

**Walworth-Seely Public Library
Board of Trustees Meeting
And Annual Joint Meeting with the Friends of WSPL
January 9, 2020
APPROVED**

- I. Call to Order: Meeting was called to order at 6:31 pm by President Jessica Vance
- II. Roll Call/Attendance
 - a. Library Trustees Present: President Jessica Vance, Vice President David Teesel, Financial Officer Anne Culver, Trustee Carol Dame
 - b. Library Trustees Absent: Secretary Drew Britt,
 - c. Library Staff Present: Library Director Anne Brown and Library Assistant Bernie Maurer
 - d. Others Present: President of the Friends of WSPL Lou Villanova; Vice-President of the Friends Dorothy French, Treasurer of the Friends Kitty Meier, Secretary of the Friends Susan Holstrom, Book Sales Chair Linda Knight, Town Councilman and Liaison to the Library Scott Bryson
- III. Adoption of current meeting agenda

MOTION: Trustee Teetsel motioned to approve the agenda of the January 9, 2020 Board Meeting as revised. Seconded by Trustee Culver. Motion carried.
YES: 4.4: Trustee Vance, Trustee Teetsel, Trustee Dame and Trustee Culver
NO: 0
- IV. Approval of prior meeting minutes of the December 12, 2019 Board of Trustees Meeting

MOTION: Trustee Teetsel motioned to approve the minutes of the December 12, 2019 Board Meeting as submitted. Seconded by Trustee Dame. Motion carried.
YES: 4.4: Trustee Vance, Trustee Teetsel, Trustee Dame and Trustee Culver
NO: 0
- V. Period of Public Expression NA
- VI. Friends of the WSPL report (Friend's President Lou Villanova)
 - a. JOINT MEETING OF THE BOARD AND THE FRIENDS OF WSPL
 - 1) Book Sale Dates for Spring and Fall 2020 are: April 20-25, 2020 and October 26-31, 2020.

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- 2) There now are books on display in the library for which patrons can make a donation.
- 3) The Friends will purchase a scanner so that Linda Knight can scan books for websales.
- 4) The Friends reimbursed the Library in the amount of \$208.37 for the Holiday Party held on Saturday, December 21st
- 5) Fundraising efforts for construction has resulted in a total of \$1,903.96 from cash, checks and GoFundMe donations for the construction fund.
- 6) President Villanova requested a monthly printout of the Library's profit & loss and balance sheets.

- b. Discussion of MOU between the Library Board of Trustees and Friends of WSPL

Two minor revisions were suggested and agreed upon by both the Friends and the Board of Trustees.

MOTION: Trustee Culver motioned to sign the renewal Memorandum of Understanding between the Walworth-Seely Public Library Board of Trustees and the Friends of the Walworth-Seely Public Library for 2020 as amended. Seconded by Trustee Dame. Motion carried.

**YES: 4.4: Trustee Vance, Trustee Teetsel, Trustee Dame and Trustee Culver
NO: 0**

VII. Town Board Liaison Report (Councilman Scott Bryson)

- a. Councilman Bryson asked how he can best serve as liaison. The Board of Trustees shared that his presence at Library Board meetings, communicating pertinent information from the Town Board meetings to the Trustees and communicating pertinent information from the Library Trustees to the Town are the primary needs.
- b. Contact information for Councilman Bryson is as follows:
Email: sbryson@townofwalworthny.gov
ms515bryson@gmail.com
Cell phone: 585-362-7274

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- c. President Vance stated that the Board of Trustees roster will be updated and sent out to Councilman Bryson as well as other regular attendees of the Library Board meetings.

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 the monthly budget summary and report of receipts, disbursements and bank account reconciliations for December 2019.

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

**YES: 4.4: Trustee Vance, Trustee Teetsel, Trustee Dame and Trustee Culver
NO: 0**

- 2) Approval of December 2019 vouchers as described on the abstract.

MOTION: Trustee Culver motioned to approve the December 2019 vouchers for 31 items totaling \$6,747.02 as described on the prepared abstract. Seconded by Trustee Teetsel. Motion carried.

**YES: 4.4: Trustee Vance, Trustee Teetsel, Trustee Dame and Trustee Culver
NO: 0**

- 3) Approval of the 990 tax form and audit for 2019 will take place at the February Board Meeting before submitting it to Heveron & Co.
- 4) There has been an ongoing discussion with Verizon Wireless since September about roaming charges to one of the Hotspots. Because of this issue, other providers are being considered. Mobile Beacon is a provider who specifically works non-profit agencies such as libraries providing 4G service. Director Brown will reach out to Mobile Beacon to ask:
 - a. What is the company's policy on roaming charges? Can roaming charges be prevented by only allowing domestic use or can roaming charges be capped to prevent large bills?
 - b. What if a device is damaged or lost? Will they replace it for \$15?

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- 3) The February 2020 Finance meeting will be held on Thursday, February 6, 2020 at 11:30 am.

b. Policy Committee (Trustee Dame)

- 1) Review of the revised PTO Policy for part-time employees, as outlined in the Personnel Policy

MOTION: Trustee Teetsel motioned to accept the revised PTO policy for part-time employees, as outlined in the Personnel Policy. Seconded by Trustee Dame. Motion carried.

**YES: 4.4: Trustee Vance, Trustee Teetsel, Trustee Dame and Trustee Culver
NO: 0**

- 2) Review of Conflict of Interest Policy. All trustees and staff must sign the Acknowledgement/Certification of the Conflict of Interest Policy & Whistleblower Protection (outlined in the Personnel Policy) annually.

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

**YES: 4.4: Trustee Vance, Trustee Teetsel, Trustee Dame and Trustee Culver
NO: 0**

NOTE: ALL TRUSTEES AND WSPL STAFF WILL SIGN THE CONFLICT OF INTEREST POLICY

c. Personnel Committee (Trustee Teesel)

- 1) Trustee Teetsel inquired if a decision had been made on purchasing mugs with the WSPL logo from the website wadayaneed.com. It was decided that because of space and cost, purchasing would be postponed at this time.

d. Nominating (Trustee Britt) NA

XI. Library Improvement Committee (President Vance)

a. Updates

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- 1) As required by the NYS Library Construction Grant, Requests for Proposals (RFPs) have been sent out via certified mail to six (6) architectural firms.
- 2) The deadline for receipt of these RFPs was 2pm on Thursday, January 9, 2020.
- 3) Four architectural firms responded.

XII. Old Business

a. Cleaning Contract

- 1) Director Brown sent out requests for proposals to several cleaning firms.
- 2) Proposals were discussed with the Board.

MOTION: Trustee Teetsel motioned to hire Mandy Papineau, current staff member, as the cleaner of WSPL for 202 at her current rate of pay, cleaning hours not to exceed 6 hours/week. Seconded by Trustee Dame. Motion carried.

**YES: 4.4: Trustee Vance, Trustee Teetsel, Trustee Dame and Trustee Culver
NO: 0**

b. Long Range Plan Progress

- 1) A temporary plan through the end of construction will be developed.
- 2) Director Brown will ask Executive Director Ron Kirsop if any other libraries have ever developed a temporary plan and, hopefully, obtain some samples.

XIII. New Business

a. Committee Appointments (President Vance)

- 1) Finance – Trustee Culver
- 2) Policy- Trustee Dame
- 3) Personnel – Trustee Teetsel
- 4) Nominating- Trustee Britt
- 5) Library Improvement- Trustee Vance

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- b. Schedule a date for annual Joint Meeting with the Town Board in February 2020
 - 1) Director Brown will communicate with the Supervisor Jacobs and request a joint meeting on February 20, 2020 if possible.
- c. Opening of Architect RFPs
 - 1) Proposals were opened and a Special Meeting of the Board was called to compare and contrast bids. This meeting will be held on Monday, January 13, 2020 at 5pm.

XIV. Adjournment

Trustee Teetsel motioned to adjourn the meeting at 9:36 pm. Seconded by Trustee Culver. Motion carried.

YES: 4.4: Trustee Vance, Trustee Teetsel, Trustee Dame and Trustee Culver

NO: 0

IMPORTANT DATES:

- WSPL will be holding a 50th Birthday Celebration for Sesame Street on Monday, January 20th from 10:30 am-12:00 pm
- A Martin Luther King Jr. documentary with pizza lunch will be shown on Monday January 20th at 12:30 pm
- February Finance Committee meeting is scheduled for Thursday February 6 at 11:30 am

A Special Board Meeting to discuss Library Improvement will be held Monday, January 13, 2020 at 5:00 pm

The next regular Board Meeting will Thursday, February 13, 2020 at 6:30 pm

Walworth-Seely Public Library
Board of Trustees Special Meeting
January 13, 2020
APPROVED

- I. Call to Order: Meeting was called to order at 5:00 pm by President Jessica Vance
- II. Roll Call/Attendance
 - a. Library Trustees Present: President Jessica Vance, Vice President David Teesel, Financial Officer Anne Culver, Trustee Carol Dame, Secretary Drew Britt
 - b. Library Staff Present: Library Director Anne Brown and Library Assistant Bernie Maurer
- III. Adoption of current meeting agenda

MOTION: Trustee Teetsel motioned to approve the agenda of the January 13, 2020 Board Meeting as presented. Seconded by Trustee Britt. Motion carried.
YES: 5:5: Trustee Vance, Trustee Teetsel, Trustee Dame, Trustee Culver and Trustee Britt
NO: 0

Specific Purpose of the Special Meeting: Discuss items pertaining to the Library Improvement Project and any detail/timelines/issues involved

- IV. Period of Public Expression NA
- V. Review and Discussion of Architect Proposals received and publically opened 1/9/2020
 - 1) The Board looked at each proposal submitted by four architectural firms (MRB Group, BERO Architecture, Passero Associates, and LaBella and Associates) comparing and contrasting costs, past projects, and staffing.

MOTION: Trustee Teetsel motioned to award the contract for architectural services and Clerk of the Works to LaBella and Associates based upon their competitive bid, staffing, and knowledge of the Town of Walworth and understanding of the Library Improvement Project. Seconded by Trustee Dame. Motion carried.
YES: 5:5: Trustee Vance, Trustee Teetsel, Trustee Dame, Trustee Culver and Trustee Britt
NO: 0

- VI. Discussion of bank accounts that will be used to fund the Library Expansion.

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- 1) Discussion of Lyons Bank CDs (that reach maturity on 1/24/2020)

MOTION: Trustee Britt motioned to extend the Lyons National Bank CD in the amount of \$100,000.00 for an additional three (3) months and to extend the Lyons National Bank CD in the amount of \$175,000.00 for an additional 6 months. Seconded by Trustee Dame. Motion carried.

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

NO: 0

- 2) Discussion of maintaining a separate checking account to pay for services associated with the Library Expansion

MOTION: Trustee Culver motioned to open a new LNB checking account with funds in the LNB reserve savings account for bills associated with the library improvement project and construction. Seconded by Trustee Dame. Motion carried.

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

NO: 0

VII. Discussion of Town Joint Meeting Date

- 1) The annual joint meeting of the WSPL Board of Trustees and the Town Board of Walworth will be held on Thursday, February 6, 2020 at 6:30 pm in the Town Meeting Room.
- 2) In preparation for the joint meeting, a Library Improvement meeting will be scheduled with LaBella and Associates for Monday, January 20, 2020 at 6:00 pm. At that time a project timeline will be developed.

NOTE: Trustee Carol Dame left the meeting at 6:50 pm for a previously scheduled engagement.

VIII. Adjournment

MOTION: Trustee Teetsel motioned to adjourn the meeting at 7:04 pm. Seconded by Trustee Britt. Motion carried.

YES: 4:4: Trustee Vance, Trustee Teetsel, Trustee Culver and Trustee Britt

NO: 0

Walworth-Seely Public Library
Special Meeting of the WSPL Board of Trustees
Library Improvement Meeting
January 20, 2020
APPROVED

- I. Call to Order: Meeting was called to order at 6:02 pm by President Jessica Vance
- II. Roll Call/Attendance
 - a. Library Trustees Present: President Jessica Vance, Vice President David Teetsel, Financial Officer Anne Culver, Trustee Carol Dame
 - b. Library Trustees Absent: Secretary Drew Britt,
 - c. Library Staff Present: Library Director Anne Brown and Library Assistant Bernie Maurer
 - d. Others Present: Project Manager from Labella Associates Emily Steinbacher
 - e. Others Absent: President of the Friends of WSPL Lou Villanova and Town Councilman and Liaison to the Library Scott Bryson
- III. Adoption of current meeting agenda

MOTION: Trustee Teetsel motioned to approve the agenda of the January 20, 2020 Library Improvement Meeting as presented Seconded by Trustee Culver. Motion carried.

YES: 4.4: Trustee Vance, Trustee Teetsel, Trustee Dame and Trustee Culver
NO: 0

SPECIFIC PURPOSE OF THE SPECIAL MEETING:

Discuss items pertaining to the Library Improvement Project and any detail/timelines/issues involved

- IV. Period of Public Expression NA
- V. Discussion of WSPL Library Improvement Project and drafting of Project Timeline with Emily Steinbacher of Labella Associates
 - a. Key dates were discussed including
 - 1) Joint meeting of the WSPL Board of Trustees with the Walworth Town Board on February 6, 2020
 - 2) Renderings of the Project to be available March/April 2020 for review with the Town
 - 3) Construction documents needed by July 2020

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- b. Emily reviewed documents/testing needed
 - 1) SEQR – Director Brown completed the short form (SEF); confirm nothing additional is needed
 - 2) SHIPO – not a historical building so not needed
 - 3) GEOTECH Report –
 - (1) Soil testing is required
 - (2) Emily S. will give us names of companies who will do Geotech Report and estimated costs
 - 4) Environmental Report
 - (1) Asbestos/HASMAT testing
 - (2) Emily will provide a quote from LaBella
 - (3) Trustee Teetsel also has a contact
- c. Emily S. suggested meetings every week or every other week initially to look at the design and interior
- d. Labella will come out to do existing documentation (measurements, etc) before February 6, 2020
- e. With current funding, the focus will be on a 1400 sq. ft. expansion
- f. Documentation of the existing building (HVAC, Electrical, architectural drawings are needed by 1/27/2020 for the Labella Team. Director Brown will request this information from Norman Druschel, Town of Walworth Building Inspector
- g. A Timeline Meeting will be scheduled for Wednesday, January 29, 2020 at 4:30 pm

VI. Signature Cards

- a. LNB Bank signature cards were signed by the four authorized signers (Director Brown, President Vance, Financial Officer Culver, and former Financial Officer Dame)

VII. Adjournment

Trustee Teetsel motioned to adjourn the meeting at 7:47pm. Seconded by Trustee Culver. Motion carried.

**YES: 4.4: Trustee Vance, Trustee Teetsel, Trustee Dame and Trustee Culver
NO: 0**

**Walworth-Seely Public Library
Special Meeting of the WSPL Board of Trustees
Library Improvement Meeting
January 20, 2020
APPROVED**

IMPORTANT DATES:

- Special Meeting Library Improvement Committee
Wednesday, January 29, 2020 at 4:30 pm in the Library Program Room
- Thursday, February 6, 2020 Joint Meeting
WSPL Board of Trustees and the Walworth Town Board.

The next regular Board Meeting will Thursday, February 13, 2020 at 6:30 pm

Walworth-Seely Public Library
Special Meeting of the WSPL Board of Trustees
Library Improvement Meeting
January 29, 2020
APPROVED

- I. Call to Order: Meeting was called to order at 4:30 pm by President Jessica Vance
- II. Roll Call/Attendance
 - a. Library Trustees Present: President Jessica Vance, Trustee Carol Dame, Secretary Drew Britt
 - b. Library Trustees Absent: Vice President David Teetsel and Financial Officer Anne Culver
 - c. Library Staff Present: Library Director Anne Brown and Library Assistant Bernie Maurer
 - d. Others Present: Project Manager from Labella Associates Emily Steinbacher, Resident and Friend of the Library Judy Markowski
 - e. Others Absent: President of the Friends of WSPL Lou Villanova and Town Councilman and Liaison to the Library Scott Bryson
- III. Adoption of current meeting agenda

MOTION: Trustee Britt motioned to approve the agenda of the January 29, 2020 Library Improvement Meeting as presented. Seconded by Trustee Dame. Motion carried.

YES: 3/3: Trustee Vance, Trustee Dame and Trustee Britt

NO: 0

SPECIFIC PURPOSE OF THE SPECIAL MEETING:

Discuss items pertaining to the Library Improvement Project and any detail/timelines/issues involved

- IV. Period of Public Expression NA
- V. Discussion of WSPL Library Improvement Project and drafting of Project Timeline with Emily Steinbacher of Labella Associates
 - 1) Key dates were reviewed in preparation for the joint meeting of the WSPL Board of Trustees with the Walworth Town Board on February 6, 2020
 - 2) Dates requiring Town Board approval were noted

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- b. Emily will:
 - 1) Meet with Michael Simon and Norm Druschel on Friday, January 31, 2020 to discuss the Library Improvement Project
 - 2) Send a scan of the existing building at 3600 Lorraine Dr. (HVAC, Electrical, architectural) to Director Brown
 - 3) Send an updated copy of the milestone schedule to Director Brown for the Town Board meeting on February 6, 2020
 - 4) Send names of firms who are recommended to perform the GEOTECH and Hazmat reports
 - 5) Prepare a rendering of the 1300-1400 sq. ft. exterior for the joint meeting with the Town Board
 - 6) Attend the joint meeting of the Library Board of Trustees and the Town of Walworth Board in order to answer any questions about the milestone schedule that has been prepared.
- c. A Program meeting will be held on Thursday, March 5, 2020 at 12:30 pm in the Library Program Room

VI. Adjournment

Trustee Britt motioned to adjourn the meeting at 5:25 pm. Seconded by Trustee Dame. Motion carried.

YES: 3/3: Trustee Vance, Trustee Dame and Trustee Britt

NO: 0

IMPORTANT DATES:

- Thursday, February 6, 2020 Joint Meeting
WSPL Board of Trustees and the Walworth Town Board.
- Program meeting with Emily Steinbacher on Thursday, March 5, 2020 at 12:30 pm (following the Finance Meeting scheduled for 11:30 am)

The next regular Board Meeting will Thursday, February 13, 2020 at 6:30 pm

APPROVED Minutes of WSPL Finance Committee

Thursday, February 6, 2020

1. Meeting called to order by President Jessica Vance at 11:30 am
2. Roll Call: President Vance, Finance Officer Anne Culver, Trustee Carol Dame, Library Director Anne Brown, Bookkeeper Bernie Maurer
3. Review of Financial Documents for End of Year (EOY 19) and January 2020
4. Operating Funds Bank Balances: as of 2/5/2020
 - a. LNB Operating Checking: \$21,736.87
 - b. LNB EFT Checking: \$26,803.34
 - c. LNB Operating Savings: \$7913.03
 - d. Citizens Checking: \$4903.80
 - e. CD#1 – Matured 1/24/2020 - \$101,723.61
 - f. CD#2 – Matured 1/24/2020 - \$178,016.32

MOTION: Trustee Culver motioned to transfer \$14,736.00 from LNB Operating Checking to the LNB Construction Reserve Savings Account. Seconded by Trustee Dame. Motion carried.

YES: 3/3: Trustee Vance, Trustee Culver, Trustee Dame

NO: 0

MOTION: Trustee Culver motioned to transfer \$18,000.00 from the LNB EFT Checking to the LNB Construction Reserve Savings Account. Seconded by Trustee Dame. Motion carried.

YES: 3/3: Trustee Vance, Trustee Culver, Trustee Dame

NO: 0

MOTION: Trustee Culver motioned to transfer \$7413.00 from the LNB Operating Savings to the LNB Construction Reserve Savings Account. Seconded by Trustee Dame. Motion carried.

YES: 3/3: Trustee Vance, Trustee Culver, Trustee Dame

NO: 0

MOTION: Trustee Dame motioned to roll over the LNB CD#1 in the amount of \$101,723.61 into a 12 month CD with an interest rate of .90. Seconded by Trustee Culver. Motion carried.

YES: 3/3: Trustee Vance, Trustee Culver, Trustee Dame

NO: 0

MOTION: Trustee Dame motioned to roll over the LNB CD#2 in the amount of \$178,016.32 into a 12 month CD with an interest rate of .90. Seconded by Trustee Culver. Motion carried.

YES: 3/3: Trustee Vance, Trustee Culver, Trustee Dame

NO: 0

5. Adjournment
 - a. The meeting was adjourned at 1:30 pm

JOINT WALWORTH TOWN BOARD AND WALWORTH-SEELY LIBRARY MEETING

2/6/2020

Town Board Members Present: Susie Jacobs, Amber Linson, Cody Phillips, Scott Bryson,

Town Board Members Absent: Karel Ambroz

Other Town Employees Present: Aimee Phillips-Lomb, Phil Williamson, Barb Goulette, Norm Druschel

Library Board Members Present: Jessica Vance, Carol Dame, Drew Britt, Anne Culver

Library Board Members Absent: David Teetsel

Library Staff Present: Anne Brown and Bernie Maurer

Others: Emily Steinbacher from LaBella

Following the Town Board roll call and pledge, Supervisor Jacobs turned the meeting over to Library Board President Jessica Vance.

President Vance

- Reflected that a recent Gallup poll indicates that trips to US Libraries outpace visits to movies, museums and zoos. Libraries are alive and well!
- Informed the Town Board that there was a RFP for architects for the Library project and the bid proposals were opened at a public meeting in January 2020
- Stated that LaBella has been awarded the contract for the Walworth-Seely Library project
- Showed the exterior conceptualization to the Town Board and requested the town's input on the color choice for the exterior (Supervisor Jacobs stated that this would be up to the Town Planning Board and Norm Druschel, code inspector, stated that there is no code for the color choice)
- Advised that the rendering has been scaled back to a 1300 sq ft addition because the Library only will receive about 30% in matching funds from the Library Construction Grant.
- Reviewed the Milestones (dates that the decisions need to be made) with the Town Board
- Stated that by mid- to the end of May, the final bid documents will be prepared and approval is needed by 7/16/2020
- The plan is to break ground in early Fall 2020

Supervisor Jacobs

- Will review with Town Attorney, Don Young, regarding whether or not a resolution will be required by the Town Board for the final construction bid approval of the WSPL Renovation and Addition, however, her understanding of the construction agreement is that she will be the person to sign-off on anything which negates the need for the Town Board to review and approve.
- Stated that her sign-off is pending agreement from Norm Druschel and the Town Engineer that all building codes have been satisfactorily met.
- Requested that for meetings about the interior, she and Library Liaison, Scott Bryson be invited to any meetings. In addition, please keep Norm Druschel in the loop.
- Opened up the floor for questions from other Town members.

Norm Druschel

- Asked how soon he can review bid documents.
- Stated he needed to review documents as soon as possible and requested that he receive documents prior to 5/7/2020.
- Wants to know where the interior walls will be constructed and the size of the rooms within the Library to determine occupancy loads.

Emily Steinbacher

- Stated that she will send out documents for review by 5/7/2020 and Norm Druschel will have a week to review and comment in writing.
- Assured the Town Board and Norm Druschel that a full code review will be performed.
- Stated that Norm Druschel will be copied in on all communications to keep him in the loop.
- Stated that Mike Simon, Town Engineer, will perform a site review.

Other Questions and Comments

From a library patrons attending the meeting

- The Library does a great job and the programs are important to patrons. Will the Library still operate programs during the construction?
- How much more money is needed to expand up to 1900 sq ft?

Responses:

- It is anticipated that for 4-8 weeks, the library will need to find an alternate site to hold programs and be a location for patrons to pick up and drop off materials. The Library Director is beginning this search for an alternate site.

- Supervisor Jacobs stated that unfortunately, the Town Meeting room is not an option for an alternate site because it's availability cannot be guaranteed each day due to meetings.
- President Vance stated that about an additional \$130K would be needed to construct the 1900 sq ft addition. Fundraising efforts will continue and any funds taken in will go toward this or future Library Improvement Projects.
- If a future expansion is needed, the possibility of expanding to the south still would remain.

The meeting was adjourned at 7:20 pm by Supervisor Jacobs

Walworth-Seely Public Library
Board of Trustees Meeting
February 13, 2020
APPROVED

- I. Call to Order: Meeting was called to order at 6:31 pm by President Jessica Vance
- II. Roll Call/Attendance
 - 1) Library Trustees Present: President Jessica Vance, Vice President David Teesel, 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

III. Adoption of current meeting agenda

MOTION: Trustee Britt motioned to approve the current agenda of the February 13, 2020 Board Meeting as presented. Seconded by Trustee Teetsel. Motion carried.

YES: 5/5: Trustee Vance, Trustee Teetsel, 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 January 9, 2020

MOTION: Trustee Teetsel motioned to approve the prior minutes of the Annual Joint Meeting of the Friends of WSPL and the Library Board of January 9, 2020 Board Meeting as presented. Seconded by Trustee Britt. Motion carried.

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

NO: 0

- B. Approval of prior meeting minutes of Special Meeting of January 13, 2020

MOTION: Trustee Teetsel motioned to approve the prior Special Meeting minutes January 13, 2020 Board Meeting as presented. Seconded by Trustee Britt. Motion carried.

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

NO: 0

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C. Approval of prior meeting minutes of Special Meeting of January 20, 2020

MOTION: Trustee Teetsel motioned to approve the prior Special Meeting minutes January 20, 2020 Board Meeting as presented. Seconded by Trustee Culver. Motion carried.

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

NO: 0

D. Approval of prior meeting minutes of Special Meeting of January 29, 2020

MOTION: Trustee Culver motioned to approve the prior Special Meeting minutes January 29, 2020 Board Meeting as presented. Seconded by Trustee Dame. Motion carried.

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

NO: 0

E. Approval of Finance Meeting minutes of February 6, 2020

MOTION: Trustee Dame motioned to approve the minutes of the Finance Meeting of February 6, 2020 as presented. Seconded by Trustee Culver. Motion carried.

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

NO: 0

F. Approval of prior meeting minutes of Annual Joint meeting of the Town Board and the Library Board of February 6, 2020

MOTION: Trustee Culver motioned to approve the minutes of the Annual Joint Meeting of the Town Board and the Library Board held February 6, 2020 as presented. Seconded by Trustee Dame. Motion carried.

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

NO: 0

V. Period of Public Expression NA

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

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- 1) Book Sale Dates for the Spring Sale is April 23-25, 2020.
- 2) The Friends have moved \$50,000.00 into a 6-month CD in anticipation of the Library renovation slated for Fall 2020.
- 3) The next meeting of the Friends of WSPL will be Thursday, April 16, 2020 at 12:00 noon.

VII. Town Board Liaison Report (Councilman Scott Bryson)

- 1) Councilman Bryson asked how he can best serve as liaison. The Board of Trustees shared that his presence at Library Board meetings, communicating pertinent information from the Town Board meetings to the Trustees and communicating pertinent information from the Library Trustees to the Town are the primary needs.
- 2) Councilman Bryson will confirm whether or not the Town Board will need sign off on construction or if the Town Attorney has determined that Supervisor Jacobs will sign off.

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 report of receipts, disbursements and bank account reconciliations for End of Year 2019 (EOY19).

MOTION: Trustee Culver motioned to accept the reports of receipts, disbursements and bank account reconciliations for End of Year 2019 (EOY19). Seconded by Trustee Teetsel. Motion carried.

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

NO: 0

- 2) Approval of vouchers for End of Year 2019

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Board of Trustees Meeting
February 13, 2020
[APPROVED](#)**

MOTION: Trustee Culver motioned to approve the End of Year 2019 (EOY19) vouchers for 14 items totaling \$3353.93 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) Presentation of Monthly Budget Summary- Report of receipts, disbursements and bank reconciliations for January 2020

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

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

NO: 0

- 4) Approval of vouchers for End of Year 2019

MOTION: Trustee Culver motioned to approve the January 2020 vouchers for 13 items totaling \$5,807.92 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

- 5) Reserve Funds
a. Helming Bullet Aid 17-18 GL 422

MOTION: Trustee Culver motioned expend \$2500 for Nichols Construction estimate and \$3000 for LaBella Architect from the Helming 17-18 reserve for services rendered in 2019. Seconded by Trustee Dame. Motion carried.

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

NO: 0

- b. Helming Bullet Aid 18-19 GL 423

MOTION: Trustee Culver motioned expend \$2898.69 from the Helming 18-19 reserve for the cost of the mobile Hot Spots for 2019. Seconded by Trustee Teetsel. Motion carried.

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

c. STEAM Lab Reserve GL 404

MOTION: Trustee Culver motioned expend \$1,683.50 from the STEAM Lab Reserve to pay for a portion of the cost of the AWE computer in 2019 and to zero out GL 404 reserve fund. Seconded by Trustee Dame. Motion carried.
YES: 5/5: Trustee Vance, Trustee Teetsel, Trustee Dame, Trustee Culver and Trustee Britt
NO: 0

- 6) Approval to submit all pertinent data to Heveron & CO. CPAs to complete the 990 tax form for 2019

MOTION: Trustee Culver motioned to approve submission of all pertinent data to Heveron & Co. CPAs to complete the 990 for 2019. Seconded by Trustee Dame. Motion carried.
YES: 5/5: Trustee Vance, Trustee Teetsel, Trustee Dame, Trustee Culver and Trustee Britt
NO: 0

- 7) The Finance Committee decided to roll over the 2 CDs which matured at the end of January 2020 into two new 12 month CDs.

- 8) The March 2020 Finance meeting will be held on Thursday, March 5, 2020 at 11:30 am

B. Policy Committee (Trustee Dame)

1. Review of the Document Retention Policy – tabled until March

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C. Personnel Committee (Trustee Teesel) NA

D. Nominating (Trustee Britt) NA

E. Library Improvement Committee (President Vance)

1) HazMat Testing Contract

MOTION: Trustee Teetsel motioned to contract with LaBella to conduct the required HazMat testing with cost not to exceed \$3,500.00. Seconded by Trustee Britt. Motion carried.

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

NO: 0

XI. Old Business

A. Long Range Plan Progress

1. A draft is being worked on currently which will cover the period of the Library renovation/expansion.
2. The draft will be sent to Ron Kirsop, Executive Director of Pioneer Library System for review and comment.

XII. New Business

A. Approval of the NYS Annual Report as submitted to PLS

MOTION: Trustee Teetsel motioned to approve the NYS Annual Report as prepared by Director Brown and submitted to Pioneer Library System. Seconded by Trustee Culver. Motion carried.

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

NO: 0

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B. Approval of the AUD for 2019

MOTION: Trustee Culver motioned to approve the AUD for 2019 as prepared by Director Brown. Seconded by Trustee Dame. Motion carried.

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

NO: 0

XIII. Adjournment

Trustee Teetsel motioned to adjourn the meeting at 7:32 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:

- February Break programs will be held from February 15 – 21 with the theme “Everyday is Something at the Library.” Each day will have a different theme including an escape room, crafts, movies, snacks, scavenger hunt, games, Brick Masters
- Library Advocacy Day is *Tuesday, February 25* in Albany, NY. Director Brown and any interested Trustees will be attending
- March Finance Committee meeting will be held *Thursday, March 5* at 11:30 am
- The Library Improvement Committee will meet on *Thursday, March 5* at 12:30 pm

The next regular Board Meeting will be Thursday, March 12, 2020 at 6:00 pm

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
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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
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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.

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- 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
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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
-
- 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

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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

Walworth-Seely Public Library
Emergency Board of Trustees Meeting
March 24, 2020
APPROVED

- I. Call to Order: Virtual On-line Meeting was called to order at 2:04 pm by President Jessica Vance
- II. Roll Call/Attendance
 - a. Library Trustees Present: President Jessica Vance, Financial Officer Anne Culver, Trustee Carol Dame
 - b. Library Trustees Absent: Vice President David Teesel and Secretary Drew Britt
 - c. Library Staff Present: Library Director Anne Brown and Library Assistant Bernie Maurer
 - d. Others Present: Town Councilman and Liaison to the Library Scott Bryson
 - e. Others Absent: President of the Friends of WSPL Lou Villanova

III. Adoption of current meeting agenda

MOTION: Trustee Culver motioned to approve the current agenda of the Emergency Meeting of the Board, on March 24, 2020, as presented. Seconded by Trustee Dame. Motion carried.

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

Specific purpose of the Emergency Meeting: Discuss items pertaining to the Library closure in response to the COVID-29 pandemic and continuing with financial and virtual library operations

IV. Period of Public Expression NA

V. Finance

- A. Expansion of check signing limits
Concerns regarding timely bill payment in view of Library closing and access to building only one morning per week

MOTION: Trustee Dame motioned to approve payment of the LaBella bill for \$3840.00 for services rendered through February 2020. Seconded by Trustee Culver. Motion carried.

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

- B. Approval of additional OWWL2Go funding to relieve some of the pressure on our digital collections

Walworth-Seely Public Library
Emergency Board of Trustees Meeting
March 24, 2020
APPROVED

MOTION: Trustee Culver motioned to approve a one-time additional \$1,000.00 contribution to OWWL2Go to purchase additional digital resources due to the closure of libraries during the COVID-19 pandemic. Seconded by Trustee Dame. Motion carried.

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

- C. Discussion of reimbursement for personal supplies used to do virtual programming

This will be handled on a case-by-case basis with pre-approval from the Director and providing a receipt for needed purchases

- D. Other Bookkeeping or Financial Concerns
 - a. The Internal Audit to be conducted in April 2020 will be postponed until the Library is reopened
 - b. Heveron and Company will be asked to provide four (4) bound copies of the 990 and external audit for 2019 as well as an electronic copy for Board members
 - c. Transfer of Funds from Reserve Savings to Reserve Checking

MOTION: Trustee Culver motioned to transfer \$10,000.00 from the construction reserve savings account to the construction reserve checking account in order to pay LaBella and Associates. Seconded by Trustee Dame. Motion carried.

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

VI. Operations

- A. Purchase of virtual meeting software subscription
 - a. Director Brown requested that the Board consider purchasing software to allow for virtual meetings to conduct Board Meetings, staff meetings and to offer virtual programming
 - b. Several options were explored by Director Brown and costs reviewed with the Board
 - c. It was determined that a monthly “Go to Meeting” subscription would serve the Library best at this time with cost being only \$19/month.

Walworth-Seely Public Library
Emergency Board of Trustees Meeting
March 24, 2020
APPROVED

B. Staff Work-From-Home Duties

- a. Director Brown reviewed the current status of assignments staff are working on from home during the closure of the Library
 - i. Virtual programs including Story-times, Mother Goose, and Craft programs, providing links for digital resources, adding content to the Pinterest board, checking the Library gmail account and answering questions from patrons, on-line training, and updating the procedural manual

C. Performance Reviews

- a. Director Brown will be working on performance reviews for staff and will conduct 1:1 virtual meetings with each staff member as well as provide a written review

D. Other ideas of Concerns

- a. To prepare for the next Library Board meeting, Bookkeeper Maurer will make an appointment with and drive the vouchers and abstract to Financial Officer Culver and Trustee Dame for their review prior to the April 9th Library Board Meeting
- b. Director Brown welcomed the Board to contact her if any additional ideas or concerns should arise

VII. Town Board Liaison Report (Councilman Scott Bryson)

- a. The Town Board has a conference call meeting every Tuesday and Thursday at 10 am
- b. The Town Supervisor is watching for updates from the Governor regarding the status of closures
- c. There is some thinking that some activities might resume in April depending on the status of the COVID-19 pandemic.
- d. No discussion regarding summer or fall programming has occurred to date.
- e. The Town Clerk is looking into the files to try to locate the Geo-tech data from the 1990s. Liaison Bryson will continue to monitor this with Norm Druschel.

VIII. Adjournment

Trustee Culver motioned to adjourn the meeting at 3:13 pm. Seconded by Trustee Dame. Motion carried.

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

**Walworth-Seely Public Library
Emergency Board of Trustees Meeting
March 24, 2020
APPROVED**

IMPORTANT DATES:

- April Finance Committee meeting will be held virtually sometime after *Monday, April 6, 2020 but before April 9, 2020*

The next regular Board Meeting will be Thursday, April 9, 2020 at 6:30 pm and will be conducted on-line

Walworth-Seely Public Library
Board of Trustees Meeting
April 9, 2020
APPROVED

- I. Call to Order: On-line Meeting was called to order at 6:32 pm by President Jessica Vance
- II. Roll Call/Attendance
 - 1) Library Trustees Present: President Jessica Vance, Vice President David Teesel , 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: Town Councilman and Liaison to the Library Scott Bryson
 - 4) Absent : President of the Friends of WSPL Lou Villanova

III. Adoption of the current meeting agenda

MOTION: Trustee Dame motioned to approve the current agenda of the April 9, 2020 Board Meeting as revised. Seconded by Trustee Culver. 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 the prior meeting minutes of March 12, 2020

MOTION: Trustee Dame motioned to approve the prior minutes of March 12, 2020 Board Meeting as presented. Seconded by Trustee Culver. Motion carried.

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

NO: 0

- B. Approval of Emergency meeting minutes of March 24, 2020

MOTION: Trustee Dame motioned to approve the Emergency Board Meeting minutes of March 24, 2020 as presented. Seconded by Trustee Culver. Motion carried.

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

NO: 0

V. Period of Public Expression NA

Walworth-Seely Public Library
Board of Trustees Meeting
April 9, 2020
APPROVED

VI. Friends' Report (Friends' President Lou Villanova) – NA

VII. Town Board Liaison Report (Councilman Scott Bryson)

A. COVID-19 update for Wayne County NY

- (1) 35 cases county wide reported 2 of which are in Walworth
- (2) Town employee who is asymptomatic has self-quarantined
- (3) State of Town Budget is of concern due to pandemic
- (4) Department Heads are to look over budget and determine where savings can be made in each department. Send recommendations to Supervisor Jacobs by Tuesday 4/14/2020. A goal of \$250,000 in savings is desired.
- (5) Some Wayne County towns are discussing furloughing some staff
- (6) Any communication with Norm Druschel during this time of working from home is recommended by calling his cell phone and then following up with an email
- (7) Some discussion about the interior and exterior renderings of the expansion was held to clarify who would receive what and when.

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 March 2020

MOTION: Trustee Culver motioned to accept the reports of receipts, disbursements and bank account reconciliations for March 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 March 2020

Walworth-Seely Public Library
Board of Trustees Meeting
April 9, 2020
APPROVED

MOTION: Trustee Culver motioned to approve the March 2020 vouchers for 29 items totaling \$7000.35 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) Bi-Annual Audit will be postponed until the library is reopened

4) The May 2020 Finance meeting will be held on Thursday, May 7, 2020 at 11:15 am

B. Policy Committee (Trustee Dame)

1) Review of the Patron Code of Conduct Policy

MOTION: Trustee Dame motioned to approve the Patron Code of Conduct Policy as revised to include virtual programming. Seconded by Trustee Culver. 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 Personnel Policy Manual – Postponed

3) Review of Staff Conference Attendance, Training, and Travel Policy - Postponed

C. Personnel Committee (Trustee Teesel)

- 1) Teetsel will contact Director Brown the week of April 13 to initiate the annual performance review.
- 2) Director Brown will soon begin working on the annual staff reviews.

D. Nominating (Trustee Britt) NA

Walworth-Seely Public Library
Board of Trustees Meeting
April 9, 2020
APPROVED

- E. Library Improvement Committee (President Vance)
- 1) The LaBella team has been meeting with the Library Improvement Committee to work on the interior design of the library
 - 2) An Exterior Rendering will be prepared for Supervisor Jacobs to review early in the week of April 13
 - 3) In addition, an interior sketch with dimensions will be prepared for Norm Druschell since he has requested this for room capacity determination
 - 4) The LaBella team plan to have everything needed for code review and submission of permits by the beginning of May 2020
 - 5) The next meeting of the Library Improvement Committee is scheduled for Friday, April 17, 2020 at 1 pm
 - 6) Geo-Tech Report
 - a. It appears that the original Geo-Tech report that was conducted by the Town in 1990 cannot be located.
 - b. LaBella needs this report in order to determine the type of foundation needed for the expansion and has encouraged the Library to obtain a new report

MOTION: Trustee Teetsel motioned to approve up to \$3300.00 to have a new Geo-Tech report completed. 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

- A. Adjustment of Trustee Terms and Oath of Office
- Due to the sudden closure of the Town Hall to the public, due to COVID-19 Pandemic, Trustee Britt and Trustee Culver were not able to take the oath after the March 12, 2020 Library Board meeting
 - Director Brown will reach out to the Town Clerk at the recommendation of Pioneer Library System to determine if this can be done virtually

XII. New Business

Walworth-Seely Public Library
Board of Trustees Meeting
April 9, 2020
APPROVED

- A. Discussion of Library Operations during COVID-19 Pandemic Closure and potential plan for reopening/modifying library services (Director Brown)
- The Library has access to the building from 9-12 on Thursdays, allowing only one person at a time. This shift has been split between Director Brown and Bookkeeper Maurer so that mail can be retrieved from the Town Offices, bills can be reviewed, vouchers created, checks written, bookkeeping can be completed, and to attend to Otis the turtle
 - Book orders and DVD orders are being put in a virtual cart but no orders are being placed until the library reopens
 - One staff member from the library goes in to care for Otis the turtle on the days other than Thursday (a scheduled rotation).
 - Virtual programming is being offered on a regular schedule with Ms. Kate conducting live story time on Monday, Wednesday and Friday; Ms. Bernie video-tapes a Fun with Mother Goose every week; and several staff (Shannon, Kathryn, Bernie, and Anne) have video-taped science and craft programs
 - Weekly staff meetings have been held via Go-To-Meeting
 - Go-To-Meeting will offer the opportunity to conduct on-line book discussions with book club members, offer ancestry research, and other programs
 - Ebooks and Eaudiobooks are available through OWWL2go and Tumbler
 - Looking at what summer programming might look like if we are still practicing social distancing
 - Starting to plan how returning to work within the library could look with a period of time for at least some staff to come in and check in returns and fill holds, work on projects, weed the collection etc. but with social distancing and protective measures taken
 - Some modified services would slowly be added while virtual programming continues
 - Staff would like protection such as the plexi-glass shields that have been installed by grocery stores
 - Trustee Teetsel and Trustee Britt will look into this and provide a cost estimate a shield

Walworth-Seely Public Library
Board of Trustees Meeting
April 9, 2020
APPROVED

XIII. Adjournment

MOTION: Trustee Dame motioned to adjourn the meeting at 7:44 pm.

Seconded by Trustee Culver. Motion carried.

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

NO: 0

IMPORTANT DATES:

- Town Hall will remain closed at least through April 30, 2020. This may be extended per county, state, or federal mandates.
- WSPL Staff is having virtual meetings every Wednesday at 1 pm
- May Finance Committee meeting will be held Thursday, May 7 at 11:15 am

The next regular Board Meeting will be Thursday, May 14, 2020 at 6:30 pm

Walworth-Seely Public Library
Board of Trustees Meeting
May 14, 2020
APPROVED

- I. Call to Order: Virtual GoToMeeting was called to order at 6:37 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: President of the Friends of WSPL Lou Villanova and Town Councilman and Liaison to the Library Scott Bryson
- III. Adoption of current meeting agenda

MOTION: Trustee Britt motioned to approve the current agenda of the May 14, 2020 Board Meeting as revised. Seconded by Trustee Culver. 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 April 9, 2020 Library Board of Trustees

MOTION: Trustee Britt motioned to approve the prior minutes of the Library Board of April 9, 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
- V. Period of Public Expression- NA
- VI. Friends of the WSPL report (Friend's President Lou Villanova)

Walworth-Seely Public Library
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- 1) The status of the Fall Book Sale is uncertain due to the COVID-19 pandemic.
- 2) Due to COVID -19, there will be no in person large group gatherings, therefore no Summer Reading Kick-off. President Villanova will cancel the Lion's Club tent that was reserved for the Library

VII. Town Board Liaison Report (Councilman Scott Bryson)

- 1) The Town Offices will reopen on Monday, May 18, 2020 with a reduced work force and safety precautions in place. Supervisor Jacobs hopes to have a full staff back at the Town Building sometime in June.
- 2) The Recreation Department will begin to offer some programs virtually
- 3) The Farmer's Market is planning to open on June 23, 2020

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 April 2020

MOTION: Trustee Culver motioned to accept the reports of receipts, disbursements and bank account reconciliations for April 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 April 2020

MOTION: Trustee Culver motioned to approve the April 2020 pre-paid vouchers for 20 items totaling \$3481.64 and 1 pending item (payment to LaBella) in the amount of \$5760.00 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

NO: 0

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- 3) The Bi-Annual Audit will be postponed until the library is reopened.
- 4) The June 2020 Finance Meeting will be held virtually on Thursday, June 4, 2020 at 1 pm.

B. Policy Committee (Trustee Dame)

- 1) Review of the Patron Code of Conduct Policy

MOTION: Trustee Dame motioned to accept the Patron Code of Conduct Policy as presented. Seconded by Trustee Britt. Motion carried.

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

NO: 0

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- 2) Pandemic Illness Policy - Tabled

- 1) After much discussion, it was determined that some additional language about staff working hours and payment would be needed when faced with closing for an extended time.
- 2) The Board will review this policy on or before the next scheduled meeting in June.

- 3) Fines and Fees Policy

MOTION: Trustee Teetsel motioned to accept the Fines and Fees Policy as presented. Seconded by Trustee Britt. Motion carried.

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

NO: 0

- 4) Review of Staff Conference Attendance, Training, and Travel Policy

MOTION: Trustee Teetsel motioned to accept the Staff Conference, Attendance, Training, and Travel Policy as presented. Seconded by Trustee Britt. Motion carried.

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

NO: 0

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- C. Personnel Committee (Trustee Teesel)
 - 1) Trustee Teetsel had a phone discussion with Director Brown regarding her performance review and gave her “gold stars.”
 - 2) Director Brown will begin working on the annual staff reviews.

- D. Nominating (Trustee Britt) NA

- E. Library Improvement Committee (President Vance)
 - 1) Emily Steinbacher of LaBella has completed the permit packet including code reviews, HVAC and electrical specs. This information was given to Norm Druschel from the Town of Walworth on May 11, 2020.
 - 2) A virtual meeting will be held on Friday, May 15, 2020 at 1 pm to address any questions or concerns that Norm Druschel might have. Representatives from LaBella as well as the Library Improvement Committee will be in attendance at this meeting.
 - 3) The Geo-tech testing for the library expansion will occur on Monday, May 18, 2020. Norm Druschel indicated that he will be on site and available. Anne Brown will be available by phone and in person, if needed.

XI. Old Business

- A. Hotspots from Mobile Beacon
 - 1) Because of the COVID-19 pandemic, hotspots, which are purchased from China, have not been available through Tech Soup.
 - 2) Walworth has been on a wait-list to purchase devices
 - 3) Devices are now available to purchase at about \$62 each

MOTION: Trustee Britt motioned to purchase 11 hotspot devices from Mobile Beacon. Seconded by Trustee Teetsel. Motion carried.

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

NO: 0

XII. New Business

- A. Summer Reading

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- 1) The Board discussed seeking support from various community businesses for the summer reading program.
- 2) Some businesses have been operating during COVID-19, therefore a request for support from certain businesses is possible.
- 3) The Board supports whatever decisions Director Brown makes regarding the summer reading program and offering programs virtually instead of “in person.”

B. Library Reopening Plans

- 1) Planning for reopening the library is being conducted in accordance to guidance from Pioneer Library System and mandates by NY state.
- 2) Director Brown has prepared a draft document outlining the reopening plan with the understanding that Governor Cuomo has not specifically identified which phase libraries are in the region’s reopening.
- 3) Pioneer Library System is ensuring that all libraries in the county are in communication and coordinate efforts to ensure staff and public safety.

XIII. Adjournment

Trustee Teetsel motioned to adjourn the meeting at 8:40 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:

- Town Hall will reopen on Monday, May 18th with limited services to be handled in the Town Meeting Room with health & safety measures in place
- WSPL staff is having virtual staff meetings every Wednesday at 1 pm
- Next Finance Meeting is Monday, June 4, 2020 at 1 pm

The next regular Board Meeting will be Thursday, June 11, 2020 at 6:30 pm

**Walworth-Seely Public Library
Special Board of Trustees Meeting
May 26, 2020
APPROVED**

- I. Call to Order: On-line Meeting was called to order at 3:15 pm by President Jessica Vance
- II. Roll Call/Attendance
 1. Library Trustees Present: President Jessica Vance, Financial Officer Anne Culver, Trustee Carol Dame and Secretary Drew Britt
 2. Library Trustees Absent: Vice-President David Teetsel
 3. Library Staff Present: Library Director Anne Brown, Library Assistant Bernie Maurer, Judy Quinn
 4. Pioneer Library System: Executive Director Ron Kirsop
 5. Town Representatives Present: Town Supervisor Susie Jacobs, Town Councilman and Liaison to the Library Scott Bryson, Clerk to the Supervisor Teresa Maioli, Code Enforcement Officer Phil Williamson
- III. Adoption of the current meeting agenda

MOTION: Trustee Britt motioned to approve the current agenda of the May 26, 2020 Special Board Meeting as presented. Seconded by Trustee Culver.
Motion carried.
YES: 4/4: Trustee Vance, Trustee Dame, Trustee Culver, and Trustee Britt
NO: 0

Specific Purpose of the Special Meeting: To discuss items pertaining to the Library Reopening Plan with representatives from the Town of Walworth
- IV. Period of Public Expression NA
- V. Overview of the Library Reopening Plan (Director Brown)
 - (1) The Walworth Library reopening plan is aligned with Pioneer Library System so that Walworth's reopening date is in the same as the other 41 libraries in the system and not become an "attractive nuisance" that would draw the public from surrounding towns.
 - (2) The plan is to return staff to the building on June 15, 2020 following CDC guidelines and reduced number of staff to set up workspaces and a quarantine area for returned materials.

Walworth-Seely Public Library
Special Board of Trustees Meeting
May 26, 2020
APPROVED

- (3) The book drop would be opened June 22, 2020 and all materials will be quarantined for a 72 hour period.
- (4) Contactless pickup would start June 29, 2020 and because the PLS has disabled the “holds” function on the library catalog, orders for materials would be conducted by phone or email.
- (5) All in-person programming will be suspended until August 31, 2020 and virtual programming will continue to be offered.

VI. Town of Walworth Reopening (Supervisor Jacobs)

- (1) Currently 50% of the staff are working in the building and are available by appointment. Appointments take place in the town meeting room with staff wearing face masks and social distancing.
- (2) The plan is to open the lobby to the public on June 15, 2020.

VII. Open Discussion

- A. Supervisor Jacobs stated that since Walworth Library is a municipal library, she would like the library to reopen. She pointed out that libraries in Monroe County are reopening. She suggested that staff return June 1, 2020 to prepare for reopening because “patrons are asking elected officials to reopen the library.” The Town will assist the library with any PPE needed. A cleaning crew will be coming in every Friday evening to sanitize the lobby and the restrooms. A list of people entering the building will be kept in the event anyone tests positive for the virus.
- B. Library Board President Vance stated that if Walworth Library reopens before all the other libraries in the Pioneer Library System, we risk becoming a “magnet” that will draw people from all over the area, not just Walworth residents. In addition, a confidential survey of staff revealed that at least 70% of the Walworth Library staff are either in a “high risk” category or are living with/caring for someone in a “high risk” category.
- C. Executive Director Ron Kirsop stated that the libraries in Monroe county are run and funded differently than the libraries in the Pioneer Library System. He acknowledged that PLS is taking a conservative approach and are considering libraries to be in “Phase 4” which is where educational facilities fall. Delivery of materials between libraries will not resume

Walworth-Seely Public Library
Special Board of Trustees Meeting
May 26, 2020
APPROVED

until after June 29, 2020. He stated that the Library Board of Trustees is the only entity that can determine when the library will reopen.

In summary, the Town of Walworth officials are requesting that the plan to re-open the Walworth Library be accelerated so that residents of Walworth have access to library materials sooner than the Library's current plan of June 29, 2020

Director Brown stated that she will discuss this with staff on May 25, 2020.

President Vance stated that a special Library Board of Trustee's meeting is scheduled for May 28, 2020 at which time the Board will discuss the Town's request to accelerate the reopening of the Walworth Library.

VIII. Adjournment

MOTION: Trustee Britt motioned to adjourn the meeting at 4:11 pm.

Seconded by Trustee Dame. Motion carried.

YES: 4/4: Trustee Vance, Trustee Dame, Trustee Culver and Trustee Britt

NO: 0

Walworth-Seely Public Library
Special Board of Trustees Meeting
May 26, 2020
APPROVED

- I. Call to Order: On-line Meeting was called to order at 3:15 pm by President Jessica Vance
- II. Roll Call/Attendance
 1. Library Trustees Present: President Jessica Vance, Financial Officer Anne Culver, Trustee Carol Dame and Secretary Drew Britt
 2. Library Trustees Absent: Vice-President David Teetsel
 3. Library Staff Present: Library Director Anne Brown, Library Assistant Bernie Maurer, Judy Quinn
 4. Pioneer Library System: Executive Director Ron Kirsop
 5. Town Representatives Present: Town Supervisor Susie Jacobs, Town Councilman and Liaison to the Library Scott Bryson, Clerk to the Supervisor Teresa Maioli, Code Enforcement Officer Phil Williamson
- III. Adoption of the current meeting agenda

MOTION: Trustee Britt motioned to approve the current agenda of the May 26, 2020 Special Board Meeting as presented. Seconded by Trustee Culver.
Motion carried.
YES: 4/4: Trustee Vance, Trustee Dame, Trustee Culver, and Trustee Britt
NO: 0

Specific Purpose of the Special Meeting: To discuss items pertaining to the Library Reopening Plan with representatives from the Town of Walworth
- IV. Period of Public Expression NA
- V. Overview of the Library Reopening Plan (Director Brown)
 - (1) The Walworth Library reopening plan is aligned with Pioneer Library System so that Walworth's reopening date is in the same as the other 41 libraries in the system and not become an "attractive nuisance" that would draw the public from surrounding towns.
 - (2) The plan is to return staff to the building on June 15, 2020 following CDC guidelines and reduced number of staff to set up workspaces and a quarantine area for returned materials.

Walworth-Seely Public Library
Special Board of Trustees Meeting
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- (3) The book drop would be opened June 22, 2020 and all materials will be quarantined for a 72 hour period.
- (4) Contactless pickup would start June 29, 2020 and because the PLS has disabled the “holds” function on the library catalog, orders for materials would be conducted by phone or email.
- (5) All in-person programming will be suspended until August 31, 2020 and virtual programming will continue to be offered.

VI. Town of Walworth Reopening (Supervisor Jacobs)

- (1) Currently 50% of the staff are working in the building and are available by appointment. Appointments take place in the town meeting room with staff wearing face masks and social distancing.
- (2) The plan is to open the lobby to the public on June 15, 2020.

VII. Open Discussion

- A. Supervisor Jacobs stated that since Walworth Library is a municipal library, she would like the library to reopen. She pointed out that libraries in Monroe County are reopening. She suggested that staff return June 1, 2020 to prepare for reopening because “patrons are asking elected officials to reopen the library.” The Town will assist the library with any PPE needed. A cleaning crew will be coming in every Friday evening to sanitize the lobby and the restrooms. A list of people entering the building will be kept in the event anyone tests positive for the virus.
- B. Library Board President Vance stated that if Walworth Library reopens before all the other libraries in the Pioneer Library System, we risk becoming a “magnet” that will draw people from all over the area, not just Walworth residents. In addition, a confidential survey of staff revealed that at least 70% of the Walworth Library staff are either in a “high risk” category or are living with/caring for someone in a “high risk” category.
- C. Executive Director Ron Kirsop stated that the libraries in Monroe county are run and funded differently than the libraries in the Pioneer Library System. He acknowledged that PLS is taking a conservative approach and are considering libraries to be in “Phase 4” which is where educational facilities fall. Delivery of materials between libraries will not resume

Walworth-Seely Public Library
Special Board of Trustees Meeting
May 26, 2020
APPROVED

until after June 29, 2020. He stated that the Library Board of Trustees is the only entity that can determine when the library will reopen.

In summary, the Town of Walworth officials are requesting that the plan to re-open the Walworth Library be accelerated so that residents of Walworth have access to library materials sooner than the Library's current plan of June 29, 2020

Director Brown stated that she will discuss this with staff on May 25, 2020.

President Vance stated that a special Library Board of Trustee's meeting is scheduled for May 28, 2020 at which time the Board will discuss the Town's request to accelerate the reopening of the Walworth Library.

VIII. Adjournment

MOTION: Trustee Britt motioned to adjourn the meeting at 4:11 pm.

Seconded by Trustee Dame. Motion carried.

YES: 4/4: Trustee Vance, Trustee Dame, Trustee Culver and Trustee Britt

NO: 0

**Walworth-Seely Public Library
Special Board of Trustees Meeting
May 28, 2020
APPROVED**

- I. Call to Order: On-line Meeting was called to order at 6:34 pm by President Jessica Vance
- II. Roll Call/Attendance
 - 1. Library Trustees Present: President Jessica Vance, Vice-President David Teetsel, 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: Liaison to the Library Scott Bryson and President of the Friends of WSPL Lou Villanova

III. Adoption of the current meeting agenda

MOTION: Trustee Britt motioned to approve the current agenda of the May 28, 2020 Special Board Meeting as presented. Seconded by Trustee Culver.

Motion carried.

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

NO: 0

Specific Purpose of the Special Meeting: To discuss items pertaining to the Library Reopening Plan

IV. Period of Public Expression - NA

- V. Policies (Director Brown)
 - (1) Emergency Closing Policy

MOTION: Trustee Teetsel motioned to approve the Emergency Closing Policy as presented. Seconded by Trustee Britt. Motion carried.

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

NO: 0

**Walworth-Seely Public Library
Special Board of Trustees Meeting
May 28, 2020
APPROVED**

(2) Working Remotely Policy

MOTION: Trustee Teetsel motioned to approve the Working Remotely Policy as presented. Seconded by Trustee Britt. Motion carried.

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

NO: 0

(3) Pandemic Illness Policy

MOTION: Trustee Teetsel motioned to approve the Pandemic Illness Policy as amended. Seconded by Trustee Britt. Motion carried.

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

NO: 0

(4) Personal Protective Equipment Policy

MOTION: Trustee Teetsel motioned to approve the Personal Protective Equipment Policy as amended. Seconded by Trustee Britt. Motion carried.

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

NO: 0

(5) Employee Health Screening Policy

MOTION: Trustee Teetsel motioned to approve the Health Screening Policy as presented. Seconded by Trustee Britt. Motion carried.

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

NO: 0

(6) Contact Tracing Policy

MOTION: Trustee Britt motioned to approve the Contact Tracing Policy as presented. Seconded by Trustee Teetsel. Motion carried.

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

NO: 0

Walworth-Seely Public Library
Special Board of Trustees Meeting
May 28, 2020
APPROVED

VI. Quarantining Materials Plan (Director Brown)

- (1) An initial plan outlining the safe handling of all library materials being returned to the library by patrons was discussed. This plan can be adjusted as needed
- (2) The health and safety of the library staff and patrons is top priority
- (3) All returns must be returned to the library book drop
- (4) All materials need to be quarantined for a 72-hour period
- (5) Staff will use PPE when handling any returns

VII. Discussion of the Library Re-Opening Plan and Timeline

(1) Current Library Reopening Plan

- a) The Walworth Library proposed reopening plan is aligned with Pioneer Library System so that Walworth's reopening date is in the same as the other 41 libraries in the system and not become an "attractive nuisance" that would draw the public from surrounding towns.
- b) The plan is to return staff to the building on June 15, 2020 following CDC guidelines and reduced number of staff to set up work spaces and a quarantine area for returned materials.
- c) The book drop would be opened June 22, 2020 and all materials will be quarantined for a 72 hour period.
- d) Contactless pickup would start June 29, 2020 and because the PLS has disabled the "holds" function on the library catalog, orders for materials would be conducted by phone or email.
- e) All in-person programming will be suspended until August 31, 2020 and virtual programming will continue to be offered.

- (2) The Town of Walworth Officials are requesting that the Library accelerate the reopening plan by 2 full weeks, therefore the Library Board of Trustees must weigh the request of bringing service to the town of Walworth residents while being mindful of the safety of the staff and patrons.

- a) Opening the Walworth Library earlier than other libraries in the Pioneer Library System could make it an "attractive nuisance"

**Walworth-Seely Public Library
Special Board of Trustees Meeting
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APPROVED**

- b) Would not want to encourage patrons from other libraries to overwhelm the Walworth Library, however there is no way to prevent a patron with an OWWL card from using our services
- c) A reduced work force and social distancing would mean fewer staff available to handle materials and fill requests, increasing work load and slowing down service
- d) A confidential survey of staff revealed that at least 70% of the Walworth Library staff are either in a “high risk” category or are living with/caring for someone in a “high risk” category.
- e) There is no delivery to and from other libraries in the system, therefore materials available will be restricted to whatever Walworth Library owns and has available
- f) Because returned materials need to be quarantined for a 72-hour period and because there is no delivery to other libraries, there will be many books that will need to be held in a small space during their quarantine period

MOTION: Trustee Culver motioned to have staff report to work in the Walworth Library building no later than June 8, 2020 with operation to occur Monday-Friday from 10:00 am-5:00 pm (to align with the hours the town building is open), with the book drop being opened for returns as of June 15, 2020 (only to be open during the hours the library is actually open), and contactless pickup to be available to patrons as of June 22, 2020. Seconded by Trustee Dame. Motion carried.

Yes: 3/5: Trustee Vance, Trustee Culver, Trustee Dame

No 2/5: Trustee Teetsel and Trustee Britt

VIII. Adjournment

MOTION: Trustee Teetsel motioned to adjourn the meeting at 8:26 pm. Seconded by Trustee Britt. Motion carried.

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

NO: 0

Minutes of the WSPL Finance Meeting

6/4/2020

Reviewed and Accepted by the Board of Trustees 6/11/2020

Present: President Jessica Vance, Finance Officer Anne Culver, Trustee Carol Dame, Director Anne Brown, Bookkeeper Bernie Maurer

Meeting called to order at 1:03 pm by Finance Officer Anne Culver

1. All bank statements, reconciliations, check books, vouchers, and the monthly abstract were reviewed by Trustee Culver and Trustee Dame on 6/3/2020. No irregularities were found.
2. The Balance Sheet and Profit & Loss reports were also reviewed and approved.
3. Bookkeeper Maurer requested that the Committee consider keeping the Citizens Bank account active and maintain a \$2500.00 balance. This account is used for the DC connected to it to pay items from Walmart and occasionally, other vendors. The Committee agreed that keeping this account is useful.
4. Director Brown requested that the Committee consider temporarily suspend charging patrons for using their credit card to pay fines during the pandemic.

MOTION: Trustee Dame motioned to temporarily wave the credit card fee patrons are typically charged until further notice due to the COVID-10 pandemic. Seconded by Trustee Culver. Motion carried.

3/3: Yes

0: No

5. Some discussion was held about protective shields for the circulation desk. Several options are being explored. Trustee Teetsel will be working on this project and met with Director Brown to take measurements.
6. Director Brown discussed the library cleaning schedule with the Committee. A cleaning protocol involving cleaning of surfaces touched and work stations at shift change and at the end of the day in addition to the normal cleaning schedule.
7. Director Brown made the Committee aware that the Town of Walworth Building hours have been changed until further notice: Most Town employees will be in the building from 9am until 4pm Monday-Friday. This will affect the Library's schedule for materials pickup and the book drop hours since the Library will only be in operation when the building is accessible.

All of the above information will be shared at the Library Board of Trustee meeting on June 11, 2020

Reviewed and Accepted by the Board of Trustees on 6/11/2020

Walworth-Seely Public Library
Board of Trustees Meeting
June 11, 2020
APPROVED

- I. Call to Order: Virtual GoToMeeting was called to order at 6:35 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: President of the Friends of WSPL Lou Villanova and Town Councilman and Liaison to the Library Scott Bryson

III. Adoption of current meeting agenda

MOTION: Trustee Teetsel motioned to approve the current agenda of the June 11, 2020 Board Meeting as revised. Seconded by Trustee Britt. 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 May 14, 2020 Library Board of Trustees

MOTION: Trustee Teetsel motioned to approve the prior minutes of the Library Board of May 14 2020 Board Meeting as presented. Seconded by Trustee Britt. Motion carried.

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

NO: 0

- B. Approval of Special Board Meeting Minutes of May 26, 2020

MOTION: Trustee Teetsel motioned to approve the prior minutes of the Special Meeting of the Library Board of May 26, 2020 Board Meeting as presented. Seconded by Trustee Britt. Motion carried.

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

Walworth-Seely Public Library
Board of Trustees Meeting
June 11, 2020
APPROVED

NO: 0

C. Approval of the Special Board Meeting minutes of May 28, 2020

MOTION: Trustee Teetsel motioned to approve the prior minutes of the Special Meeting of the Library Board of May 28, 2020 Board Meeting as presented. Seconded by Trustee Britt. Motion carried.

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

D. Approval of Finance Committee minutes of June 4, 2020

MOTION: Trustee Teetsel motioned to accept the minutes of the Finance Committee of June 4, 2020 as presented. Seconded by Trustee Britt. Motion carried.

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

V. Period of Public Expression- NA

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

- 1) Linda Knight, Book Sale Chair, will provide materials to the Walworth Library to give away at the Ginegaw Public Market

VII. Town Board Liaison Report (Councilman Scott Bryson)

- 1) No new information to report from the Town
- 2) Councilman Bryson will let the Town Board know that the Library intends to reopen the outside book drop as of June 15, 2020 during the hours of Mon-Fri 10am-4 pm
- 3) The plan is to start lobby pickup of materials by appointment on June 22, 2020

VIII. Library Director's Report (Anne Brown) (see attached)

IX. Secretary's Report-Correspondence (Trustee Britt) - NA

Walworth-Seely Public Library
Board of Trustees Meeting
June 11, 2020
APPROVED

X. Committee Reports

A. Financial Committee: (Financial Officer Culver)

- 1) Presentation of Monthly Budget Summary- Report of receipts, disbursements and bank reconciliations for May 2020

MOTION: Trustee Culver motioned to accept the reports of receipts, disbursements and bank account reconciliations for May 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 May 2020

MOTION: Trustee Culver motioned to approve the May 2020 pre-paid vouchers for 19 items totaling \$7229.19 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 payment to LaBella for Design Development Services

MOTION: Trustee Culver motioned to approve payment in the amount of \$15,400.00 to Labella for Design Development Services provided. Seconded by Trustee Dame. Motion carried.

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

NO: 0

- 4) Transfer \$20,000.00 from Construction Reserve to the Library Improvement checking account

MOTION: Trustee Culver motioned to transfer \$20,000.00 from the construction reserve saving account to the Library Improvement checking account. Seconded by Trustee Dame. Motion carried.

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

NO: 0

Walworth-Seely Public Library
Board of Trustees Meeting
June 11, 2020
APPROVED

- 5) The Bi-Annual Audit will be postponed until the library is reopened
- 6) The July 2020 Finance Meeting will be held virtually on Monday, July 6, 2020 at 11:30 am

B. Policy Committee (Trustee Dame)

- 1) Review of the Petty Cash Policy

MOTION: Trustee Dame motioned to accept the Petty Cash 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 Personnel Policy manual - Postponed

C. Personnel Committee (Trustee Teetsel)

- 1) To ensure staff safety during COVID-19 pandemic, Trustee Teetsel purchased 7 polycarbonate fire retardant shields which he and Trustee Britt will install in the library on June 13, 2020
- 2) Trustee Teetsel had the book bike repaired before it was stored for the winter. Her requests that staff let him know how the bike is working and if there are any issues with the gears

D. Nominating (Trustee Britt) NA

E. Library Improvement Committee (President Vance)

- 1) A virtual meeting was held with the Interior Designers of LaBella who are looking at providing options for the Library interior
- 2) It is requested that Director Brown contact LaBella and request a fee schedule be provided so that the Board of Trustees can ensure timely payment for remaining invoices

XI. Old Business

Walworth-Seely Public Library
Board of Trustees Meeting
June 11, 2020
APPROVED

- A. Revise Library Reopening Motion to reflect new hours of operation

MOTION: Trustee Britt motioned to Have staff report to work in the Walworth Library building no later than June 8, 2020 with operation to occur Monday-Friday from 10:00 am to 4:00 pm (to align with the hours the town building is open) , with the book drop being opened for returns as of June 15, 2020 (only to be open during the hours the library staff is in the building), and contactless pickup to be available to patrons by appointment as of June 22, 2020.

Seconded by Trustee Teetsel. Motion carried.

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

NO: 0

XII. New Business

- A. Library Reopening Plan –

1) Will occur as discussed

- B. Summer Reading Program

1) Will begin July 6, 2020

2) Several businesses have donated prizes for the Summer Reading raffle prizes including Wegmans, Tops, and Mark's Pizzeria in Walworth

3) Trustee Britt will provide a \$50 Amazon gift card to use as a raffle prize

- C. Adjournment

Trustee Teetsel motioned to adjourn the meeting at 7:15 pm. Seconded by Trustee Britt. Motion carried.

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

NO: 0

Walworth-Seely Public Library
Board of Trustees Meeting
June 11, 2020
APPROVED

IMPORTANT DATES:

- Town Hall will reopen its lobby to the public on Monday, June 15th with limited services to be handled in the Town Hall Meeting Room with health & safety measures in place
- The library's outdoor Book Drop will open for returns starting Monday, June 15th. It will be open from 10 am to 4 pm, Monday through Friday.
- The library is scheduled to begin offering contactless pick up on Monday, June 22nd. Items will be requested via phone or email and pick up will be by appointment only.
- WSPL Staff is having virtual staff meetings every Wednesday at 1 pm
- Summer Reading Registration will begin online on Monday, July 6th
- June Finance Committee meeting will be held virtually *Monday, July 6* at 11:30 am

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

Minutes of the WSPL Finance Meeting

7/6/2020

Present: President Jessica Vance, Finance Officer Anne Culver, Trustee Carol Dame, Director Anne Brown, Bookkeeper Bernie Maurer

Meeting called to order at 11:34 am by Finance Officer Anne Culver

1. All bank statements, reconciliations, check books, vouchers, and the monthly abstract were reviewed by Trustee Culver and Trustee Dame on 7/2/2020. No irregularities were found.
2. The Balance Sheet and Profit & Loss reports were also reviewed. An issue with one payroll not appearing on the P&L report was identified although it was entered into Quickbooks.
3. Bookkeeper Maurer requested the Committee consider a transfer of \$20,000 from the Reserve Savings account to the Library Improvement checking account to cover the remaining invoices from LaBella and to cover the cost of the Land Survey that was completed on June 29, 2020.

MOTION: Trustee Culver motioned to move \$20,000 from the Construction Reserve to the Library Improvement checking account. Seconded by Trustee Dame. Motion carried.

YES 3/3

No: 0

4. Trustee Teetsel purchased, built and installed protective shields for the Library circulation desk. He turned in receipts totaling \$326.81, \$24.20 of which were paid NY state sales tax because he did not show the tax exempt form to the vendors. The Finance Committee referred to the Petty Cash Policy, which states that NY state sales tax cannot be reimbursed by the library.
5. Director Brown stated that Liability Insurance for the Board is coming due in September, 2020. In addition, Eastern Shore will talk with us in December about insurance coverage for when construction on the expansion is underway.
6. Supervisor Jacobs has indicated that budget meetings will be held in early August 2020.

Meeting adjourned at 11:56 am

All of the above information will be shared at the Library Board of Trustee meeting on July 9, 2020

[Reviewed and Accepted by the Board of Trustees at their regular meeting of 7/9/2020](#)

Walworth-Seely Public Library
Board of Trustees Meeting
July 9, 2020
APPROVED

- I. Call to Order: Virtual GoToMeeting was called to order at 6:34 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: President of the Friends of WSPL Lou Villanova and Town Councilman and Liaison to the Library Scott Bryson

III. Adoption of current meeting agenda

MOTION: Trustee Dame motioned to approve the current agenda of the July 9, 2020 Board Meeting as presented. Seconded by Trustee Britt. 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 June 11, 2020 Library Board of Trustees

MOTION: Trustee Teetsel motioned to approve the prior minutes of the Library Board of June 11, 2020 Board Meeting as presented. Seconded by Trustee Britt. Motion carried.

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

NO: 0

- B. Approval of Finance Meeting Minutes of July 6, 2020

MOTION: Trustee Culver motioned to approve the minutes of the Finance Committee meeting of July 6, 2020 as presented. Seconded by Trustee Britt. Motion carried.

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

NO: 0

Walworth-Seely Public Library
Board of Trustees Meeting
July 9, 2020
APPROVED

V. Period of Public Expression- NA

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

- 1) Linda Knight, Book Sale Chair, moved books from the Library Receiving Room to the shed to make space for returned library materials that need to be quarantined due to COVID-19.
- 2) The October book sale status is questionable due to COVID-19.

VII. Town Board Liaison Report (Councilman Scott Bryson)

- 1) Departments of the Town continue to meet with Supervisor Jacobs via Zoom on Wednesday mornings
- 2) The Town Board is meeting only once per month during the summer. If there is any information that the Library Board would like Councilman Bryson to share, please let him know

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 June 2020

MOTION: Trustee Culver motioned to accept the reports of receipts, disbursements and bank account reconciliations for June 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 May 2020

Walworth-Seely Public Library
Board of Trustees Meeting
July 9, 2020
APPROVED

MOTION: Trustee Culver motioned to approve the June 2020 pre-paid vouchers for 27 items totaling \$21,755.09 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) The Finance Committee agreed to transfer another \$20,000.00 from Construction Reserve to the Library Improvement checking account to cover the remaining pre-construction costs
- 4) The Bi-Annual Audit will be postponed until the library is reopened
- 5) The August 2020 Finance Meeting will be held virtually on Monday, August 3, 2020 at 11:30 am

B. Policy Committee (Trustee Dame)

- 1) Review of the Personnel Policy manual - Postponed

C. Personnel Committee (Trustee Teetsel)

- 1) Savannah Rose, Library Page, has resigned from her position as of August 13, 2020 because she is leaving for college
- 2) Library Clerk Amanda Papineau's last day will be August 31, 2020. Her child is due in September, 2020.

D. Nominating (Trustee Britt) NA

E. Library Improvement Committee (President Vance)

- 1) Updates
 - i. LaBella Payment Schedule

MOTION: Trustee Teetsel motioned to approve the LaBella payment schedule for the WSPL expansion as presented (remaining are three (3) payments in the amount of \$6.833.00 for June, July and August 2020 and six (6) payments

Walworth-Seely Public Library
Board of Trustees Meeting
July 9, 2020
APPROVED

of \$1,000.00 for September 2020 – February 2021). Seconded by Trustee Culver. Motion carried.

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

NO: 0

- ii. Survey conducted by Gayron de Bruin Land Surveying & Engineering, PC

MOTION: Trustee Teetsel motioned to approve the payment of up to \$3,000.00 for a land survey conducted by Gayron de Bruin Land Surveying and Engineering on June 29, 2020. Seconded by Trustee Dame. Motion carried.

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

NO: 0

- iii. LaBella has sent the 90% completion documents for our review. Finishes are being finalized in the coming week.
- iv. LaBella will be forwarding documents for the Library's Attorney to review. President Vance will ensure that these documents get to the Attorney.
- v. According to LaBella, it will be the responsibility of the contractors who win the bid for construction to apply for the necessary permits from the Town of Walworth.

XI. Old Business

A. Library Reopening Updates (Director Brown)

- 1) The procedures that have been put in place for reopening are working well and staff feel comfortable.
- 2) Masks, sanitizing, and social distancing when possible are taking place.
- 3) Some patrons have expressed concern about the lack of evening hours for pickup and drop off. Library Staff members are willing to extend hours into the evening if it is deemed prudent.
- 4) Question about extending hours beyond the operation hours of the Town of Walworth will be discussed with Supervisor Jacobs.

Walworth-Seely Public Library
Board of Trustees Meeting
July 9, 2020
APPROVED

MOTION: Trustee Teetsel motioned to allow the Library Director to set and adjust the hours of operation of the Walworth-Seely Public Library as needed. Seconded by Trustee Dame. Motion carried.

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

NO: 0

B. Farmer's Market

- 1) The Library's presence at the Market has been in question due to concerns about people touching any books or materials. Library staff have not been present at the Market but the Library has had a table with hand-outs and signage stating contactless pickup is available by appointment and information about the on-line summer reading program.
- 2) WSPL is putting the summer book giveaway that normally occurs at the Market on hold until the latest CDC guidelines can be reviewed and a determination made if it should occur at all this summer due to COVID-19 concerns.

XII. New Business - NA

A. Adjournment

Trustee Teetsel motioned to adjourn the meeting at 7:20 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:

- Summer Reading Registration began online on Monday, July 6th and will run through August 31st
- August Finance Committee meeting will be held virtually on Monday, August 3rd at 11:30 am

The next regular Board Meeting will be Thursday, August 13, 2020 at 6:30 pm

Walworth-Seely Public Library
Board of Trustees Meeting
August 13, 2020
APPROVED

- I. Call to Order: Meeting was called to order at 6:31 pm by President Jessica Vance
- II. Roll Call/Attendance
 - 1) Library Trustees Present: President Jessica Vance, Vice President David Teetsel , Financial Officer Anne Culver, Secretary Drew Britt and Trustee Carol Dame via phone
 - 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
- III. Adoption of current meeting agenda

MOTION: Trustee Teetsel motioned to approve the current agenda of August 13, 2020 Board Meeting as presented. Seconded by Trustee Britt. 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 July 9, 2020 Library Board of Trustees

MOTION: Trustee Teetsel motioned to approve the prior minutes of the Library Board of July 9, 2020 Board Meeting as presented. Seconded by Trustee Britt. Motion carried.
YES: 5/5: Trustee Vance, Trustee Dame, Trustee Culver, Trustee Teetsel and Trustee Britt
NO: 0
- V. Period of Public Expression- NA
- VI. Friends of the WSPL report (Friend's President Lou Villanova)
 - 1) The Friends have decided that there will not be a Fall 2020 Book Sale due to COVID-19 concerns.
 - 2) The CD that the Friends hold for the Library Expansion has been rolled over for another 12 months.

Walworth-Seely Public Library
Board of Trustees Meeting
August 13, 2020
APPROVED

VII. Town Board Liaison Report (Councilman Scott Bryson)

- 1) Councilman Bryson expressed his appreciation to the Board for their work in reopening the Library
- 2) Councilman Bryson stated that there has been a shift in Town Liaison positions and he now is liaison to the Fire Marshall, the Building Inspector and the Library
- 3) Budget workshops will be held on August 17, 2020 by the Town Board
- 4) The next Town Board meeting is August 20, 2020
- 5) Councilman Bryson suggests that a meeting be scheduled with Supervisor Jacobs, himself, and Library administration to discuss the drive up book drop location proposed as part of the Library Expansion
- 6) Councilman Bryson advised that he will be on vacation starting at 8/22/2020

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 July 2020

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

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

NO: 0

- 2) Approval of vouchers for July 2020

MOTION: Trustee Culver motioned to approve the July 2020 vouchers for 26 pre-paid items totaling \$13,990.00 and 3 pending items totaling \$10,424.00 for a grand total of \$24,414.00 as described on the prepared abstract. Seconded by Trustee Teetsel. Motion carried.

Walworth-Seely Public Library
Board of Trustees Meeting
August 13, 2020
APPROVED

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

3) 2012 Budget Proposal Discussion

MOTION: Trustee Culver motioned to approve a flatline budget for 2021 that reflects \$298,922.00 in income with expenses totaling \$301,856.00. Seconded by Trustee Teetsel. Motion carried.

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

4) The Bi-Annual Audit is postponed until the Library is reopened.

5) The September 2020 Finance Meeting will be held virtually on Friday, September 4, 2020 at 12 noon.

B. Policy Committee (Trustee Dame)

1) Investment Policy - postponed

2) Review of the Personnel Policy manual - Postponed

C. Personnel Committee (Trustee Teetsel)

1) Resignations

i. Page Savannah Rose's last day was 8/13/2020

ii. Clerk Mandy Papineau's last day will be 8/27/2020

2) Both positions will be covered by existing staff until the 2021 budget is finalized and approved by the Town Board of Walworth. A decision about hiring replacements will be made after that time.

D. Nominating (Trustee Britt) N/A

E. Library Improvement Committee (President Vance)

1) Updates

i. A meeting was held at LaBella and Associates to conduct a "page turn" of the schematic design and construction documentation for the Library Expansion on August 7, 2020.

2) Finish Boards and Samples

Walworth-Seely Public Library
Board of Trustees Meeting
August 13, 2020
APPROVED

- i. President Vance reviewed the various suggestions made for finishes including floor material, surfaces, paint colors, furniture suggestions and furniture placement
- 3) Furniture and Fixtures Bid Package
 - i. The LaBella interior design team put together a furniture package, however, the package far exceeds the budget that was discussed with LaBella.
- 4) New Grant Opportunity
 - i. Director Brown shared that one of the Libraries in the Pioneer Library System has dropped out of the 2020-2021 grant cycle thereby freeing up some possible additional funding if Walworth submits a new grant proposal with necessary matching funds.
 - ii. Items such as a Collapsible Wall between the two meeting rooms, an interactive wall in the children's area, a drive up drop box, a separate HVAC system, furniture and fixtures, flat screen TV for the second meeting room, and renovation of the staff bathroom may qualify for additional funds since these were not included in the 2019-2020 construction grant.
 - iii. A separate contractor bid would be needed for any items included in this construction grant proposal

XI. Old Business

A. Revise Library Reopening Updates

- 1) As of August 2020, the Library has extended hours on Tuesday and Wednesday evenings until 7 pm to better accommodate working patrons.
- 2) Copying and Faxing by appointment are now also available as of August 2020.
- 3) A couple of patrons have been asking for computer appointments, however, because of the restricted space in the Walworth Library, it is not deemed prudent at this time. Both Macedon and Ontario Libraries are within close proximity and are larger facilities which offer computer appointments.

Walworth-Seely Public Library
Board of Trustees Meeting
August 13, 2020
APPROVED

XII. New Business

A. Upcoming Conferences

- 1) Out of necessity, PLS has retracted the scholarships that were offered to Director Brown and Bookkeeper Maurer for 2020
 - i. NYLA will be virtual so there will be no travel, hotel or food costs.
 1. The Board agreed to fund the early bird registration for Director Brown and Bookkeeper Maurer for NYLA which is \$149.00 each
 2. Both individuals will work remotely from home on November 5 and 6, 2020 in order to attend the virtual conference
 3. If any Trustees or Friends of the Library would like to attend the NYLA virtual conference, early bird registration fees are \$49.00/person
 - ii. ARSL (Association of Rural and Small Libraries) will also be virtual in 2020.
 1. This conference will occur September 28-October 2, 2020 and will be live
 2. The Board has agreed that Director Brown may register for the ARSL conference since the cost will be minimal (\$65.00) because no travel is involved
- 2) Annual PLS Meeting
 - i. Due to COVID, this meeting will be held virtually on Wednesday, October 14, 2020 at 6 pm
 - ii. Registration is free and both Library staff and Trustees can register and attend virtually

NOTE: Trustee Britt left the meeting at 8:30 pm

Trustee Dame left the meeting at 8:45 pm

B. Adjournment

Trustee Teetsel motioned to adjourn the meeting at 9:13 pm. Seconded by Trustee Culvier. Motion carried.

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

NO: 0

**Walworth-Seely Public Library
Board of Trustees Meeting
August 13, 2020
APPROVED**

IMPORTANT DATES:

- Director Brown and Trustee Vance will present the 2021 budget proposal to the Town Board on Monday, August 17, 2020 at 3:13 pm
- Summer Reading Registration began on Monday, July 6th and will run through August 31st
- September Finance Committee meeting will be held virtually *Friday, September 4th 12:00 pm*

The next regular Board Meeting will be Thursday, September 10, 2020 at 6:30

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**

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

- 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

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

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

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

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

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

- 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

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

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

Walworth-Seely Public Library
Board of Trustees Meeting
October 8, 2020
Approved

- I. Call to Order: Virtual GoToMeeting was called to order at 6:35 pm by President Jessica Vance
- II. Roll Call/Attendance
 - 1) Library Trustees Present: President Jessica Vance, Vice President David Teetsel , Financial Officer Anne Culver, and Trustee Carol Dame
 - 2) Library Staff Present: Library Director Anne Brown and Library Assistant Bernie Maurer
 - 3) Others Present via Virtual GoToMeeting: Secretary Drew Britt
 - 4) Others Absent: President of the Friends of WSPL Lou Villanova due to injury, and Town Councilman and Liaison to the Library Scott Bryson due to his attendance at a Town Board Meeting
- III. Adoption of current meeting agenda

MOTION: Trustee Teetsel motioned to approve the current agenda of the October 8, 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 September 10, 2020 Library Board of Trustees

MOTION: Trustee Culver motioned to approve the prior minutes of the Library Board of 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
- 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) NA

**Walworth-Seely Public Library
Board of Trustees Meeting
October 8, 2020
Approved**

VIII. Library Director's Report (Anne Brown) (see attached)

IX. Secretary's Report-Correspondence (Trustee Britt)

- 1) NYLA Legal Defense Fund Letter – request for donation from all municipal libraries in New York state for legal aid

MOTION: Trustee Teesel motioned to accept the letter from the New York Library Association dated September 15, 2020 as official correspondence. Seconded by Trustee Dame. Motion carried.

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

NO: 0

- 2) Some brief discussion ensued and the topic was tabled until "New Business," so that the updated budget information could be taken into consideration to make an informed decision.

X. Committee Reports

A. Financial Committee: (Financial Officer Culver)

- 1) Presentation of Monthly Budget Summary- Report of receipts, disbursements and bank reconciliations for September 2020

MOTION: Trustee Culver motioned to accept the reports of receipts, disbursements and bank account reconciliations for September 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 September 2020

MOTION: Trustee Culver motioned to approve the September 2020 pre-paid vouchers for 32 items totaling \$14,498.55 and 1 pending voucher in the amount of \$12,387.93 (for NYS retirement) for a grand total of 33 items in the amount of \$26,890.31 as described on the prepared abstract. Seconded by Trustee Dame. Motion carried.

Walworth-Seely Public Library
Board of Trustees Meeting
October 8, 2020
Approved

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

- 3) 2020 NYS Retirement Payment to the town of Walworth in the amount of \$12,387.93

MOTION: Trustee Culver motioned to pay the Town of Walworth the amount of \$12,387.93 for the Walworth-Seely Library's share of the 2019-20 NYS Retirement invoice to the Town. Seconded by Trustee Teetsel. Motion carried.

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

- 4) 2021 Budget Update
- a. At the beginning of the 2021 budget discussion, the Town Supervisor instructed the Library Director to present a flat-line budget proposal for 2021 due to the impact of COVID-19
 - b. After the 2021 flat-line budget was approved by the Board of Trustees and presented to the Town Board of Walworth, the Town Board voted to reduce the Library's budget by 5%.
 - c. The Library Board of Trustees note that this should be considered a one-time reduction due to the impact of COVID-19 but that this reduction is not viable nor sustainable in the future.
 - d. Therefore, the funding that will be provided by the Town of Walworth for the Library's operation in 2021 should not be considered a viable or sustainable budget but rather a one-time short-fall due to the impact of COVID-19

MOTION: Trustee Culver motioned to approved the revised budget for 2021 with the understanding that this is a one-time reduction and that this does not represent a base-line operating budget for the Library in the future. Seconded by Trustee Dame. Motion carried.

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

- 5) The Bi-Annual Audit was completed at the Finance Meeting on October 6, 2020. The months of March 2020 and July 2020 were audited. No discrepancies were found.

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- 6) The November 2020 Finance Meeting will be held in person at the library on Wednesday November 4, 2020 at 10:30 am

B. Policy Committee (Trustee Dame)

1) Review Payment of Bills Policy

MOTION: Trustee Teetsel motioned to accept the Payment of Bills Policy as presented. 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 Procurement Policy

MOTION: Trustee Teetsel motioned to accept the Procurement Policy as presented. Seconded by Trustee Dame. 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)

- 1) Trustee Teesel announced that Library Clerk Mandy Papineau and her husband, Joey, welcomed a baby boy, Bear William Papineau on September 26, 2020.

D. Nominating (Trustee Britt) NA

E. Library Improvement Committee (President Vance)

1) Updates

- i. LaBella will send the completed drawings for the expansion to Norm Druschel at the Town Offices for his review by the first week in November, 2020. A set of final drawings will also be provided to the Library.

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- ii. Assemblyman Manktelow contacted the library on 10/8/2020 to announce that he was informed that the Library will be receiving a NYS Library Construction Aid check for 2019 in the amount of \$264,108.00 for the proposed expansion. Two other libraries in his district (Palmyra and Wolcott) will receive lesser amounts. Assemblyman Manktelow intends have a press release with this good news.
- 2) Construction Aid Funding Application has been completed. PLS has submitted it to the state for review.
 - i. Another NYS Library Construction Aid application for 2020 has been submitted for review by Director Brown requesting an additional \$189,000.00 for various projects in the expansion.

XI. Old Business

- 1) Library Reopening Updates (Director Brown)
 - a) Director Brown presented the with a detailed “second phase” reopening plan which allows for browsing by appointment, computer and printing by appointment, and expanded evening hours
 - b) Anyone coming into the library will be required to appropriately wear face mask covering nose and mouth as well as sanitizing hands upon arrival.
 - c) The Town Supervisor will be informed of the expanded services which will be offered starting Monday, October 12, 2020

XII. New Business

- 1) NYLA Legal Defense Fund Letter (previous discussion resumed)

After a brief discussion, all Trustees agreed that the request was a reasonable and worthy cause. The Trustees wish to show their full support and will respond in kind.

MOTION: Trustee Teetsel motioned to support the NYLA Legal Defense Fund with a check in the amount of \$500.00. Seconded by Trustee Dame. Motion carried.

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

NO: 0

- 2) NYS Harassment Training
 - a) This is an annual requirement and Library Staff have completed this training on-line.

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- b) The Board of Trustees decided that they would like to receive this training during the November Board Meeting.

XIII. Adjournment

Trustee Teetsel motioned to adjourn the meeting at 8:13 pm. Seconded by Trustee Culver. Motion carried.

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

NO: 0

IMPORTANT DATES:

- Pioneer Library System Annual Meeting will be held virtually on *Wednesday, October 14 at 6:00 pm.*
- There will be no Friends of the Library Book Sale in Fall 2020
- Library Directory Anne Brown and Library Assistant Bernie Maurer will be attending the NYLA Annual Conference in virtually from *Thursday, November 5 to Saturday, November 7*
- November Finance Committee meeting will be held in person *Wednesday, November 4* at 10:30 am

The next regular Board Meeting will be Thursday, November 12, 2020 at 6:30 pm

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

- I. Call to Order: Virtual GoToMeeting was called to order at 6:30 pm by President Jessica Vance
- II. Roll Call/Attendance
 - 1) Library Trustees Present: President Jessica Vance, Vice President David Teetsel , Financial Officer Anne Culver, Secretary Drew Britt, and Trustee Carol Dame
 - 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
- III. Adoption of current meeting agenda

MOTION: Trustee Teetsel motioned to approve the current agenda of the November 12, 2020 Board Meeting as presented. Seconded by Trustee Culver. 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 October 8, 2020 Library Board of Trustees

MOTION: Trustee Culver motioned to approve the prior minutes of the Library Board of October 8, 2020 Board Meeting as presented. Seconded by Trustee Teetsel. Motion carried.
YES: 5/5: Trustee Vance, Trustee Dame, Trustee Culver, Trustee Teetsel and Trustee Britt
NO: 0
- V. Period of Public Expression- NA
- VI. Friends of the WSPL report (Friend's President Lou Villanova)
 - 1) Despite COVID preventing the Friends from having a Fall book sale, Linda Knight has been successfully selling books on-line
- VII. Town Board Liaison Report (Councilman Scott Bryson)

**Walworth-Seely Public Library
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- 1) Congratulations on the announcement of the Library Construction Aid awarded by the state of New York
- 2) Will connect with Norm Druschel about the finalized construction drawings coming to him in the next week from LaBella

VIII. Library Director's Report (Anne Brown) (see attached)

IX. Secretary's Report-Correspondence (Trustee Britt)

X. Committee Reports

A. Financial Committee: (Financial Officer Culver)

- 1) Presentation of Monthly Budget Summary- Report of receipts, disbursements and bank reconciliations for October 2020

MOTION: Trustee Culver motioned to accept the reports of receipts, disbursements and bank account reconciliations for October 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 October 2020

MOTION: Trustee Culver motioned to approve the October 2020 pre-paid vouchers for 20 items totaling \$1818.22 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) 2020 payment from the Wayne Central School District has been received. We are still waiting for Gananda's payment
- 4) The December 2020 Finance Meeting will be held in person at the library on Monday, December 7, 2020 at 11:30 am barring any unforeseen circumstances

B. Policy Committee (Trustee Dame)

- 1) Review Pandemic Illness Response Policy

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MOTION: Trustee Dame motioned to accept the Pandemic Illness Response 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

- 2) Discussion of Charging Fines during reduced services
 - (1) After discussion, it was agreed that the amnesty mode for late materials will continue to be applied while the library continues to operate under COVID restrictions. However, fees for damaged or lost items will continue to be applied.
 - (2) Director Brown will request that some reports be gathered during this time of amnesty to ascertain how many materials are being returned late so that the Board can gage if fine-free is an avenue they wish to take in the future.
- 3) Review of Personnel Policy Manual - Postponed

C. Personnel Committee (Trustee Teetsel) - NA

D. Nominating (Trustee Britt)

- 1) Trustee Britt requested that Board Members voice their interest in the following officer positions for 2021 so that nominations and elections can take place in December 2020:
 - i. President
 - ii. Vice-President
 - iii. Finance Officer
 - iv. Secretary

E. Library Improvement Committee (President Vance)

- 1) Updates
 - i. LaBella will send the completed drawings for the expansion to Norm Druschel at the Town Offices for his review in the week. Director Brown will communicate with Liaison Town Councilman Scott Bryson when the drawings are sent so that he can connect with Norm Druschel.
 - ii. The Library Construction Aid award will be \$264,108.00 which is \$21,600 more that was originally granted.

XI. Old Business

- 1) Distribution of the OWWLie Awards from PLS Annual Meeting
 - (1) Statler & Waldorf Award – Dave Teetsel and Drew Britt

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- (2) Double Dip Award – Jessica Vance
- (3) Best Go-To-Meeting Multitasker – Anne Brown

XII. New Business

1) Closed Dates for 2021

MOTION: Trustee Teetsel motioned to approve the 2021 calendar closed dates for Walworth-Seely Library as presented. Seconded by Trustee Britt. Motion carried.

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

NO: 0

2) NYS Harassment Training

MOTION: Trustee Culver motioned to acknowledge that all current Trustees of the Walworth-Seely Public Library successfully completed the NYS approved Sexual Harassment Training for Managers through the EAP web portal on Thursday, November 12, 2020. Seconded by Trustee Britt. Motion carried.

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

NO: 0

XIII. Adjournment

Trustee Teetsel motioned to adjourn the meeting at 8:13 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:

- The library will be closed for the Thanksgiving holiday from *5 pm on Wednesday, November 25 through Friday, November 28*. We will reopen on Monday, November 30.
- December Finance Committee meeting will be held in person *Monday, December 7* at 11:30 am
- The library will be closed for the Christmas Holiday from *Thursday, December 24 through Saturday, December 26*

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- The library will be closed for the New Year holiday from 3 *pm on Thursday, December 31 through Saturday January 2, 2021*

The next regular Board Meeting will be Thursday, December 10, 2020 at 6:30 pm

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

- I. Call to Order: Virtual GoToMeeting was called to order at 6:30 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: President of the Friends of WSPL Lou Villanova and Town Councilman and Liaison to the Library Scott Bryson
- III. Adoption of current meeting agenda

MOTION: Trustee Teetsel motioned to approve the current agenda of the December 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 November 12, 2020 Library Board of Trustees

MOTION: Trustee Teetsel motioned to approve the prior minutes of the Library Board of November 12, 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
- V. Period of Public Expression- NA
- VI. Friends of the WSPL report (Friend's President Lou Villanova)
 - 1) President Villanova's microphone was not working so his communications were limited

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- 2) The Joint meeting with the Friends of WSPL has been set for January 14, 2021 at 6:30 pm
- 3) The MOU between the Friends and the Walworth Library is good as it stands. However, due to the current pandemic, it was agreed that Director Brown could postpone providing a “wish list” to the Friends (instead of presenting the “wish list” at the joint meeting scheduled for January 2021)

MOTION: Trustee Teetsel motioned to accept the MOU as is it written. Seconded by Trustee Dame. Motion carried.

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

NO: 0

- 4) President Villanova will make an appointment to sign the MOU for 2021.

VII. Town Board Liaison Report (Councilman Scott Bryson)

Councilman Bryson:

- 1) Extended his condolences to President Villanova on the passing of his mother-in-law.
- 2) Reported that Town Employees have had weekly Zoom meetings with Supervisor Jacobs and that Director Brown has been invited to participate in these virtual meetings.
- 3) Shared that there has been and will continue to be discussion about the hours the town will provide snow removal (sidewalk and parking lot) at the Town Complex. Councilman Bryson will advocate for services to be provided during hours the Library is in operation. He advises that Director Brown keep Supervisor Jacobs up to date on any changes in the Library’s hours of operation.
- 4) Will connect with Supervisor Jacobs about the finalized construction drawings and note that the Library would like Norm Druschel’s feedback on these by the end of 2020 since the Library would like to put the construction project out to bid in February, 2021.
- 5) Advised the Board that there may be a change in the Library’s liaison come January 2021

VIII. Library Director’s Report (Anne Brown) (see attached)

IX. Secretary’s Report-Correspondence (Trustee Britt) - NA

**Walworth-Seely Public Library
Board of Trustees Meeting
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APPROVED**

X. Committee Reports

A. Financial Committee: (Financial Officer Culver)

- 1) Presentation of Monthly Budget Summary- Report of receipts, disbursements and bank reconciliations for November 2020

MOTION: Trustee Culver motioned to accept the reports of receipts, disbursements and bank account reconciliations for November 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 November 2020

MOTION: Trustee Culver motioned to approve the November 2020 pre-paid vouchers for 2 items totaling \$3582.11 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

NO: 0

- 3) 2020 payment from both Gananda Central and the Wayne Central School District has been received.
- 4) The first 90% of the NYS Construction Aid has been received and deposited into the Construction Reserve savings account.
- 5) Approval of Heveron & Co. as the Library's CPA for 990 tax preparation and audit for 2020

MOTION: Trustee Culver motioned to approve CPA firm Heveron & Co. as the Walworth-Seely's CPA for the 2020 tax year and receive all required documentation to complete the 990 and conduct the external audit for 2020. Seconded by Trustee Britt. Motion carried.

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

NO: 0

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(6) Approval of electronic fund transfers for 2021

(a) Paychex for all related expenses and retirement payments

MOTION: Trustee Culver motioned to approve the Electronic Fund Transfers for Paychex for all related expenses and retirement payments for 2021. Seconded by Trustee Teetsel. Motion carried.

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

NO: 0

(b) Payment Processing Consultants for monthly credit card fees and the terminal rental

MOTION: Trustee Culver motioned to approve the Electronic Fund Transfers for Payment Processing Consultants for monthly credit card fees and the terminal rental for 2021. Seconded by Trustee Teetsel. Motion carried.

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

NO: 0

1

(7) Approval to maintain AB, JV, AC, and CD as signers for Lyons National Bank

MOTION: Trustee Culver motioned to maintain Anne Brown, Jessica Vance, Anne Culver, and Carol Dame as signers on the Lyons National Bank accounts for 2021. Seconded by Trustee Teetsel. Motion carried.

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

NO: 0

(8) Approval to maintain AB, JV, AC and CD as signers for Citizens Bank

MOTION: Trustee Culver motioned to maintain Anne Brown, Jessica Vance, Anne Culver, and Carol Dame as signers on the Citizens Bank account for 2021. 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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(9) Appointment of a bookkeeper for 2021

MOTION: Trustee Culver motioned to appoint Bernie Maurer as the bookkeeper for WSPL for 2021. Seconded by Trustee Dame. Motion carried.

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

NO: 0

(10) The January 2021 Finance Meeting will be held virtually on Tuesday, January 5, 2021 at 11:30 am

b) Policy Committee (Trustee Dame) N/A

(1) Documents Retention schedule updates

(2) RESOLVED by the Board of Trustees of the LIBRARY that New York State Education Department Records Retention and Disposition Schedule LGS-1 issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, including any future revisions and re-issuances thereof, is hereby adopted for use by the LIBRARY in legally disposing of valueless records listed therein.

FURTHER RESOLVED, that in accordance with Article 57-A:

(a) those records that are described in New York State Education Department Records Retention and Disposition Schedule LGS-1 may only be dispersed of after they have met the minimum retention periods described therein;

(b) only those records that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods may be disposed of.

MOTION: Trustee Dame motioned to abide by the New York State Education Department Records Retention and Disposition Schedule LGS-1 issued pursuant to Article 57-A of the Arts and Cultural Affairs Law. Seconded by Trustee Teetsel. Motion carried.

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

NO: 0

c) Personnel Committee (Trustee Teetsel)

- i) Adrienne Compton's last day at Walworth Seely will be December 15, 2020 because she will use the last of her PTO for the end of December.
- ii) The Board passes along their gratitude for all her (16) years of service.

d) Nominating Committee (Trustee Britt)

(1) Officer Nominations

(i) President

MOTION: Trustee Britt motioned to nominate Jessica Vance for President of the WSPL Board of Trustees for 2021. Seconded by Trustee Teetsel. Motion carried.

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

NO: 0

There were no other nominations for President

MOTION: Trustee Teetsel motioned to elect Jessica Vance for President of the WSPL Board of Trustees for 2021. Seconded by Trustee Culver. Motion carried.

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

NO: 0

(ii) Vice President

MOTION: Trustee Britt motioned to nominate David Teetsel for Vice-President of the WSPL Board of Trustees for 2021. Seconded by Trustee Culver. Motion carried.

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

NO: 0

There were no other nominations for Vice-President

**Walworth-Seely Public Library
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**MOTION: Trustee Britt motioned to elect David Teetsel for Vice-President of the WSPL Board of Trustees for 2021. Seconded by Trustee Dame. Motion carried.
YES: 5/5: Trustee Vance, Trustee Teetsel, Trustee Dame, Trustee Culver and Trustee Britt
NO: 0**

(iii) Secretary

**MOTION: Trustee Teetsel motioned to nominate Drew Britt for Secretary of the WSPL Board of Trustees for 2021. Seconded by Trustee Culver. Motion carried.
YES: 5/5: Trustee Vance, Trustee Teetsel, Trustee Dame, Trustee Culver and Trustee Britt
NO: 0**

There were no other nominations for Secretary

**MOTION: Trustee Teetsel motioned to elect Drew Britt for Secretary of the WSPL Board of Trustees for 2021. Seconded by Trustee Culver. Motion carried.
YES: 5/5: Trustee Vance, Trustee Teetsel, Trustee Dame, Trustee Culver and Trustee Britt
NO: 0**

(iv) Finance Officer

**MOTION: Trustee Britt motioned to nominate Anne Culver for Finance Officer of the WSPL Board of Trustees for 2021. Seconded by Trustee Dame. Motion carried.
YES: 5/5: Trustee Vance, Trustee Teetsel, Trustee Dame, Trustee Culver and Trustee Britt
NO: 0**

There were no other nominations for Finance Officer

**MOTION: Trustee Teetsel motioned to elect Anne Culver for Finance Officer of the WSPL Board of Trustees for 2021. 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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e) Library Improvement Committee (Trustee Vance)

(1) Updates

- (a) Construction drawings have been delivered to Norm Druschel and we are awaiting his feedback and approval
- (b) President Vance and Director Brown met with some furniture companies and will be presenting that information to the Board at the next meeting

11) Old Business

(1) Modified Operations due to COVID-19 crisis

- (a) The Board thanked Director Brown for all her work on the Pandemic response
- (b) For now, operations will remain as is acknowledging that this is a fluid situation

12) New Business

(1) NYS Minimum Standards effective January 1, 2021

- (i) Long Range/Strategic Plan (will be posted on the website to meet minimum standards)
- (ii) Budget (Director Brown will make some minor revisions to balance the budget and will present this revision to the Finance Committee before posting the 2021 budget on our website)
- (iii) Policies, Bylaws, and Annual Report to the Community (These are already posted on our website so we are in compliance)

(2) Discussion on purchase of air purification system for the library spaces

- (a) After considerable discussion, the Board members suggested that Director Brown purchase three small units (for the circulation desk, the workroom, and the director's office).
- (b) The efficacy of these units is not determined, therefore, let's see how they operate

(3) Resolution: The Walworth-Seely Public Library may exceed the NYS tax cap for the 2021 fiscal year.

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Whereas, the adoption of the 2021 budget for the Walworth-Seely Public Library may require a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and

Whereas, General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; now therefore be it

Resolved, that the Board of Trustees of the Walworth-Seely Public Library voted and approved to exceed the tax levy limit for 2020 by at least the sixty percent of the board of trustees as required by state law on December 10, 2020.

MOTION: Trustee Culver motioned to pass the resolution acknowledging that Walworth-Seely Public Library may exceed the NYS tax cap for the 2021 fiscal year. Seconded by Trustee Dame. Motion carried.

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

NO: 0

13) Adjournment

MOTION: Trustee Teetsel motioned to adjourn the meeting at 7:37pm.

Seconded by Trustee Britt. Motion carried.

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

NO: 0

IMPORTANT DATES:

- The library will be closed for the Christmas Holiday from ***Thursday, December 24 through Saturday, December 26.*** We will reopen ***Monday, December 28.***
- The library will be closed for the New Year holiday from ***3 pm on Thursday, December 31 through Saturday January 2, 2021.*** We will reopen ***Monday, January 4.***
- January Finance Committee meeting is scheduled for Tuesday, January 5, 2021 at 11:30 am

The next regular Board Meeting will be Thursday, January 14, 2021 at 6:30 pm