

**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**