

**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.

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**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.**

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**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

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- 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.

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**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**

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**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 6<sup>th</sup> and will run through August 31<sup>st</sup>
- September Finance Committee meeting will be held virtually *Friday, September 4<sup>th</sup> 12:00 pm*

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