

Walworth-Seely Public Library

2016 Board of Trustees Meeting Minutes

Walworth-Seely Public Library Board of Trustees Meeting

January 14, 2016

APPROVED

- 1) Call to Order: Meeting called to order at 6:35 pm by President Carol Dame
- 2) Roll Call/Attendance:
 - a) Library Trustees Present: Walter Chaffee, Carol Dame, Jessica Vance, Tami Adams-King
 - b) Library Trustees Absent: Tammie Corso
 - c) Library Staff Attending: Director Beth List; Library Treasurer Gary DeWitt, Library Clerk Bernie Maurer
 - d) Others Attending: Councilwoman Judy Markowski, Friends President Lou Villanova, Public: Charlie Caradonna and Elijah Vance
- 3) Approval of Agenda for the January 14, 2016 Board Meeting

MOTION: A motion was made by Trustee Vance and seconded by Trustee Chaffee to approve the agenda of the January 14, 2016 meeting as presented. Motion carried.

YES: 4/4: Trustee Chaffee, Trustee Dame, Trustee Adams-King, Trustee Vance

NO: 0

- 4) Approval December 17, 2015 Board Meeting Minutes

MOTION: A motion was made by Trustee Chaffee and seconded by Trustee Vance to approve the minutes of the December 17, 2015 meeting as presented. Motion carried.

YES: 4/4: Trustee Chaffee, Trustee Dame, Trustee Adams-King, Trustee Vance

NO: 0

- 5) Announcements from the President – N/A

- 6) Period of Public Expression – N/A

- 7) Reports:

- a) Secretary's Report – N/A
- b) Financial Report (Trustee Chaffee and Treasurer DeWitt)
 - i) December 2015 Year End Vouchers

MOTION: A motion was made by Trustee Chaffee and seconded by Trustee Adams-King to approve the December 2015 Year End abstract consisting of 20 items in the amount of \$10,752.12. Motion carried.

YES: 4/4: Trustee Chaffee, Trustee Dame, Trustee Adams-King, Trustee Vance

NO: 0

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ii) January 2016 Vouchers

MOTION: A motion was made by Trustee Chaffee and seconded by Trustee Vance to approve the January 2016 abstract consisting of 4 items in the amount of \$643.26. Motion carried.

**YES: 4/4: Trustee Chaffee, Trustee Dame, Trustee Adams-King, Trustee Vance
NO: 0**

iii) Monthly Budget Summary

MOTION: A motion was made by Trustee Adams-King and seconded by Trustee Vance to approve the December 2015 Budget Summary as submitted. Motion carried.

**YES: 4/4: Trustee Chaffee, Trustee Dame, Trustee Adams-King, Trustee Vance
NO: 0**

c) Director's Report

- i) Director List provided a written report for January 2016. (see attached)

MOTION: A motion was made by Trustee Chaffee and seconded by Trustee Adams-King to accept the Director's report as presented. Motion carried.

**YES: 4/4: Trustee Chaffee, Trustee Dame, Trustee Adams-King, Trustee Vance
NO: 0**

8) Committee Reports:

- a) Policy Report (Trustee Corso - absent)
 - i) A policy committee meeting will be scheduled via email and reported next month
- b) Personnel Report (Trustee Dame)
 - ii) The Director's evaluation and Treasurer's evaluation have been reviewed by the board and signed off on by all parties.
- c) Expansion Committee (Director List for Bill Miller)
 - i) An Expansion Committee meeting needs to be scheduled within the next few weeks.

9) Other Reports:

- a) Friends of the WSPL Report (President, Lou Villanova)
 - i) There will be a meeting of the Friends on January 21, 2016 at 12:00 pm at which time a new Vice President will be elected.
 - ii) The Spring book sale is scheduled for April 14-16. To date, the Library has provided at least forty-five boxes of used books for this sale.

10) Town Board Liaison Report (Councilwoman Judy Markowski)

- a) The Sports Complex people are meeting with the Town of Walworth Planning Board in March 2016.

11) Old Business:

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- a) Policy Committee Review date needs to be scheduled for February 2016.
- b) Date of the joint Friends/Library Board is confirmed for Tuesday, February 9 at 6:30 pm in the Town Meeting Room.
- c) Treasurer DeWitt stated that the 990 Tax Return will be filed by the 1st of May 2016.
- d) Treasurer DeWitt stated that the NYS AUD will be filed by the end of February as required.

12) New Business;

- a) Appointment of committee chairs for 2016
 - i) Trustee Vance volunteered to be the chair for the Personnel Committee.
 - ii) Trustee Adams-King volunteered to be the chair for the Nominating Committee.
 - iii) Trustee Chaffee will continue as the chair for the Finance Committee and Trustee Corso will continue as the chair for the Policy Committee.
- b) Addition of 2016 President as signer on Citizens Bank account

MOTION: A motion was made by Trustee Chaffee and seconded by Trustee Adams-King to add Trustee Dame as a signer on the Citizens Bank account as President of the Board.

Motion carried.

YES: 4/4: Trustee Chaffee, Trustee Dame, Trustee Adams-King, Trustee Vance

NO: 0

MOTION: A motion was made by Trustee Chaffee and seconded by Trustee Adams-King to add Trustee Dame as a signer on the Lyons National Bank account as President of the Board. Motion carried.

YES: 4/4: Trustee Chaffee, Trustee Dame, Trustee Adams-King, Trustee Vance

NO: 0

- c) Removal of the 2015 President as signer on library financial accounts

MOTION: A motion was made by Trustee Chaffee and seconded by Trustee Vance to remove trustee Corso as a signer on the Citizens Bank and Lyons National Bank accounts as former President of the Board. Motion carried.

YES: 4/4: Trustee Chaffee, Trustee Dame, Trustee Adams-King, Trustee Vance

NO: 0

- d) By-Laws Review and proposal of changes
 - i) Tabled until the February meeting
- e) Purchase Policy Review
 - i) Tabled until the February meeting
- f) Internal Audit:
 - i) An internal audit needs to occur every six months.
 - ii) Next internal audit is scheduled for Wednesday, February 24, 2016 at 4:30 pm in the Walworth Library Program Room.
- g) Blanket Authorizations:

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- i) There are a number of bills that recur monthly including Worldpay, Paychex, Time Warner, and NY State Retirement that the Board can preauthorize payment to avoid late charges/delinquent bills.

MOTION: A motion was made by Trustee Chaffee and seconded by Trustee Vance to authorize pre-payment for Worldpay monthly fees up to \$100.00 a month. Motion carried.
YES: 4/4: Trustee Chaffee, Trustee Dame, Trustee Adams-King, Trustee Vance
NO: 0

MOTION: A motion was made by Trustee Chaffee and seconded by Trustee Vance to authorize pre-payment for Paychex monthly service fees up to \$300.00/month. Motion carried.
YES: 4/4: Trustee Chaffee, Trustee Dame, Trustee Adams-King, Trustee Vance
NO: 0

MOTION: A motion was made by Trustee Chaffee and seconded by Trustee Vance to authorize automatic deductions for Paychex time clock monthly fees of \$55.00 a month. Motion carried.
YES: 4/4: Trustee Chaffee, Trustee Dame, Trustee Adams-King, Trustee Vance
NO: 0

MOTION: A motion was made by Trustee Chaffee and seconded by Trustee Vance to authorize automatic deductions for Time Warner Cable telephone charges up to \$100.00/month. Motion carried.
YES: 4/4: Trustee Chaffee, Trustee Dame, Trustee Adams-King, Trustee Vance
NO: 0

MOTION: A motion was made by Trustee Chaffee and seconded by Trustee Vance to authorize automatic deductions by Paychex for New York State Retirement contributions for employees up to \$250.00/month. Motion carried.
YES: 4/4: Trustee Chaffee, Trustee Dame, Trustee Adams-King, Trustee Vance
NO: 0

MOTION: A motion was made by Trustee Chaffee and seconded by Trustee Vance to authorize automatic deduction for employee payroll by Paychex. Motion carried.
YES: 4/4: Trustee Chaffee, Trustee Dame, Trustee Adams-King, Trustee Vance
NO: 0

13) Other Business

a) New Trustee Training

- i) Trustee Vance and any other interested Board members will be notified as soon as a training date is established.

b) Internal Audit

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- i) Trustee Adams King and Trustee Vance have been appointed to conduct the internal audit on February 24th, 2016 at 4:30PM

14) Adjournment

MOTION: A motion was made by Trustee Vance and seconded by Trustee Adams-King to adjourn the meeting at 7:36 pm. Motion carried.

YES: 4/4: Trustee Chaffee, Trustee Dame, Trustee Adams-King, Trustee Vance

NO: 0

LOOKING AHEAD:

Friends/Trustee Joint Meeting will be February 9, 2016 at 6:30 pm.

Next Board meeting will be February 11, 2016 at 6:30 pm.

Advocacy Day will be March 2, 2016

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Walworth-Seely Public Library
Board of Trustees Meeting
February 11, 2016
APPROVED

- 1) Call to Order: Meeting called to order at 6:34 pm by President Carol Dame
- 2) Roll Call/Attendance:
 - a. Library Trustees Present: Carol Dame, Walter Chaffee, Tammie Corso, Jessica Vance, Tami Adams-King
 - b. Library Staff Present: Director Beth List, Library Board Treasurer Gary DeWitt, Library Clerks Bill Miller and Bernie Maurer
 - c. Others Attending: Councilwoman Judy Markowski

- 3) Approval of Agenda for February 11, 2016 Board Meeting as presented:

MOTION: Trustee Corso motioned to accept the agenda of the February meeting as presented. Seconded by Trustee Chaffee.

YES: 5/5 Trustee Chaffee, Trustee Dame, Trustee Corso, Trustee Adams-King, and Trustee Vance

NO: 0

Motion carried

- 4) Approval January 14, 2016 Board Meeting Minutes:

MOTION: Trustee Chaffee motioned to approve the minutes of the January 14, 2016 meeting as presented. Seconded by Trustee Adams-King.

YES: 5/5: Trustee Chaffee, Trustee Dame, Trustee Corso, Trustee Adams-King, and Trustee Vance

NO: 0

Motion carried

- 5) Period of Public Expression: None
- 6) Correspondence: Secretary's Report (Trustee Adams-King): None
- 7) Financial Reports (Trustee Chaffee and Treasurer Gary DeWitt)
 - a. Year End Vouchers

MOTION: Trustee Chaffee motioned to approve the abstract consisting of 4 items in the amount of \$5,387.35 to be paid from 2015 appropriations. Seconded by Trustee Vance

YES: 5/5: Trustee Chaffee, Trustee Dame, Trustee Corso, Trustee Adams-King, and Trustee Vance

NO: 0

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Motion carried

- b. February 2016 Vouchers

MOTION: Trustee Chaffee motioned to approve the February 2016 abstract consisting of 15 items in the amount of \$5,825.43. Seconded by Trustee Corso

YES: 5/5: Trustee Chaffee, Trustee Dame, Trustee Corso, Trustee Adams-King, and Trustee Vance

NO: 0

Motion carried

- c. Review of reserve accounts designations for 2015
 - i. Creation of reserve accounts for unfinished 2015 projects

MOTION: Trustee Chaffee motioned to create a reserve accounts to complete 2015 projects consisting of \$2,000 for replacement of 2 computers in the public area of the library; \$5,000 to complete purchasing of non-fiction books for the juvenile area; and \$5,000 toward the STEAM lab. Seconded by Trustee Vance.

YES: 5/5: Trustee Chaffee, Trustee Dame, Trustee Corso, Trustee Adams-King, and Trustee Vance

NO: 0

Motion carried

- ii. Construction reserve

MOTION: Trustee Chaffee motioned to move \$6,265.44 to the capital reserve for construction. Seconded by Trustee Corso.

YES: 5/5: Trustee Chaffee, Trustee Dame, Trustee Corso, Trustee Adams-King, and Trustee Vance

NO: 0

Motion carried

- d. Approval of the 2015 Budget Summary to be presented to the Auditors

MOTION: Trustee Vance motioned to approve the 2015 Budget Summary be submitted to the Auditors. Seconded by Trustee Chaffee.

YES: 5/5: Trustee Chaffee, Trustee Dame, Trustee Corso, Trustee Adams-King, and Trustee Vance

NO: 0

Motion carried

- e. Presentation of the monthly budget summary

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MOTION: Trustee Adams-King motioned to accept the Finance Committee Reports as presented. Seconded by Trustee Vance.

YES: 5/5: Trustee Chaffee, Trustee Dame, Trustee Corso, Trustee Adams-King, and Trustee Vance

NO: 0

Motion carried

8) 8. Director's Report

- a. Director Beth List provided a written report for February 2016. (see attached)

MOTION: Trustee Chaffee motioned to accept the Director's Report as presented. Seconded by Trustee Vance.

YES: 5/5: Trustee Chaffee, Trustee Dame, Trustee Corso, Trustee Adams-King, and Trustee Vance

NO: 0

Motion carried

9) Committee Reports:

- a. Policy Report (Trustee Corso)—none
 - i. Schedule policy committee review date: February 24th has been designated as the meeting date.
- b. Personnel Report (Trustee Vance) - none
- c. Expansion Committee (Bill Miller)
 - i. The Board of Trustees were provided with a handout for review.
 - ii. A meeting of the expansion committee has been scheduled for Monday, February 29 at 4:30 pm.

MOTION: Trustee Vance motioned to accept the Expansion Committee's Report as presented. Seconded by Trustee Corso.

YES: 5/5: Trustee Chaffee, Trustee Dame, Trustee Corso, Trustee Adams-King, and Trustee Vance

NO: 0

Motion carried

10) Friends of the WSPL Report – none

11) Town Board Liaison Report (Councilwoman Judy Markowski)

- a. Town of Walworth Planning Board gave provisional approval for the McAlpin Machine Shop/Sports Complex.

12) Old Business:

- a. Internal Audit is scheduled for Wednesday, February 24 at 4:30 pm
- b. New Trustee Training Workshop is scheduled for Wednesday, March 16, 2017 at 7:00 pm in the Walworth Library.

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c. Annual Report Update

MOTION: Trustee Corso motioned to approve the Annual Report as presented.

Seconded by Trustee Vance.

YES: 5/5: Trustee Chaffee, Trustee Dame, Trustee Corso, Trustee Adams-King, and Trustee Vance

NO: 0

Motion carried

d. Nozzolio Grant Update (see new business for STEAM Lab proposal).

13) New Business;

a. STEAM Lab proposal:

MOTION: Trustee Corso motioned to allocate up to \$8500.00 for the creation of a STEAM lab for the Walworth-Seely Public Library seconded by Trustee Vance

YES: 5/5: Trustee Chaffee, Trustee Dame, Trustee Corso, Trustee Adams-King, and Trustee Vance

NO: 0

Motion carried

b. Treasurer laptop purchase:

MOTION: Trustee Chaffee motioned to approve \$1,076.00 to be spent on the purchase of a new Treasurer's laptop. **Seconded by Trustee Vance.**

YES: 5/5: Trustee Chaffee, Trustee Dame, Trustee Corso, Trustee Adams-King, and Trustee Vance

NO: 0

Motion carried

14) Other Business:

- a. The Board President will be out of town April 5-20, 2016, therefore asks the Board to consider moving the April Board meeting date to April 21, 2016 at 6:30 pm. This time will be reviewed and confirmed at the next meeting of the Board.

15) Adjournment:

MOTION: Trustee Corso motioned to adjourn the meeting at 7:34 pm. **Seconded by Trustee Chaffee.**

YES: 5/5: Trustee Chaffee, Trustee Dame, Trustee Corso, Trustee Adams-King, and Trustee Vance

NO: 0

Motion carried

Next Board Meeting is scheduled for Thursday, March 10, 2016 at 6:30 pm

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Board of Trustees Meeting
March 10, 2016
APPROVED

- 1) Call to Order: Meeting called to order at 6:32 pm by President Carol Dame
- 2) Roll Call/Attendance:
 - a. Library Trustees Present: Carol Dame, Walter Chaffee, Jessica Vance, Tami Adams-King
 - b. Library Trustees Absent: Tammie Corso
 - c. Library Staff Present: Director Beth List, Library Board Treasurer Gary DeWitt, Library Clerk Bernie Maurer
 - d. Others Attending: Councilwoman Judy Markowski

- 3) Approval of the prior meeting minutes as submitted:

MOTION: Trustee Vance motioned to approve the minutes of the February meeting as presented. Seconded by Trustee Tami Adams-King. Motion carried
YES: 4/4 Trustee Chaffee, Trustee Dame, Trustee Adams-King, and Trustee Vance
NO: 0

- 4) Period of Public Expression: None
- 5) Friends' Report: None
- 6) Town Board Liaison Report (Councilwoman Judy Markowski): None
- 7) Director's Report (Director Beth List): Report attached
- 8) Secretary's Report- Correspondence (Secretary Trustee Adams-King): None
- 9) Financial Reports (Treasurer Gary DeWitt and Vice President Trustee Chaffee):
 - a. Presentation of the Monthly Budget Summary:
 - b. Report of receipts and disbursements for February 2016
 - c. Approval of February 2016 vouchers

MOTION: Trustee Chaffee motioned to approve the abstract consisting of 15 items to be paid totaling \$7,366.68. Seconded by Trustee Vance. Motion carried
YES: 4/4 Trustee Chaffee, Trustee Dame, Trustee Adams-King, and Trustee Vance
NO: 0

- d. Follow up on 990 and AUD completion.

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10) Committee Reports:

- a. Policy Report (Trustee Corso)
 - i. Trustee Corso and Director List have met. It is a work in progress.
- b. Personnel Report (Trustee Vance) – none
 - i. Director List made the Board aware of the resignation of Grace Jeffers, a probationary library clerk. Her last day will be 3/11/2016.
 - ii. Civil Service has been contacted to secure a list of interested individuals and interviews will be scheduled accordingly.
- c. Expansion Committee (Bill Miller)
 - i. Director List and Library Clerk Bill Miller met with Patty Marini, Town Supervisor on 3/10/2016 regarding the Library and possible expansion.
 - (1) A joint meeting of the Library Board of Trustees and the Town Board of Walworth needs to be scheduled.
 - (2) Director List discussed with Supervisor Marini the need for a lease agreement which is necessary for application of any expansion grants.

11) Old Business:

- a. Internal Audit confirmed completed on February 24, 2016 by Treasurer Dewitt.
- b. Reminder: New Trustee Training Workshop will be held 3/16/2016 from 7-8 pm at the Walworth Library
- c. Community Annual Report is in the final stages of completion. Director List will email the final report to all Board members and make copies available to patrons and the Town Supervisor/Town Board.
- d. Nozzolio Grant Update:
 - i. The digitizing project is underway
 - ii. The STEAM lab cabinetry will be ordered as soon as Lowe's has a sale.

12) New Business: none

13) Executive Session:

MOTION: Trustee Chaffee motioned to go into executive session at 7:05 pm for the purpose of “the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation.”

Seconded by Trustee Vance. Motion carried

YES: 4/4 Trustee Chaffee, Trustee Dame, Trustee Adams-King, and Trustee Vance

NO: 0

MOTION: Trustee Chaffee motioned to return from executive session at 7:33 pm.

Seconded by Trustee Vance. Motion carried

YES: 4/4 Trustee Chaffee, Trustee Dame, Trustee Adams-King, and Trustee Vance

NO: 0

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14) Other Business:

a. Personnel Matters:

i. Elimination of paid Treasurer position:

MOTION: Trustee Vance motioned to eliminate the paid Treasurer position effective March 10, 2016. Seconded by Trustee Adams-King. Motion carried
YES: 4/4 Trustee Chaffee, Trustee Dame, Trustee Adams-King, and Trustee Vance
NO: 0

ii. Creation of a paid Bookkeeper position:

MOTION: Trustee Vance motioned to create a paid Bookkeeper position who will report directly to the Library Director at the rate of \$15.30/hour effective 3/10/16. Seconded by Trustee Adams-King. Motion carried
YES: 4/4 Trustee Chaffee, Trustee Dame, Trustee Adams-King, and Trustee Vance
NO: 0

iii. Nominations for an interim Board Treasurer position:

Nominations for an interim Board Treasurer were requested. Trustee Vance nominated Trustee Chaffee for the position of interim Treasurer. Seconded by Trustee Adams-King. Motion carried
YES: 4/4 Trustee Chaffee, Trustee Dame, Trustee Adams-King, and Trustee Vance
NO: 0

There were no other nominations for the position of interim Treasurer and Trustee Chaffee accepted the nomination. Trustee Chaffee is the Interim Treasurer.

15) Adjournment:

MOTION: Trustee Vance motioned to adjourn the meeting at 7:39 pm. Seconded by Trustee Adams-King. Motion carried
YES: 4/4 Trustee Chaffee, Trustee Dame, Trustee Adams-King, and Trustee Vance
NO: 0

[Next Board Meeting is scheduled for Thursday, April 21, 2016 at 6:30 pm](#)

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Walworth-Seely Public Library
Board of Trustees Meeting
April 21, 2016
APPROVED

- 1) Call to Order: Meeting called to order at 7:14 pm by President Carol Dame
- 2) Roll Call/Attendance:
 - a. Library Trustees Present: Carol Dame, Walter Chaffee, Jessica Vance, Tami Adams-King, Tammie Corso
 - b. Library Staff Present: Director Beth List, Library Clerks Bill Miller & Bernie Maurer
 - c. Others Attending: President of the Friends Lou Villanova
- 3) Adoption of current meeting minutes as submitted:
- 4) Approval of prior meeting minutes as submitted:

MOTION: Trustee Chaffee motioned to approve the minutes of the March meeting as presented. Seconded by Trustee Vance.

YES: 5/5 Trustee Chaffee, Trustee Dame, Trustee Adams-King, Trustee Corso, and Trustee Vance

NO: 0

MOTION CARRIED

- 5) Period of Public Expression: None
- 6) Friends' Report:
 - a. The Spring Book Sale was a great success making just shy of \$2,000.00
 - b. The Friends have agreed to fund the refreshments for the Summer Reading Kick-Off on 6/25/2016.
 - c. The time of the Friends Meeting has been changed. They will now meet on the 3rd Thursday of the month at 10:00 am.
 - d. The Friends are willing to help solicit monetary donations for the library expansion.
- 7) Town Board Liaison Report
 - a. Councilwoman Markowski could not attend the Library Board Meeting because she is at a Walworth Town meeting.
 - b. The Sports Complex on Route 441 in Walworth has received funding and is moving forward.
- 8) Director's Report (Director Beth List): Report attached
- 9) Secretary's Report- Correspondence (Secretary Trustee Adams-King): None

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10) Financial Reports Interim Treasurer/Vice President Trustee Chaffee):

- a. Presentation of the Monthly Budget Summary:
- b. Report of receipts and disbursements for March 2016
- c. Approval of March 2016 vouchers

MOTION: Trustee Chaffee motioned to approve the abstract consisting of 30 items to be paid totaling \$44,116.60. Seconded by Trustee Vance.

YES: 5/5 Trustee Chaffee, Trustee Dame, Trustee Adams-King, Trustee Corso, and Trustee Vance

NO: 0

MOTION CARRIED

- d. 990 Report

MOTION: Trustee Chaffee motioned to accept the 990 report. Seconded by Trustee Vance.

YES: 5/5 Trustee Chaffee, Trustee Dame, Trustee Adams-King, Trustee Corso, and Trustee Vance

NO: 0

MOTION CARRIED

11) Committee Reports:

- a. Policy Committee (Trustee Corso & Director List)
 - i. A copy of the proposed revisions to the policy manual was distributed for review and discussion.
 - ii. Voting on the revisions will be postponed until the May 2016 meeting.
- b. Personnel Report (Trustee Vance) – none
- c. Expansion Committee (Bill Miller)
 - i. Suggest that the Expansion Committee find a time to meet in the near future.
 - ii. Director List suggests that Ron Kirsop from PLS who has experience in leading focus groups be invited to the Expansion Committee meeting.

12) Old Business:

- a. New Trustee Training Workshop recap from 3/16/2016.
 - i. Trustee Vance and President Dame attended this workshop.
- b. Presentation of the Community Annual Report
 - i. Director List emailed a copy to all the members of the Board.
 - ii. Copies are available in the Library for interested patrons.
- c. Nozzolio Grant Update:
 - i. The digitizing project for the Times of Wayne County is complete to date until more material received.
 - ii. The Walworth Historical Society materials will be worked on as a next step.

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iii. The STEAM lab cabinetry has been ordered and is scheduled for delivery on May 11, 2016.

13) New Business:

- a. Vice President nominations and vote has been postponed.
- b. Treasurer nominations and vote has been postponed.
- c. Minimum wage increase scheduled for December 2016
 - i. The minimum wage will be increased to \$9.70/hr. which will be a 70 cent increase for library pages who now earn \$9.00
 - ii. Suggested that the Personnel Committee meet to look at how the wage increase will affect the budget and to make some recommendations regarding the wages for other Library staff.

14) Other Business: None

15) Adjournment:

MOTION: Trustee Chaffee motioned to adjourn the meeting at 8:09 pm. Seconded by Trustee Corso.

YES: 5/5 Trustee Chaffee, Trustee Dame, Trustee Adams-King, Trustee Corso, and Trustee Vance

NO: 0

MOTION CARRIED

Next Board Meeting is scheduled for Thursday, May 19, 2016 at 6:30 pm

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2016 Board of Trustees Meeting Minutes

Walworth-Seely Public Library
Board of Trustees Meeting
May 19, 2016
APPROVED

- 1) Call to Order: Meeting called to order at 6:34 pm by President Carol Dame
- 2) Roll Call/Attendance:
 - a. Library Trustees Present: Carol Dame, Walter Chaffee, Jessica Vance, Tami Adams-King
 - b. Library Trustees Absent: Tammie Corso
 - c. Library Staff Present: Director Beth List, Library Clerk Bill Miller
 - d. Others Attending: President of the Friends Lou Villanova; Councilwoman Judy Markowski
- 3) Adoption of current meeting minutes as submitted.
- 4) Approval of prior meeting minutes as submitted:

MOTION: Trustee Chaffee motioned to approve the minutes of the April 21, 2016 meeting as presented. Seconded by Trustee Vance.

YES: 4/4 Trustee Chaffee, Trustee Dame, Trustee Adams-King, and Trustee Vance

NO: 0

MOTION CARRIED

- 5) Period of Public Expression: None
- 6) Friends' Report (President Lou Villanova)
 - a. President Villanova confirmed that the Lions club will supply a 20x20 tent and a grill for the Library's Summer Reading Kickoff scheduled for Saturday June 25, 2016. The tent will be set up on Friday, June 24th.
 - b. Friends meetings will now be held at 10AM on the 3rd Thursday of the month.
 - c. A Cookie Walk is being planned for December and the Friends would like to coordinate with the library program or event. The Friends and the library staff will discuss at next Friends' meeting.
- 7) Town Board Liaison Report (Councilwoman Markowski): None
- 8) Director's Report (Director Beth List): Report attached
- 9) Secretary's Report- Correspondence (Secretary Trustee Adams-King): None
- 10) Financial Reports (Treasurer Trustee Chaffee):

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- a. Presentation of the Monthly Budget Summary (attached)
- b. Report of receipts and disbursements for April 2016
- c. Approval of April 2016 vouchers
 - i. An adjustment was made to Voucher # 51614 in the amount of \$330.04 due to a refund of \$26.40 for tax exempt status. The refunded amount will be deposited next week with the register deposits.

MOTION: Trustee Vance motioned to approve the April 2016 abstract consisting of 25 items to be paid totaling \$7,603.58. Seconded by Trustee Chaffee.

YES: 4/4 Trustee Chaffee, Trustee Dame, Trustee Adams-King, and Trustee Vance

NO: 0

MOTION CARRIED

11) Committee Reports:

- a. Policy Committee (Trustee Corso - absent)
 - i. The proposed By-Law changes from the April 2016 meeting were presented by Director List for approval. No changes were made from the April 2016.

MOTION: Trustee Adams-King motioned to approve the Walworth-Seely Public Library By-Law changes as presented. Seconded by Trustee Vance.

YES: 4/4 Trustee Chaffee, Trustee Dame, Trustee Adams-King, and Trustee Vance

NO: 0

MOTION CARRIED

- b. Personnel Report (Trustee Vance) – none
- c. Expansion Committee (Bill Miller)
 - i. Director List will email expansion committee members to identify a date to meet in June 2016.

12) Old Business:

- a. Nozzolio Grant Update:
 - i. The digitizing project for the Times of Wayne County is complete up to what we have received and is being loaded onto the NY Heritage site. Should take about a month or so. The Walworth Historical Society will be compiling their documents/photos for digitizing, the library will assist as needed. Library historical pieces will be reviewed for digitizing in the Fall 2016.
 - ii. The STEAM lab cabinetry was delivered on May 11, 2016 and installed by Bill Miller on May 14, 2016. Countertop has been measured and ordered, to be installed in next 2-3 weeks.
- b. Vice President nominations
 - i. Trustee Chaffee nominated Trustee Vance for Vice President.

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There were no other nominations for the position of Vice President and Trustee Vance accepted the nomination.

MOTION: Trustee Chaffee motioned to approve the appointment of Trustee Vance for the position of Vice President. Seconded by Trustee Adams-King.

YES: 4/4 Trustee Chaffee, Trustee Dame, Trustee Adams-King, and Trustee Vance

NO: 0

MOTION CARRIED

- c. Treasurer nominations
 - i. Trustee Vance nominated Trustee Chaffee for Treasurer.

There were no other nominations for the position of Treasurer and Trustee Chaffee accepted the nomination.

MOTION: Trustee Vance motioned to approve the appointment of Trustee Chaffee for the position of Treasurer. Seconded by Trustee Adams-King.

YES: 4/4 Trustee Chaffee, Trustee Dame, Trustee Adams-King, and Trustee Vance

NO: 0

MOTION CARRIED

- d. Minimum wage increase December 2016 – discussion ensued. Director List will prepare documentation and a recommendation for the board for the June 2016 meeting. Councilwoman Markowski requested copies for the Town, specifically for the budget review for 2017.

13) New Business: None

14) Adjournment:

MOTION: Trustee Chaffee motioned to adjourn the meeting at 7:17 pm. Seconded by Trustee Vance.

YES: 4/4 Trustee Chaffee, Trustee Dame, Trustee Adams-King, and Trustee Vance

NO: 0

MOTION CARRIED

Next Board Meeting is scheduled for Thursday, June 9, 2016 at 6:30 pm

Walworth-Seely Public Library

2016 Board of Trustees Meeting Minutes

Walworth-Seely Public Library
Board of Trustees Meeting
June 9, 2016
APPROVED

- 1) Call to Order: Meeting called to order at 6:35 pm by President Carol Dame
- 2) Roll Call/Attendance:
 - a. Library Trustees Present: Carol Dame, Walter Chaffee, Jessica Vance, Tami Adams-King, Tammie Corso
 - b. Library Staff Present: Director Beth List, Library Clerk Bernie Maurer
 - c. Others Attending: President of the Friends Lou Villanova, Councilwoman Judy Markowski
- 3) Adoption of current meeting minutes as submitted
- 4) Approval of prior meeting minutes as submitted

MOTION: Trustee Chaffee motioned to approve the minutes of the May 19, 2016 meeting as presented. Seconded by Trustee Vance.

YES: 5/5: Trustee Chaffee, Trustee Dame, Trustee Adams-King, Trustee Vance and Trustee Corso

NO: 0

Motion carried

- 5) Period of Public Expression: None
- 6) Friends' Report:
 - a. President Villanova announced that the date of the June 2016 meeting of the Friends of the Walworth Library has been changed. The meeting will be held on Wednesday June 22 at 10:00 am.
 - b. Valerie Knight, long-time Friends member passed away this week. No details are available on arrangements at this time.
 - c. The Friends of the Walworth Library and the Walworth Library will share a booth at the Farmer's Market this year. Discussion will ensue at next Friends' meeting
- 7) Town Board Liaison Report
 - a. Councilwoman Markowski announced that the Farmer's Market will open on Tuesday June 14, 2016. Flyers are now available.
 - b. The Festival in the Park will be held on July 22nd and 23rd, 2016.
 - c. Framing for the McAlpin Industries/Sports Complex has begun.
- 8) Director's Report (Director Beth List): Report attached

Walworth-Seely Public Library

2016 Board of Trustees Meeting Minutes

9) Secretary's Report- Correspondence (Secretary Trustee Adams-King): None

10) Financial Reports (Treasurer Chaffee)

- a. Presentation of the Monthly Budget Summary
- b. Report of receipts and disbursements for May 2016
- c. Approval of May 2016 vouchers

MOTION: Trustee Chaffee motioned to approve the May 2016 abstract consisting of 19 items to be paid totaling \$5,957.77. Seconded by Trustee Vance.

YES: 5/5: Trustee Chaffee, Trustee Dame, Trustee Adams-King, Trustee Vance and Trustee Corso

NO: 0

Motion carried

11) Committee Reports

- a. Policy Committee (Trustee Corso) - none
- b. Personnel Report (Trustee Vance)
 - i. Approval of Julie Scott as a part-time programming clerk.

MOTION: Trustee Vance motioned to approve the employment of Julie Scott as a part-time Programming Clerk at the rate of \$11.00/hour effective June 6, 2016. Seconded by Trustee Corso.

YES: 5/5: Trustee Chaffee, Trustee Dame, Trustee Adams-King, Trustee Vance and Trustee Corso

NO: 0

Motion carried

c. Expansion Committee (Trustee Corso)

- i. The Expansion Committee will meet on Wednesday June 15, 2016 at 6:00 pm at the Walworth Library.

12) Old Business

a. Nozzolio Grant Update

- i. The digitizing project for the Times of Wayne County is complete to date until more material received. The Walworth Historical Society materials will be worked on as a next step.
- ii. The STEAM lab counter will be installed on 6/14/2016.

b. Minimum wage increase December 2016

- i. Director List and Trustee Vance will meet to review information.
- ii. Presentation of the data and discussion with the Board will occur at the July meeting.

Walworth-Seely Public Library

2016 Board of Trustees Meeting Minutes

13) New Business

a. Term endings for Trustees

- i. It is possible for the Board to vote to extend expiration date of a Trustee so that dates are staggered (to avoid having more than two Trustee's terms ending at once).

MOTION: Trustee Chaffee motioned to change the expiration of Trustee Vance's term to 12/31/2018. Seconded by Trustee Adams-King.

YES: 5/5: Trustee Chaffee, Trustee Dame, Trustee Adams-King, Trustee Vance and Trustee Corso

NO: 0

Motion carried

14) Other Business

- a. Director List stated that an ad has been placed in the newspaper seeking applicants for the Trustee position vacated by Trustee Corso. There is a July 7 deadline for applicants.
- b. Due to vacation schedules, the date of the next Board meeting may need to change.
- c. This is Trustee Corso's last meeting as a voting member since she will no longer be a resident of Walworth.
 - i. Trustee Corso would like to continue on the Policy Committee as a non-voting member.

15) Adjournment

MOTION: Trustee Chaffee motioned to adjourn the meeting at 7:16 pm. Seconded by Trustee Corso.

YES: 5/5: Trustee Chaffee, Trustee Dame, Trustee Adams-King, Trustee Vance and Trustee Corso

No: 0

Motion carried

Next Board Meeting is tentatively scheduled for Thursday, July 7, 2016 at 6:30 pm

Walworth-Seely Public Library

2016 Board of Trustees Meeting Minutes

Walworth-Seely Public Library
Board of Trustees Meeting
July 7, 2016
APPROVED

- 1) Call to Order: Meeting called to order at 6:32PM by President Carol Dame
- 2) Roll Call/Attendance:
 - a. Library Trustees Present: Carol Dame, Walter Chaffee, Jessica Vance, Tami Adams-King
 - b. Library Staff Present: Director Beth List, Library Clerk Bernie Maurer
 - c. Others Attending: Friends of WSPL President Lou Villanova; Councilwoman Judy Markowski; Trustee Applicants: Donna Dey and Jillian Hannold
- 3) Adoption of current meeting minutes as submitted
- 4) Approval of prior meeting minutes as submitted

MOTION: Trustee Vance motioned to approve the minutes of the June 9, 2016 meeting as presented. Seconded by Trustee Chaffee.

YES 4/4: Trustee Chaffee, Trustee Dame, Trustee Adams-King, and Trustee Vance

NO 0/4

Motion carried

- 5) Period of Public Expression: None
- 6) Friends of WSPL Report (President Lou Villanova)
 - a. Lou reported he moved more than 20 boxes of donated books from the library to a storage area in the town hall.
 - b. Friends gave a check to the library in the amount of \$241.34 for the refreshments that were purchased for the Summer Reading Kickoff.
 - c. Next Friends' meeting is scheduled for September 2016.
- 7) Town Board Liaison Report (Councilwoman Markowski)
 - a. The Town Complex Study is available in old board minutes. Discussion ensued regarding expansion suggestions.
 - b. Reported that Superintendent Marini is having a lease agreement drafted for the library
 - c. The Sports Complex building is underway, slated to open in Fall 2016.
- 8) Director's Report (Director Beth List): Report attached
- 9) Secretary's Report- Correspondence (Secretary Trustee Adams-King): None
- 10) Financial Reports (Treasurer Chaffee):
 - a. Presentation of the Monthly Budget Summary

Walworth-Seely Public Library

2016 Board of Trustees Meeting Minutes

- b. Report of receipts and disbursements for June 2016
- c. Approval of June 2016 vouchers

MOTION: Trustee Chaffee motioned to approve the June 2016 abstract consisting of 25 items to be paid totaling \$6,097.00. Seconded by Trustee Vance.

YES: 4/4: Trustee Chaffee, Trustee Dame, Trustee Adams-King, and Trustee Vance

NO: 0/0

Motion carried

11) Committee Reports:

- a. Policy Committee (Director List)
 - i. Director List will send out a draft of the procurement policy for the Board to review prior to the August Board meeting.
- b. Personnel Report (Trustee Vance)
 - i. See Old Business
- c. Expansion Committee (Bill Miller) none

12) Old Business:

- a. Nozzolio Grant Update:
 - i. STEAM Lab Project is in final stages. Purchase of hardware with locks and their installation will finalize this project.
- b. Minimum Wage Increase 2016
 - i. Review and approval of employee pay rate changes for 2016
 - ii. Review and approval of Salary Matrix for 2016

MOTION: Trustee Vance motioned to approve the Salary Matrix for 2016 effective June 27, 2016. Seconded by Trustee Chaffee.

YES: 4/4: Trustee Chaffee, Trustee Dame, Trustee Adams-King, and Trustee Vance

NO: 0/0

Motion carried

MOTION: Trustee Vance motioned to approve the increase of the current hourly staff members' pay rates by 8% effective June 27, 2016. All incoming staff will be hired based on the newly adopted Salary Matrix for 2016. Seconded by Trustee Adams-King.

YES: 4/4: Trustee Chaffee, Trustee Dame, Trustee Adams-King, and Trustee Vance

NO: 0/0

Motion carried

MOTION: Trustee Vance motioned to approve the salary increase for Library Director, Beth List, to \$55,000 year effective June 27, 2016. Seconded by Trustee Chaffee.

YES: 4/4: Trustee Chaffee, Trustee Dame, Trustee Adams-King, and Trustee Vance

NO: 0/0

Motion carried

Walworth-Seely Public Library

2016 Board of Trustees Meeting Minutes

iii. Review and approval of Salary Matrix for 2017

MOTION: Trustee Vance motioned to approve the Salary Matrix for 2017 to be effective January 1st 2017. Seconded by Trustee Chaffee. Motion carried.

YES: 4/4: Trustee Chaffee, Trustee Dame, Trustee Adams-King, and Trustee Vance

NO: 0/0

Motion carried

13) New Business:

- a. Schedule biannual internal audit
 - i. Trustees Vance and Adams-King will meet with Vice President Chaffee on Wednesday, August 17, 2016 at 10:00AM to conduct the internal audit.
- b. Introduction of the Trustee applicants:
 - i. Applicants Donna Dey and Jillian Hannold were thanked by President Dame for applying for the Trustee position.
 - ii. President Dame explained there are three applicants for the open trustee position and interviews need to be set up for the week of July 11th. Board appointment will be made at the August meeting and the newly appointed Trustee will need to have their Oath of Office completed with the Town Clerk as soon as possible to have voting privileges at the September meeting.

14) Other Business: none

15) Adjournment:

MOTION: Trustee Vance motioned to adjourn the meeting at 7:20 pm. Seconded by Trustee Chaffee.

YES: 4/4: Trustee Chaffee, Trustee Dame, Trustee Adams-King, and Trustee Vance

NO: 0/0

Motion carried

Next Board Meeting is tentatively scheduled for Thursday, August 11, 2016 at 6:30 pm

Walworth-Seely Public Library

2016 Board of Trustees Meeting Minutes

Walworth-Seely Public Library
Board of Trustees Meeting
August 11, 2016
APPROVED

- 1) Call to Order: Meeting called to order at 6:33 pm by President Carol Dame
- 2) Roll Call/Attendance
 - a. Library Trustees Present: Carol Dame, Walter Chaffee, Jessica Vance, Tami Adams-King
 - b. Library Staff Present: Director Beth List, Library Clerk Bernie Maurer
 - c. Others Attending: Friends' President Lou Villanova, Councilwoman Judy Markowski, Trustee Applicant Donna Dey

3) Adoption of current meeting agenda as submitted

4) Approval of prior meeting minutes as submitted

MOTION: Trustee Chaffee motioned to approve the minutes of the July 7, 2016 meeting as submitted. Seconded by Trustee Vance.

YES: 4/4: Trustee Chaffee, Trustee Dame, Trustee Adams-King, and Trustee Vance

NO: 0/0

Motion carried

- 5) Period of Public Expression
 - a. none
- 6) Friends' Report (President Lou Villanova)
 - a. Next Friends of the Library meeting will be held in September 2016.
 - b. Library Clerk, Bill Miller has provided a local Cat Rescue group with assistance by creating a prosthetic device for a paraplegic kitten using the Library's 3D printer. President Villanova would like to contact Channel 13 news to obtain some press for the Library.
- 7) Town Board Liaison Report (Councilwoman Markowski)
 - a. Councilwoman Markowski has reviewed the preliminary budget and suggests that the Library Expansion be part of the discussion when meeting with Supervisor Marini.
 - b. The Sports Complex building, due to open in the Fall of 2016, is quickly expanding.
- 8) Director's Report (Director Beth List)
 - a. Report attached
- 9) Secretary's Report- Correspondence (Secretary Trustee Adams-King)
 - a. none

Walworth-Seely Public Library

2016 Board of Trustees Meeting Minutes

10) Financial Reports (Treasurer Chaffee)

- a. Amend the July 2016 Abstract

MOTION: Trustee Chaffee motioned to amend the June 2016 abstract to correct the Barnes and Noble payment amount from \$126.89 to \$79.93 and the Baker & Taylor payment amount from \$779.94 to \$995.21. This corrects the total amount to be paid on the July 2016 abstract to \$6,265.31. Seconded by Trustee Vance.

YES: 4/4: Trustee Chaffee, Trustee Dame, Trustee Adams-King, and Trustee Vance

NO: 0/0

Motion carried

- b. Presentation of Monthly Budget Summary
- c. Report of receipts and disbursements for June 2016
- d. Approval of the July 2016 vouchers

MOTION: Trustee Vance motioned to approve the July 2016 abstract consisting of 37 items to be paid totaling \$16,199.50. Seconded by Trustee Adams-King.

YES: 4/4: Trustee Chaffee, Trustee Dame, Trustee Adams-King, and Trustee Vance

NO: 0/0

Motion carried

- e. Approval of the 2017 Proposed Budget as submitted to the Town Board for review

MOTION: Trustee Vance motioned to approve the 2017 Proposed Budget as submitted.

Seconded by Trustee Chaffee

YES: 4/4: Trustee Chaffee, Trustee Dame, Trustee Adams-King, and Trustee Vance

NO: 0/0

Motion carried

11) Committee Reports:

- a. Policy Committee (Director List)
 - i. Procurement Policy review

MOTION: Trustee Chaffee motioned to adopt the Procurement Policy as written.

Seconded by Trustee Vance.

YES: 4/4: Trustee Chaffee, Trustee Dame, Trustee Adams-King, and Trustee Vance

NO: 0/0

Motion carried

- ii. Credit Card Fees Policy Review

(1) Director List stated that other options need to be considered because the current credit card company (World Pay) is insisting on listing an individual and that person's personal financial information on the current account. Discussion was tabled for time-being while other options are investigated.

Walworth-Seely Public Library

2016 Board of Trustees Meeting Minutes

iii. Review policy manual changes

- (1) Director List made proposal to remove sections 1, 2 & 4 from the WSPL Policy Manual and make them a part of a Trustee Handbook.

MOTION: Trustee Chaffee motioned to remove Sections 1 & 4 from the Policy Manual and that all except the By-laws from Section 2 be removed from the Policy Manual.

Seconded by Trustee Vance.

YES: 4/4: Trustee Chaffee, Trustee Dame, Trustee Adams-King, and Trustee Vance

NO: 0/0

Motion carried

b. Personnel Committee (Vice-President Vance): None

c. Expansion Committee

i. Focus Group update

- (1) Focus groups are being developed and targeted for some time in September 2016.

12) Old Business:

a. Nozzolio Grant Update:

i. Digitizing project – Wayne Times, Walworth Historical Society

- (1) Target date for the Wayne County Times to be online via NYSHistoricNewspapers.com is September 1st, 2016.

ii. STEAM Lab

- (1) Handles and locks for cabinetry should be installed by September. Signage is being created for the room as well.

b. Internal Audit date change

i. The internal audit will be held on Thursday August 18th at 10 am in the Town Meeting Room.

c. Appointment of new trustee, Donna Dey

MOTION: Trustee Chaffee motioned to approve the appointment of Donna Dey as Board Trustee effective August 11, 2016 pending taking the oath of office administered by the Town Clerk. Seconded by Trustee Vance.

YES: 4/4: Trustee Chaffee, Trustee Dame, Trustee Adams-King, and Trustee Vance

NO: 0/0

Motion carried

13) New Business:

a. NYLA Conference approvals

MOTION: Trustee Chaffee motioned to approve Library Clerks: Bernie Maurer, Bill Miller, and Julie Scott to attend the 2016 NYLA conference with reimbursement for expenses not to exceed \$1000.00 per staff member. Seconded by Trustee Vance.

YES: 4/4: Trustee Chaffee, Trustee Dame, Trustee Adams-King, and Trustee Vance

Walworth-Seely Public Library

2016 Board of Trustees Meeting Minutes

NO: 0/0

Motion carried

b. Inventory Date

i. The Library will be closed Saturday, November 5, 2016 for inventory as planned.

14) Other Business:

a. The Board of Trustees has accepted the resignation of Gary DeWitt, Bookkeeper, effective July 31, 2016

15) Adjournment:

MOTION: Trustee Chaffee motioned to adjourn the meeting at 7:20 pm. Seconded by Trustee Adams-King.

YES: 4/4: Trustee Chaffee, Trustee Dame, Trustee Adams-King, and Trustee Vance

NO: 0/0

Motion carried

Next Board Meeting is tentatively scheduled for Thursday, September 8, 2016 at 6:30 pm

Walworth-Seely Public Library

2016 Board of Trustees Meeting Minutes

Walworth-Seely Public Library
Board of Trustees Meeting
September 8, 2016
APPROVED

- 1) Call to Order: Meeting called to order at 6:36PM by President Carol Dame
- 2) Roll Call/Attendance:
 - a. Library Trustees Present: Carol Dame; Walter Chaffee; Jessica Vance; Donna Dey; Tami Adams-King
 - b. Library Staff Present: Director Beth List; Library Clerk Bernie Maurer
 - c. Others Attending: President of the Friends Lou Villanova; Councilwoman Judy Markowski,
- 3) Adoption of current meeting agenda as submitted
- 4) Approval of prior meeting minutes as submitted

MOTION: Trustee Dey motioned to approve the minutes of the August 11, 2016 meeting as submitted. Seconded by Trustee Vance.

YES: 5/5: Trustee Chaffee, Trustee Dame, Trustee Adams-King, Trustee Vance and Trustee Dey

NO: 0/0

Motion carried

- 5) Period of Public Expression: None
- 6) Friends' Report: (President Lou Villanova)
 - a. Next Friends of the Library meeting will be held on September 15, 2016 in the library program room at 10AM
 - b. The Friends will be at the Ginegaw Farmer's Market with the Walworth Library staff on September 20th.
 - c. The Friends will share a table with the Library Board of Trustees at the 2nd annual Walworth Library Wellness Fair on October 1, 2016.
 - d. The Friends of the Library book sale will be held the week of October 24, 2016.
- 7) Town Board Liaison Report: (Councilwoman Markowski)
 - a. Councilwoman Markowski stated that a developer is putting up apartment buildings with approximately 50 apartments on Academy Street in Walworth.
 - b. The Your Sports Depot on Rt 441 in Walworth is scheduled to open this Fall 2016.
 - c. A Liquor Store will be opening in the Walworth Plaza next to Tops Market.
 - d. The Town is scheduled to review the Walworth Library's proposed budget on September 15, 2016.

Walworth-Seely Public Library

2016 Board of Trustees Meeting Minutes

- 8) Director's Report: (Director Beth List) Report attached
- 9) Secretary's Report-Correspondence: (Secretary Trustee Adams-King): None
- 10) Financial Reports: (Treasurer Chaffee):
- a. Amend the August 2016 Abstract – Pioneer Library System

MOTION: Trustee Chaffee motioned to amend the August 2016 abstract to change the payment amount to Pioneer Library System from \$7,289.90 to \$7,218.90, a reduction of \$71.00. Seconded by Trustee Vance.

YES: 5/5: Trustee Chaffee, Trustee Dame, Trustee Adams-King, Trustee Vance and Trustee Dey

NO: 0/0

Motion carried

- b. Presentation of Monthly Budget Summary
- c. Report of receipts and disbursements for August 2016
- d. Approval of the August 2016 vouchers

MOTION: Trustee Chaffee motioned to approve the August 2016 abstract consisting of 23 items to be paid totaling \$6,376.67. Seconded by Trustee Adams-King.

YES: 5/5: Trustee Chaffee, Trustee Dame, Trustee Adams-King, Trustee Vance and Trustee Dey

NO: 0/0

Motion carried

- e. Accept the Internal Audit as completed on August 18, 2016.

MOTION: Trustee Chaffee motioned to accept the August Internal Audit completed for the month of May 2016 as submitted. Seconded by Trustee Vance.

YES: 5/5: Trustee Chaffee, Trustee Dame, Trustee Adams-King, Trustee Vance and Trustee Dey

NO: 0/0

Motion carried

- 11) Committee Reports:
- a. Policy Committee (Director List)
 - i. Procurement Policy

MOTION: Trustee Dey motioned to eliminate the Purchasing Policy which is being replaced by the Procurement Policy approved at the July 2016 Board meeting. Seconded by Trustee Vance.

YES: 5/5: Trustee Chaffee, Trustee Dame, Trustee Adams-King, Trustee Vance and Trustee Dey

Walworth-Seely Public Library

2016 Board of Trustees Meeting Minutes

NO: 0/0

Motion carried

- ii. Credit Card Fees Policy Review: tabled to next meeting
- b. Personnel Committee (Vice-President Vance): None
- c. Expansion Committee (Director List for Bill Miller)
 - i. Focus Groups
 - (a) Focus Groups are scheduled to take place at Walworth Library on Monday October 3, 2016 at 2 pm, 4pm and 6 pm.
 - (b) Letters to participants were mailed on 9/7/2016
 - (c) Ron Kirsop from PLS will facilitate these groups.

12) Old Business:

- a. Nozzolio Grant Update:
 - i. Handles and locks have been installed on the STEAM cabinetry.
 - ii. Signage is being created.

13) New Business:

- a. Approve the PLS Free Direct Access Plan

MOTION: Trustee Vance motioned to approve PLS Free Direct Access Plan as submitted. Seconded by Trustee Dey.

YES: 5/5: Trustee Chaffee, Trustee Dame, Trustee Adams-King, Trustee Vance and Trustee Dey

NO: 0/0

Motion carried

- b. Fiber Installations date is estimated to be October 17, 2016.

14) Other Business:

- a. Change the date for the October Board meeting due to schedule conflicts
 - i. The next Board meeting will be held on Thursday, October 20, 2016 at 6:30 pm
- b. Finance Meeting
 - i. The Finance meeting will be held on Thursday October 13, 2016 at 1:00 pm.

15) Adjournment:

MOTION: Trustee Chaffee motioned to adjourn the meeting at 7:14 pm. Seconded by Trustee Vance.

YES: 5/5: Trustee Chaffee, Trustee Dame, Trustee Adams-King, Trustee Vance and Trustee Dey

NO: 0/0

Motion carried

[Next Board Meeting is tentatively scheduled for Thursday, October 20, 2016 at 6:30 pm](#)

Walworth-Seely Public Library

2016 Board of Trustees Meeting Minutes

Walworth-Seely Public Library
Board of Trustees Meeting
October 20, 2016
APPROVED

- 1) Call to Order: Meeting called to order at 6:31 pm by President Carol Dame
- 2) Roll Call/Attendance:
 - a. Library Trustees Present: Carol Dame, Walter Chaffee, Jessica Vance, Tami Adams-King, and Donna Dey
 - b. Library Staff Present: Director Beth List, Library Clerk Bernie Maurer
 - c. Others Attending: President of the Friends Lou Villanova
- 3) Adoption of current meeting agenda as submitted
- 4) Approval of prior meeting minutes as submitted

MOTION: Trustee Dey motioned to approve the minutes of the September 8, 2016 meeting as submitted. Seconded by Trustee Vance. Motion carried.

YES: 5/5 - Trustee Chaffee, Trustee Dame, Trustee Adams-King, Trustee Vance, and Trustee Dey

NO: 0/0

- 5) Period of Public Expression: None
- 6) Friends' Report (President Lou Villanova):
 - a. Friends of the Library meeting was held on October 20, 2016.
 - b. The Friends of the Library book sale will be held the week of October 24, 2016.
 - c. The Friends will reimburse the library up to \$50 to boost the book sale on Facebook.
- 7) Town Board Liaison Report (Councilwoman Markowski – absent): none
- 8) Director's Report: (Director Beth List) Report (attached)
- 9) Secretary's Report-Correspondence (Secretary Trustee Adams-King): none
- 10) Financial Reports (Treasurer Chaffee):
 - a. Presentation of the monthly budget summary
 - b. Report of receipts and disbursements for September 2016
 - c. Approval of September 2016 vouchers

MOTION: Trustee Vance motioned to approve the September 2016 abstract consisting of 34 items to be paid, totaling \$7,142.58. Seconded by Trustee Adams-King. Motion carried.

Walworth-Seely Public Library

2016 Board of Trustees Meeting Minutes

YES: 5/5 - Trustee Chaffee, Trustee Dame, Trustee Adams-King, Trustee Vance, and Trustee Dey
NO: 0/0

- d. Pre-approve payment of the Storage Facility for 11/1/2016-11/1/2017.

MOTION: Trustee Chaffee motioned to approve the payment to Uncle Bob's Storage in Webster in the amount of \$2,988.00 for November 1, 2016-November 1, 2017. Seconded by Trustee Vance. Motion carried.

YES: 5/5 - Trustee Chaffee, Trustee Dame, Trustee Adams-King, Trustee Vance, and Trustee Dey
NO: 0/0

11) Committee Reports:

- a. Policy Committee (Director List & Trustees)
 - i. Payment of Bills Policy adopted

MOTION: Trustee Dey motioned to approve the Payment of Bills Policy as submitted. Seconded by Trustee Chaffee. Motion carried.

YES: 5/5 - Trustee Chaffee, Trustee Dame, Trustee Adams-King, Trustee Vance, and Trustee Dey
NO: 0/0

- ii. Credit Card Policy – strike from policy manual

MOTION: Trustee Chaffee motioned to strike the Credit Card Policy from the policy manual. Seconded by Trustee Vance. Motion carried.

YES: 5/5 - Trustee Chaffee, Trustee Dame, Trustee Adams-King, Trustee Vance, and Trustee Dey
NO: 0/0

- iii. Debit Card Policy - amendment

MOTION: Trustee Vance motioned to approve the amendment to the Debit Card Policy as submitted. Seconded by Trustee Dey. Motion carried.

YES: 5/5 - Trustee Chaffee, Trustee Dame, Trustee Adams-King, Trustee Vance, and Trustee Dey
NO: 0/0

- iv. Electronic Banking Policy - amendment

MOTION: Trustee Chaffee motioned to accept the Electronic Banking Policy as amended. Seconded by Trustee Vance. Motion carried.

Walworth-Seely Public Library

2016 Board of Trustees Meeting Minutes

YES: 5/5 - Trustee Chaffee, Trustee Dame, Trustee Adams-King, Trustee Vance, and Trustee Dey

NO: 0/0

- v. Credit card fees policy – review
 - (1) The Credit Card Fee Policy was reviewed and no changes were made.
- vi. Investment Policy: review and revision postponed until a future meeting.
- b. Personnel Committee (Vice-President Vance): none
- c. Nominating Committee (Secretary Adams-King):
 - i. Review term expiration dates of trustees – no terms up in 2016
 - ii. 2017 officers' nomination – to be done December 2016/January 2017
- d. Expansion Committee (Director List for Bill Miller):
 - i. Focus Group results
 - (a) Director List and Expansion Chair Miller will review the results of the focus group and will share the results with the Board of Trustees at the November 2016 meeting.

12) Old Business:

- a. Nozzolio Grant Update:
 - i. Digitizing Project – Wayne Times, Walworth Historical Society
 - (1) Wayne Times digitization is up-to-date. Any additional digitizing will be completed as it is submitted.
 - (2) Walworth Historical Society digitizing will be conducted as it is submitted.
 - ii. STEAM Lab - signage is complete.
 - (1) Items will be organized and displayed in an eye-appealing fashion after purchases of some decorative containers.
 - (2) A new rug will be purchased for the STEAM Lab.
 - (3) STEAM Lab workshops are being planned for 2017.
- b. Fiber Installation
 - i. The fiber installation has been completed.

13) New Business:

- a. Public Library Administration Program request by Director List

MOTION: Trustee Dey motioned to approve the Director's enrollment in the Public Library Administration Program 2017-2019 through Long Island University hosted by Pioneer Library System and the direct payment of tuition costs related to the program with the stipulation of the successful completion of each course. Seconded by Trustee Chaffee. Motion carried.

YES: 5/5 - Trustee Chaffee, Trustee Dame, Trustee Adams-King, Trustee Vance, and Trustee Dey

NO: 0/0

14) Other Business:

Walworth-Seely Public Library

2016 Board of Trustees Meeting Minutes

- a. Town Topics – cost/budget
 - i. The Library would like to advertise programs in the Town Topics with a four-page insert costing \$500.
- b. December Board Meeting Date
 - i. The December Board Meeting is tentatively rescheduled for Thursday December 15, 2016 at 6:30.

15) Adjournment:

MOTION: Trustee Chaffee motioned to adjourn the meeting at 8:06 pm. Seconded by Trustee Dey. Motion carried.

YES: 5/5 - Trustee Chaffee, Trustee Dame, Trustee Adams-King, Trustee Vance, and Trustee Dey

NO: 0/0

Next Board Meeting is scheduled for Thursday, November 10, 2016 at 6:30 pm

Walworth-Seely Public Library

2016 Board of Trustees Meeting Minutes

Walworth-Seely Public Library
Board of Trustees Meeting
November 14, 2016
APPROVED

- 1) Call to Order: Meeting called to order at 6:33 pm by Vice-President Jessica Vance.
- 2) Roll Call/Attendance:
 - a. Library Trustees Present: Jessica Vance, Walter Chaffee, Tami Adams-King
 - b. Library Trustees Absent: President Carol Dame and Donna Dey
 - c. Library Staff Present: Director Beth List, Library Clerk Bernie Maurer
 - d. Others Attending: President of the Friends Lou Villanova, Councilwoman Judy Markowski
- 3) Adoption of current meeting agenda as submitted
- 4) Approval of prior meeting minutes as submitted

MOTION: Trustee Chaffee motioned to approve the minutes of the October 20, 2016 meeting as submitted. Seconded by Trustee Adams-King. Motion carried.

YES: 3/3: Trustee Chaffee, Trustee Adams-King, and Trustee Vance

NO: 0/0

- 5) Period of Public Expression
 - a. none
- 6) Friends' Report: (President Lou Villanova)
 - a. Friends of the Library meeting is scheduled for November 17 2016 at 10:30 am.
 - b. The Friends of the Library book sale was successful with about \$2,000 made.
 - c. The Breakfast with Santa is scheduled for Saturday December 10th from 8-11 am. The Walworth Library staff will be there to do a craft with the children.
- 7) Town Board Liaison Report (Councilwoman Judy Markowski)
 - a. Wayne Central School District will be making a decision about building closings on Wednesday, November 16, 2016.
 - b. The Sports Complex in Walworth is now open.
 - c. Farms with 20 acres or more are considering solar panels.
 - d. Councilwoman Markowski will present the need for a library lease agreement to the town board ASAP
- 8) Director's Report: (Director Beth List)
 - a. Report (attached)

Walworth-Seely Public Library

2016 Board of Trustees Meeting Minutes

- 9) Secretary's Report-Correspondence: (Secretary Trustee Adams-King)
- a. None

- 10) Financial Reports: (Treasurer Chaffee):
- a. Presentation of the monthly budget summary
 - b. Report of receipts and disbursements for October 2016
 - c. Approval of October 2016 vouchers

MOTION: Trustee Chaffee motioned to approve the October 2016 abstract consisting of 39 items to be paid, totaling \$12,989.60. Seconded by Trustee Adams-King.

Motion carried.

YES: 3/3: Trustee Chaffee, Trustee Adams-King, and Trustee Vance

NO: 0/0

- 11) Committee Reports:
- a. Policy Committee (Director List & Trustees)
 - b. Personnel Committee (Vice-President Vance)
 - i. Trustee Vance will meet with Director List this week for annual review.
 - c. Nominating Committee (Secretary Adams-King)
 - d. Expansion Committee (Director List for Bill Miller)
 - i. Focus Group results: Tabled

- 12) Old Business:
- a. Nozzolio Grant Update 2016 & 2017 update

- 13) New Business
- a. none

- 14) Other Business
- a. none

- 15) Adjournment

MOTION: Trustee Chaffee motioned to adjourn the meeting at 6:58 pm. Seconded by Trustee Adams-King. Motion carried.

YES: 3/3: Trustee Chaffee, Trustee Adams-King, and Trustee Vance

NO: 0/0

Next Board Meeting is scheduled for Thursday, December 15, 2016 at 6:30 pm

Walworth-Seely Public Library

2016 Board of Trustees Meeting Minutes

Walworth-Seely Public Library
Board of Trustees Meeting
December 22, 2016
APPROVED

- 1) Call to Order: Meeting called to order at 6:33 pm by President Carol Dame.
- 2) Roll Call/Attendance:
 - a. Library Trustees Present: Carol Dame, Jessica Vance, Walter Chaffee and Donna Dey
 - b. Library Trustees Absent: Tami Adams-King
 - c. Library Staff Present: Director Beth List, Bernie Maurer and Bill Miller
 - d. Others Attending: President of the Friends Lou Villanova and Councilwoman Judy Markowski

- 3) Adoption of current meeting agenda as submitted
- 4) Approval of prior meeting minutes as submitted

MOTION: Trustee Chaffee motioned to approve the minutes of the November 14, 2016 meeting as submitted. Seconded by Trustee Dey.

YES: 4/4: Trustee Dame, Trustee Chaffee, Trustee Vance, and Trustee Dey

NO: 0/0

Motion Carried

- 5) Period of Public Expression: None
- 6) Friends' Report (President Lou Villanova)
 - a. There will be a Friends of the Walworth-Seely Library membership drive starting in January 2017.
 - b. The home delivery service will continue to be offered by the Friends. Home-bound residents of Walworth can set up a delivery through the Library Director who will reach out to the Friends.
- 7) Town Board Liaison Report (Councilwoman Judy Markowski)
 - a. Library Lease Agreement
 - i. Councilwoman Markowski and Supervisor Marini have met and discussed the Walworth Library's request for a formal lease agreement.
 - ii. Director List sent over samples of local library lease agreements which Councilwoman Markowski will use as templates for a Lease agreement between the library and the town. The agreement is anticipated to be ready for the next library or town board meeting, whichever occurs first in January 2017.
- 8) Director's Report (Director Beth List): report attached

Walworth-Seely Public Library

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9) Secretary's Report (Trustee Adams-King): None

10) Financial Reports (Treasurer Chaffee)

- a. Presentation of the monthly budget summary
- b. Report of receipts and disbursements for November 2016
- c. Approval of the November 2016 vouchers

MOTION: Trustee Dey motioned to approve the November 2016 abstract consisting of 33 items to be paid, totaling \$6923.20. Seconded by Trustee Vance.

YES: 4/4: Trustee Dame, Trustee Chaffee, Trustee Vance, and Trustee Dey

NO: 0/0

Motion Carried

11) Committee Reports

- a. Policy Committee (Director List and Trustees)
 - i. Personnel Policy – Tabled
 - ii. Use of Equipment Policy – update

MOTION: Trustee Chaffee motioned to approve the Use of Equipment Policy as revised. Seconded by Trustee Vance.

YES: 4/4: Trustee Dame, Trustee Chaffee, Trustee Vance, and Trustee Dey

NO: 0/0

Motion Carried

- iii. Credit card acceptance policy

MOTION: Trustee Vance motioned to approve the Credit Card Acceptance Policy as revised. Seconded by Trustee Dey.

YES: 4/4: Trustee Dame, Trustee Chaffee, Trustee Vance, and Trustee Dey

NO: 0/0

Motion Carried

- b. Personnel Committee (Vice-President Vance)
 - i. Completed Director Evaluation

MOTION: Trustee Dey motioned to accept the Performance Appraisal of Library Director List and place the document in the Director's personnel file. Seconded by Trustee Chaffee.

YES: 4/4: Trustee Dame, Trustee Chaffee, Trustee Vance, and Trustee Dey

NO: 0/0

Motion Carried

- ii. Library staff evaluations – to be completed in January 2017

Walworth-Seely Public Library

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- c. Nominating Committee
 - i. Trustee Adams-King submitted her letter of resignation from the Library Board of Trustees due to personal reasons effective December 2016.
 - ii. Nominations and Voting of 2017 Officers
 - (1) President nominations:
- d. Trustee Vance nominated Trustee Dame for the position of President. Seconded by Trustee Chaffee. Nomination accepted by Trustee Dame.
- e. There were no other nominations for the position of President.

MOTION: Trustee Vance motioned to appoint Trustee Dame as President of the Walworth-Seely Public Library Board for 2017. Seconded by Trustee Chaffee.

YES: 4/4: Trustee Dame, Trustee Chaffee, Trustee Vance, and Trustee Dey

NO: 0/0

Motion Carried

(1) Vice-President nominations:

- f. Trustee Chaffee nominated Trustee Vance for the position of Vice-President. Seconded by Trustee Dey. Nomination accepted by Trustee Vance.
- g. There were no other nominations for the position of Vice-President.

MOTION: Trustee Chaffee motioned to appoint Trustee Vance as Vice-President of the Walworth-Seely Public Library Board for 2017. Seconded by Trustee Dey.

12) YES: 4/4: Trustee Dame, Trustee Chaffee, Trustee Vance, and Trustee Dey

13) NO: 0/0

14) Motion Carried

(1) Treasurer/Financial Officer nominations:

- b. Trustee Vance nominated Trustee Chaffee for the position of Treasurer/Financial Officer. Seconded by Trustee Dey. Nomination accepted by Trustee Chaffee.
- c. There were no other nominations for the position of Treasurer/Financial Officer.

MOTION: Trustee Vance motioned to appoint Trustee Chaffee as Treasurer of the Walworth-Seely Public Library Board for 2017. Seconded by Trustee Dey.

YES: 4/4: Trustee Dame, Trustee Chaffee, Trustee Vance, and Trustee Dey

NO: 0/0

Motion Carried

(1) Secretary nominations:

- d. Trustee Vance nominated Trustee Dey for the position of Secretary. Seconded by Trustee Chaffee. Nomination accepted by Trustee Dey.

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- e. There were no other nominations for the position of Secretary.

MOTION: Trustee Vance motioned to appoint Trustee Dey as Secretary of the Walworth-Seely Public Library Board for 2017. Seconded by Trustee Chaffee.

YES: 4/4: Trustee Dame, Trustee Chaffee, Trustee Vance, and Trustee Dey

NO: 0/0

Motion Carried

- f. Expansion Committee (Bill Miller)
 - i. Focus Group Information
 - ii. A summary of Focus Group results was provided to each member of the Board.
 - iii. Each participant of the Focus Groups will receive a copy of the results.
- g. Letter to the Town Board – Review and Approval

MOTION: Trustee Chaffee motioned to send a pre-drafted letter signed by President Dame and Director List to the Town of Walworth Board regarding the Town Board's intentions for the future of the Walworth-Seely Public Library. Seconded by Trustee Vance

YES: 4/4: Trustee Dame, Trustee Chaffee, Trustee Vance, and Trustee Dey

NO: 0/0

Motion carried

15) Old Business:

- a. Nozzolio Grant Update 2016 & 2017 update
 - i. 2016 monies have been spent and will be expensed out on the financial books.
 - ii. 2017 monies have been received and are earmarked for employing an architect if the Walworth Library expansion project moves forward.

16) New Business:

- a. 2017 Closed Dates Review and Approval

MOTION: Trustee Chaffee motioned to approve the 2017 Walworth Library closed dates as presented. Seconded by Trustee Dey.

YES: 4/4: Trustee Dame, Trustee Chaffee, Trustee Vance, and Trustee Dey

NO: 0/0

Motion carried

- b. Patron Services Additions and Changes –Review and Approval

MOTION: Trustee Vance motioned to approve the Patron Services additions and changes as submitted. Seconded by Trustee Chaffee.

YES: 4/4: Trustee Dame, Trustee Chaffee, Trustee Vance, and Trustee Dey

NO: 0/0

Walworth-Seely Public Library

2016 Board of Trustees Meeting Minutes

Motion carried

- c. Approve staff 2017 COLA

MOTION: Trustee Chaffee motioned to approve the Walworth Library staff's 2017 COLA raises as submitted. Seconded by Trustee Vance.

YES: 4/4: Trustee Dame, Trustee Chaffee, Trustee Vance, and Trustee Dey

NO: 0/0

Motion carried

- d. Review of Salary Matrix for 2017 (previously approved at the July 2016 meeting of the Board of Trustees)
- e. Payroll Service Change –to be reviewed at a later date

17) Other Business:

- a. The Finance Meeting will be held on Thursday, January 5, 2017 at 1:00 pm

18) Adjournment:

MOTION: Trustee Dey motioned to adjourn the meeting at 8:10 pm. Seconded by Trustee Chaffee.

YES: 4/4: Trustee Dame, Trustee Chaffee, Trustee Vance, and Trustee Dey

NO: 0/0

Motion carried

Next Board Meeting is scheduled for Thursday, January 12, 2017 at 6:30 pm