp, WSPL Patron requested that the Board consider changing the hold shelf and loan time for new DVD releases.
- 2) Mr. Camp stated that with the current policy, a new DVD can remain on the hold shelf for 7 days and then the patron can borrow it for 7 days. Doing so could potentially only allow 2 patrons a month to see a new release if the patrons use the maximum hold shelf time and loan time.
- 3) Mr. Camp suggested that a 3 day hold shelf time and 4 day loan time would allow more patrons access any desirable new releases.

Walworth-Seely Public Library
Board of Trustees Meeting
March 12, 2020
APPROVED

VI. Friends of the WSPL report (Friend's President Lou Villanova)

- 1) The Friends gave a check in the amount of \$137.19 to WSPL to cover the cost of the Winter Reading Challenge prizes
- 2) The status of the upcoming April book sale is under review due to the Coronavirus. A decision will be made within the next few weeks as to whether or not the book sale will be cancelled
- 3) For the time-being, the book sale is scheduled to occur at 5:30 pm April 22 (member preview sale), and April 23-25.

VII. Town Board Liaison Report (Councilman Scott Bryson)

- 1) The front entry doors to the Town Building have been repaired so chaining the doors is no longer necessary
- 2) The Recreation Department will include Library activities on the Town calendar
- 3) The Town Planning Board does not need to see construction plans for the Library expansion. Supervisor Jacobs and the Town Board will review and sign off on the plans
- 4) New building codes will go into effect on May 12, 2020. Anything on Norm Druschel's desk before May 12, 2020 will fall under the current building codes.

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 Monthly Budget Summary- Report of receipts, disbursements and bank reconciliations for February 2020

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

**Walworth-Seely Public Library
Board of Trustees Meeting
March 12, 2020
APPROVED**

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

2) Approval of vouchers for February 2020

MOTION: Trustee Culver motioned to approve the February 2020 vouchers for 24 items totaling \$7238.25 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) Approval of Heveron & Company payment

MOTION: Trustee Culver motioned approve payment of \$2250.00 to Heveron & Company for CPA services rendered through March 9, 2020 services Seconded by Trustee Britt. Motion carried.

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

4) The April 2020 Finance meeting will be held on Monday, April 6, 2020 at 12:15 pm and will include the Bi-Annual Internal Audit.

B. Policy Committee (Trustee Dame)

1) Review of the Document Retention Policy

MOTION: Trustee Teetsel motioned to approve the Document Retention Policy as revised. 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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2) Review of the Volunteer Policy

MOTION: Trustee Dame motioned to approve the Volunteer Policy as presented. Seconded by Trustee Teetsel. Motion carried.

Walworth-Seely Public Library
Board of Trustees Meeting
March 12, 2020
APPROVED

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

NO: 0

C. Personnel Committee (Trustee Teesel)

- 1) President Vance requested that Trustee Teetsel meet with Director Brown to initiate the annual performance review.
- 2) Director Brown will also begin working on the annual staff reviews.

D. Nominating (Trustee Britt) NA

E. Library Improvement Committee (President Vance)

1) Programming Meetings with Emily Steinbacher

- a. Two meetings have been held in March to determine interior wall placement and window and door openings in the renovated and expanded Library space
- b. Two more meetings are planned (March 25 at 10 am and March 31 at 9 am) prior to a review of the proposed plans to be discussed with the Town Board on April 16, 2020.

2) Storage and Off-Site Space Options (Bernie)

- a. Three companies have responded to requests for quotes for storage containers with Viola Storage being the lowest cost.
- b. Two companies have responded to requests for quotes for trailer office space.
- c. The Board requests that a 10'x40' office trailer quote be obtained from A-Verdi for cost comparisons.
- d. The Board requests that Director Brown contact Emily Steinbacher to determine when the Library will need to vacate during the construction.
- e. Director Brown will meet with Jackie VanLare, Recreation Director, to determine the availability of the Lodge for possible use by the Library.

3) LaBella Walk Throughs (Anne)

- a. LaBella sent two teams to do walk throughs, looking at plumbing, electrical etc.

Walworth-Seely Public Library
Board of Trustees Meeting
March 12, 2020
APPROVED

- b. This week, Emily Steinbacher sent the names of firms who can do the Geo-Tech studies. The Board requested that Director Brown obtain quotes from these companies as soon as possible so that the study can be conducted in the very near future.

XI. Old Business

1) Long Range Plan Progress (Trustee Vance)

MOTION: Trustee Britt motioned to approve the Strategic Plan 2020-2022 as revised. Seconded by Trustee Teetsel. Motion carried.

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

NO: 0

- a. With the newly worded Mission, Vision and Core Values in the Strategic Plan, the wording in the ByLaws and the Collection Development Policy needs to be revised.

MOTION: Trustee Teetsel motioned to revised the Bylaws to reflect the updated Mission, Vision and Core Values as outlined in the approved Strategic Plan 2020-2022. Seconded by Trustee Britt. Motion carried.

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

NO: 0

MOTION: Trustee Culver motioned to revise the Collection Development Policy by removing the Mission, Vision and Core Values statement. Seconded by Trustee Teetsel. Motion carried.

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

NO: 0

2) Hotspots

a Auto-renewals

- The Board requested Director Brown to contact PLS to request that Hotspots not be auto-renewed.

Walworth-Seely Public Library
Board of Trustees Meeting
March 12, 2020
APPROVED

b. Mobile Beacon

- Caters to Libraries who lend out Hotspots to patrons.
 - Only works in the US so there is no roaming or accumulating charges
 - Cost for Hotspot device is a one-time charge of \$15 through TechSoup and an annual charge of \$120/yr. The device has a 1 year warranty.
 - Eleven devices can be purchased from TechSoup per fiscal year.
 - If the device needs to be replaced, can do so for a charge of under \$60.00
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- 1) The Board requests that Director Brown to find out what constitutes the fiscal year for the purchase of devices
 - 2) How easy is it to suspend and restart service if a patron does not return the device
 - 3) The Board authorizes Director Brown to purchase 11 new devices for a trial period of 60 days. If after that time, the service is not adequate or there are problems, we can cancel with Mobile Beacon. If service proves satisfactory, then we will cancel our Hotspot account with Verizon which is more costly.

XII. New Business

1) Annual Report to the Community

MOTION: Trustee Teetsel motioned to approve the Annual Report to the Community as presented by Director Brown. Seconded by Trustee Britt. Motion carried.

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

NO: 0

2) Adjustment of Trustee Terms

MOTION: Trustee Britt motioned to decrease the term of Trustee Britt by one year to 12/31/2021 and increase the term of Trustee Culver by two years to 12/31/2025 in order to stagger ending terms to one per year as

**Walworth-Seely Public Library
Board of Trustees Meeting
March 12, 2020
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**recommended by The Pioneer Library System. Seconded by Trustee Teetsel
Motion carried.**

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

NO: 0

**NOTE: Trustee Britt and Trustee Culver will need to take an oath in the Town
Clerk's office before the next Board meeting.**

3) Discussion of COVID-19 Response Plan (Director Brown)

- A preparedness plan was discussed.
- At present sanitizing occurs daily focusing on surfaces being touched (door handles, screens, keyboards and the circulation desk).
- Good hygiene practices and common sense are key.
- If staff is ill, they will not report to work.

XIII. Adjournment

**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:

- April Finance Committee meeting will be held *Monday, April 6, 2020 at 12:15 pm*
- Spring into Spring! Week will be April 6-13. Programs will be held eachday with various spring themed activities while kids are on break from school.
- Director Brown will be out of the office from Monday, April 6 through Friday, April 10
- The Friends of WSPL are scheduled to hold their Spring Book Sale April 23-25 with donation drop off on April 21-22. Decision as to whether or not the Spring Sale will occur is still pending.
- A meeting with the Walworth Town Board will be requested for April 16, 2020

Walworth-Seely Public Library
Board of Trustees Meeting
March 12, 2020
APPROVED

The next regular Board Meeting will be Thursday, April 9, 2020 at 6:30 pm