

Walworth-Seely Public Library
Board of Trustees Meeting
September 10, 2020
APPROVED

- I.** Call to Order: Virtual GoToMeeting was called to order at 6:31 pm by President Jessica Vance
- II.** Roll Call/Attendance
- 1) Library Trustees Present via Virtual GoToMeeting: President Jessica Vance, Vice President David Teetsel , Financial Officer Anne Culver, Trustee Carol Dame and Secretary Drew Britt
 - 2) Library Staff Present via Virtual GoToMeeting: Library Director Anne Brown and Library Assistant Bernie Maurer
 - 3) Others Present via Virtual GoToMeeting: Town Councilman and Liaison to the Library Scott Bryson
 - 4) Others Absent: President of the Friends of WSPL Lou Villanova
- III.** Adoption of current meeting agenda
- MOTION: Trustee Teetsel motioned to approve the current agenda of the September 10, 2020 Board Meeting as presented. Seconded by Trustee Dame. Motion carried.**
- YES: 5/5: Trustee Vance, Trustee Dame, Trustee Culver, Trustee Teetsel and Trustee Britt**
- NO: 0**
- IV.** Approval of prior meeting minutes
- A. Approval of prior meeting minutes of the August 13, 2020 Library Board of Trustees
- MOTION: Trustee Teetsel motioned to approve the prior minutes of the Library Board of August 13, 2020 Board Meeting as presented. Seconded by Trustee Dame. Motion carried.**
- YES: 5/5: Trustee Vance, Trustee Dame, Trustee Culver, Trustee Teetsel and Trustee Britt**
- NO: 0**

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- V. Period of Public Expression- NA
- VI. Friends of the WSPL report (Friend's President Lou Villanova) NA
- VII. Town Board Liaison Report (Councilman Scott Bryson)
 - 1) Councilman Bryson met with Supervisor Jacobs and she would like a follow-up meeting with Director Brown and President Vance regarding the Library Budget Proposal in the near future. Councilman Bryson will attend this meeting as well.
 - 2) Councilman Bryson will follow up with the town about the Library needing an invoice for this year's rent which is due and an invoice for the Library's share of the NYS Retirement.
- 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 August 2020

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

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

NO: 0

- 2) Approval of vouchers for August 2020

MOTION: Trustee Culver motioned to approve the August 2020 pre-paid vouchers for 28 items totaling \$11,352.32 as described on the prepared abstract. Seconded by Trustee Dame. Motion carried.

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

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NO: 0

3) 2021 OWWL2Go Funding Commitment

MOTION: Trustee Teetsel motioned to commit \$4,000.00 for OWWL2Go Funding for 2021, to be made in two payments (January 2021 and July 2021). Seconded by Trustee Dame. Motion carried.

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

NO: 0

4) 2020 YTD & Allocated Funds

- a. Library income for 2020 has been reduced due to COVID.
- b. The only guaranteed funding will be from the two school districts which amounts to \$16,000.
- c. NYS Retirement has not been paid for 2020 which will affect the bottom line.
- d. If Library hours are expanded, that will further reduce the bottom line.

5) The Bi-Annual Audit will be postponed until the October Finance meeting

6) The October 2020 Finance Meeting will be held in person on Tuesday, October 6, 2020 at 11:30 am

B. Policy Committee (Trustee Dame)

1) Review of the Debit Card Policy

MOTION: Trustee Dame motioned to accept the Debit Card Policy as presented. Seconded by Trustee Teetsel. 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 Electronic Banking Policy

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MOTION: Trustee Dame motioned to accept the Electronic Banking Policy as presented. Seconded by Trustee Teetsel. Motion carried.

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

NO: 0

3) Review of Personnel Policy Manual - postponed

C. Personnel Committee (Trustee Teetsel)

D. Nominating (Trustee Britt) N/A

E. Library Improvement Committee (President Vance)

1) Updates

- i. LaBella has the completed drawings for the expansion. Since NYS has not yet approved Walworth's funds or send a check, ground breaking for the expansion likely will not occur until spring 2021.
- ii. Discussion ensued as to whether drawings would be held until closer to ground breaking or given to Norm Druschel now. It was decided that Director Brown will request that LaBella send paper drawings to Norm Druschel now.

2) Construction Aid Funding Application

- i. An application for construction aid for 2020 has been submitted since 75% in matching funds is available.
- ii. Currently we have \$50,000 in funds when matched will result in approximately \$155,000 for the 2020 project.
- iii. Since Walworth did not receive their full 75% in matching funds from the 2019 application, any funds that were not used can be pulled from that application and applied to 2020 to obtain additional matching funds.
- iv. This will allow the furniture package to be added to the 2020 Construction Aid Funding Application.

MOTION: Trustee Teetsel motioned to allow President Vance to sign the Assurances Form required as part of the Construction Aid Application. Seconded by Trustee Dame. Motion carried.

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

NO: 0

XI. Old Business

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- 1) Library Reopening Updates (Director Brown)
 - a) Director Brown updated the Board on the amount of business the Library has seen since expanding Library hours to include two evenings per week and providing contactless faxing and copying by appointment.

XII. New Business

- 1) Library Services Plan for the remainder of 2020
 - a) Expanding Services Plan
 1. Trustees discussed the options of adding limited browsing and computer use by appointment.
 2. Requiring a mask in the library and sanitizing hands prior to entering the library and prior to exiting the library will be a requirement.
 3. Monitoring the percentage of positive cases of COVID in the community as schools reopen will be key to determining if Library services can be expanded in October 2020. As long as there is not a significant uptick in cases, limited browsing and computer use by appointment will be added starting around October 5, 2020.
 4. This plan will be shared with Supervisor Jacobs.
 - b) Emergency Closing Criteria & Plan
 1. The policies that were created in response to COVID-19 will be reviewed by Director Brown and suggested modifications will be discussed with the Board to create the Emergency Closing Criteria and Plan
 - c) Materials Quarantine Period (REALM research)
 1. Director Brown shared the newest research on quarantining materials and discussion ensued.
 2. The Board agreed that the current 72 hour quarantining of any returned materials seems prudent and concluded that there is no need to change this procedure.

XIII. Adjournment

Trustee Teetsel motioned to adjourn the meeting at 8:02 pm. 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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IMPORTANT DATES:

- October Finance Committee meeting will be **held in person** on Tuesday, October 6, 2020 at 11:30 am.

The next regular Board Meeting will be Thursday, October 8, 2020 at 6:30 pm