

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)

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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