

# Walworth-Seely Public Library

## 2015 Board of Trustees Meeting Minutes

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Walworth-Seely Public Library  
Board of Trustees Meeting  
January 8, 2015  
**APPROVED 2/12/15**

- 1) Call to Order: Meeting called to order at 6:30PM by Vice President Tammie Corso
- 2) Roll Call/Attendance:
  - a) Library Trustees Present: Walter Chaffee, Tammie Corso, Carol Dame, Misty Blevins
  - b) Library Trustees Absent: Charles Farnham
  - c) Staff Attending: Library Acting Director Beth List, Library Clerk Bernie Maurer and Library Treasurer Gary Dewitt

- 3) Approval of December 15, 2014 Board Meeting Minutes

**MOTION: A motion was made by Trustee Chaffee and seconded by Trustee Dame to accept the minutes of the December 15, 2014 meeting as amended. Motion carried.**  
**YES: 4/4 Trustee Chaffee, Trustee Corso, Trustee Dame, Trustee Blevins**  
**NO: 0**

- 4) Approval of Tentative Agenda for January 8, 2015 meeting:

**MOTION: A motion was made by Trustee Dame and seconded by Trustee Chaffee to approve the agenda of the January 8, 2015 meeting as presented. Motion carried.**  
**YES: 4/4 Trustee Chaffee, Trustee Corso, Trustee Dame, Trustee Blevins**  
**NO: 0**

- 5) Welcome: Vice President Corso wanted to welcome all in attendance and expressed her hope that Board of Trustee Meetings in 2015 would be congenial and productive.

- 6) Period of Public Expression: None

- 7) Reports:

- a) Secretary's Report: postponed due to Trustee Farnham's absence
- b) Financial Report:
  - i) Monthly Report: The profit/loss budget report was presented by Treasurer DeWitt.

**MOTION: A motion was made by Trustee Chaffee and seconded by Trustee Blevins to approve the profit/loss budget report as presented. Motion carried.**  
**YES: 4/4 Trustee Chaffee, Trustee Corso, Trustee Dame, Trustee Blevins**  
**NO: 0**

- ii) Current Bills

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**MOTION:** A motion was made by Trustee Chaffee and seconded by Trustee Blevins to pay the January 2015 bills consisting of 2 items in the amount of \$1,210.78. Motion carried.

**YES:** 4/4 Trustee Chaffee, Trustee Corso, Trustee Dame, Trustee Blevins

**NO:** 0

iii) Year End Business

**MOTION:** A motion was made by Trustee Chaffee and seconded by Trustee Blevins to pay the 2014 End of Year (EOY) vouchers totaling 11 items in the amount of \$12,186.83.

Motion carried.

**YES:** 4/4 Trustee Chaffee, Trustee Corso, Trustee Dame, Trustee Blevins

**NO:** 0

c) Director's Report

i) Acting Director List submitted the monthly activity report for January 2015.

**MOTION:** A motion was made by Trustee Chaffee and seconded by Trustee Dame to accept the Director's report as submitted. Motion carried.

**YES:** 4/4 Trustee Chaffee, Trustee Corso, Trustee Dame, Trustee Blevins

**NO:** 0

8) Committee and Other Reports:

a) Policy: Nothing new to report. (Trustee Corso)

b) Expansion: Nothing new to report. (Trustee Corso)

c) Audit Report: Trustee Corso reported two random audits were performed in 2014 for March and October.

**MOTION:** A motion was made by Trustee Blevins and seconded by Trustee Dame to accept the internal audit reports for March and October 2014. Motion carried.

**YES:** 4/4 Trustee Chaffee, Trustee Corso, Trustee Dame, Trustee Blevins

**NO:** 0

d) Booster Report: Nothing new to report. (Trustee Corso)

e) Finance Report: report was presented by Trustee Chaffee

**MOTION:** A motion was made by Trustee Dame and seconded by Trustee Blevins to accept the finance reports as presented. Motion carried.

**YES:** 4/4 Trustee Chaffee, Trustee Corso, Trustee Dame, Trustee Blevins

**NO:** 0

f) Personnel Report: Personnel policy was reworded for clarification. (Trustee Dame)

**MOTION:** A motion was made by Trustee Blevins and seconded by Trustee Chaffee to accept the personnel report. Motion carried.

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**YES: 4/4 Trustee Chaffee, Trustee Corso, Trustee Dame, Trustee Blevins**  
**NO: 0**

g) Nominating Report: Nothing new to report. (Trustee Blevins)

9) Town Liaison Report: Councilwoman Markowski reported:

- a) There is someone who is interested in filling the vacant Board of Trustees position. Interview will be set up with Supervisor Marini with Board President Corso
- b) The solar project will be voted on at the Town Meeting following library meeting.

10) Unfinished Business:

- a) Lorraine Finley Bequest: Tabled until February 2015 meeting.
- b) Debit Card for Citizens Bank:
  - i) Discussion about the convenience of using Citizens Bank and fact that it offers a debit card ensued.

**MOTION: A motion was made by Trustee Dame and seconded by Trustee Blevins to obtain a debit card with a limit of \$2,500.00 from Citizens Bank for the Library Director's use as soon as possible. Motion carried.**

**YES: 4/4 Trustee Chaffee, Trustee Corso, Trustee Dame, Trustee Blevins**  
**NO: 0**

11) New Business:

- a) Nominate and elect Board President:

**MOTION: A motion was made by Trustee Chaffee and seconded by Trustee Dame to nominate Trustee Corso, currently serving as Vice President, as Board President. Motion carried.**

**YES: 4/4 Trustee Chaffee, Trustee Corso, Trustee Dame, Trustee Blevins**  
**NO: 0**

**MOTION: A motion was made by Trustee Blevins and seconded by Trustee Dame to accept Trustee Corso as President of the Board of Trustees. Motion carried.**

**YES: 4/4 Trustee Chaffee, Trustee Corso, Trustee Dame, Trustee Blevins**  
**NO: 0**

- b) Nominate and elect Board Vice President. Trustee Corso now vacates the seat as Vice President having been elected as the President.

**MOTION: A motion was made by Trustee Blevins and seconded by Trustee Dame to nominate Trustee Chaffee as Vice President of the Board of Trustees. Motion carried.**

**YES: 4/4 Trustee Chaffee, Trustee Corso, Trustee Dame, Trustee Blevins**  
**NO: 0**

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- c) Appointment of Committee Members:
  - i) Finance Committee: Trustee Chaffee Chair and Trustee Farnham assisting
  - ii) Personnel: Trustee Dame as Chair and Trustee Chaffee assisting
  - iii) Policy: Trustee Blevins as Chair and Trustee Corso assisting
  - iv) Expansion: Trustee Farnham as Chair and Trustee Corso assisting
  - v) Nominating: Trustee Blevins as Chair
  - vi) Booster: Trustee Blevins as Chair
  - vii) No adhoc or task force committee at this time
  
- d) Add President as signer to Citizens and Lyons National Bank accounts:

**MOTION: A motion was made by Trustee Dame and seconded by Trustee Blevins to add Trustee Corso as a signer to the Citizens Bank account as President of the Board of Trustees. Motion carried.**

**YES: 4/4 Trustee Chaffee, Trustee Corso, Trustee Dame, Trustee Blevins**  
**NO: 0**

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

**YES: 4/4 Trustee Chaffee, Trustee Corso, Trustee Dame, Trustee Blevins**  
**NO: 0**

- e) 2015 COLA raises for permanent employees – approval tabled for February 2015 awaiting final numbers.
  
- f) 990 Report for 2014
  - i) Question regarding necessity of 990 filing. Acting Director List and Library Treasurer DeWitt will research and report to board. If the 990 needs to be completed, suggestion was made to use Cole Tax Prep again.
  
- g) Meeting to explore relationship with the Friends of WSPL:
  - i) A meeting will be scheduled on either 1/21/15 or 1/23/15 to include President Corso, Acting Director List, Supervisor Marini, and Lou Villanova.
  
- h) Lobby Day in Albany, Wednesday 2/25/2015
  - i) Last year Trustee Corso attended . She shared her experiences were positive and encouraged anyone interested to go. Cost is \$10.00 which includes a box lunch.
  
- i) LTA annual Trustee Institute; Jerry Nichols Seminar
  - i) Trustee Corso will sent a link to Board members regarding the LTA annual Trustee Institute occurring 5/1 and 5/2/15. Also the Jerry Nichols seminar regarding fiduciary responsibilities for Trustees is an excellent workshop for anyone interested.

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- j) Credit card acceptance; copy charges:
  - i) Acting Director List requests that a policy be developed regarding credit card acceptance and the 2.5% fee associated with PayPal. Trustee Blevins and Acting Director List will meet to craft some language for the Board's consideration at February 2015.
  - ii) Copy charges are right on target according to Trustee Chaffee. No increase in fees charged to patrons for copies made are needed at this time.
  
- k) Discussion of accessing accounting via QuickBooks Online
  - i) Trustee Corso asked that the Finance Committee consider the use of Online QuickBooks for the Library. This would provide Trustees the ability to view information online and facilitate accessibility.
  
- l) Communication: Tabled until February 2015 meeting.

### 12) Policy Review:

- a) Bylaws

**MOTION: A motion was made by Trustee Blevins and seconded by Trustee Dame to approve the changes made on the bylaws. Motion carried.**

**YES: 4/4 Trustee Chaffee, Trustee Corso, Trustee Dame, Trustee Blevins**

**NO: 0**

- b) Personnel:

- i) **MOTION: A motion was made by Trustee Blevins and seconded by Trustee Chaffee to approve the changes in personnel policy. Motion carried.**

- YES: 4/4 Trustee Chaffee, Trustee Corso, Trustee Dame, Trustee Blevins**

- NO: 0**

### 13) Extra Business:

- a) LTA Membership

- i) Acting Director List asked if the Board of Trustees desire to continue membership in LTA. If so, a voucher can be prepared for the February Board meeting. Trustee Corso will send out a email with a link to the LTA website for Board members to peruse.

### 14) Adjournment

**MOTION: A motion to adjourn the meeting at 7:45 p.m. was made by Trustee Chaffee and seconded by Trustee Blevins. Motion carried.**

**YES: 4/4 Trustee Chaffee, Trustee Corso, Trustee Dame, Trustee Blevins**

**NO: 0**

Next Board Meeting is scheduled for February 12, 2015 at 6:30PM

# Walworth-Seely Public Library

## 2015 Board of Trustees Meeting Minutes

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Walworth-Seely Public Library  
Board of Trustees Meeting  
February 12, 2015  
**APPROVED 3/12/2015**

- 1) Call to Order: Meeting called to order at 6:36PM by President Tammie Corso
- 2) Roll Call/Attendance:
  - a) Library Trustees Present: Walter Chaffee, Tammie Corso, Carol Dame, Misty Blevins
  - b) Library Trustees Absent: Charles Farnham
  - c) Staff Attending: Library Acting Director Beth List, Library Clerk Bernie Maurer and Library Treasurer Gary Dewitt
  - d) Other: Tami Adams-King

- 3) Approval of January 8, 2014 Board Meeting Minutes

**MOTION: A motion was made by Trustee Chaffee and seconded by Trustee Blevins to accept the minutes of the January 8, 2015 meeting as presented. Motion carried.**

**YES: 4/4 Trustee Chaffee, Trustee Corso, Trustee Dame, Trustee Blevins**

**NO: 0**

- 4) Approval of Agenda for February 12, 2015 regular meeting:

**MOTION: A motion was made by Trustee Blevins and seconded by Trustee Dame to approve the agenda of the February 12, 2015 meeting as presented. Motion carried.**

**YES: 4/4 Trustee Chaffee, Trustee Corso, Trustee Dame, Trustee Blevins**

**NO: 0**

- 5) Welcome: Tami Adams-King has been appointed by the Walworth Town Board per their 2/5/15 board meeting to fill a full term library trustee position. Ms. Adams-King has not been sworn in as of 2/12/15 therefor will be unable to act as trustee during the meeting.

- 6) Period of Public Expression: None

- 7) Reports:

- a) Secretary's Report: Trustee Farnham
  - i) no report
- b) Financial Reports: Treasurer DeWitt
  - i) Financial Report 2014
    - (1) End of Year 2014 bills will be approved this evening and a finalized report will be presented at the March 2015 meeting.
  - ii) Monthly Report February 2015
    - (1) Tabled until March 2015 meeting
  - iii) Current Bills Approval

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**MOTION:** A motion was made by Trustee Dame and seconded by Trustee Chaffee to accept the abstract for 3 vouchers for a total of \$4,866.12 to be paid from 2014 appropriations of the Walworth-Seely Library. Motion carried.

**YES:** 4/4 Trustee Chaffee, Trustee Corso, Trustee Dame, Trustee Blevins

**NO:** 0

**MOTION:** A motion was made by Trustee Chaffee and seconded by Trustee Dame to accept the abstract totaling \$32,202.10 that includes 8 pre-paid vouchers in the amount of \$1077.60 and 15 vouchers to be paid in the amount of \$31,134.50 for February 2015.

Motion carried.

**YES:** 4/4 Trustee Chaffee, Trustee Corso, Trustee Dame, Trustee Blevins

**NO:** 0

- c) Director's Report: Acting Director Beth List
  - i) See attached report

**MOTION:** A motion was made by Trustee Blevins and seconded by Trustee Dame to accept the Director's report as submitted. Motion carried.

**YES:** 4/4 Trustee Chaffee, Trustee Corso, Trustee Dame, Trustee Blevins

**NO:** 0

- 8) Committee and Other Reports:
  - a) Policy Report – Trustee Corso
    - i) Nothing new to report
  - b) Finance Report - (Trustee Chaffee)
    - i) Trustee Chaffee reported that he and Treasurer DeWitt met to review the vouchers.
  - c) Personnel Report - Trustee Dame
    - i) The Director's performance appraisal has been completed.
    - ii) Discussion ensued regarding location of personnel files.

**MOTION:** A motion was made by Trustee Dame and seconded by Trustee Chaffee that the current files of the Director of the Library will be kept in the Personnel Chair's possession and that all other personnel files will be housed in a locked file cabinet in the Library. Motion carried.

**YES:** 4/4 Trustee Chaffee, Trustee Corso, Trustee Dame, Trustee Blevins

**NO:** 0

- d) Expansion Report – Trustee Farnham (absent)
  - i) No report

- 9) Town Liaison Report – Council woman Judy Markowski (absent)
  - a) No report

10) Executive Session:

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**MOTION:** At 7:12 pm a motion was made by Trustee Chaffee and seconded by Trustee Dame to adjourn from the regular board meeting to go into executive session for the purpose of discussing the employment history of particular persons and for matters leading to the appointment of a particular corporation. Motion Carried.

**YES:** 4/4 Trustee Chaffee, Trustee Corso, Trustee Dame, Trustee Blevins  
**NO:** 0

**MOTION:** At 7:44 pm a motion was made by Trustee Dame and seconded by Trustee Chaffee to end the executive session and return to the regular board meeting. Motion Carried.

**YES:** 4/4 Trustee Chaffee, Trustee Corso, Trustee Dame, Trustee Blevins  
**NO:** 0

11) Unfinished Business:

- a) Lorraine Finley Bequest for circulation desk
  - i) Acting Director List reported quotes are coming in for the circulation desk and the board will be updated at next board meeting in March 2015. Discussion ensued.
- b) 990 Report
  - i) Treasurer DeWitt stated based on the Library's current 501C3 status, a 990 report needs to be filed.
    - (1) Treasurer DeWitt reported that the Library could qualify as a government agency but a change in status would be necessary at a cost. Discussion ensued. Treasurer DeWitt will gather more information and Acting Director List will contact Pioneer Library System for guidance.

**MOTION:** A motion was made by Trustee Dame and seconded by Trustee Chaffee to retain Cole Income Tax Services (accounting firm) to prepare and file the 990 report for 2014 at a cost of up to \$400.00. Motion carried.

**YES:** 4/4 Trustee Chaffee, Trustee Corso, Trustee Dame, Trustee Blevins  
**NO:** 0

- c) Meeting with Friends of WSPL
  - i) Trustee Corso stated that a meeting was held in January with herself, Acting Director List, Supervisor Patti Marini, and Friends' President Lou Villanova. Another meeting is scheduled for 2/17/2015.
- d) Approved detailed, final employee salaries and hourly rates for 2015:

**MOTION:** A motion was made by Trustee Dame and seconded by Trustee Blevins to accept and approve the 2015 2% COLA raises for permanent status employees. Motion carried.

**YES:** 4/4 Trustee Chaffee, Trustee Corso, Trustee Dame, Trustee Blevins  
**NO:** 0

- e) Discussion of accessing accounting via QuickBooks Online



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- i) Discussion ensued. Tabled for six month review.
  - f) Credit Card Acceptance
    - i) Acting Director List stated that she withdrew the PayPal application due to their requirement for her personal information to complete the application. Treasurer DeWitt is now working with Citizens Bank to look in to a Merchant's Account. Review in March 2015.
  - g) LTA Membership
    - i) Membership has been renewed for 2015.
- 12) New Business:
- a) AUD filing to State Comptroller:
    - i) There will be a need to hire someone to complete the AUD. Acting Director List will contact PLS regarding possible resources and Treasurer DeWitt will research past procedure. Review in March 2015.
  - b) Annual Report to PLS
    - i) Acting Director List reported the Annual Report to PLS is due on 2/23/2015. It will be available to review by the board after completion.
    - ii) The Annual Report to the Community 2014 will be completed after the PLS report and presented to the board for review at the March 2015 meeting. The report will be posted on the Walworth Library website, available in hardcopy at the circulation desk; and published in the local newspaper.
  - c) OSC Audit Exit Interview
    - i) The OSC Audit Exit Interview will be on Tuesday, February 24<sup>th</sup>, 2015. Trustee Corso, Acting Director List, and Treasurer DeWitt will meet with the OSC representatives to review preliminary findings. Other board members can meet with OSC at a separate appointment if necessary. The audit report is not available to outside sources at this time.
- 13) Policy Review:
- a) Approval of policy changes

**MOTION: A motion was made by Trustee Dame and seconded by Trustee Chaffee to accept the changes to the list of Local and State Officials §4.10. Motion carried.**

**YES: 4/4 Trustee Chaffee, Trustee Corso, Trustee Dame, Trustee Blevins**

**NO: 0**

**MOTION: A motion was made by Trustee Chaffee and seconded by Trustee Dame to accept the changes to the WSPL Disaster Plan §9.1-9.2. Motion carried.**

**YES: 4/4 Trustee Chaffee, Trustee Corso, Trustee Dame, Trustee Blevins**

**NO: 0**

**MOTION: A motion was made by Trustee Blevins and seconded by Trustee Chaffee to accept the changes to the 2015 Organizational Chart §4.6. Motion carried.**

**YES: 4/4 Trustee Chaffee, Trustee Corso, Trustee Dame, Trustee Blevins**

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**NO: 0**

**MOTION:** A motion was made by Trustee Chaffee and seconded by Trustee Dame to remove §9.0 Addenda of Acronyms and other names from the Policy (and move it to the reference section). Motion carried.

**YES:** 4/4 Trustee Chaffee, Trustee Corso, Trustee Dame, Trustee Blevins

**NO: 0**

14) Additional Business: None

15) Adjournment:

**MOTION:** A motion was made by Trustee Blevins and seconded by Trustee Chaffee to adjourn the meeting at 8:28 pm. Motion carried.

**YES:** 4/4 Trustee Chaffee, Trustee Corso, Trustee Dame, Trustee Blevins

**NO: 0**

[Next Board Meeting is scheduled for March 12, 2015 at 6:30PM](#)

Calendar Dates: Library Closed February 16, 2015 – President’s Day

# Walworth-Seely Public Library

## 2015 Board of Trustees Meeting Minutes

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Walworth-Seely Public Library  
Board of Trustees Meeting  
March 12, 2015  
**APPROVED 4/15/15**

- 1) Call to Order: Meeting called to order at 6:34PM by President Tammie Corso
- 2) Roll Call/Attendance:
  - a. Library Trustees Present: Walter Chaffee, Tammie Corso, Carol Dame, Tami Adams-King
  - b. Library Trustees Absent: Misty Blevins
  - c. Staff Attending: Library Acting Director Beth List, Library Treasurer Gary Dewitt, and Library Clerk Bernie Maurer
  - d. Others: Councilwoman Judy Markowski, Friends President Lou Villanova

- 3) Approval of February 12, 2014 Board Meeting Minutes

**MOTION: A motion was made by Trustee Chaffee and seconded by Trustee Dame to accept the minutes of the February 12, 2015 meeting as presented. Motion carried.**

**YES: 4/4 Trustee Chaffee, Trustee Corso, Trustee Dame, Trustee Adams-King**

**NO: 0**

- 4) Approval of Agenda for March 12, 2015 regular meeting:

**MOTION: A motion was made by Trustee Dame and seconded by Trustee Chaffee to approve the agenda of the March 12, 2015 meeting as presented. Motion carried.**

**YES: 4/4 Trustee Chaffee, Trustee Corso, Trustee Dame, Trustee Adams-King**

**NO: 0**

- 5) Announcements from the President:

- a. A letter was received from Charles Farnham resigning his position as Trustee on the Library Board effective immediately.

From: Farnham, Charles J [mailto: ]

Sent: Thursday, March 12, 2015 1:14 PM

To: Tammie Corso ( )

Subject: Board Position

Hi Tammie,

I need to tender my resignation from the library's board of trustee position. I have struggled with this decision, but I feel at this point in time, my time is stretched too thin to dedicate the time required for the position. It has been a pleasure working with you, Beth, the other trustees, and the library staff. Please pass on my best wishes to those parties. I know there are some papers I need to sign for the bank. Please let me know when a good time to stop over would be. I also have my trustee binder, Lisa's trustee binder, and a binder for the Secretary to hand over.

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Thank you.  
Charlie

- b. Tami Adams-King was sworn in by the town as a Trustee of the Library Board for full term effective 3/2015 through 12/31/2020.

6) Period of Public Expression: None

7) Reports:

- a. Secretary's Report: none
- b. Financial Report:
  - i. Monthly Report: The profit/loss budget report was presented by Treasurer DeWitt.

**MOTION: A motion was made by Trustee Dame and seconded by Trustee Chaffee to accept the Treasurer's monthly financial report as presented. Motion carried.**

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

ii. Current Bills Approval:

**MOTION: A motion was made by Trustee Chaffee and seconded by Trustee Dame to approve March 2015 expenses consisting of three prepaid vouchers totaling \$232.74 and nine vouchers to be paid totaling \$2121.74 for a grand total \$2354.48 (12 items). Motion carried.**

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

- c. Director's Report
  - i. See attached March 2015 Director's Report

**MOTION: A motion was made by Trustee Chaffee and seconded by Trustee Dame to accept the Director's report as submitted. Motion carried.**

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

ii. Community Report: Tabled until April 2015 meeting.

8) Committee and Other Reports:

- a. Policy Report (Trustee Corso)
  - i. Some adjustments to the operations section may be needed after the OSC report is received.
- b. Expansion Report (Trustee Corso): Nothing new to report.
- c. Financial Report (Trustee Chaffee)
  - i. A 60 day extension (May 1<sup>st</sup>, 2015) has been received for the AUD report.

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- ii. An annual audit needs to be completed in 2015. Treasurer DeWitt has been given names of possible auditors and he will obtain bids from those individuals.
- d. Personnel Report (Trustee Dame): Nothing new to report

### 9) Town Liaison Report (Councilwoman Markowski)

- a. The solar project is moving along
- b. Tops building is on target, Councilwoman Markowski has requested to visit the grounds.

### 10) Unfinished Business:

- a. Lorraine Finley Bequest:
  - i. Acting Director List reported quotes received both exceeded budget. In view of the fact that the library probably will be moving/expanding in the near future, she suggests that the purchase of the new circulation desk be postponed and that the funds be placed in an interest bearing account for use in the new library.

**MOTION: A motion was made by Trustee Chaffee and seconded by Trustee Dame to place the funds received from the Lorraine Finley Bequest in an interest-bearing account to be determined by the best rate of interest. Motion carried.**

**YES: 4/4 Trustee Chaffee, Trustee Corso, Trustee Dame, Trustee Adams-King**

**NO: 0**

- b. Credit Card Acceptance status

- i. Treasurer DeWitt has contacted Citizens Bank regarding credit card acceptance. The charge will be \$24.00/month with a 1.99% fee for Discover, Mastercard, and Visa for each card swipe.

**MOTION: A motion was made by Trustee Dame and seconded by Trustee Adams-King to move forward with a 6 month trial for credit card acceptance. Motion carried.**

**YES: 4/4 Trustee Chaffee, Trustee Corso, Trustee Dame, Trustee Adams-King**

**NO: 0**

- c. Expansion Committee Volunteers:

- i. President Corso stated that an expansion committee consisting of Board members, Library staff, community members/patrons, and representatives of the Town Board is needed.
- ii. President Corso is the only Board member representative left on this committee. Other volunteers from the Board were requested. Trustees Dame and Chaffee offered their services. Treasurer DeWitt also indicated that he would be involved.
- iii. A lease agreement is needed from the Town of Walworth in order for the Library to be eligible for any construction grants. This will need to be pursued.

### 11) New Business:

- a. Nominations and vote for the Secretary's position:

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**MOTION: A motion was made by Trustee Chaffee and seconded by Trustee Dame to nominate Tami Adams-King to the position of secretary of the Board of Trustees. Motion carried.**

**YES: 4/4 Trustee Chaffee, Trustee Corso, Trustee Dame, Trustee Adams-King**

**NO: 0**

- i. No other nominations were made for the position of board secretary. Tami Adams-King accepted the position as secretary on the Board of Trustees.
- b. Tax Cap Information:
  - i. ii) Acting Director List reported that she attended a Webinar regarding the Tax Cap. More information is needed to determine if the Library needs to file any paperwork to demonstrate compliance. Acting Director List will talk with someone from the Town of Walworth to obtain additional information.
- c. Temporary Increase in Treasurer's hours
  - i. Trustee Chaffee stated that with the upcoming audit and expansion committee, the Library Treasurer will need additional hours.

**MOTION: A motion was made by Trustee Chaffee and seconded by Trustee Adams-King to increase the Treasurer's hours up to 40 hours per month at his current rate as needed. Motion carried.**

**YES: 4/4 Trustee Chaffee, Trustee Corso, Trustee Dame, Trustee Adams-King**

**NO: 0**

- d. Removal of name from Citizens and Lyons Accounts:
  - i. With the resignation of Charles Farnham from the Board of Trustees, his name needs to be removed as a signer on the Citizens and Lyons Bank accounts.

**MOTION: A motion was made by Trustee Chaffee and seconded by Trustee Dame to remove Charles Farnham as a signer on the Citizens Bank account. Motion carried.**

**YES: 4/4 Trustee Chaffee, Trustee Corso, Trustee Dame, Trustee Adams-King**

**NO: 0**

**MOTION: A motion was made by Trustee Chaffee and seconded by Trustee Dame to remove Charles Farnham as a signer on the Lyons National Bank account. Motion carried.**

**YES: 4/4 Trustee Chaffee, Trustee Corso, Trustee Dame, Trustee Adams-King**

**NO: 0**

12) Additional Business:

- a. Trustee Dame stated that she may be unavailable on April 9, 2015 the date of the next Board meeting.
- b. Trustee Adams-King stated that she hosts "Literary Lunches" for students at her school. She is looking for volunteers who would be willing to come and read to the students during their lunch. It would entail making a commitment to come every day for one week (M-F) and read to 2<sup>nd</sup>-5<sup>th</sup> grade students for 20 minutes.

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13) Adjournment:

**MOTION:** A motion was made by Trustee Chaffee and seconded by Trustee Dame to adjourn the meeting at 7:38 pm. Motion carried.

**YES:** 4/4 Trustee Chaffee, Trustee Corso, Trustee Dame, Trustee Adams-King

**NO:** 0

Next Board Meeting is **rescheduled** for April 15th, 2015 at 6:30PM

# Walworth-Seely Public Library

## 2015 Board of Trustees Meeting Minutes

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Walworth-Seely Public Library  
Board of Trustees Meeting  
April 15, 2015  
**APPROVED**

- 1) Call to Order: Meeting called to order at 6:33 pm by President Tammie Corso
- 2) Roll Call/Attendance:
  - a) Library Trustees Present: Walter Chaffee, Tammie Corso, Carol Dame, Tami Adams-King
  - b) Library Trustees Absent: Misty Blevins
  - c) Library Staff Attending: Library Clerks Bill Miller and Bernie Maurer
  - d) Library Staff Absent: Library Acting Director Beth List and Library Treasurer Gary Dewitt
  - e) Others: Councilwoman Judy Markowski, Friends President Lou Villanova

- 3) Approval of March 12, 2014 Board Meeting Minutes

**MOTION: A motion was made by Trustee Chaffee and seconded by Trustee Dame to approve the minutes of the March 12, 2015 meeting as presented. Motion carried.**  
**YES: 4/4 Trustee Chaffee, Trustee Corso, Trustee Dame, Trustee Adams-King**  
**NO: 0**

- 4) Approval of Agenda for April 15, 2015 regular meeting

**MOTION: A motion was made by Trustee Chaffee and seconded by Trustee Dame to approve the agenda of the April 15, 2015 meeting as presented. Motion carried.**  
**YES: 4/4 Trustee Chaffee, Trustee Corso, Trustee Dame, Trustee Adams-King**  
**NO: 0**

- 5) Announcements from the President
  - a) Trustee Adams-King is the new Library Board Secretary who will be responsible for the Board meeting minutes in the future.
- 6) Period of Public Expression - none
- 7) Reports
  - a) Secretary's Report: None
  - b) Financial Report:
    - i) Monthly Report: The monthly budget report was presented by Trustee Chaffee due to Treasurer DeWitt's absence
    - ii) Current Bills Approval – review and discussion ensued.



# Walworth-Seely Public Library

## 2015 Board of Trustees Meeting Minutes

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**MOTION: A motion was made by Trustee Dame and seconded by Trustee Adams-King to approve April 2015 expenses consisting of fourteen (14) items totaling \$7,029.87. Motion carried.**

**YES: 4/4 Trustee Chaffee, Trustee Corso, Trustee Dame, Trustee Adams-King**

**NO: 0**

- 8) Director's Report: Acting Director, Beth List, absent from meeting – no report at this time.
- 9) Committee and Other Reports:
  - a) Policy Report (Trustee Corso) - None
  - b) Financial Report (Trustee Chaffee) – none
  - c) Personnel Report (Trustee Dame) - none
- 10) Town Liaison Report (Councilwoman Markowski)
  - a) Tops Market in Walworth is scheduled to open in May 2015
  - b) No news to report on the status of the Sports Complex in Walworth
- 11) Unfinished Business:
  - a) Bill Miller, Expansion Committee Chair, presented a 2015 Strategic Plan Proposal regarding the Library Expansion.
    - i) A workshop will be held in a public meeting format on a weekend day: Date TBA. Mr. Miller will determine dates that the lodge might be available and email possible dates to Board members.
    - ii) Mr. Miller will schedule individual confidential interviews with each Trustee and the Acting Director.
  - b) Approval for hiring accounting firm for yearly audit and 990 form
    - i) Bids were obtained from three accounting firms: Heveron, Insero, and Ray Wager. Bids were as follows:
      - (a) Heveron \$2400 for the audit and \$850 to file the 990 form for a total of \$3250
      - (b) Ray Wager: \$2350 for the audit and \$750 to file the 990 form for a total of \$3100
      - (c) Insero: \$5000 total for the audit and filing of the 990 form
    - ii) Although the lowest bid is from Ray Wager whose firm has conducted the audit for Walworth Library for the past several years and has done a good job, a suggestion was made that it would be best to have a “fresh set of eyes.” Discussion ensued.

**MOTION: A motion was made by Trustee Chaffee and seconded by Trustee Dame to hire Heveron & Co. to conduct the annual audit at the rate of \$2400 for the review and \$850 to file the 990 form for a total of \$3250. Motion carried.**

**YES: 4/4 Trustee Chaffee, Trustee Corso, Trustee Dame, Trustee Adams-King**

**NO: 0**

- c) Credit Card Acceptance:

# Walworth-Seely Public Library

## 2015 Board of Trustees Meeting Minutes

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- i) Trustee Chaffee reported that Treasurer DeWitt has contacted both Lyons National Bank and Citizens Bank regarding credit card acceptance. Lyons charges \$495 for the credit card reader but there is no contract. Citizens does not charge for the credit card reader but there is a 3 year contract and penalties for ending the contract before the end of 3 years. In the end, it comes out to be about the same cost.
  - (1) Because our primary accounts are with Citizens, it was suggested it would be logical to obtain the credit card reader through Citizens.

**MOTION: A motion was made by Trustee Chaffee and seconded by Trustee Dame to establish the account and sign the three year contract with Citizens Bank for a credit card processor. Motion carried.**

**YES: 4/4 Trustee Chaffee, Trustee Corso, Trustee Dame, Trustee Adams-King**

**NO: 0**

12) New Business:

- a) President Corso informed the Board that Supervisor Marini requested that the Board consider naming the Walworth Library as a “cool down center” for the 2015 summer season. This would allow citizens to come to the library on oppressively hot days to seek relief.

**MOTION: A motion was made by Trustee Dame and seconded by Trustee Chaffee to list the Walworth-Seely Library as a “cool down center” for the 2015 summer season. Motion carried.**

**YES: 4/4 Trustee Chaffee, Trustee Corso, Trustee Dame, Trustee Adams-King.**

**NO: 0**

- b) President Corso made the Board aware of the Library Trustee Workshop being held at PLS on Tuesday April 28<sup>th</sup> in Canandaigua. She encouraged all Trustees to consider attending this workshop. It was suggested that Trustees carpool and have dinner together prior to the workshop.

13) Additional Business: None

14) Adjournment:

**MOTION: A motion was made by Trustee Chaffee and seconded by Trustee Dame to adjourn the meeting at 7:22 pm. Motion carried.**

**YES: 4/4 Trustee Chaffee, Trustee Corso, Trustee Dame, Trustee Adams-King**

**NO: 0**

**Next Board Meeting is May 14, 2015 at 6:30PM**

# Walworth-Seely Public Library

## 2015 Board of Trustees Meeting Minutes

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Walworth-Seely Public Library  
Board of Trustees Meeting  
May 20, 2015  
**APPROVED**

- 1) Call to Order: Meeting called to order at 6:35 pm by President Tammie Corso
- 2) Roll Call/Attendance:
  - a. Library Trustees Present: Tami Adams-King, Walter Chaffee, Tammie Corso, Carol Dame,
  - b. Library Staff Attending: Acting Director Beth List; Library Clerks Bernie Maurer, Bill Miller, and Library Treasurer Gary Dewitt
  - c. Others: Councilwoman Judy Markowski, Friends President Lou Villanova
- 3) Approval of April 15, 2014 Board Meeting Minutes
  - a. **MOTION: A motion was made by Trustee Chaffee and seconded by Trustee Dame to approve the minutes of the April 15, 2015 meeting as presented. Motion carried.**
  - b. **YES: 4/4 Trustee Chaffee, Trustee Corso, Trustee Dame, Trustee Adams-King**
  - c. **NO: 0**
- 4) Approval of Agenda for May 20, 2015 regular meeting
  - a. **MOTION: A motion was made by Trustee Chaffee and seconded by Trustee Dame to approve the agenda of the May 20, 2015 meeting with additions as presented. Motion carried.**
  - b. **YES: 4/4 Trustee Chaffee, Trustee Corso, Trustee Dame, Trustee Adams-King**
  - c. **NO: 0**
- 5) Announcements from the President
  - a. Misty Blevins has resigned from the Board of Trustees stating that she is unable to complete her term.
  - b. Board members and Acting Director List attended a Trustee Training held at the Wood Library in Canandaigua.
- 6) Period of Public Expression - none
- 7) Reports
  - a. Secretary's Report: None
  - b. Financial Report:
    - i. Monthly Report: The monthly budget report was presented by Treasurer DeWitt. absence
    - ii. Current Bill/Abstract Approval – review

# Walworth-Seely Public Library

## 2015 Board of Trustees Meeting Minutes

---

**MOTION:** A motion was made by Trustee Dame and seconded by Trustee Chaffee to approve the Financial Monthly report as submitted. Motion carried.

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

**MOTION:** A motion was made by Trustee Chaffee and seconded by Trustee Dame to approve the May 2015 expenses consisting of eight (8) pre-paid items totaling \$613.80 (correcting the UPS charge to reflect \$5.95 instead of \$5.00 as printed) and ten (10) bills to be paid totaling \$6155.19 for a grand total of \$6,768.99. Motion carried.

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

c. Director's Report:

- i. Acting Director, Beth List provided a written report (see attached)

**MOTION:** A motion was made by Trustee Chaffee and seconded by Trustee Dame to accept the Director's report as submitted. Motion carried.

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

ii. Annual Community Report (see attached)

- (1) The Annual Community Report will be made available to patrons at the Circulation Desk, on the Walworthlibrary.org website, and on Facebook.

**MOTION:** A motion was made by Trustee Adams-King and seconded by Trustee Chaffee to accept the Annual Community report as submitted. Motion carried.

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

8) Committee and Other Reports:

- a. Policy Report (Trustee Corso)
  - i. The Policy Committee will need to look at policy updates for May, June and July.
- b. Financial Report (Trustee Chaffee)
  - i. The Financial Committee met to prepare this month's abstracts.
- c. Personnel Report (Trustee Dame) – none
- d. Expansion Report (Bill Miller)
  - i. The Strategic Planning meeting is scheduled to be held on May 30, 2015 at 8:30 am at the Historical Society on 2257 Academy Street.

9) Town Liaison Report (Councilwoman Markowski)

- a. Councilwoman Markowski stated that she was in attendance at the Tops Ribbon cutting on May 19 and noticed that there is not a Citizens Bank at this Tops location.
- b. The Walworth Town Zoning Board will be meeting to discuss the apartments on Academy Street on June 1.

# Walworth-Seely Public Library

## 2015 Board of Trustees Meeting Minutes

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### 10) New Business:

- a. Policies, new and revised
  - i. New Credit Card Acceptance Policy

**MOTION: A motion was made by Trustee Chaffee and seconded by Trustee Dame to accept the Credit Card Acceptance policy as revised. Motion carried.**

**YES: 4/4 Trustee Chaffee, Trustee Corso, Trustee Dame, Trustee Adams-King**

**NO: 0**

- ii. Revised Volunteer Application

**MOTION: A motion was made by Trustee Dame and seconded by Trustee Adams-King to accept the revised Volunteer Application as submitted. Motion carried.**

**YES: 4/4 Trustee Chaffee, Trustee Corso, Trustee Dame, Trustee Adams-King**

**NO: 0**

- iii. Revised Policy for Volunteers

**MOTION: A motion was made by Trustee Adams-King and seconded by Trustee Dame to accept the revised Policy for Volunteers as submitted. Motion carried.**

**YES: 4/4 Trustee Chaffee, Trustee Corso, Trustee Dame, Trustee Adams-King**

**NO: 0**

### 11) Additional Business :

- a. President Corso
  - i. Shared that there is information on the NY State Board of Regents website regarding the roles and responsibilities of a trustee.
  - ii. Encouraged Trustees to think about attending the NYLA conference in October 2015. President Corso stated that there are some funds allocated for Trustees to attend conferences.
- b. Acting Director List
  - i. Submitted a paid ad to be placed in the Times of Wayne County the week of May 25, 2015 seeking applications for a part-time library clerk and page, as well as applications from interested residents to serve on the Library Board of Trustees. After discussion with the Board, it was agreed that the ad should run a second time the week of June 8, 2015.
  - ii. Requested that the Board approve the hiring of Helen Franklin as a part-time Library Page

**MOTION: A motion was made by Trustee Dame and seconded by Trustee Adams-King to approve the hiring of Helen Franklin as a Library Page for 12-15 hours per week at the rate of \$8.75/hour for a probationary period of three months. Motion carried.**

**YES: 4/4 Trustee Chaffee, Trustee Corso, Trustee Dame, Trustee Adams-King**

# Walworth-Seely Public Library

## 2015 Board of Trustees Meeting Minutes

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**NO: 0**

- iii. The cost of operating the 3D Printer has been evaluated and determined to be \$.20/gram. The cost of items to be printed will be estimated prior to patrons printing and the object will be weighed after printing at which time the patron will pay for the item.

**MOTION: A motion was made by Trustee Dame and seconded by Trustee Chaffee to accept the Policy Manual Use of Equipment (section 6.14F) for the 3D Printer as submitted. Motion carried.**

**YES: 4/4 Trustee Chaffee, Trustee Corso, Trustee Dame, Trustee Adams-King**

**NO: 0**

12) Executive Session:

**MOTION: A motion was made by Trustee Chaffee and seconded by Trustee Dame to go into executive session at 7:28 pm to discuss 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. Motion carried.**

**YES: 4/4 Trustee Chaffee, Trustee Corso, Trustee Dame, Trustee Adams-King**

**NO: 0**

**MOTION: A motion was made by Trustee Chaffee and seconded by Trustee Dame to return to the regular meeting at 8:23 pm. Motion carried.**

**YES: 4/4 Trustee Chaffee, Trustee Corso, Trustee Dame, Trustee Adams-King**

**NO: 0**

13) Adjournment:

**MOTION: A motion was made by Trustee Adams-King and seconded by Trustee Chaffee to adjourn the meeting at 8:24 pm. Motion carried.**

**YES: 4/4 Trustee Chaffee, Trustee Corso, Trustee Dame, Trustee Adams-King**

**NO: 0**

Next Board Meeting is rescheduled for Wednesday, June 10, 2015 at 6:30 pm

# Walworth-Seely Public Library

## 2015 Board of Trustees Meeting Minutes

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Walworth-Seely Public Library  
Board of Trustees Meeting  
June 10, 2015  
**APPROVED**

- 1) Call to Order: Meeting called to order at 6:33 pm by President Tammie Corso
- 2) Roll Call/Attendance:
  - a. Library Trustees Present: Tami Adams-King, Walter Chaffee, Tammie Corso, Carol Dame,
  - b. Library Staff Attending: Acting Director Beth List; Library Clerk Bernie Maurer and Library Treasurer Gary Dewitt

- 3) Approval of May 20, 2014 Board Meeting Minutes

**MOTION: A motion was made by Trustee Chaffee and seconded by Trustee Dame to approve the minutes of the May 20, 2015 meeting as presented. Motion carried.**  
**YES: 4/4 Trustee Chaffee, Trustee Corso, Trustee Dame, Trustee Adams-King**  
**NO: 0**

- 4) Approval of Agenda for June 10, 2015 regular meeting

**MOTION: A motion was made by Trustee Chaffee and seconded by Trustee Adams-King to approve the agenda of the June 10, 2015 meeting as presented. Motion carried.**  
**YES: 4/4 Trustee Chaffee, Trustee Corso, Trustee Dame, Trustee Adams-King**  
**NO: 0**

- 5) Announcements from the President - none

- 6) Period of Public Expression - none

- 7) Reports

- a. Secretary's Report: None
- b. Financial Report:
  - i. Monthly Report: The monthly budget report was presented by Treasurer DeWitt.

**MOTION: A motion was made by Trustee Chaffee and seconded by Trustee Dame to approve the Financial Monthly Report as submitted. Motion carried.**  
**YES: 4/4 Trustee Chaffee, Trustee Corso, Trustee Dame, Trustee Adams-King**  
**NO: 0**

- ii. Current Bills/Abstract Approval

# Walworth-Seely Public Library

## 2015 Board of Trustees Meeting Minutes

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**MOTION:** A motion was made by Trustee Chaffee and seconded by Trustee Dame to approve the June 2015 abstract consisting of 17 (seventeen) items to be paid totaling \$7776.17. Motion carried.

**YES:** 4/4 Trustee Chaffee, Trustee Corso, Trustee Dame, Trustee Adams-King

**NO:** 0

- iii. Discussion ensued regarding the 2014 Fund Balance (line 500) and the Capital Reserve (lines 400-402).

**8) MOTION:** A motion was made by Trustee Chaffee and seconded by Trustee Dame to move \$70,780.00 from line 500 (Fund Balance) to line 402 (Capital Reserve-Construction). Motion carried.

**a. YES:** 4/4 Trustee Chaffee, Trustee Corso, Trustee Dame, Trustee Adams-King

**b. NO:** 0

**c. Director's Report:**

- i.** Acting Director, Beth List provided a written report (see attached)

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

**YES:** 4/4 Trustee Chaffee, Trustee Corso, Trustee Dame, Trustee Adams-King

**NO:** 0

**9) Committee and Other Reports:**

**a. Policy Report (Trustee Corso)**

- i.** The Committee will need to work on the Personnel Policy.

**b. Financial Report (Trustee Chaffee) -**

- i.** The Financial Committee met to prepare this month's abstracts.

**c. Personnel Report (Trustee Dame) – none**

**d. Expansion Report - NA**

**e. Strategic Planning Workshop Report**

- i.** A written report was submitted by Bill Miller. (see attached)

**MOTION:** A motion was made by Trustee Dame and seconded by Trustee Chaffee to accept the Strategic Planning report as submitted. Motion carried.

**YES:** 4/4 Trustee Chaffee, Trustee Corso, Trustee Dame, Trustee Adams-King

**NO:** 0

**10) Town Liaison Report – NA**

**11) New Business:**

- a.** Vote on the Memorandum of Understanding agreement with the Friends of the WSPL.



# Walworth-Seely Public Library

## 2015 Board of Trustees Meeting Minutes

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**MOTION:** A motion was made by Trustee Dame and seconded by Trustee Adams-King to approve the Memorandum of Understanding to be presented to the Friends at their June 2015 meeting. Motion carried.

**YES:** 4/4 Trustee Chaffee, Trustee Corso, Trustee Dame, Trustee Adams-King

**NO:** 0

- b. Trustee Education; Funding
  - i. President Corso, Trustee Chaffee, and Acting Director List attended a meeting of representatives from the Macedon and Ontario Libraries and the Pioneer Library System to discuss the various funding options available to libraries. The meeting was very enlightening.

### 12) Additional Business :

- i. Acting Director List will order name tags for each member of the Board of Trustees and the Board Treasurer.
- ii. A Strategic Planning Meeting for the Board of Trustees will be held on Thursday June 18 from 6:00-6:45 in the Town Hall meeting room.
- iii. Treasurer DeWitt stated he will be out of town for 2 weeks beginning July 8<sup>th</sup>. Therefore a Finance Meeting will be held on Monday, July 6 at 1:00 pm to accommodate his schedule.

### 13) Adjournment:

**MOTION:** A motion was made by Trustee Chaffee and seconded by Trustee Adams-King to adjourn the meeting at 8:05 pm. Motion carried.

**YES:** 4/4 Trustee Chaffee, Trustee Corso, Trustee Dame, Trustee Adams-King

**NO:** 0

**Next Board Meeting is rescheduled for Thursday, July 9, 2015 at 6:30 pm**

# Walworth-Seely Public Library

## 2015 Board of Trustees Meeting Minutes

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Walworth-Seely Public Library  
Board of Trustees Meeting  
July 9<sup>th</sup>, 2015  
**APPROVED**

- 1) Call to Order: Meeting called to order at 6:33 pm by President Tammie Corso
- 2) Roll Call/Attendance:
  - a. Library Trustees Present: Tami Adams-King, Walter Chaffee, Tammie Corso, Carol Dame,
  - b. Library Staff Attending: Acting Director Beth List; Library Clerks Bill Miller and Sara Sterling
  - c. Public Attending: Town Liaison Judith Markowski, Friends President Lou Villanova
  - d. Absent: Treasurer Gary DeWitt

- 3) Approval of June 10, 2015 Board Meeting Minutes

**MOTION: A motion was made by Trustee Dame and seconded by Trustee Adams-King to approve the minutes of the June 10, 2015 meeting as presented. Motion carried.**

**YES: 4/4 Trustee Chaffee, Trustee Corso, Trustee Dame, Trustee Adams-King**

**NO: 0**

- 4) Approval of Agenda for July 9, 2015 Board Meeting

**MOTION: A motion was made by Trustee Dame and seconded by Trustee Adams-King to approve the agenda of the July 9, 2015 meeting as presented. Motion carried.**

**YES: 4/4 Trustee Chaffee, Trustee Corso, Trustee Dame, Trustee Adams-King**

**NO: 0**

- 5) Announcements from the President – Library to receive Bullet Aid in the amount of \$10,000 for 2015 from Senator Mike Nozzolio

- 6) Period of Public Expression - none

- 7) Reports

- a. Secretary's Report: None
- b. Financial Report: presented by Trustee Chaffee
  - i. Current Bills/Abstract Approval

**MOTION: A motion was made by Trustee Adams-King and seconded by Trustee Dame to approve the July 2015 abstract consisting of 16 (sixteen) items to be paid totaling \$3,428.36. Motion carried.**

**YES: 4/4 Trustee Chaffee, Trustee Corso, Trustee Dame, Trustee Adams-King**

**NO: 0**

# Walworth-Seely Public Library

## 2015 Board of Trustees Meeting Minutes

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- ii. Discussion ensued regarding the organization of Retirement funding on the year end expense report to accommodate real adjustments

**MOTION: A motion was made by Trustee Dame and seconded by Trustee Chaffee to accept Financial Statements dated December 31, 2014 as prepared by Heveron and Company with increase in pension expense by \$2792 for year-end 2014 total pension expenses in the amount of \$14, 081.40. Motion carried.**

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

**MOTION: A motion was made by Trustee Dame and seconded by Trustee Adams-King to accept the Library's Internal Audit Report letter for Treasurer Gary DeWitt to sign and return. Motion carried.**

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

c. Director's Report:

- i. Acting Director, Beth List provided a written report (see attached)

**MOTION: A motion was made by Trustee Chaffee and seconded by Trustee Dame to accept the Director's report as submitted. Motion carried.**

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

8) Committee and Other Reports:

- a. Policy Report (Trustee Corso)—none
- b. Financial Report (Trustee Chaffee) -
  - i. The Financial Committee met to prepare this month's abstracts.
- c. Personnel Report (Trustee Dame) – Trustee Dame contacted Wayne County Civil Service to start Director search, applications and test are due by August 1<sup>st</sup>, 2015.
- d. Expansion Report - NA
- e. Strategic Planning Workshop Report
  - i. A written report was submitted by Bill Miller. (see attached)

**MOTION: A motion was made by Trustee Dame and seconded by Trustee Chaffee to approve the Strategic Planning report as submitted. Motion carried.**

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

**MOTION: A motion was made by Trustee Adams-King and seconded by Trustee Dame to proceed with goal number 2-A as submitted in the Strategic Planning report. Motion carried.**

# Walworth-Seely Public Library

## 2015 Board of Trustees Meeting Minutes

---

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

9) Town Liaison Report – Town Liaison Judith Markowski presented updates on the construction of apartments and the special meeting held regarding the installation of solar panels.

10) New Business:

- a. Approval of the WSPL 2016 budget.

**MOTION: A motion was made by Trustee Chaffee and seconded by Trustee Dame to approve the proposed 2016 budget with an increase of one percent, totaling \$306,449.50. Motion carried.**

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

- b. OSC Audit Report Corrective Action Plan
  - i. Discussion of the three recommendations made in the OSC Audit.

**MOTION: A motion was made by Trustee Dame and seconded by Trustee Chaffee to approve the OSC Audit Report Corrective Action Plan. Motion carried.**

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

- c. Approval of new (Probationary) Part-Time Page and Clerk positions

**MOTION: A motion was made by Trustee Chaffee and seconded by Trustee Dame to approve Kate Karnisky in the position of (Probationary) Part-Time Library Page at the rate of \$8.75 an hour. Motion carried.**

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

**MOTION: A motion was made by Trustee Chaffee and seconded by Trustee Dame to approve Jon Coyle in the position of (Probationary) Part-Time Library Clerk at the rate of \$10.00 an hour. Motion carried.**

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

- d. Trustee Education; Responsibilities of Directors of Not for Profit Corporations--- guidelines prepared by the Attorney General of NYS were provided by President Corso.

11) .Additional Business:

# Walworth-Seely Public Library

## 2015 Board of Trustees Meeting Minutes

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- a. Six-month Audit: Trustee Chaffee discussed need for six-month audit, to be conducted in July. 2 Trustees in addition to Trustee Chaffee and Treasurer DeWitt and Acting Director List must attend. Meeting will be tentatively held on July 24, 2015.

12) Adjournment:

**MOTION: A motion was made by Trustee Chaffee and seconded by Trustee Adams-King to adjourn the meeting at 7:22 pm. Motion carried.**

**YES: 4/4 Trustee Chaffee, Trustee Corso, Trustee Dame, Trustee Adams-King**

**NO: 0**

**Next Board Meeting is scheduled for Thursday, August 13<sup>th</sup> at 6:30 pm**

# Walworth-Seely Public Library

## 2015 Board of Trustees Meeting Minutes

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Walworth-Seely Public Library  
Board of Trustees Meeting  
August 19, 2015

**APPROVED at SEPTEMBER 26<sup>th</sup>, 2015 SPECIAL MEETING**

- 1) Call to Order: Meeting called to order at 6:34 pm by President Tammie Corso
- 2) Roll Call/Attendance:
  - a) Library Trustees Present: Walter Chaffee, Tammie Corso, Carol Dame
  - b) Library Staff Attending: Acting Director Beth List; Library Board Treasurer Gary DeWitt, Library Clerk Bernie Maurer
  - c) Others Attending: Councilwoman Judy Markowski, Friends President Lou Villanova, Friends Vice President Kitty Meier, Friends Secretary Susan Holstrom, Friends members Dorothy French and Jane Cala
  - d) Absent: Trustee Tami Adams-King

- 3) Approval of **July 9**, 2015 Board Meeting Minutes

**MOTION: A motion was made by Trustee Dame and seconded by Trustee Chaffee to approve the minutes of the July 9, 2015 meeting as presented. Motion carried.**

**YES: 3/3 Trustee Chaffee, Trustee Corso, Trustee Dame**

**NO: 0**

- 4) Approval of Agenda for August 19, 2015 Board Meeting

**MOTION: A motion was made by Trustee Dame and seconded by Trustee Chaffee to approve the agenda of the August 19, 2015 meeting as presented. Motion carried.**

**YES: 3/3 Trustee Chaffee, Trustee Corso, Trustee Dame**

**NO: 0**

- 5) Announcements from the President – None

- 6) Period of Public Expression - None

- 7) Reports

- a) Secretary's Report: None
- b) Financial Report: presented by Trustee Chaffee and Treasurer Gary DeWitt
  - i) Monthly Report
  - ii) Treasurer DeWitt reported that everything is now up-to-date regarding 2014. A few changes were noted: Depreciations are now showing as adjustments. Also a random audit was completed for the month of March 2015 at the Finance Meeting.

**MOTION: A motion was made by Trustee Chaffee and seconded by Trustee Dame to accept monthly Financial Report as presented. Motion carried.**

# Walworth-Seely Public Library

## 2015 Board of Trustees Meeting Minutes

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**YES: 3/3 Trustee Chaffee, Trustee Corso, Trustee Dame**  
**NO: 0**

iii) Current Bills/Abstract Approval

**MOTION: A motion was made by Trustee Chaffee and seconded by Trustee Dame to approve the August 2015 abstract consisting of 31 (thirty-one) items to be paid totaling \$30,827.04. Motion carried.**

**YES: 3/3 Trustee Chaffee, Trustee Corso, Trustee Dame**  
**NO: 0**

iv) Treasurer DeWitt informed the Board that the 990 tax return has been prepared.

**MOTION: A motion was made by Trustee Dame and seconded by Trustee Chaffee to approve the submittal of IRS Form 990 as written.**

**YES: 3/3 Trustee Chaffee, Trustee Corso, Trustee Dame**  
**NO: 0**

c) Director's Report:

i) Acting Director, Beth List provided a written report for August 2015. (see attached)

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

**YES: 3/3 Trustee Chaffee, Trustee Corso, Trustee Dame**  
**NO: 0**

8) Committee and Other Reports:

a) Policy Report (Trustee Corso)—none

b) Personnel Report (Trustee Dame) – Trustee Dame received from Wayne County Civil Service three (3) final candidates for the Director's position.

c) Expansion Report (Bill Miller) - none

9) Town Liaison Report – (Town Councilwoman Judith Markowski)

a) shared that the Walworth Historical Society was glad to receive Walworth Library's life-time membership.

b) yielded to Friends President Lou Villanova for discussion with Friends of Walworth-Seely Public Library.

10) Address to the Board by Lou Villanova, President of the Friends of the Walworth Library

a) Dorothy French presented a gift of two autographed books donated by Roger Baize, a former Wayne County NY resident who now resides in Opp, Alabama. Acting Director List accepted the gift of books and thanked Mrs. French.

# Walworth-Seely Public Library

## 2015 Board of Trustees Meeting Minutes

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- b) Friends President Villanova stated that Friends' Vice-President Kitty Meier would be addressing the Board. V-P Meier read from a prepared statement to the Library Board.
  - i) Discussion ensued regarding a Memorandum of Understanding (MOU) that would provide a new foundation for the Walworth Library and the Friends to go forward. President Villanova offered to review the various drafts of the MOU and prepare a draft document with the suggested changes. He stated he would send an advanced copy to Acting Director List to review prior to any future meetings between the Friends and the Board of Trustees.

### 11) 11. New Business:

#### 12) NYLA conference attendance for Beth List and Bill Miller

- i) Acting Director List was awarded a \$500 grant from Pioneer Library System for the NYLA Conference. PLS has already covered the cost of attendance.
- ii) Library Technology and Reference Clerk, Bill Miller requested approval for attendance to the 2015 NYLA conference. He also offered to pay his own mileage to further offset his expenses.

**MOTION: A motion was made by Trustee Chaffee and seconded by Trustee Dame to approve the attendance of Beth List and Bill Miller the 2015 NYLA Conference in October 2015 with total costs not to exceed \$1700. Motion carried.**

**YES: 3/3 Trustee Chaffee, Trustee Corso, Trustee Dame,  
NO: 0**

- b) b. Personnel: Acting Director List stated she would like to make some adjustments to internal personnel titles and pay to reflect additional work specific staff members have taken on.

**MOTION: A motion was made by Trustee Dame and seconded by Trustee Chaffee to approve Bernie Maurer, Office Clerk, with a raise of \$.48/hour effective September 1, 2015. Motion carried.**

**YES 3/3 Trustee Chaffee, Trustee Corso, Trustee Dame  
NO: 0**

**MOTION: A motion was made by Trustee Dame and seconded by Trustee Chaffee to approve Bill Miller, Technology & Reference Clerk, with a raise of \$1.00/hour effective September 1, 2015. Motion carried.**

**YES 3/3 Trustee Chaffee, Trustee Corso, Trustee Dame  
NO: 0**

**MOTION: A motion was made by Trustee Dame and seconded by Trustee Chaffee to approve Judy Quinn, Holdings Clerk, with a raise of \$1.00/hour effective September 1, 2015. Motion carried.**

**YES 3/3 Trustee Chaffee, Trustee Corso, Trustee Dame**



# Walworth-Seely Public Library

## 2015 Board of Trustees Meeting Minutes

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**NO: 0**

**MOTION:** A motion was made by Trustee Dame and seconded by Trustee Chaffee to approve the hourly rate of \$11.00 for the new Programming Clerk who will be hired at a future date. Motion carried.

**YES 3/3 Trustee Chaffee, Trustee Corso, Trustee Dame**

**NO: 0**

13) Additional business brought before the Board of Trustees. None

14) Executive Session

**MOTION:** A motion was made by Trustee Chaffee and seconded by Trustee Dame to go into Executive Session at 8:11 pm to discuss Personnel issues. Motion carried.

**YES: 3/3 Trustee Chaffee, Trustee Corso, Trustee Dame**

**NO: 0**

**MOTION:** A motion was made by Trustee Chaffee and seconded by Trustee Dame to return to the regular meeting and adjourn at 8:34 pm. Motion carried.

**YES: 3/3 Trustee Chaffee, Trustee Corso, Trustee Dame**

**NO: 0**

15) Meeting Adjourned at 8:34 pm.

**Next Board Meeting is scheduled for Thursday, September 10, 2015 at 6:30 pm**

**Meeting was rescheduled post-meeting for Wednesday, September 16<sup>th</sup>, 2015 at 6:30PM**

# Walworth-Seely Public Library

## 2015 Board of Trustees Meeting Minutes

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Walworth-Seely Public Library  
Board of Trustees Meeting  
October 15, 2015  
**APPROVED 11/12/15**

- 1) Call to Order: Meeting called to order at 6:03 pm by President Tammie Corso
- 2) Roll Call/Attendance:
  - a. Library Trustees Present: Walter Chaffee, Tammie Corso, Carol Dame, Trustee Tami Adams-King
  - b. Library Staff Attending: Library Director Beth List; Library Board Treasurer Gary DeWitt, Library Clerk Bernie Maurer
  - c. Others Attending: Councilwoman Judy Markowski, Friends President Lou Villanova, Jessica Vance

- 3) Approval September 21, 2015 Board Meeting Minutes:

**MOTION: A motion was made by Trustee Dame and seconded by Trustee Adams-King to approve the minutes of the September 21, 2015 meeting as presented. Motion carried.**  
**YES: 4/4 Trustee Chaffee, Trustee Corso, Trustee Dame, Trustee Adams-King**  
**NO: 0**

- 4) Approval of Agenda for October 15, 2015 Board Meeting as presented:

**MOTION: A motion was made by Trustee Chaffee and seconded by Trustee Dame to approve the agenda of the October 15, 2015 meeting as presented. Motion carried.**  
**YES: 4/4 Trustee Chaffee, Trustee Corso, Trustee Dame, Trustee Adams-King**  
**NO: 0**

- 5) Announcements from the President –
  - a. Congratulations to Beth List, our newly appointed Director of the Walworth-Seely Public Library. The Board of Trustees presented Director List with an engraved name plate.
- 6) Period of Public Expression - None
- 7) Reports
  - a. Secretary's Report: None
  - b. Financial Report: presented by Trustee Chaffee and Treasurer Gary DeWitt
    - i. Monthly Report
      - (1) The abstracts for August 2015 and September 2015 need to be amended to reflect some corrections.

# Walworth-Seely Public Library

## 2015 Board of Trustees Meeting Minutes

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**MOTION:** A motion was made by Trustee Chaffee and seconded by Trustee Dame to approve the amended abstract for August 2015 consisting of 31 items in the amount of \$30,758.16. Motion carried.

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

**MOTION:** A motion was made by Trustee Chaffee and seconded by Trustee Dame to approve the amended abstract for September 2015 consisting of 24 items in the amount of \$5,281.06. Motion carried.

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

### ii. Current Bills/Abstract Approval

**MOTION:** A motion was made by Trustee Chaffee and seconded by Trustee Dame to approve the October 2015 abstract consisting of 24 (twenty-four) items to be paid totaling \$10,964.20. Motion carried.

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

### c. Director's Report:

- i. Library Director, Beth List provided a written report for October 2015. (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 Corso, Trustee Dame, Trustee Adams-King  
**NO:** 0

### 8) Committee and Other Reports:

- a. Policy Report (Trustee Corso)—none
- b. Expansion Report (Trustee Corso) - none
- c. Personnel Report (Trustee Dame)
  - i. The Library Director evaluation needs to be initiated in November 2015. Discussion ensued regarding how to collect input from library staff.
  - ii. The Treasurer's performance evaluation is to be initiated in October 2015.

### 9) New Business:

- a. Allocation of reserve funds:

**MOTION:** A motion was made by Trustee Chaffee and seconded by Trustee Dame to assign account 32000 *Unrestricted Net Assets* as "Undesignated Net Assets" and assign Account 500 *Fund Balance* to "Operating Reserve." Motion carried.

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

# Walworth-Seely Public Library

## 2015 Board of Trustees Meeting Minutes

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**MOTION:** A motion was made by Trustee Chaffee and seconded by Trustee Dame to move \$27,080.09 from account 32000 Undesignated Net Assets to account 500 Operating Reserve for a total balance of \$76,844.50. Motion carried.

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

**MOTION:** A motion was made by Trustee Chaffee and seconded by Trustee Dame to move \$24,437.52 from 32000 Undesignated Net Assets into account 402 Construction Reserve for a total balance of \$224,437.40. Motion carried.

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

- b. Renewed relationship with the Friends of the WSPL

**MOTION:** A motion was made by Trustee Chaffee and seconded by Trustee Dame to rescind the motion passed on June 12, 2015 to sever ties with the Friends of the Walworth – Seely Public Library. Motion carried.

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

### 10) Other reports:

- a. Friends of the Walworth-Seely Public Library (President Lou Villanova)
  - i. Dates of the Library Book Sale for October 2015 are as follows:
    - (1) -Set up on October 27 and 28.
    - (2) -Preview sale for members of the Friends of WSPL from 5:30-7:30 on October 28.
    - (3) -Sale to Public on October 29, 30 and 31.
  - ii. Friends of the WSPL Cookie Sale will be held on December 12, 2015 in conjunction with the Lion's Club Breakfast with Santa. This event will be held at the Gananda High School.
  - iii. Next year's Friends of the WSPL Book Sale dates have been established:
    - (1) Spring Book Sale will be April 12-15, 2016 and Fall Book Sale will be October 25-29, 2016.
- b. Town Liaison Report (Councilwoman Judy Markowski)
  - i. Shared that she believes the Library budget will remain the same for the coming year

### 11) Executive Session:

**MOTION:** A motion was made by Trustee Chaffee and seconded by Trustee Dame to move into executive session at 6:38 pm for the purpose of the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the

# Walworth-Seely Public Library

## 2015 Board of Trustees Meeting Minutes

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appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation. Motion carried.

**YES: 4/4 Trustee Chaffee, Trustee Corso, Trustee Dame, Trustee Adams-King**

**NO: 0**

**MOTION: A motion was made by Trustee Chaffee and seconded by Trustee Dame to return to the regular meeting at 6:56 pm. Motion carried.**

**YES: 4/4 Trustee Chaffee, Trustee Corso, Trustee Dame, Trustee Adams-King**

**NO: 0**

12) No action was taken as a result of executive session.

13) 15. Other Business: Accept Jessica Vance as a new trustee pending Oath of Office with Town Clerk.

**MOTION: A motion was made by Trustee Chaffee and seconded by Trustee Dame to appoint Jessica Vance as a Trustee to the Walworth-Seely Public Library Board of Trustees with a term ending December 31, 2017. Motion carried.**

**YES: 4/4 Trustee Chaffee, Trustee Corso, Trustee Dame, Trustee Adams-King**

**NO: 0**

14) Adjournment

**MOTION: A motion was made by Trustee Chaffee and seconded by Trustee Dame to return to adjourn the meeting at 6:56 pm. Motion carried.**

**YES: 4/4 Trustee Chaffee, Trustee Corso, Trustee Dame, Trustee Adams-King**

**NO: 0**

**Next Board Meeting is scheduled for Thursday, November 12, 2015 at 6:30 pm**

# Walworth-Seely Public Library

## 2015 Board of Trustees Meeting Minutes

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Walworth-Seely Public Library  
Board of Trustees Meeting  
November 12, 2015  
**APPROVED**

- 1) Call to Order: Meeting called to order at 6:31 pm by President Tammie Corso
- 2) Roll Call/Attendance:
  - a. Library Trustees Present: Walter Chaffee, Tammie Corso, Carol Dame, Jessica Vance
  - b. Library Staff Attending: Director Beth List; Library Board Treasurer Gary DeWitt, Library Clerk Bernie Maurer
  - c. Others Attending: Councilwoman Judy Markowski,
  - d. Absent: Trustee Tami Adams-King, Friends President Lou Villanova

- 3) Approval October 15, 2015 Board Meeting Minutes:

**MOTION: A motion was made by Trustee Chaffee and seconded by Trustee Dame to approve the minutes of the October 15, 2015 meeting as presented. Motion carried.**  
**YES: 4/4 Trustee Chaffee, Trustee Corso, Trustee Dame, Trustee Vance**  
**NO: 0**

- 4) Approval of Agenda for November 12, 2015 Board Meeting as presented:

**MOTION: A motion was made by Trustee Dame and seconded by Trustee Vance to approve the agenda of the November 12, 2015 meeting as presented. Motion carried.**  
**YES: 4/4 Trustee Chaffee, Trustee Corso, Trustee Dame, Trustee Vance**  
**NO: 0**

- 5) Announcements from the President: None

- 6) Period of Public Expression: None

- 7) Reports:

- a. Secretary's Report: None
- b. Financial Report: presented by Trustee Chaffee and Treasurer Gary DeWitt
  - i. Monthly Report
    - (1) Discussion about creating blanket approvals for some recurring charges so that bills can be paid in a more timely manner starting in January 2016.
    - (2) In addition, some research has brought to light it is safer to use a credit card vs. a debit card. Therefore, consideration of obtaining a credit card for the Director's use in making purchases would be advantageous.

**MOTION: A motion was made by Trustee Dame and seconded by Trustee Vance to accept the monthly Financial Report as presented. Motion carried.**

# Walworth-Seely Public Library

## 2015 Board of Trustees Meeting Minutes

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**YES: 4/4 Trustee Chaffee, Trustee Corso, Trustee Dame, Trustee Vance**  
**NO: 0**

ii. Current Bills/Abstract Approval

**MOTION: A motion was made by Trustee Dame and seconded by Trustee Vance to approve the November abstract consisting of 22 items in the amount of \$7,370.07. Motion carried.**

**YES: 4/4 Trustee Chaffee, Trustee Corso, Trustee Dame, Trustee Vance**  
**NO: 0**

c. Director's Report

- i. Director Beth List provided a written report for November 2015. (see attached)

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

**YES: 4/4 Trustee Chaffee, Trustee Corso, Trustee Dame, Trustee Vance**  
**NO: 0**

8) Committee Reports:

- a. Policy Report (Trustee Corso)—none  
b. Expansion Report (Trustee Corso) -none  
c. Personnel Report (Trustee Dame)  
i. The evaluation policy and procedure needs some revisions.

9) Other Reports:

- a. Friends of the WSPL Report (President, Lou Villanova) – NA  
b. Town Liaison Report (Councilwoman Judy Markowski)  
i. Town Budgets have been passed.  
ii. Sports Complex update was provided. There will be a public hearing held at the Walworth Town Hall on December 8 at 9:30 a.m. regarding a building proposed McAlpin Industries for light manufacturing which is to include space for a sports facility.  
c. Conference Report (Trustee Chaffee)  
i. Trustee Chaffee provided a summary of Jamie Larue Workshop attended 10/5/15.  
(1) Major points: change is necessary and required to continue to success of the library and fulfill our priorities of creating an environment of learning and entertainment for our community. Also, the importance of promoting literacy in young children and providing children access to an abundance of books was emphasized.

10) New Business:

- a. Storage options for 2016

# Walworth-Seely Public Library

## 2015 Board of Trustees Meeting Minutes

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- i. The need for a larger, climate controlled storage unit was emphasized by Director List. The current storage unit is filled to capacity; items within the unit are starting to display the effects of moisture since the unit is not climate controlled. Moreover, the current storage unit is not accessible in winter because of snow and ice accumulation.

**MOTION: A motion was made by Trustee Dame and seconded by Trustee Vance to secure an annual contract for larger, climate controlled storage unit with costs not to exceed \$3,000.00 per year. Motion carried**

**YES: 4/4 Trustee Chaffee, Trustee Corso, Trustee Dame, Trustee Vance**

**NO: 0**

- b. Approval of the 2016 calendar of close dates and open hours
  - i. Director List presented a proposed list of closed dates for 2016.
    - (1) Library will be closed:
      - (a) Thursday 01/01/15 - New Year's Day
      - (b) Monday 01/19/15 - Martin Luther King Day
      - (c) Monday 02/16/15 - Presidents' Day
      - (d) Saturday 04/04/15 and Sunday 04/05/15 - Easter Weekend
      - (e) Saturday 05/23/15 through Monday 05/25/15 - Memorial Day Weekend
      - (f) Friday 07/03/15 through Sunday 07/05/15 - Independence Day Weekend
      - (g) Saturday 09/5/15 through Monday 09/07/15 - Labor Day Weekend
      - (h) Wednesday 11/25/15 - Closing at 5PM - Thanksgiving Eve
      - (i) Thursday 11/26/15 and Friday 11/27/15 - Thanksgiving Holiday
      - (j) Thursday 12/24/15 through Sunday 12/27/15 - Christmas Holiday
      - (k) Thursday 12/31/15 and Friday 01/01/16 - New Year Holiday

**MOTION: A motion was made by Trustee Vance and seconded by Trustee Chaffee to accept the 2016 calendar of close dates and open hours of the Walworth Library as presented. Motion carried.**

**YES: 4/4 Trustee Chaffee, Trustee Corso, Trustee Dame, Trustee Vance**

**NO: 0**

- c. Creating an ad hoc committee to revamp the policy manual

**MOTION: A motion was made by Trustee Dame and seconded by Trustee Chaffee to accept the creation of an ad hoc committee consisting of Library Director List and Trustees Corso, Dame, and Chaffee who will revamp the policy manual. Motion carried.**

**YES: 4/4 Trustee Chaffee, Trustee Corso, Trustee Dame, Trustee Vance**

**NO: 0**

- d. Presentation of revision of the By-Laws
  - i. A proposal has been made to reduce the number of Library Board members from seven to five.



# Walworth-Seely Public Library

## 2015 Board of Trustees Meeting Minutes

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ii. This proposal will be presented as a motion at the December meeting of the Library Board of Trustees.

e. Approval of Grace Jeffers as a part-time library clerk

**MOTION: A motion was made by Trustee Chaffee and seconded by Trustee Vance to approve new hire, Grace Jeffers, as part-time library clerk at \$10.00.hour with the effective hire date of 11/4/2015. Motion carried.**

**YES: 4/4 Trustee Chaffee, Trustee Corso, Trustee Dame, Trustee Vance**

**NO: 0**

11) Any additional business brought before the Board of Trustees:

a. Director List made a request to attend the PLA Conference in Denver, CO in April 2016

**MOTION: A motion was made by Trustee Chaffee and seconded by Trustee Dame to approve funds not to exceed \$3,000.00 for Director List to attend the PLA conference in Denver, CO in April, 2016. Motion carried.**

**YES: 4/4 Trustee Chaffee, Trustee Corso, Trustee Dame, Trustee Vance**

**NO: 0**

**Next Board Meeting is scheduled for Thursday, December 10, 2015 at 6:30 pm**

# Walworth-Seely Public Library

## 2015 Board of Trustees Meeting Minutes

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Walworth-Seely Public Library  
Board of Trustees Meeting  
December 17, 2015  
**APPROVED**

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

- 3) Approval November 12, 2015 Board Meeting Minutes:

**MOTION: A motion was made by Trustee Adams-King and seconded by Trustee Chaffee to approve the minutes of the November 12, 2015 meeting as presented. Motion carried.**

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

**NO: 0**

- 4) Approval of Agenda for December 17, 2015 Board Meeting as presented:

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

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

**NO: 0**

- 5) Announcements from the President: None other than to wish you all a Merry Christmas

- 6) Period of Public Expression: None

- 7) Reports:

- a. Secretary's Report: None

- b. Financial Report: presented by Trustee Chaffee and Treasurer Gary DeWitt

- i. Monthly Report

- (1) Trustee Chaffee stated the reconciliation was reviewed at the monthly finance meeting. These reviews will occur at the monthly Finance Committee meetings.

- (2) Treasurer DeWitt stated it would be beneficial for the board to approve the pre-payment of certain monthly/yearly expenses to avoid late charges. A detailed list will be brought to the Board for review and to be voted upon at the January 2016 meeting.

# Walworth-Seely Public Library

## 2015 Board of Trustees Meeting Minutes

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### ii. Current Bills/Abstract Approval

**MOTION: A motion was made by Trustee Chaffee and seconded by Trustee Dame to approve the December abstract consisting of 23 items in the amount of \$11,747.58. Motion carried.**

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

**NO: 0**

### c. Director's Report

- i. Director Beth List provided a written report for December 2015. (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: 5/5: Trustee Chaffee, Trustee Corso, Trustee Dame, Trustee Adams-King, Trustee Vance**

**NO: 0**

### 8) Committee Reports:

- a. Policy Report (Trustee Corso)—none
- b. Expansion Report (Trustee Corso) -none
- c. Personnel Report (Trustee Dame)
  - i. In the process of finishing the Director's review. Then the Treasurer's review will begin.

### 9) Other Reports:

- a. Friends of the WSPL Report (President, Lou Villanova)
  - i. There is a new Friends of the Walworth Library Treasurer. Kitty Meier will take over for Valerie Knight.
  - ii. The cookie sale held in conjunction with the Lions Club Santa Breakfast took in about \$85.00.
  - iii. Friends President Villanova presented the Walworth Library with a check in the amount of \$497.66 to reimburse the Library for the purchase of a café table and chairs for the Teen area and a check in the amount of \$878.68 to reimburse the Library for the purchase of two adjustable tables for the Program Room.
- b. Town Liaison Report (Councilwoman Judy Markowski)
  - i. An update on the Sports Complex was provided.

### 10) New Business:

- a. COLA Raises

# Walworth-Seely Public Library

## 2015 Board of Trustees Meeting Minutes

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**MOTION:** A motion was made by Trustee Chaffee and seconded by Trustee Dame to approve COLA raises as presented for seven (7) employees of the Walworth Library effective January 1, 2016. Motion carried.

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

**NO: 0**

- b. Set up annual meeting with the Friends of the Walworth Seely Public Library.
  - i. It was determined that an evening meeting in January will be best for all parties.
  - ii. It was suggested that Director List email Friends President Villanova some possible dates to consider.
  
- c. Vote on updated By-Laws:

**MOTION:** A motion was made by Trustee Chaffee and seconded by Trustee Vance to accept the revised By-Laws as presented. Motion carried.

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

**NO: 0**

- d. Nomination and Vote for the 2016 WSPL Board of Trustee Officers:
  - i. President

**MOTION:** A motion was made by Trustee Corso and seconded by Trustee Chaffee to nominate Trustee Dame to the position of President. Motion carried.

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

**NO: 0**

**There were no other nominations for the position of President. Trustee Dame accepted the position of President on the Board of Trustees.**

- ii. Vice-President

**MOTION:** A motion was made by Trustee Corso and seconded by Trustee Dame to nominate Trustee Chaffee to the position of Vice-President. Motion carried.

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

**NO: 0**

**There were no other nominations for the position of Vice-President. Trustee Chaffee accepted the position of Vice-President on the Board of Trustees.**

- iii. Secretary

# Walworth-Seely Public Library

## 2015 Board of Trustees Meeting Minutes

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**MOTION:** A motion was made by Trustee Corso and seconded by Trustee Dame to nominate Trustee Adams-King to the position of Secretary. Motion carried.

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

**NO: 0**

**There were no other nominations for the position of Secretary. Trustee Adams-King accepted the position of Secretary on the Board of Trustees.**

11) Any additional business brought before the Board of Trustees:

- a. Treasurer DeWitt stated that with the election of a new President of the Board of Trustees, bank signatures will need to be addressed at the January meeting.
- b. Renewal of the Library Trustee Association is coming due. All agreed that this membership is a helpful resource and should be continued.
- c. Director List stated that the computer in the Director's office is running slowly and it has been recommended by IT at PLS that she replace it.

**MOTION:** A motion was made by Trustee Chaffee and seconded by Trustee Adams-King to allocate up to \$1400 to replace the Director's computer. Motion carried.

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

**NO: 0**

12) Adjournment

**MOTION:** A motion was made by Trustee Chaffee and seconded by Trustee Dame to adjourn the meeting at 7:13 pm. Motion carried.

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

**NO: 0**

**Next Board Meeting is scheduled for Thursday, January 14, 2016 at 6:30 pm**