

**Walworth-Seely Public Library
Board of Trustees Meeting
Joint Meeting with the Friends of the Walworth Library
January 18, 2024
APPROVED**

- I. Call to Order: Meeting was called to order at 6:04 pm by President Jessica Vance

- II. Roll Call/Attendance
 - i. Library Trustees Present: President Jessica Vance; Secretary Drew Britt and Finance Officer Anne Culver,
 - ii. Library Trustees Absent: Vice-President Dave Teetsel and Trustee Sondra Rutkowski both of whom had an excused absence
 - iii. Library Staff Present: Library Director Anne Brown and Library Assistant Bernie Maurer
 - iv. Others Present: Friends of WSPL President Linda Knight, Treasurer of the Friends of WSPL Lou Villanova, and Linda Pembroke
 - v. Others Absent: Town Councilwoman & Liaison to the Library Amber Linson who had a Town Board meeting

- III. Adoption of current meeting agenda

**MOTION: Trustee Britt motioned to approve the current agenda for the January 2024 meeting as amended. Seconded by Trustee Culver. Motion carried.
YES: 3/3: Trustee Vance, Trustee Britt and Trustee Culver
NO: 0**

- IV. Approval of prior meeting minutes
 - a. Approval of prior meeting minutes of December 14, 2023 as presented

**MOTION: Trustee Britt motioned to approve the minutes of the December 14, 2023 Board Meeting as presented. Seconded by Trustee Culver. Motion carried.
YES: 3/3: Trustee Vance, Trustee Britt and Trustee Culver
NO: 0**

- V. Period of Public Expression- NA

- VI. Annual Joint Meeting with the Friends of the WSPL (Friend's President Linda Knight)
 - a. Annual joint meeting with Friends
 - 1) The Friends priority at this time is to increase involved membership. Potential recruitment will focus on listing specific tasks they are looking for membership to do.

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2) The “wish list’ priorities were reviewed with the Friends for them to consider.

i. It was suggested that a donation jar be put by Otis the Tortoise’s tank so that families and kids can donate to obtain a new tank for her.

b. Memorandum of Understanding

1) Both Boards are in agreement with the MOU.

MOTION: Trustee Britt motioned to approve the Memorandum of Understanding for 2024 as presented. Seconded by Trustee Culver. Motion carried.

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

NO: 0

VII. Town Board Liaison Report (Councilwoman Amber Linson) NA

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

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

X. Committee Reports

a. Financial Committee:

i. Presentation of Monthly Budget Summary- Report of receipts, disbursements and bank reconciliations for December 2023

MOTION: Trustee Culver motioned to accept the reports of receipts, disbursements, and bank reconciliations for December 2023. Seconded by Trustee Britt. Motion carried.

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

NO: 0

ii. Approval of December 2023 vouchers

MOTION: Trustee Culver motioned to approve the vouchers for December which include 30 items in the amount of \$3,635.28 as reflected on the prepared abstract. Seconded by Trustee Britt. Motion carried.

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

NO: 0

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- iii. The January Finance Meeting will be held in person on Thursday, February 4, 2024 at 11:30 am.

- b. Policy Committee (Trustee Rutkowski)
 - i. Conflict of Interest/Whistleblower Policy Signatures

- c. Personnel Committee (Trustee Teetsel)
 - i. The posting for a Program Assistant is up and applications will be accepted through 1/26/2024

- d. Strategic Planning Committee (Trustee Britt)

- e. Sustainable Funding Committee (Trustee Vance)
 - 1. The Walworth voters approved the Walworth Library's budget for 2024 for \$320,000.00, however, the tax levy was not on the resident's tax bills
 - 2. The OWWL attorney is working with the County attorney and the Real Property Tax Director to resolve this issue.

11) Old Business

- a. Trustee Training Requirement Reminder
 - i) All trustees must have 2 hours of training per year.
 - ii) Please submit your training hours to Trustee Teesel's Googledoc as soon as possible as these must be included on the Annual Report due in February.

12) New Business

- a. Committee Appointments (President Vance)
 - i. Finance – Trustee Culver
 - ii. Policy – Trustee Rutkowski
 - iii. Personnel – Trustee Teesel
 - iv. Nominating – Trustee Culver
 - v. Sustainable Funding – Trustee Vance
 - vi. Strategic Planning – Trustee Britt
 - vii. Community Relationships & Engagement – Co-chairs
Trustees Rutkowski and Teetsel

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- b. Library Hours for April 8, 2024 (Total Solar Eclipse)
 - i. Since the Walworth Library will be involved in the Ginegaw Total Eclipse Party in conjunction with the Town of Walworth, Parks and Recreation Departments, staff will be needed to do programming in the park.

MOTION: Trustee Britt motioned to close the library on April 8, 2024 for the Total Solar Eclipse so that staff can assist with programming at Ginegaw Park that day. Seconded by Trustee Culver. Motion carried.

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

NO: 0

- c. Library Advocacy Day in Albany -February 6-7

MOTION: Trustee Britt motioned to approve Director Brown's participation in Albany for Library Advocacy Day February 6-7, 2024. Seconded by Trustee Culver. Motion carried.

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

NO: 0

13) Adjournment

MOTION: Trustee Culver motioned to adjourn the meeting at 6:53 pm. Seconded by Trustee Britt. Motion carried.

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

NO: 0

IMPORTANT DATES:

- The 2023 OWWLie Awards will be held at OWWL HQ on *Friday, January 26, 2024*. Our board was selected to win an award.
- Next Finance Committee meeting will be held *Friday, February 2nd* at 11:30 am
- Library Advocacy Day will be held in person in Albany on *Wednesday, February 7, 2024*.
- Director Brown will be out of the office from *Friday, February 23* through *Saturday March 2, 2024*.
- 2023 Annual Report to NYS is due to OWWL by *Wednesday, February 28, 2024*

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- 2023 AUD Report to NYS Comptroller is due *Friday, March 1, 2024*, with the possibility to file for 60-day extension (*May 1, 2024*)
- The Total Solar Eclipse will take place on *Monday, April 8, 2024*. The library is planning several events leading up to the eclipse, as well as collaborating with the Town & Recreation department to host a large scale event in Ginegaw Park

The next regular Board Meeting will be Thursday, February 8, 2024 at 6:30 pm.

Walworth-Seely Public Library
Board of Trustees Meeting
February 8, 2024
APPROVED

- I. Call to Order: Meeting was called to order at 6:35 pm by President Jessica Vance

- II. Roll Call/Attendance
 - i. Library Trustees Present: President Jessica Vance; Secretary Drew Britt, Finance Officer Anne Culver, Vice-President Dave Teetsel and Trustee Sondra Rutkowski
 - ii. Library Staff Present: Library Director Anne Brown and Library Assistant Bernie Maurer
 - iii. Others Present: Friends of WSPL President Linda Knight and Town Councilwoman & Liaison to the Library Amber Linson

- III. Adoption of current meeting agenda

MOTION: Trustee Britt motioned to approve the current agenda for the February 2024 meeting as presented. Seconded by Trustee Teetsel. Motion carried.
YES: 5/5: Trustee Vance, Trustee Britt, Trustee Teetsel, Trustee Culver and Trustee Rutkowski
NO: 0

- IV. Approval of prior meeting minutes
 - a. Approval of prior meeting minutes of January 18, 2024 as presented

MOTION: Trustee Teetsel motioned to approve the minutes of the January 18, 2024 Board Meeting as presented. Seconded by Trustee Britt. Motion carried.
YES: 5/5: Trustee Vance, Trustee Britt, Trustee Teetsel, Trustee Culver and Trustee Rutkowski
NO: 0

- V. Period of Public Expression- NA

- VI. Friends of the WSPL (Friend's President Linda Knight)

- 1) Linda Knight and Linda Pembroke have been scanning books and selecting some items for crafting. Anything that is not in good condition to sell or craft is going to be donated to Goodwill. There are still about 30 boxes of books in the shed to scan.
- 2) The Friends are still approaching potential crafters to use old books to create crafts to sell.
 - i.

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- VII. Town Board Liaison Report (Councilwoman Amber Linson)
- a. With the 414 vote having passed in November, this was the first time for any town in the 4 county area to collect a separate tax from residents for the library. To resolve the issue, this year the town will fund the library from their reserves and then replenish the reserve over the next few years.
 - b. The Library Board of Trustees extended their heartfelt thanks to Councilwoman Linson and the rest of the Town Board for this resolution.
 - c. Regarding the Community Garden, the \$350 that the Town will contribute to the project can be obtained by contacting the Comptroller for a check.
- VIII. Library Director's Report (Anne Brown) (see attached)
- a. The Library Board of Trustees and Director Brown were recognized by the OWWL Library System at the annual OWWL Awards program.
 - b. Director Brown distributed the "gold" coins" to each Trustee.
- IX. Secretary's Report – (Trustee Britt) - NA
- X. Committee Reports
- a. Financial Committee:
 - i. Presentation of Monthly Budget Summary- Report of receipts, disbursements and bank reconciliations for End of Year 2023

MOTION: Trustee Culver motioned to accept the reports of receipts, disbursements, and bank reconciliations for End of Year 2023. Seconded by Trustee Britt. Motion carried.

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

NO: 0

- ii. Approval of End of Year 2023 vouchers

MOTION: Trustee Culver motioned to approve the 11 pre-paid vouchers for End of Year 2023 in the amount of \$5,930.90 as reflected on the prepared abstract. Seconded by Trustee Teetsel. Motion carried.

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

NO: 0

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- iii. Presentation of Monthly Budget Summary- Report of receipts, disbursements and bank reconciliations for January 2024

MOTION: Trustee Culver motioned to accept the reports of receipts, disbursements, and bank reconciliations for January 2024. Seconded by Trustee Britt. Motion carried.

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

NO: 0

- iv. Approval of January 2024 vouchers

MOTION: Trustee Culver motioned to approve the 23 pre-paid vouchers for January 2024 in the amount of \$5,930.90 as reflected on the prepared abstract. Seconded by Trustee Teetsel. Motion carried.

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

NO: 0

- v. The January Finance Meeting will be held in person on Thursday, March 7, 2024 at 11:30 am.

b. Policy Committee (Trustee Rutkowski)

- i. Legal updates for the employee handbook have been received so updates to the handbook will be forthcoming.
- ii. A policy for the Community Garden will be needed.

c. Personnel Committee (Trustee Teetsel)

- i. Approval to hire Part Time Program Assistant Maggie Fitzgerald starting after February 9, 2024 at a rate of \$17.50/hr for no more than 30 hours per week

MOTION: Trustee Teetsel motioned to approve the hire of Part Time Program Assistant Maggie Fitzgerald starting after February 9, 2024 at a rate of \$17.50/hr for no more than 30 hours per week. Seconded by Trustee Culver. Motion carried.

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

NO: 0

d. Strategic Planning Committee (Trustee Britt)

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- i. Trustee Britt and Director Brown announced that Executive Director of the OWWL Library System, Ron Kirsop, has asked permission to use Walworth Library's Strategic Plan as an example to share with the other 41 libraries in the system.

- e. Sustainable Funding Committee (Trustee Vance)
 - 1. The Walworth voters approved the Walworth Library's budget for 2024 for \$320,000.00. This will eliminate the need to collect any tax monies from Gananda and Wayne School Districts.
 - 2. A resolution will be needed to discontinue the collection of money from the schools. Bookkeeper Maurer will contact the two schools regarding the process and timeline.
 - 3. Annually, the library can collect signatures to have small increases to the 414, therefore it is suggested that at the next Finance meeting, the proposed budget for 2025 be reviews to know how much of an increase will be requested

11) Old Business

12) New Business

- a. Trustee Term Corrections to 5 years

MOTION: Trustee Culver motioned to approve the Trustee Roster with corrected term dates which includes adding one additional year to Trustee Teetsel's term which will now end 12/31/2026. Seconded by Trustee Britt. Motion carried.

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

NO: 0

(8) 2023 FFRPL Grant Report

MOTION: Trustee Teetsel motioned to expend \$1926 from the FFRLP account for the purchase of print books in 2023. Seconded by Trustee Culver. Motion carried.

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

NO: 0

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13) Adjournment

MOTION: Trustee Teetsel motioned to adjourn the meeting at 6:53 pm. Seconded by Trustee Britt. Motion carried.

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

NO: 0

IMPORTANT DATES:

- Next Finance Committee meeting will be held Thursday, March 7, 2024 at 11:30 am
- Director Brown will be out of the office from *Friday, February 23* through *Saturday March 2, 2024*. Please contact Library Assistant Maurer while Director Brown is away
- 2023 Annual Report to NYS is due to OWWL by *Tuesday, February 27, 2024*
- 2023 AUD Report to NYS Comptroller is due *Friday, March 1, 2024*, with the possibility to file for 60-day extension (*May 1, 2024*)
- Community Garden Discussion will be held on Thursday, March 7 from 6:00-7:00 pm with interested patrons
- The Total Solar Eclipse will take place on *Monday, April 8, 2024*. The library is planning several events leading up to the eclipse, as well as collaborating with the Town & Recreation department to host a large scale event in Ginegaw Park

The next regular Board Meeting will be Thursday, March 14, 2024 at 6:30 pm

**Walworth-Seely Public Library
Board of Trustees Meeting
March 14, 2024
APPROVED**

- I. Call to Order: Meeting was called to order at 6:34 pm by President Jessica Vance
- II. Roll Call/Attendance
 - i. Library Trustees Present: President Jessica Vance; Secretary Drew Britt, Finance Officer Anne Culver, and Trustee Sondra Rutkowski
 - ii. Library Trustees Absent: Vice-President Dave Teetsel (excused absence)
 - iii. Library Staff Present: Library Director Anne Brown and Library Assistant Bernie Maurer
 - iv. Others Present: Friends of WSPL President Linda Knight
 - v. Others Absent: Town Councilwoman & Liaison to the Library Amber Linson
- III. Adoption of current meeting agenda

**MOTION: Trustee Rutkowski motioned to approve the current agenda for the March 14, 2024 meeting as presented. Seconded by Trustee Britt. Motion carried.
YES: 4/4: Trustee Vance, Trustee Britt, Trustee Culver and Trustee Rutkowski
NO: 0**

- IV. Approval of prior meeting minutes
 - a. Approval of prior meeting minutes of February 8, 2024 as presented

**MOTION: Trustee Britt motioned to approve the minutes of the February 8, 2024 Board Meeting as presented. Seconded by Trustee Rutkowski. Motion carried.
YES: 4/4: Trustee Vance, Trustee Britt, Trustee Culver and Trustee Rutkowski
NO: 0**

- b. Approval of the Finance Committee Minutes of March 7, 2024

**MOTION: Trustee Rutkowski motioned to approve the Finance Committee minutes of March 7, 2024. Seconded by Trustee Britt. Motion carried.
YES: 4/4: Trustee Vance, Trustee Britt, Trustee Culver and Trustee Rutkowski
NO: 0**

- V. Period of Public Expression- NA
- VI. Friends of the WSPL (Friend's President Linda Knight)

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- 1) Linda Knight and Linda Pembroke have one more scan of old books to complete before the book sale in April.
- 2) A number of cluster flies have been spotted in the storage shed. Some caulking to seal gaps is needed as well as some pest control. Fly traps and spray would be helpful.
- 3) The Friends had requested that Director Brown provide more detailed information about the annual wish list for the library. The Friends are considering helping with summer reading, the coffee cart and chair rail for the program room. They have determined that they are not interested in providing funds for the new end caps for the shelving.
- 4) The upcoming Spring book sale in April will require some volunteers to help with set up and end of the sale cleanup. Dorothy French will provide a sign up sheet at the circulation desk to solicit volunteers. The Friends would also like to borrow the tan tables from the library's program room to display books.
- 5) Regarding the Community Garden, the Friends have voiced concerns about the proposed project regarding who will tend it and how to protect it from animals. They have determined it is not a project they wish to fund.

VII. Town Board Liaison Report (Councilwoman Amber Linson) - NA

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

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

X. Committee Reports

a. Financial Committee:

- i. Presentation of Monthly Budget Summary- Report of receipts, disbursements and bank reconciliations for February 2024

MOTION: Trustee Culver motioned to accept the reports of receipts, disbursements, and bank reconciliations for February 2024. Seconded by Trustee Britt. Motion carried.

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

NO: 0

- ii. Approval of February 2024 vouchers

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March 14, 2024**

APPROVED

MOTION: Trustee Culver motioned to approve the 24 pre-paid vouchers for February 2024 in the amount of \$17,270.51 and 1 pending voucher in the amount of \$4825.00 for February 2024 as reflected on the prepared abstract. Seconded by Trustee Britt. Motion carried.

**YES: 4/4: Trustee Vance, Trustee Britt, Trustee Culver and Trustee Rutkowski
NO: 0**

- iii. The 2024 FFRPL grant commitment letter was approved by the Finance Committee and signed by President Vance and Director Brown.
- iv. Payment to Heveron for tax preparation and 990 completion was approved.
- v. Final paperwork documents were submitted to OWWL for the Lantek wiring project – part of a NYS Construction Aid coordinated project.
- vi. The AUD 60-day extension was granted. It will now be due April 30, 2024.
- vii. The April Finance Meeting & bi-annual audit will be held in person on Friday, April 5, 2024 at 11:30 am.

b. Policy Committee (Trustee Rutkowski)

Review of the Pandemic Illness Response Policy

- i. The board questioned the title of the policy since the pandemic is over so a policy name change to the “Public Health Emergency” policy was suggested.

MOTION: Trustee Rutkowski motioned to change the name of the policy to the Public Health Emergency Policy and approve it as revised. Seconded by Trustee Britt. Motion carried.

**YES: 4/4: Trustee Vance, Trustee Britt, Trustee Culver and Trustee Rutkowski
NO: 0**

- ii. Repeal the Work Remotely Policy
Since the Employee Handbook will now contain guidelines on work remotely, a separate policy is no longer needed.

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MOTION: Trustee Britt motioned to repeal the Work Remotely Policy because it is now included in the employee handbook. Seconded by Trustee Culver. Motion carried.

YES: 4/4: Trustee Vance, Trustee Britt, Trustee Culver and Trustee Rutkowski
NO: 0

- c. Personnel Committee (Trustee Teetsel)
 - i. Approval to post for a Part-Time Library Clerk (to work evenings)

MOTION: Trustee Britt motioned to approve posting an opening for a Part-Time Library Clerk. Seconded by Trustee Culver. Motion carried.

YES: 4/4: Trustee Vance, Trustee Britt, Trustee Culver and Trustee Rutkowski
NO: 0

- d. Strategic Planning Committee (Trustee Britt) NA
- e. Sustainable Funding Committee (Trustee Vance)
 - i. Status of 259 School District Levies
 1. Director Brown has been in touch with both Wayne Central School District and the Gananda School District. The removal of funding for the library needs to be on the May ballot for the public to vote.
 2. Wording for the May School Budget vote will be reviewed with the library's attorney.
 3. Director Brown will start preparing the budget request for 2025 so that the Finance Committee can discuss it at the April meeting. Since the library's funding is now voted on by the residents of Walworth every November, it is suggested that a cost of living adjustment be added every year which requires a petition for signatures from Walworth residents to get on the November ballot.
 - ii. Request for feedback on the "Inch by Inch" 414 manual
 1. Suggest that there be a section on guidance for the towns
 2. List of titles of people at the county level to contact
 3. Suggestion about using public events for outreach and education with a suggested time-line.

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12) New Business

- a. Lobby Door Locks
 - i. The new library doors to the lobby have no way to lock them from the inside.
 - ii. Concerns were raised that in the event of a “shelter in place” situation, there would be no safe way to secure the doors without having to go out into the lobby to lock them.
 - iii. Since Supervisor Donalty has a law enforcement background and has conducted a safety seminar for the library staff, it is suggested Director Brown have a discussion with him regarding the doors.

- b. AAC Partnership
 - i. Director Brown made the Board aware of a grant opportunity through the OWWL Library System for a signboard to assist non-verbal individuals.
 - ii. The requirement would be for a large signboard to be displayed in the library, however, libraries with limited floor space will find it difficult to comply. Although the Board agrees that the concept of having a means to communicate with non-verbal individuals a great idea, the signboard would not necessarily work in our library. Therefore, after much discussion, it was suggested that feedback be given about the space issue that a signboard presents. Other options such as a portable communication board or laminated sheets in a communication binder would better serve our needs.

 - iii. Approval of 2023 Annual Report to NYS

MOTION: Trustee Culver motioned to approve the 2023 Annual Report to NYS. Seconded by Trustee Britt. Motion carried.

YES: 4/4: Trustee Vance, Trustee Britt, Trustee Culver and Trustee Rutkowski
NO: 0

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13) Adjournment

MOTION: Trustee Britt motioned to adjourn the meeting at 7:54 pm. Seconded by Trustee Rutkowski. Motion carried.

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

NO: 0

IMPORTANT DATES:

- Next Finance Committee meeting which will include a bi-annual audit will be held *Friday, April 5* at 11:30 am
- The Total Solar Eclipse will take place on *Monday, April 8, 2024*. The library is planning several events leading up to the eclipse, as well as collaborating with the Town & Recreation department to host a large scale event in Ginegaw Park. The library will be closed this day so that staff can work the event.
- 2023 AUD Report to NYS Comptroller is due *Tuesday, April 30*

The next regular Board Meeting will be Thursday, April 11, 2024 at 6:30 pm

Walworth-Seely Public Library
Board of Trustees Meeting
April 11, 2024
APPROVED

- I. Call to Order: Meeting was called to order at 6:34 pm by President Jessica Vance

- II. Roll Call/Attendance
 - i. Library Trustees Present: President Jessica Vance; Secretary Drew Britt, Finance Officer Anne Culver, Vice-President Dave Teetsel and Trustee Sondra Rutkowski
 - ii. Library Staff Present: Library Director Anne Brown and Library Assistant Bernie Maurer
 - iii. Others Present: Friends of WSPL President Linda Knight
 - iv. Others Absent: Town Councilwoman & Liaison to the Library Amber Linson (due to attendance at a Town meeting)

III. Adoption of current meeting agenda

MOTION: Trustee Britt motioned to approve the current agenda for the April 11, 2024 meeting as presented. Seconded by Trustee Teetsel. Motion carried.
YES: 5/5: Trustee Vance, Trustee Britt, Trustee Culver, Trustee Teetsel and Trustee Rutkowski
NO: 0

IV. Approval of prior meeting minutes

- a. Approval of prior meeting minutes of March 14, 2024 as presented

MOTION: Trustee Rutkowski motioned to approve the minutes of the March 14, 2024 Board Meeting as presented. Seconded by Trustee Britt. Motion carried.
YES: 5/5: Trustee Vance, Trustee Britt, Trustee Culver, Trustee Teetsel and Trustee Rutkowski
NO: 0

V. Period of Public Expression- NA

VI. Friends of the WSPL (Friend's President Linda Knight)

- 1) The remaining books from the previous book sale are now cleared out.
- 2) Since the Friends are providing funds for chair rails in the program room, President Knight requested an estimate of cost. Monday, 5/13 was targeted as a possible date to install the chair rails and President Knight said she would assist.
- 3) The Friends had requested they be able to borrow the tan book cart for the book sale at the end of April.

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- 4) Since signatures for the proposition for a small increase in budget is needs to be collected, it was suggested that Thursday morning of the book sale (4/25) would be the best time to do so. A small table will be needed for residents to use for signing the petition.
- 5) Bernie will be on call on Saturday 4/27 to open the library after 2:15 so the Friends can return the tables they are borrowing from the library.
- 6) Saturday, 4/27 is also being targeted as the day to remove the library chairs being stored in the barn on Parker Rd.

- VII. Town Board Liaison Report (Councilwoman Amber Linson) –
- i. Councilwoman Linson is eager to hear and how the party in the park for the total solar eclipse went and an update about the plans for the community garden are evolving.

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

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

- X. Committee Reports

- a. Financial Committee:

- i. Presentation of Monthly Budget Summary- Report of March 2024

MOTION: Trustee Culver motioned to accept the reports of receipts, disbursements, and bank reconciliations for March 2024. Seconded by Trustee Britt. Motion carried.

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

NO: 0

- ii. Approval of March 2024 vouchers

MOTION: Trustee Culver motioned to approve the 28 pre-paid vouchers for March 2024 in the amount of \$6,943.12 March 2024 as reflected on the prepared abstract. Seconded by Trustee Britt. Motion carried.

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

NO: 0

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- iii. Approval of the bi-annual internal audit which was completed at the April Finance meeting by Finance Committee Chair Culver and Secretary Britt.

MOTION: Trustee Culver motioned to approve the bi-annual audit for the month of October 2023 that was completed at the April Finance meeting. There were no discrepancies or concerns noted. Seconded by Trustee Rutkowski. Motion carried. YES: 5/5: Trustee Vance, Trustee Britt, Trustee Culver, Trustee Teetsel and Trustee Rutkowski
NO: 0

- iv. Final tax paperwork, 990, and 2023 Financial Reports were received from Heveron & Co.

MOTION: Trustee Culver motioned to approve the 990 and 2023 Financial Reports prepared by Heveron & Co. Seconded by Trustee Rutkowski. Motion carried. YES: 5/5: Trustee Vance, Trustee Britt, Trustee Culver, Trustee Teetsel and Trustee Rutkowski
NO: 0

- v. 2023 AUD 60-day extension was granted. It will now be due April 30, 2024.
 - vi. The May Finance Meeting will be held in person on Thursday, May 2, 2024 at 11:30 am.
- b. Policy Committee (Trustee Rutkowski)
- i. Circulation Policy – Tabled until May
 - 1. Discuss adding NYS Empire Pass(es) for circulation
 - a. After some discussion and a decision to purchase a couple of annual passes for NYS parks for circulation, it was determined that some additional work needs to be done on the policy.
 - ii. Library Fees & Services Policy
 - 1. Tabled until May
- c. Personnel Committee (Trustee Teetsel)
- i. Posting for a Part-Time Library Clerk (to work evenings) is ready.

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- d. Strategic Planning Committee (Trustee Britt) NA
- e. Sustainable Funding Committee (Trustee Vance)
 - i. Approval of 2025 budget requisition amount

MOTION: Trustee Culver motioned to approve the 2025 budget requisition in the amount of \$326,400.00 which represents a 2% increase over 2024. Seconded by Trustee Teetsel. Motion carried.

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

NO: 0

ii. Resolution:

1. The Walworth-Seely Public Library may exceed the NYS tax cap for the 2025 fiscal year.

Whereas, the adoption of the 2025 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 2025 by at least the sixty percent of the board of trustees as required by state law on April 11, 2024.

MOTION: Trustee Teetsel motioned to pass the resolution acknowledging that the Walworth Library Board voted and approved to exceed the tax levy limit for 2025 by at least the sixty percent of the board of trustees as required by state law on April 11, 2024. Seconded by Trustee Britt.

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

NO: 0

NOTE: Trustee Culver left the meeting at 7:49 pm due to another commitment.

Walworth-Seely Public Library
Board of Trustees Meeting
April 11, 2024
APPROVED

12) Old Business

- a. Lobby Door
 - i. Issues with the Lobby Door was discussed.
 - ii. Director Brown will communicate with Councilwoman Linson about this issue.

13) New Business

- a. Tan stacking chairs
 - i. After much discussion, it was decided that 40 tan chairs would be retained for the library and the remainder of the tan chairs and the 12 pink stacking chairs would be offered to:
The Town
Other Libraries
Churches in the area

13) Adjournment

MOTION: Trustee Britt motioned to adjourn the meeting at 8:08 pm. Seconded by Trustee Rutkowski. Motion carried.

YES: 4/4: Trustee Vance, Trustee Britt, Trustee Teetsel and Trustee Rutkowski

NO: 0

IMPORTANT DATES:

- 2023 AUD Report to NYS Comptroller is due *Tuesday, April 30*
- Next Finance Committee meeting will be held *Thursday, May 2* at 11:30 am
- Director Brown will be out of the office from *Monday, April 29 through Monday May 6*

The next regular Board Meeting will be Thursday, May 9, 2024 at 6:30 pm

- I. Call to Order: Meeting was called to order at 6:32 pm by President Jessica Vance
- II. Roll Call/Attendance
 - i. Library Trustees Present: President Jessica Vance; Secretary Drew Britt, Finance Officer Anne Culver, and Trustee Sondra Rutkowski
 - ii. Library Trustees Absent: Vice- President Dave Teetsel excused absence
 - iii. Library Staff Present: Library Director Anne Brown and Library Assistant Bernie Maurer
 - iv. Others Present: Friends of WSPL President Linda Knight and Town Councilwoman & Liaison to the Library Amber Linson
- III. Adoption of current meeting agenda

MOTION: Trustee Britt motioned to approve the current agenda for the May 9, 2024 meeting as presented. Seconded by Trustee Rutkowski. Motion carried.

**YES: 4/4: Trustee Vance, Trustee Britt, Trustee Culver, and Trustee Rutkowski
NO: 0**

- IV. Approval of prior meeting minutes
 - a. Approval of prior meeting minutes of March 14, 2024 as presented

MOTION: Trustee Britt motioned to approve the minutes of the April 11, 2024 Board Meeting as presented. Seconded by Trustee Rutkowski. Motion carried.

**YES: 4/4: Trustee Vance, Trustee Britt, Trustee Culver, and Trustee Rutkowski
NO: 0**

- V. Period of Public Expression- NA
- VI. Friends of the WSPL (Friend's President Linda Knight)
 - i. The book sale in April was successful bringing in about \$2100.00 Four of the six handmade journals donated by Councilwoman Linson were sold.
 - ii. Not many books were left over which was a plus.
 - iii. President Knight expressed her appreciation to all who helped to clean up after the book sale. She had a family emergency and many pitched in since she had to leave the premises.
 - iv. Regarding the library's wish list, the Friends will reimburse the library's purchases of the following items on the list:
 - a. 2 vinyl banners
 - b. New coffee cart up to \$150
 - c. Chair rail for the program room up to \$200
 - d. Summer Reading program expenses up to \$1300
 - v. Regarding the library's request for a smaller public computer table, the Friends suggested:

pp

- a. Looking into cutting down the existing table
- b. Looking to sell the existing table to cover some of of a new table. (Director Brown will connect with another Library Director who uses an on-line auction site to see what is involved with selling library items.)

- VII. Town Board Liaison Report (Councilwoman Amber Linson) –
 - i. Councilwoman Linson suggested that Director Brown meet in June with the Town Comptroller regarding the budget process for the November vote.
 - ii. Regarding the lobby door issue, Councilwoman Linson will talk to the Code Enforcer, Brett Malafeew, to problem-solve.

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

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

X. Committee Reports

a. Financial Committee:

- i. Presentation of Monthly Budget Summary- Report of April 2024

MOTION: Trustee Culver motioned to accept the reports of receipts, disbursements, and bank reconciliations for April 2024. Seconded by Trustee Britt. Motion carried. YES: 4/4: Trustee Vance, Trustee Britt, Trustee Culver, and Trustee Rutkowski NO: 0

- ii. Approval of April 2024 vouchers

MOTION: Trustee Culver motioned to approve the 22 pre-paid vouchers for April 2024 in the amount of \$3,297.69 for April 2024 as reflected on the prepared abstract. Seconded by Trustee Rutkowski. Motion carried. YES: 4/4: Trustee Vance, Trustee Britt, Trustee Culver, and Trustee Rutkowski NO: 0

- iii. The AUD (now called the AFR) will be sent in as soon as possible
- iv. The next Finance Meeting will be held on Thursday, June 6 at **11:05 am**.

b. Policy Committee (Trustee Rutkowski)

- i. Circulation Policy – Tabled until June

pp

1. Discuss adding NYS Empire Pass(es) for circulation
 - a. After some discussion and a decision to purchase a couple of annual passes for NYS parks for circulation, it was determined that some additional work needs to be done on the policy.
- ii. Library Fees & Services Policy
 1. Tabled until June
- c. Personnel Committee (Trustee Teetsel)
 1. Program Assistant Maggie Fitzgerald will be resigning effective May 17, 2024.
- d. Strategic Planning Committee (Trustee Britt)
 - i. Otis the tortoise logo was reviewed for feedback
 - ii. Marketing ideas were offered spinning off the “flat Otis” adventures idea:
 1. Otis Birthday Party
 2. Otis rubber stamps
 3. Otis T-shirt
 4. Otis book recommendations
 5. Otis coloring contest
 6. Otis bingo
 7. Letters to Otis
 8. Otis kites
- e. Sustainable Funding Committee (Trustee Vance)
 - i. Petition Update
 1. Director Brown has been in touch with the county and has provided documentation of the new legislation requiring only 25 signatures.
 2. The library’s attorney needs to approve the wording requesting a budget of \$326,400.00 for 2025 (a 2% increase over the 2024 budget).
 3. Director Brown will check the dates that the proposition is due to the County and the date by which the Town Clerk needs to receive the petition signatures in order to certify them.
 4. Trustees Rutkowski and Teetsel will discuss the community outreach plan to educate the community about the budget for 2025.

12) Old Business

- a. Community Garden update

pp

- i. Call for sticks and branches resulted in folks at the table saying they had enough to fill the beds so no need to put a call out to the community.
- ii. A meeting with Trustee Rutkowski is scheduled for May 15 at 11:30 to discuss a planting plan for companion plants.
- iii. Raised beds should be in place by May 18.
- iv. A community planting day is planned for June 1st.

13) New Business

14) Adjournment

MOTION: Trustee Culver motioned to adjourn the meeting at 7:51 pm. Seconded by Trustee Britt. Motion carried.

YES: 4/4: Trustee Vance, Trustee Britt, Trustee Culver, and Trustee Rutkowski
NO: 0

IMPORTANT DATES:

- The Library will be closed for Memorial Day Weekend on Saturday, May 25th and Monday May 27th
- June Finance Committee meeting will be held on Thursday, June 6th at 11:05 am
- Summer Reading Kickoff Party is Saturday, June 22nd from 11:00-1:00 pm

The next regular Board Meeting will be Thursday, June 13, 2024 at 6:30 pm

Walworth-Seely Public Library
Board of Trustees Meeting
June 13, 2024
APPROVED

- I. Call to Order: Meeting was called to order at 6:36 pm by President Jessica Vance

- II. Roll Call/Attendance
 - i. Library Trustees Present: President Jessica Vance; Secretary Drew Britt, and Trustee Sondra Rutkowski
 - ii. Library Trustees Absent: Finance Officer Anne Culver and Vice-President Dave Teetsel who had excused absences
 - iii. Library Staff Present: Library Director Anne Brown and Library Assistant Bernie Maurer
 - iv. Others Present: Friends of WSPL President Linda Knight and Town Councilwoman & Liaison to the Library Amber Linson

- III. Adoption of current meeting agenda

MOTION: Trustee Rutkowski motioned to approve the current agenda for the June 13, 2024 meeting as presented. Seconded by Trustee Britt. Motion carried.
YES: 3/3: Trustee Vance, Trustee Britt, and Trustee Rutkowski
NO: 0

- IV. Approval of prior meeting minutes
 - a. May 9, 2024 as presented

MOTION: Trustee Britt motioned to approve the minutes of the May 9, 2024 Board Meeting as presented. Seconded by Trustee Rutkowski. Motion carried.
YES: 3/3: Trustee Vance, Trustee Britt, and Trustee Rutkowski
NO: 0

- V. Period of Public Expression- NA

- VI. Friends of the WSPL (Friend's President Linda Knight)
 - i. The Friends are in the process of scanning left over books from the last sale and sorting any new donations that have come in since the sale.

- VII. Town Board Liaison Report (Councilwoman Amber Linson) –
 - i. Regarding the lobby door issue, Councilwoman Linson will follow up with the Code Enforcer, Brett Malafeew.

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

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

- X. Committee Reports

Walworth-Seely Public Library
Board of Trustees Meeting
June 13, 2024
APPROVED

a. Financial Committee:

- i. Presentation of Monthly Budget Summary- Report of May 2024

MOTION: Trustee Rutkowski motioned to accept the reports of receipts, disbursements, and bank reconciliations for May 2024. Seconded by Trustee Britt. Motion carried.

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

NO: 0

- ii. Approval of May 2024 vouchers

MOTION: Trustee Rutkowski motioned to approve the 40 pre-paid vouchers for May 2024 in the amount of \$4101.27 as reflected on the prepared abstract. Seconded by Trustee Britt. Motion carried.

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

NO: 0

- iii. The July Finance Meeting will be held on Wednesday, July 3 at 11:30 am.

b. Policy Committee (Trustee Rutkowski)

- i. Circulation Policy – Tabled from April

MOTION: Trustee Rutkowski motioned to approve the Circulation Policy as amended. Seconded by Trustee Britt. Motion carried.

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

NO: 0

- ii. Library Services and Fees Policy- Tabled from April

MOTION: Trustee Rutkowski motioned to approve the Services and Fees Policy as amended. Seconded by Trustee Britt. Motion carried.

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

NO: 0

- iii. Tobacco Use Policy

MOTION: Trustee Rutkowski motioned to approve the Tobacco Use Policy as amended. Seconded by Trustee Britt. Motion carried.

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

NO: 0

Walworth-Seely Public Library
Board of Trustees Meeting
June 13, 2024
APPROVED

iv. Volunteer Policy

MOTION: Trustee Rutkowski motioned to approve the Volunteer Policy as amended. Seconded by Trustee Britt. Motion carried.

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

NO: 0

v. Records Retention Policy

MOTION: Trustee Rutkowski motioned to approve the Records Retention Policy as amended. Seconded by Trustee Britt. Motion carried.

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

NO: 0

c. Personnel Committee (Trustee Teetsel)

i. Part time Clerk Alyssa Burba started her position on June 12, 2024.

Alyssa is expected to work no more than 19.5 hours/week at the rate of \$15.50/hour starting June 12, 2024. Maggie Fitzgerald will be resigning effective May 17, 2024.

MOTION: Trustee Rutkowski motioned to approve the hire of Alyssa Burba as a part-time Library Clerk for no more than 19.5 hours/week at the rate of \$15.50/hour starting June 12, 2024. Seconded by Trustee Britt. Motion carried.

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

NO: 0

d. Strategic Planning Committee (Trustee Britt) NA

e. Sustainable Funding Committee (Trustee Vance)

i. Approval of the 2024 Petition

OPTION 1 *"Shall the annual contribution of the Town of Walworth to the Walworth-Seely Public Library be increased by six thousand, four hundred (\$6,400.00) dollars to the sum of three hundred twenty six thousand, four hundred (\$326,400.00) dollars annually?"*

OR

OPTION 2 *"Shall the annual contribution of the Town of Walworth to the Walworth-Seely Public Library be increased by seven thousand (\$7,000.00) dollars to the sum of three hundred twenty seven thousand (\$327,000.00) dollars annually?"*

Walworth-Seely Public Library
Board of Trustees Meeting
June 13, 2024
APPROVED

MOTION: Trustee Rutkowski motioned to approve the 2024 petition wording as follows: “Shall the annual contribution of the Town of Walworth to the Walworth-Seely Public Library be increased by six thousand, four hundred (\$6,400.00) dollars to the sum of three hundred twenty six thousand, four hundred (\$326,400.00) dollars annually which represents a 2% increase from the previous year?” Seconded by Trustee Britt. Motion carried.

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

NO: 0

ii. Plan to collect signatures

1. Trustees Rutkowski and Teetsel will go to the Ginegaw Market starting June 25, 2024 to collect signatures and begin the community education.
2. Director Brown will prepare the FAQ handout prior to June 25th.

XI. Old Business

a. Community Garden update

- i. Trustee Rutkowski is our Master Gardener liaison who developed the plant map for our three raised beds.
- ii. Volunteers came together on June 1st to plant the garden and start building protective fences for each bed.
- iii. A call for volunteers has been put out to develop a schedule for individuals to water, weed, and harvest.

b. Trustee Education Reminder

- i. We're halfway through the year, and all Trustees must have completed two hours of continuing education in financial oversight, accountability, fiduciary responsibilities, or the general powers and duties of a library trustee by year-end. This is a requirement set by New York Education Law Section 260-D.
- ii. Training options can be found on the OWWL Libraries System Calendar. Completed trainings should be logged with the Board Vice President for tracking.

13) New Business NA

Walworth-Seely Public Library
Board of Trustees Meeting
June 13, 2024
APPROVED

14) Adjournment

MOTION: Trustee Rutkowski motioned to adjourn the meeting at 7:34 pm.

Seconded by Trustee Britt. Motion carried.

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

NO: 0

IMPORTANT DATES:

- Summer Reading Kickoff Party is Saturday, June 22nd from 11:00 am to 1:00 pm
- July Finance Committee meeting will be held on Wednesday, July 3rd at 11:30 am.
- The library will be closed in honor of Independence Day from Thursday July 4th through Saturday July 6th. The Library will reopen on Monday July 8th.

The next regular Board Meeting will be Thursday, July 11, 2024 at 6:30 pm

Walworth-Seely Public Library
Board of Trustees Meeting
July 11, 2024
APPROVED

- I. Call to Order: Meeting was called to order at 6:37 pm by President Jessica Vance
- II. Roll Call/Attendance
 - i. Library Trustees Present: President Jessica Vance; Secretary Drew Britt, Trustee David Teetsel and Trustee Sondra Rutkowski
 - ii. Library Trustees Absent: Finance Officer Anne Culver who had an excused absence
 - iii. Library Staff Present: Library Director Anne Brown and Library Assistant Bernie Maurer
 - iv. Others Absent: Friends of WSPL President Linda Knight and Town Councilwoman & Liaison to the Library Amber Linson
- III. Adoption of current meeting agenda

MOTION: Trustee Britt motioned to approve the current agenda for the July 11, 2024 meeting as presented. Seconded by Trustee Rutkowski Motion carried.
YES: 4/4: Trustee Vance, Trustee Britt, Trustee Teetsel and Trustee Rutkowski
NO: 0

- IV. Approval of prior meeting minutes
 - a. June 13, 2024 as presented

MOTION: Trustee Teetsel motioned to approve the minutes of the June 13, 2024 Board Meeting as presented. Seconded by Trustee Rutkowski. Motion carried.
YES: 4/4: Trustee Vance, Trustee Britt, Trustee Teetsel and Trustee Rutkowski
NO: 0

- V. Period of Public Expression- NA
- VI. Friends of the WSPL (Friend's President Linda Knight) - NA
- VII. Town Board Liaison Report (Councilwoman Amber Linson) – NA
- VIII. Library Director's Report (Anne Brown) (see attached)
- IX. Secretary's Report – (Trustee Britt) - NA
- X. Committee Reports
 - a. Financial Committee:
 - i. Presentation of Monthly Budget Summary- Report of June 2024

Walworth-Seely Public Library
Board of Trustees Meeting
July 11, 2024
APPROVED

MOTION: Trustee Teetse; motioned to accept the reports of receipts, disbursements, and bank reconciliations for June 2024. Seconded by Trustee Britt. Motion carried.

YES: 4/4: Trustee Vance, Trustee Britt, Trustee Teetsel and Trustee Rutkowski
NO: 0

- ii. Approval of June 2024 vouchers

MOTION: Trustee Britt motioned to approve the 32 pre-paid vouchers for June 2024 in the amount of \$5742.21 and the 1 pending voucher for \$2,228.00 for a grand total of \$7,970.21 as reflected on the prepared abstract. Seconded by Trustee Teetsel. Motion carried.

YES: 4/4: Trustee Vance, Trustee Britt, Trustee Teetsel and Trustee Rutkowski
NO: 0

- iii. The July Finance Meeting will be held on Tuesday, August 6th at 1:00pm.

- b. Policy Committee (Trustee Rutkowski)

- i. Circulation Policy – (Experience Pass revisions)

MOTION: Trustee Britt motioned to approve the Circulation Policy as revised. Seconded by Trustee Teetsel. Motion carried.

YES: 4/4: Trustee Vance, Trustee Britt, Trustee Teetsel and Trustee Rutkowski
NO: 0

- ii. Assigned Reserves Policy-

MOTION: Trustee Rutkowski motioned to approve Assigned Reserves Policy as presented. Seconded by Trustee Teetsel. Motion carried.

YES: 4/4: Trustee Vance, Trustee Britt, Trustee Teetsel and Trustee Rutkowski
NO: 0

- iii. Fund Balance Policy

MOTION: Trustee Rutkowski motioned to approve the Tobacco Use Policy as amended. Seconded by Trustee Teetsel. Motion carried.

YES: 4/4: Trustee Vance, Trustee Britt, Trustee Teetsel and Trustee Rutkowski
NO: 0

Walworth-Seely Public Library
Board of Trustees Meeting
July 11, 2024
APPROVED

- c. Personnel Committee (Trustee Teetsel)
 - i. Posting needed for staff to be responsible for youth programming

MOTION: Trustee Teetsel motioned to authorize a posting for a Library Assistant, (date to be determined by Director Brown). Seconded by Trustee Britt. Motion carried.

YES: 4/4: Trustee Vance, Trustee Britt, Trustee Teetsel and Trustee Rutkowski
NO: 0

- d. Strategic Planning Committee (Trustee Britt)
 - i. Bi-annual Check-in
 - 1. On track for all areas
- e. Sustainable Funding Committee (Trustee Vance)
 - i. Petition status report (Trustee Rutkowski)
 - 1. Trustee Rutkowski collected more than the required 25 signatures required in order to be on the November 2024 ballot.

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE WALWORTH-SEELY PUBLIC LIBRARY

A meeting of the Board of Trustees of the WALWORTH-SEELY PUBLIC LIBRARY was held at 6:37 p.m. on the 11th day of July 2024. The following Trustees were present, constituting a quorum of the Board: President Vance, Vice-President Teetsel, Secretary Britt and Trustee Rutkowski. The following motion was made, seconded and unanimously carried:

WHEREAS, there has been presented to the Board of Trustees of the Walworth-Seely Public Library a petition signed by qualified voters of the Town of Walworth in a number exceeding 25, asking that the following question be placed upon the ballot and voted on at the next general election of the Town of Walworth:

Shall the annual contribution of the Town of Walworth to the Walworth-Seely Public Library be increased by six thousand, four hundred (\$6,400.00) dollars, which represents a 2% increase, to the sum of three hundred twenty six thousand, four hundred (\$326,400.00) dollars annually?

Walworth-Seely Public Library
Board of Trustees Meeting
July 11, 2024
APPROVED

and WHEREAS, the endorsement of this Board of Trustees of the Walworth-Seely Public Library is required before such question may be placed upon the ballot,

NOW, THEREFORE, BE IT RESOLVED, that this Board of Trustees hereby endorses the petition presented to it and directs that the following question be voted on at the next general election of the Town of Walworth:

Shall the annual contribution of the Town of Walworth to the Walworth-Seely Public Library be increased by six thousand, four hundred (\$6,400.00) dollars, which represents a 2% increase, to the sum of three hundred twenty six thousand, four hundred (\$326,400.00) dollars annually?

Thereupon the resolution was passed by a vote of 4/4 in favor, none (0) opposed. The undersigned, President of the Board of Trustees of the Walworth-Seely Public Library, hereby certifies that the above is a true copy of a resolution passed by the Board of Trustees of the Walworth-Seely Public Library on the 11th day of July 2024.

MOTION: Trustee Teetsel motioned to approve the above resolution as presented. Seconded by Trustee Britt. Motion carried.

YES: 4/4: Trustee Vance, Trustee Britt, Trustee Teetsel and Trustee Rutkowski

NO: 0

2. 414 Checklist Update (Director Brown)
 - a. Director Brown has met with the Town Comptroller regarding the information that needs to be submitted to the county.
 - b. A budget summary sheet needs to be submitted which includes the total amount of money that needs to be collected based on the November 2024 vote.
 - c. This summary needs to be delivered to the Comptroller's office no later than November 15, 2024.
 - d. It is suggested that the Library Director request a copy of the communication that will be sent to the county prior to the tax bills being sent out to residents.

XI. Old Business

a. Lobby Door

- i. Mike Buckley has been obtaining quotes on replacing the door opener for the handicapped door into the library.
- i. It has been suggested that a button can be placed at the circulation desk which will allow clerks to close and lock the door if needed which would be desirable.

Walworth-Seely Public Library
Board of Trustees Meeting
July 11, 2024
APPROVED

13) New Business NA

14) Adjournment

:

MOTION: Trustee Britt motioned to adjourn the meeting at 8:19 pm. Seconded by Trustee Teetsel. Motion carried.

YES: 4/4: Trustee Vance, Trusee Teesel, Trustee Britt, and Trustee Rutkowski

NO: 0

IMPORTANT DATES:

- August Finance Committee meeting will be held on Tuesday, August 6th at 1:00 pm
- Summer Reading Finale Party will be held on Saturday, August 17th from 11:00 am – 1:00 pm

The next regular Board Meeting will be Thursday, August 8, 2024 at 6:30 pm

Walworth-Seely Public Library
Board of Trustees Meeting
August 8, 2024
APPROVED

- I. Call to Order: Meeting was called to order at 6:36 pm by President Jessica Vance
- II. Roll Call/Attendance
 - i. Library Trustees Present: President Jessica Vance; Finance Officer Anne Culver, and Trustee Sondra Rutkowski
 - ii. Library Trustees Absent: Secretary Drew Britt and Trustee David Teetsel who had excused absences
 - iii. Library Staff Present: Library Assistant Bernie Maurer
 - iv. Library Staff Absent: Library Director Anne Brown who had an excused absence
 - v. Others Present: Town Councilwoman & Liaison to the Library Amber Linson
 - vi. Others Absent: Friends of WSPL President Linda Knight
- III. Adoption of current meeting agenda

MOTION: Trustee Culver motioned to approve the current agenda for the August 8, 2024 meeting as presented. Seconded by Trustee Rutkowski Motion carried.
YES: 3/3: Trustee Vance, Trustee Culver and Trustee Rutkowski
NO: 0

- IV. Approval of prior meeting minutes of July 11, 2024 as presented

MOTION: Trustee Rutkowski motioned to approve the minutes of the July 11, 2024 Board Meeting as presented. Seconded by Trustee Culver. Motion carried.
YES: 3/3: Trustee Vance, Trustee Culver and Trustee Rutkowski
NO: 0

- V. Period of Public Expression- NA
- VI. Friends of the WSPL (Friend's President Linda Knight) - NA
- VII. Town Board Liaison Report (Councilwoman Amber Linson) –
 - a. Mike Buckley has received two estimates on the handicapped door. One was \$6,600 and the other was \$10,000. The third estimate has not been received. The town is considering just replacing the door so that the cost will not be as high. This replacement would include a button at the desk to automatically lock the doors if necessitated. The town will attempt to budget for this replacement next fiscal year.
 - b. The exterior lobby doors have been adjusted by Mike Buckley and he believes that they should latch properly now. Please advise if there are further difficulties.

Walworth-Seely Public Library
Board of Trustees Meeting
August 8, 2024
APPROVED

- c. A reminder that when locking the exterior doors downstairs, ensure that the key lock on the outside of the door is locked otherwise the doors are not secured allowing the handicapped button to open the doors.

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

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

X. Committee Reports

a. Financial Committee:

- i. Presentation of Monthly Budget Summary- Report of July 2024

MOTION: Trustee Culver motioned to accept the reports of receipts, disbursements, and bank reconciliations for July 2024. Seconded by Trustee Rutkowski. Motion carried.

XI. YES: 3/3: Trustee Vance, Trustee Culver and Trustee Rutkowski

XII. NO: 0

- ii. Approval of July 2024 vouchers

MOTION: Trustee Culver motioned to approve the 31 pre-paid vouchers for July 2024 in the amount of \$4162.20 as reflected on the prepared abstract. Seconded by Trustee Rutkowski. Motion carried.

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

NO: 0

- iii. Approval of the Cash Handling Policy

MOTION: Trustee Culver Motioned to approve the Cash Handling Policy as revised. Seconded by Trustee Rutkowski. Motion carried.

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

NO: 0

- iv. The September Finance Meeting will be held on Tuesday, September 3rd at 11:45 am.
- v. The October Finance Meeting will include an internal audit which will necessitate another trustee to attend. Trustee Rutkowski will check her calendar to determine if she is able to attend this meeting on October 3, 2024 at 11:30 am.

Walworth-Seely Public Library
Board of Trustees Meeting
August 8, 2024
APPROVED

a. Policy Committee (Trustee Rutkowski)

i. Employee Handbook

MOTION: Trustee Rutkowski motioned to approve the Circulation Policy as revised. Seconded by Trustee Teetsel. Motion carried.

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

NO: 0

b. Personnel Committee (Trustee Teetsel) NA

c. Strategic Planning Committee (Trustee Britt) NA

d. Sustainable Funding Committee (Trustee Vance) NA

vi. Old Business

a. Lobby Door (see comments made by Councilwoman Linson in the Town Board Liaison report above)

13) New Business NA

14) Adjournment

:

MOTION: Trustee Rutkowski motioned to adjourn the meeting at 7:18pm. Seconded by Trustee Culver. Motion carried.

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

NO: 0

IMPORTANT DATES:

- September Finance Committee meeting will be held on Tuesday, September 3rd at 11:45 am
- Summer Reading Finale Party will be held on Saturday, August 17th from 11:00 am – 1:00 pm
- The library will be closed on Saturday 8/31 and Monday 9/2 in honor of Labor Day.

**Walworth-Seely Public Library
Board of Trustees Meeting
August 8, 2024
APPROVED**

The next regular Board Meeting will be Thursday, September 12, 2024 at 6:30 pm

Walworth-Seely Public Library
Board of Trustees Meeting
September 12, 2024
APPROVED

I. Call to Order: Meeting was called to order at 6:36 pm by President Jessica Vance

II. Roll Call/Attendance

- i. Library Trustees Present: President Jessica Vance; Finance Officer Anne Culver, Secretary Drew Britt, and Trustee Sondra Rutkowski
- ii. Library Trustees Absent: Trustee David Teetsel who had an excused absence
- iii. Library Staff Present: Library Director Anne Brown
- iv. Library Staff Absent: Library Assistant Bernie Maurer who had an excused absence
- v. Others Present: Friends of WSPL President Linda Knight, member of the public Rick Nudd
- vi. Others Absent: Town Councilwoman & Liaison to the Library Amber Linson

III. Adoption of current meeting agenda

MOTION: Trustee Britt motioned to approve the current agenda for the September 12, 2024 meeting as presented. Seconded by Trustee Culver Motion carried.

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

NO: 0

IV. Approval of prior meeting minutes of August 8, 2024 as presented

MOTION: Trustee Britt motioned to approve the minutes of the July 11, 2024 Board Meeting as presented. Seconded by Trustee Rutkowski. Motion carried.

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

NO: 0

V. Period of Public Expression- No comments from Mr. Nudd

VI. Friends of the WSPL (Friend's President Linda Knight) -

- i. The Friends had a meeting on 9/12 that was mostly getting roles and responsibilities set for the Book Sale coming up during the week of 10/21
- ii. The Friends approved the 2024 Wish List Item #F04 – Backsplash tiles for staff kitchen
- iii. Two representatives will attend OWWL's "Friends Meeting Friends" event at Victor Library on 10/5 to network with other OWWL Friends

**Walworth-Seely Public Library
Board of Trustees Meeting
September 12, 2024**

APPROVED

groups, share ideas, and hear a presentation by NYLA Friends of Libraries section representatives.

- VII. Town Board Liaison Report (Councilwoman Amber Linson) – N/A
- VIII. Library Director’s Report (Anne Brown) (see attached)
- IX. Secretary’s Report – (Trustee Britt) - NA
- X. Committee Reports
 - a. Financial Committee:

- i. Presentation of Monthly Budget Summary- Report of August 2024

MOTION: Trustee Culver motioned to accept the reports of receipts, disbursements, and bank reconciliations for July 2024. Seconded by Trustee Britt. Motion carried.
YES: 4/4 Trustee Vance, Trustee Culver, Trustee Britt, and Trustee Rutkowski
NO: 0

- ii. Approval of August 2024 vouchers

MOTION: Trustee Culver motioned to approve the 27 pre-paid vouchers for August 2024 in the amount of \$6,036.55 as reflected on the prepared abstract. Seconded by Trustee Britt. Motion carried.
YES: 4/4 Trustee Vance, Trustee Culver, Trustee Britt, and Trustee Rutkowski
NO: 0

- iii. The October Finance Meeting will be held on Thursday, October 3 at 11:30 am. This meeting will include an internal audit which will necessitate a non-committee member trustee to attend. Trustee Britt plans to attend.

- a. Policy Committee (Trustee Rutkowski)

- i. Investment Policy

MOTION: Trustee Culver motioned to approve the Investment Policy as revised. Seconded by Trustee Britt. Motion carried.
YES: 4/4 Trustee Vance, Trustee Culver, Trustee Britt, and Trustee Rutkowski
NO: 0

- ii. Procurement Policy

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MOTION: Trustee Britt motioned to approve the Procurement Policy as presented. Seconded by Trustee Culver. Motion carried.

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

NO: 0

iii. Internal Audit Policy

MOTION: Trustee Britt motioned to approve the Internal Audit Policy and Form as revised. Seconded by Trustee Culver. Motion carried.

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

NO: 0

b. Personnel Committee (Trustee Teetsel)

- i. Approval to rehire Jennifer Mastin as a substitute clerk at a rate of \$15.25/hr.

MOTION: Trustee Culver motioned to approve the rehire of Jennifer Mastin as a substitute clerk at a rate of \$15.25/hr. Seconded by Trustee Britt. Motion carried.

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

NO: 0

- ii. The Library Assistant eligible list was canvassed for a Youth Services Library Assistant and there were no interested candidates. The position currently being posted publically, accepting applications through September 20th.

a. Strategic Planning Committee (Trustee Britt)

- i. Approval of the 2023 Annual Report to the Community to be posted on the library website.

MOTION: Trustee Britt motioned to approve the 2023 Annual Report as presented. Seconded by Trustee Rutkowski. Motion carried.

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

NO: 0

b. Sustainable Funding Committee (Trustee Vance)

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APPROVED

- i. Everything is set through the Wayne County Board of Elections. The Library will send legal notices to two newspapers for the two weeks prior to the election and request a written confirmation of publication.

13) Old Business

- a. Lobby Door – Director Brown will reach out to Mike Buckley to find out the status of the quotes

14) New Business

- (1) Trustee Teetsel’s term ends on 12/31/2024. He is eligible for one more term if he chooses.

- (2) Approval for Director Brown to attend the NYLA conference November 5 – 9, 2024 in Syracuse, NY. The library will cover conference registration, hotel, meals, and travel costs per the Continuing Education policy in the Employee Handbook.

MOTION: Trustee Culver motioned to approve Director Brown’s attendance at the annual NYLA Conference and related expenses per the Employee Handbook.

Seconded by Trustee Rutkowski. Motion carried.

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

NO: 0

(3) Community Garden Updates (Trustee Rutkowski)

- (i) As of August 21, 2024, the Community Garden Harvest has provided our patrons with free access to:
 - i. 20 cucumbers
 - ii. 8 hot peppers
 - iii. 18 tomatoes
 - iv. 24 sweet peppers
 - v. 28 bunches of basil
- (ii) Trustee Rutkowski organized a group to interplant some fall vegetables including radishes and carrots
- (iii) Volunteers have noticed some members of the public coming and picking directly from the garden even if things are not ripe. Should consider some kind of sign or better advertising for next year that this garden is not “pick your own” and to check at the library to see what is ripe & ready
 - i. Consider eventually moving to a community garden model where individuals care for and harvest their own plots, but right now space is limited.
- (iv) We’ll need to think about winterizing the beds & rainbarrels, as well as if we want to try any winter crops

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(v) Plans for next year:

- i. Spring crop like peas and beans?
- ii. Plant pumpkins on ground next to beds?
- iii. Do a survey to see what produce people are interested in/would like us to grow

15) Adjournment

**MOTION: Trustee Rutkowski motioned to adjourn the meeting at 7:14 pm.
Seconded by Trustee Britt. Motion carried.**

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

NO: 0

IMPORTANT DATES:

- October Finance Committee meeting will be held on Thursday October 3, 2024 at 11:30 am.
- The library will be closed on Saturday October 5th for a staff meeting and to complete inventory.
- The Friends Book Sale will be held the week of October 21st – 26th. Volunteers are needed for set up and clean up.

The next regular Board Meeting will be Thursday, October 10, 2024 at 6:30 pm

Walworth-Seely Public Library
Board of Trustees Meeting
October 10, 2024
APPROVED

- I. Call to Order: Meeting was called to order at 6:32 pm by President Jessica Vance

- II. Roll Call/Attendance
 - i. Library Trustees Present: President Jessica Vance; Finance Officer Anne Culver, Secretary Drew Britt, and Trustee Sondra Rutkowski
 - ii. Library Trustees Absent: Trustee David Teetsel who had an excused absence
 - iii. Library Staff Present: Library Director Anne Brown and Library Assistant Bernie Maurer
 - iv.
 - v. Others Present: Friends of WSPL President Linda Knight
 - vi. Others Absent: Town Councilwoman & Liaison to the Library Amber Linson

- III. Adoption of current meeting agenda

MOTION: Trustee Culver motioned to approve the current agenda for the October 10, 2024 meeting as amended. Seconded by Trustee Britt. Motion carried.
YES: 4/4: Trustee Vance, Trustee Culver, Trustee Britt and Trustee Rutkowski
NO: 0

- IV. Approval of prior meeting minutes of September 12, 2024

MOTION: Trustee Rutkowski motioned to approve the minutes of the September 12, 2024 Board Meeting. . Seconded by Trustee Culver. Motion carried.
YES: 4/4: Trustee Vance, Trustee Culver, Trustee Britt and Trustee Rutkowski
NO: 0

- V. Period of Public Expression- NA

- VI. Friends of the WSPL (Friend's President Linda Knight)
 - a. Fall Book Sale will be held the week of October 21st
 - b. Help would be appreciated for set up on October 21st and 22nd
 - c. Linda Knight and Linda Pembroke attended the OWWL meeting of Friends groups
 - d. An updated Friends brochure has been prepared. A copy will be sent to Director Brown and it is requested about 20 copies be made so that President Knight can take them to the Harvest Moon Fest on October 12th. President Knight is also requesting about 500 ½ sheets of the book sale flier be made.

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VII. Town Board Liaison Report (Councilwoman Amber Linson) – NA

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

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

X. Committee Reports

a. Financial Committee:

i. Presentation of Monthly Budget Summary- Report of September 2024

MOTION: Trustee Culver motioned to accept the reports of receipts, disbursements, and bank reconciliations for September 2024. Seconded by Trustee Britt. Motion carried.

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

NO: 0

September 2024 vouchers

MOTION: Trustee Culver motioned to approve the 22 pre-paid vouchers for September 2024 in the amount of \$3599.71 and the 1 pending voucher in the amount of \$6481.00 for and grand total of \$10, 080.71 for the month of September as reflected on the prepared abstract. Seconded by Trustee Rutkowski. Motion carried.

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

NO: 0

ii. Approval of the bi-annual internal audit report

MOTION: Trustee Culver Motioned to approve the bi-annual internal audit report since no discrepancies or inconsistencies were noted. Seconded by Trustee Rutkowski. Motion carried.

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

NO: 0

iii. Approval of the 2024 OWWL Cost Share Payment

MOTION: Trustee Culver motioned to approve the 2024 OWWL Cost Share payment in the amount of \$6481.00. Seconded by Trustee Rutkowski. Motion carried.

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

NO: 0

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- iv. The November Finance Meeting will be held on Thursday, November 7, 2024 at 11:30 am.

- v. Year-to-Date Budget
 - a. Finances were reviewed and a discussion was held regarding funds to be expended and a proposed amount to be set aside for reserves.

 - b. Policy Committee (Trustee Rutkowski) NA

 - c. Personnel Committee (Trustee Teetsel)
 - i. Maternity Leave Coverage
 - 1. Some upcoming some staff changes were shared by Director Brown.
 - 2. No action is required by the Board at this time.

 - ii. Programming position options
 - 1. After a lengthy discussion about attempts to cover children’s programming, the Board agreed to post for a part-time youth librarian

MOTION: Trustee Britt motioned to post for a part-time Youth Services Librarian (20-25 hours/week) at \$22/hr. Seconded by Trustee Culver. Motion carried.
YES: 4/4: Trustee Vance, Trustee Culver, Trustee Britt and Trustee Rutkowski
NO: 0

- d. Strategic Planning Committee (Trustee Britt) NA

- e. Sustainable Funding Committee (Trustee Vance)
 - i. Legal Notices will be published in 2 local papers for the 2 weeks prior to the election.

- vi. Old Business
 - a. Lobby Door – status update
 - i. Director Brown had a conversation with Mike Buckley who has been obtaining quotes for the handicapped door repair.
 - ii. Parts have been ordered and the Town of Walworth will cover the cost of the repairs which will be approximately \$6000. Alliance Door will be making the repairs.

Walworth-Seely Public Library
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APPROVED

13) New Business

a. Approval of 2025 Closed Dates

MOTION: Trustee Culver motioned to approve the 2025 Closed Dates as recommended by Director Brown. Seconded by Trustee Britt. Motion carried.
YES: 4/4: Trustee Vance, Trustee Culver, Trustee Britt and Trustee Rutkowski
NO: 0

14) Adjournment

MOTION: Trustee Culver motioned to adjourn the meeting at 8:21pm. Seconded by Trustee Britt. Motion carried.
YES: 4/4: Trustee Vance, Trustee Culver, Trustee Britt and Trustee Rutkowski
NO: 0

IMPORTANT DATES:

- November Finance Committee meeting will be held on Thursday, November 7, 2024 at 11:30 am.
- The Friends Book Sale will be held the week of October 21st-26th. Volunteers are needed for set up and clean up.
- Director Brown will be attending the NYLA Conference from November 5-9, 2024 in Syracuse and will be out of the office.

The next regular Board Meeting will be Thursday, November 14, 2024 at 6:00 pm

The Walworth Board of Trustees will complete the annual Harrassment Prevention Training as required by NYS at this meeting

Walworth-Seely Public Library
Board of Trustees Meeting
November 14, 2024
APPROVED

- I. Call to Order: Meeting was called to order at 6:16 pm by President Jessica Vance

- II. Roll Call/Attendance
 - i. Library Trustees Present: President Jessica Vance; Vice-President David Teetsel, and Secretary Drew Britt,
 - ii. Library Trustees Absent: Finance Officer Anne Culver and Trustee Sondra Rutkowski, both of whom had excused absences
 - iii. Library Staff Present: Library Director Anne Brown and Library Assistant Bernie Maurer
 - iv. Others Present: Friends of WSPL President Linda Knight
 - v. Others Absent: Town Councilwoman & Liaison to the Library Amber Linson

III. Adoption of current meeting agenda

MOTION: Trustee Britt motioned to approve the current agenda for the November 14, 2024 meeting as amended. Seconded by Trustee Teetsel. Motion carried.

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

NO: 0

IV. Approval of prior meeting minutes of October 10, 2024

MOTION: Trustee Britt motioned to approve the minutes of the October 10, 2024 Board Meeting. Seconded by Trustee Teetsel. Motion carried.

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

NO: 0

V. Period of Public Expression- NA

VI. Friends of the WSPL (Friend's President Linda Knight)

- a. Fall Book Sale did well and took in about \$2400.00
- b. President Knight thanked all those who helped with the sale, noting that there were some brand new volunteers.
- c. In the future, book sale times for Saturday's bag sale will end at 1:00 pm to allow the volunteers to return tables to the library before it closes at 2:00 pm.
- d. The Spring Book Sale dates are 4/21/2025-4/26/2025 and the Fall Book Sale dates are 10/13/2025-10/18/2025

NOTE: Friend's President Knight gave her report and left the meeting at 6:25 pm to attend another meeting.

**Walworth-Seely Public Library
Board of Trustees Meeting
November 14, 2024
APPROVED**

- VII. Town Board Liaison Report (Councilwoman Amber Linson) – NA
- VIII. Library Director’s Report (Anne Brown) (see attached)
- IX. Secretary’s Report – (Trustee Britt) - NA
- X. Committee Reports
 - a. Financial Committee:

- i. Presentation of Monthly Budget Summary- Report of October 2024

MOTION: Trustee Teetsel motioned to accept the reports of receipts, disbursements, and bank reconciliations for October 2024. Seconded by Trustee Britt. Motion carried.

**YES: 3/3: Trustee Vance, Trustee Teetsel, and Trustee Britt
NO: 0**

- ii. October 2024 vouchers

MOTION: Trustee Britt motioned to approve the 26 pre-paid vouchers for October 2024 in the amount of \$7,879.41 as reflected on the prepared abstract. Seconded by Trustee Teetsel. Motion carried.

**YES: 3/3: Trustee Vance, Trustee Teetsel, and Trustee Britt
NO: 0**

- iii. 2024 Year-To-Date Budget
 - 1) Discussion was held regarding the budget and the need to establish a bank account reserve for operating and emergencies funds.
 - iv. The December Finance Meeting will be held on Thursday, December 5, 2024 at 11:30 am.

- b. Policy Committee (Trustee Rutkowski) NA

- i. Approval of Emergency Closing Policy

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

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

NO: 0

- ii. Approval of the Library Disaster Plan

MOTION: Trustee Britt motioned to approve the Library Disaster Plan as revised. Seconded by Trustee Teetsel. Motion carried.

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

NO: 0

- iii. Discussion of new policies needed
 - 1) It is suggested that a new policy be developed around patron privacy/patron confidentiality.
 - 2) Director Brown will work on a draft document for the upcoming meeting.

- c. Personnel Committee (Trustee Teetsel)

- i. Programming position options

- 1) A running Youth Service Position is recommended to enable viable candidates to submit applications to be held and accessed when a vacancy occurs.

MOTION: Trustee Teetsel motioned to post a running Youth Service Position for Walworth Library. Seconded by Trustee Britt. Motion carried.

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

NO: 0

- d. Strategic Planning Committee (Trustee Britt) NA

- e. Sustainable Funding Committee (Trustee Vance)

- i. According to Wayne County's published Unofficial Results, the referendum for a 2% increase in the Walworth Library budget for 2025 has passed 3,125 YES to 2,146 NO, representing a 59.29% approval rating.

- XI. Old Business

- a. Lobby Door – waiting for installation date to be scheduled
 - i.

Walworth-Seely Public Library
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APPROVED

13) New Business

a. 2025 Overdrive funding Commitment

MOTION: Trustee Britt motioned to approve funding for 2025 Overdrive in the amount of \$4,590.00 to be made in two payments (January and July 2025 Seconded by Trustee Teetsel. Motion carried.

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

NO: 0

b. Nominating Committee

i. Officer Nominations

1. President

Jessica Vance for the office of President of the Library Board of Trustees.

There were no other nominations for President.

2. Vice-President

David Teesel for the office of VicePresident of the Library Board of Trustees.

There were no other nominations for Vice-President.

3. Secretary

Drew Britt for the office of Secretary of the Library Board of Trustees. There were no other nominations for Secretary

4. Finance Officer

Anne Culver for the office of Finance Officer of the Library Board of Trustees. There were no other nominations for Finance officer

Nominations having been made, elections for the Officers of the Library Board of Trustees will occur at the December 2024 meeting.

c. NYS Harassment Prevention training for Board and Library Administrators

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MOTION: Trustee Britt motioned to acknowledge that the following Trustees of WSPL and Library Staff completed the NYS approved Sexual Harassment Training for Supervisors/Managers through the EAP web portal on November 14, 2024.

Seconded by Trustee Teetsel. Motion carried.

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

NO: 0

Trustee Jessica Vance
Trustee David Teetsel Trustee
Trustee Drew Britt
Director Anne Brown
Library Assistant Bernie Maurer

Note: Trustee Rutkowski and Trustee Culver will submit a Certificate of Completion for a NYS approved Sexual Harassment Training in lieu of completing this training tonight.

14) Adjournment

MOTION: Trustee Teetsel motioned to adjourn the meeting at 9:40 pm. Seconded by Trustee Britt. Motion carried.

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

NO: 0

IMPORTANT DATES:

- December Finance Committee meeting will be held on Thursday, December 5, 2024 at 11:30 am.
- The library will be closed from 5:00 pm on Wednesday, November 27 through Saturday, November 30, 2024 for the Thanksgiving holiday. We will reopen on Monday 12/2/2024.

The next regular Board Meeting will be Thursday, December 12, 2024 at 6:30 pm

Walworth-Seely Public Library
Board of Trustees Meeting
December 12, 2024
APPROVED

- I. Call to Order: Meeting was called to order at 6:34 pm by President Jessica Vance
- II. Roll Call/Attendance
 - i. Library Trustees Present: President Jessica Vance; Vice-President David Teetsel, Secretary Drew Britt and Trustee Rutkowski
 - ii. Library Trustees Absent: Finance Officer Anne Culver who had an excused absence
 - iii. Library Staff Present: Library Director Anne Brown by phone and Library Assistant Bernie Maurer
 - iv. Others Present: Friends of WSPL President Linda Knight and Town Councilwoman & Liaison to the Library Amber Linson

- III. Adoption of current meeting agenda

MOTION: Trustee Teetsel motioned to approve the current agenda for the December 12, 2024 meeting as amended. Seconded by Trustee Britt. Motion carried.

YES: 4/4: Trustee Vance, Trustee Teetsel, Trustee Britt and Trustee Rutkowski
NO: 0

- IV. Approval of prior meeting minutes of November 12, 2024

MOTION: Trustee Teetsel motioned to approve the minutes of the November 14, 2024 Board Meeting. Seconded by Trustee Teetsel. Motion carried.

YES: 4/4: Trustee Vance, Trustee Teetsel, Trustee Britt and Trustee Rutkowski
NO: 0

- V. Period of Public Expression- NA

- VI. Friends of the WSPL (Friend's President Linda Knight)

- a. Still scanning leftover books from the book sale.
- b. Made a suggested change to the MOU on item 11. The change made by the Library on item 6 is fine. Will sign the MOU at joint meeting scheduled for January 9th at 6:00 pm.
- c. The Friends would request that Friend's information be posted on the library's screen in the lobby

- VII. Town Board Liaison Report (Councilwoman Amber Linson) –

- a. Electronic screens in the lobby are now up. The one nearest the library doors will be available for the library's postings.
- b. Some feedback regarding the referendum came into the town. Since the vote was pretty close, suggest another round of educational sessions before the next

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vote. Perhaps a press release, fliers distributed, and/or the Friends doing a "Vote Yes" campaign.

- c. A joint meeting between the Town and the Library Board will be scheduled sometime in the fall of 2025 when Director Brown returns from her leave.

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

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

X. Committee Reports

a. Financial Committee:

- i. Presentation of Monthly Budget Summary- Report of October 2024

MOTION: Trustee Rutkowski motioned to accept the reports of receipts, disbursements, and bank reconciliations for November 2024. Seconded by Trustee Teetsel. Motion carried.

**YES: 4/4: Trustee Vance, Trustee Teetsel, Trustee Britt and Trustee Rutkowski
NO: 0**

- ii. November 2024 vouchers

MOTION: Trustee Rutkowski motioned to approve the 39 pre-paid vouchers in the amount of \$3115.80 and 1 pending item in the amount of \$2,860.50 for a grand total of 40 items in the amount of \$5,976.39 as reflected on the prepared abstract for November. Seconded by Trustee Teetsel. Motion carried.

**YES: 4/4: Trustee Vance, Trustee Teetsel, Trustee Britt and Trustee Rutkowski
NO: 0**

- iii. Approval to pay Dell invoice in the amount of \$2860.50 for new staff and public computers per the Computer Replacement Plan

MOTION: Trustee Rutkowski motioned to pay the invoice to Dell Technologies in the amount of \$2850.50 for new staff and public computers per the Computer Replacement Plan. Seconded by Trustee Britt. Motion carried.

**YES: 4/4: Trustee Vance, Trustee Teetsel, Trustee Britt and Trustee Rutkowski
NO: 0**

- iv. Approval of 2025 Salary Matrix

MOTION: Trustee Rutkowski motioned to approve the 2025 Salary Matrix which includes a minimum wage increase for all part-time staff without COLA and an

**Walworth-Seely Public Library
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increase in salary for Director Anne Brown to \$73,840.00/year effective January 1, 2025. Seconded by Trustee Teetsel. Motion carried.

v. Approval of the 2025 Library Budget

MOTION: Trustee Teetsel motioned to approve the 2025 Library Budget in the amount of \$326,400.00 as approved by the Walworth voters in November 2024. Motion carried.

**YES: 4/4: Trustee Vance, Trustee Teetsel, Trustee Britt and Trustee Rutkowski
NO: 0**

vi. Approval to create a budget reserve savings account at LNB to be named "Budget Reserve."

MOTION: Trustee Britt motioned to create a budget reserve savings account at LNB to be named "Budget Reserve." Seconded by Trustee Rutkowski.

**YES: 4/4: Trustee Vance, Trustee Teetsel, Trustee Britt and Trustee Rutkowski
NO: 0**

vii. Transfer of Funds into the new Budget Reserve Savings account

MOTION: Trustee Teetsel motioned to transfer \$25,000.00 from the operating checking account at LNB to the new budget reserve savings account at LNB. Seconded by Trustee Rutkowski. Motion carried.

**YES: 4/4: Trustee Vance, Trustee Teetsel, Trustee Britt and Trustee Rutkowski
NO: 0**

viii. Approval of electronic fund transfers for 2025

1. Paychex for all related expenses and retirement payments

MOTION: Trustee Rutkowski motioned to approve all Electronic Fund Transfers to Paychex for all related expenses and retirement payments for 2025. Seconded by Trustee Teetsel. Motion carried.

**YES: 4/4: Trustee Vance, Trustee Teetsel, Trustee Britt and Trustee Rutkowski
NO: 0**

2. Payment Processing Consultants for monthly credit card fees and the terminal rental

MOTION: Trustee Rutkowski motioned to approve all Electronic Fund Transfers to Payment Processing Consultants for monthly credit card fees and the terminal rental for 2025. Seconded by Trustee Britt. Motion carried.

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**YES: 4/4: Trustee Vance, Trustee Teetsel, Trustee Britt and Trustee Rutkowski
NO: 0**

- ix. Approval to maintain AB, JV, and AC as signers for Lyons National Bank for 2025.

MOTION: Trustee Teetsel motioned to approve Director Anne Brown, President Jessica Vance, and Finance Officer Anne Culver as signers for Lyons National Bank for 2025. Seconded by Trustee Rutkowski. Motion carried.

**YES: 4/4: Trustee Vance, Trustee Teetsel, Trustee Britt and Trustee Rutkowski
NO: 0**

- x. Approval to maintain AB, JV, and AC as signers for Citizens Bank for 2025.

MOTION: Trustee Rutkowski motioned to approve Director Anne Brown, President Jessica Vance, and Finance Officer Anne Culver as signers for Citizens Bank for 2025. Seconded by Trustee Teetsel. Motion carried.

**YES: 4/4: Trustee Vance, Trustee Teetsel, Trustee Britt and Trustee Rutkowski
NO: 0**

- xi. Appointment of a bookkeeper for 2024

MOTION: Trustee Britt motioned to appoint Bernie Maurer as bookkeeper through February 2025 and thereafter as a consultant and Jenn Mastin as bookkeeper for February through December 2025. Seconded by Trustee Rutkowski. Motion carried.

**YES: 4/4: Trustee Vance, Trustee Teetsel, Trustee Britt and Trustee Rutkowski
NO: 0**

- xii. The next Finance Meeting will be held on Thursday, January 2, 2025 at 11:30 am.

Policy Committee (Trustee Rutkowski) NA

- xiii. Approval of Credit Card Payment Acceptance Policy

MOTION: Trustee Rutkowski motioned to approve the Credit Card Payment Acceptance Policy as revised. Seconded by Trustee Teetsel. Motion carried.

**YES: 4/4: Trustee Vance, Trustee Teetsel, Trustee Britt and Trustee Rutkowski
NO: 0**

- xiv. Approval of the FOIL Request Policy – Tabled until January 2025

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APPROVED

- xv. Approval the Patron Privacy Policy – Tabled until January 2025
- xvi. Approval of the Patron Code of Conduct Policy – Tabled until January 2025
- b. Personnel Committee (Trustee Teetsel)
 - i. Approval to hire Kelly Rosengren as Youth Service Librarian 1 at the rate of \$22/hr for no more than 30 hr/wk

MOTION: Trustee Teetsel motioned to approve the hire of Kelly Rosengren as Youth Service Librarian I at the rate of \$22/hr for no more than 30 hr/wk with a start date on or after January 2, 2025. Seconded by Trustee Rutkowski. Motion carried.

YES: 4/4: Trustee Vance, Trustee Teetsel, Trustee Britt and Trustee Rutkowski

NO: 0

NOTE: Trustee Britt left the meeting at 8:05 pm

Strategic Planning Committee (Trustee Britt) NA

- c. Sustainable Funding Committee (Trustee Vance)
- d. Nominating Committee (Trustee Vance)
 - i. Officer Elections - Tabled until January 2025

MOTION: Trustee Teesel motioned that all current officers will remain in place until Officer Elections can be held in January 2025. Seconded by Trustee Rutkowski.

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

NO: 0

XI. Old Business

- a. Lobby Door – new Accessible operator has been installed
 - i. The door operator has been replaced. An inside key is now used to lock and unlock the door. A thumblock will replace the key so that in case of an emergency, anyone can simply turn the thumblock to secure the door.
- b. Trustee Education
 - i. Reminding to complete your 2 hrs of mandated training prior to the end of December 2024.

13) New Business - NA

14) Adjournment

**Walworth-Seely Public Library
Board of Trustees Meeting
December 12, 2024**

APPROVED

MOTION: Trustee Rutkowski motioned to adjourn the meeting at 8:25 pm.

Seconded by Trustee Teetsel. Motion carried.

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

NO: 0

IMPORTANT DATES:

- WSPL Holiday Party will be *Saturday, December 21, 2024* from 11 am to 1 pm.
- The library will be closed for the Christmas Holiday from *Monday, December 23 through Wednesday, December 25*. We will reopen *Thursday, December 26*.
- The library will be closed for the New Year holiday from *Tuesday, December 31 through Wednesday, January 1, 2025*. We will reopen *Thursday, January 2*.
- The January Finance Committee meeting will be held on Thursday January 2, 2025 at 11:30 am.

**The next regular Board Meeting will be Thursday, January 9, 2025.
The annual joint meeting with the Friends of WSPL will begin at 6:00 pm.
The Library Board meeting will commence immediately following.**