



**Walworth-Seely Public Library**  
**APPROVED** Meeting Minutes of the Finance Committee  
February 3, 2021

Held Virtually through GoToMeeting

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

Virtual Meeting called to order at 11:30 am by Finance Officer Anne Culver

1. All bank statements, reconciliations, check books, vouchers, and the monthly abstract were reviewed by Finance Officer Culver and Trustee Dame on 2/2/2021. No irregularities were found.
2. The Balance Sheet and Profit & Loss reports were reviewed.
3. Funding from the Town of Walworth for 2021 is not expected before February 18, 2021. We have one more payroll in February and the Library has received the 2020-2021 Retirement bill from the Town of Walworth. \$16,517.67 is due.
4. Currently there is \$25,827.48 in the LNB operating checking account after which the Retirement bill is paid will leave a balance of \$16,517.67. It is suggested that \$5,000.00 of 2020 funds be transferred from LNB operating checking and moved to LNB operating savings and that this money be designated for GL 500 Operating Reserve.

**MOTION: Trustee Culver motioned to move \$5000.00 from the LNB Operating Checking account and be assigned to GL 500 Operating Reserve. Seconded by Trustee Dame. Motion carried.**

**Yes: 3/3**

**No: 0**

5. Currently there is \$12,838.64 in the LNB EFT Checking account. There is one more payroll that needs to be covered in February before the Library receives the 2021 funding from the Town of Walworth. It is suggested that \$5000.00 of 2020 funds be transferred from LNB EFT checking to LNB Operating Savings and that this money also be designated for GL 500 Operating Reserve.

**MOTION: Trustee Culver motioned to move \$5000.00 from the LNB EFT Checking account and be assigned to GL 500 Operating Reserve. Seconded by Trustee Dame. Motion carried.**

**Yes: 3/3**

**No: 0**



**Walworth-Seely Public Library**  
**APPROVED** Meeting Minutes of the Finance Committee  
February 3, 2021

6. There are two CDs that are maturing as of February 7, 2021. Rates for rolling over the CDs were discussed. We were quoted: 0.25 for 3 months; 0.30 for 6 months; 0.40 for 12 months. Penalty for early withdrawal is one month's interest.

**MOTION: Trustee Culver motioned to roll each of the maturing CDs into two new 12 month CDs with an interest rate of 0.40. Seconded by Trustee Dame. Motion carried.**

**Yes: 3/3**

**No: 0**

7. The AUD is due March 1, 2021.
8. Bookkeeper Maurer reported that she nearly completed the annual Auditor's Inventory and started pulling reports for the Heveron & Co., the CPA firm that will be completing the 990 for 2020.
9. Furniture packages for the library expansion were reviewed. Three companies have provided information: LaBella, CLC, and Intivity. It was decided that Director Brown will contact Intivity to let them know we are going in a different direction. Director Brown will contact CLC to determine if they can provide a rendering of the furniture options they quoted.
10. The issue of moving and storage was discussed by the committee. Although we won't have a definite timeline of when the library will need to be vacated until we have a Construction firm, some outreach is in order to see if we can secure an alternate site to conduct some minimal business. An office trailer is one option. Perhaps the lodge in Ginegaw Park. Bernie will reach out to the owner of the Mark's Pizza building in Walworth to ascertain if the small retail space being vacated by Buddy Roo Roo's Antiques might be a possibility.
11. Regarding the Library Improvement Project, Norm Druschel had some questions for LaBella and these were being addressed by Emily Steinbacher. Director Brown emailed Norm Druschel the last week in January to ask if his questions were answered. No response was received. Since approval is needed in order to move forward with obtaining Construction Bids, it is suggested that a meeting of all parties involved be scheduled including the Town Supervisor Jacobs, Norm Druschel, Phil Williamson, Library representatives President Vance and Director Brown, LaBella engineer Mike Simon and facilitator Emily Steinbacher to move the process forward.



**Walworth-Seely Public Library**  
**APPROVED** Meeting Minutes of the Finance Committee  
February 3, 2021

12. Director Brown stated that a person who has earned her MLS has reached out to request to volunteer at the library in order to gain some library experience. As long as she works less than 20 hours per week, this individual can be brought on as a substitute clerk. Since we have not filled three vacancies left by MP, AC, and JC, Director Brown will have the individual complete an application for a part-time substitute clerk position. An interview will be set up and if brought on staff, she will be encouraged to take the Civil Service exam.

13. The next Finance meeting will be held on Wednesday, March 3, 2021 at 11:30 am.

**MOTION: Trustee Culver motioned to adjourn the meeting at 12:45 pm. Seconded by Trustee Dame. Motion carried.**

**YES 3/3**

**No: 0**

These minutes will be submitted for approval with the Board of Trustees at the February 11, 2021 Board meeting.