

**Walworth-Seely Public Library**  
**Board of Trustees Meeting**  
**January 12, 2023**  
**APPROVED**

- I. Call to Order: Meeting was called to order at 6:37 pm by President Jessica Vance
  
- II. Roll Call/Attendance
  - i. Library Trustees Present: President Jessica Vance, Vice-President Dave Teetsel, and Secretary Drew Britt,
  - ii. Library Trustees Absent: Finance Officer Anne Culver and Trustee Sandy Rutkowski (both excused absences)
  - iii. Library Staff Present: Library Director Anne Brown
  - iv. Others Present: Town Councilwoman and Liaison to the Library Amber Linson (arrived late), WSPL Book Sale Chair Linda Knight
  - v. Others Absent:
  
- III. Adoption of current meeting agenda

**MOTION: Trustee Teetsel motioned to approve the current agenda of the January 12, 2023 Board Meeting as presented. Seconded by Trustee Britt. Motion carried.**  
**YES: 3/3: Trustee Vance, Trustee Teetsel, and Trustee Britt**  
**NO: 0**

- IV. Approval of prior meeting minutes of December 8, 2022 as presented

**MOTION: Trustee Teetsel motioned to approve the minutes of the December 8, 2022 Board Meeting as presented. Seconded by Trustee Britt. Motion carried.**  
**YES: 3/3: Trustee Vance, Trustee Teetsel, and Trustee Britt**  
**NO: 0**

- b. Approval of minutes of Finance Meeting of January 5, 2023

**MOTION: Trustee Teetsel motioned to approve the minutes of the Finance Meeting of January 5, 2023. Seconded by Trustee Britt. Motion carried.**  
**YES: 3/3: Trustee Vance, Trustee Teetsel, and Trustee Britt**  
**NO: 0**

- V. Period of Public Expression- NA
  
- VI. Friends of the WSPL report (Friends' President Linda Knight)
  - a. 2023 Friends Officers – President Linda Knight, Vice President Linda Pembroke, Treasurer Lou Villanova, Secretary Dorothy French

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- b. Reminder to Trustee Teetsel to submit receipts to Director Brown so that a requisition for repayment for materials to build the shed loft can be submitted to the Friends.
- c. Dates for the Joint Meeting were discussed. Linda Knight will check with her board to see if a quorum is available on Thursday, February 2, 2023 at 11:00 am. At that time the MOU will be signed.
- d. Approval of 2023 Memorandum of Understanding

**MOTION: Trustee Britt motioned to approve the 2023 Memorandum of Understanding as presented. Seconded by Trustee Teetsel. Motion carried.**  
**YES: 3/3: Trustee Vance, Trustee Teetsel, and Trustee Britt**  
**NO: 0**

- VII. Town Board Liaison Report (Councilwoman Amber Linson)
  - a. Councilwoman Linson will remain the Library Liaison for 2023. The Town Board typically likes to rotate liaison positions but since we worked well together through construction, it was thought consistency would be best as we work towards sustainable funding in the coming year.
  - b. Councilwoman Linson shared that she is still communicating with the county regarding the issue with Worker's Compensation insurance.
- VIII. Library Director's Report (Anne Brown) (see attached)
- IX. Secretary's Report – (Trustee Britt) NA
- X. Committee Reports
  - a. Finance Committee:
    - i. Presentation of Monthly Budget Summary- Report of receipts, disbursements and bank reconciliations for December 2022

**MOTION: Trustee Teetsel motioned to accept the reports of receipts, disbursements, and bank reconciliations for December 2022. Seconded by Trustee Britt. Motion carried.**  
**YES: 3/3: Trustee Vance, Trustee Teetsel, and Trustee Britt**  
**NO: 0**

- ii. Approval of December 2022 vouchers

**MOTION: Trustee Britt motioned to approve the 23 pre-paid vouchers in the amount of \$2,436.35 as reflected on the prepared abstract for the month of December 2022. Seconded by Trustee Teetsel. Motion carried.**

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

iii. Approval of the FFRPL Grant 2022 report

**MOTION: Trustee Teetsel motioned to approve and submit the 2023 FFRPL Annual Grant Report and certifies the following statement:**

**“Walworth-Seely Public Library is a tax supported public library and is eligible to receive FFRPL *Tummonds Fund* grants, which we agree will only be spent for supplemental circulating material. We further agree to abide by all terms & conditions of confidentiality, spending and reporting requirements as determined by the FFRPL *Tummonds Fund* Committee, in order to remain eligible for continued grants.”**

**Seconded by Trustee Britt.**

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

iv. The Febuary Finance Meeting will be held in person on Thursday, February 2, 2023 at 11:30 am.

b. Policy Committee (Trustee Teetsel)

i. Employee Handbook Cancer Screening Form

**MOTION: Trustee Teetsel motioned to approve the Leave for Cancer Screenings and Claim Form to be added to the WSPL Employee Handbook as presented.**

**Seconded by Trustee Britt.**

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

ii. Internal Audit Policy (reviewed by Finance Committee)

**MOTION: Trustee Teetsel motioned to approve the Internal Audit Policy and Form as presented. Seconded by Trustee Britt.**

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

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- iii. Conflict of Interest/Whistleblower Policy Signatures were completed by Trustees present, witnessed by Director Brown
- c. Personnel Committee (Trustee Rutkowski) N/A
- d. Nominating Committee (Trustee Britt) N/A
- e. Library Improvement Committee (Trustee Vance)
  - i. Still waiting for a final invoice from Massa Construction but there is an exterior light which Massa replaced that is not functioning and that needs to be resolved.
  - ii. Creative Library Concepts has sent an invoice for the circulation desk, however, there were several adjustments needing to be made on the desk and only one of them has been completed, therefore, payment will not be made until these adjustments have been completed.
  - iii. NB Electric came on Wednesday 1/11 to fix flickering light and also took a look at the outstanding exterior light and baseboard heater issues. It was determined that the exterior light needs to be looked at by Massa and the heater is missing control dials (installed by Landry). Director Brown forwarded these concerns to Emily at LaBella.
  - iv. Paper copies of As Built drawings were received from NB Electrical and Massa. Director Brown dropped off copies to Building Inspector Druschel's office. After review, he had 2 questions, which were forwarded to Emily at LaBella. The Library is still waiting for digital copies from Massa and NB.
  - v. Director Brown will be working on completing and submitting the final paperwork for the 1<sup>st</sup> grant. The Library cannot submit the final paperwork for the 2<sup>nd</sup> grant until the amendment is approved by the state and the final Massa bill is received.

XI. Old Business

- a. Trustee Training Reminder – legislation went into effect January 1, 2023 that all library trustees must complete 2 hours of training per year for the duration of their term. Trainings can be live or pre-recorded, but must be content offered through a NYS Library System (including OWWL) or the DLD (Division of Library Development).
  - i. Vice President Teetsel will keep a spreadsheet documenting training hours, so all trustees should report completed trainings to him.

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XII. New Business

- a. Committee Appointments (President Vance)
  - i. Finance – Trustee Culver
  - ii. Policy – Trustee Rutkowski
  - iii. Personnel – Trustee Teetsel
  - iv. Nominating – Trustee Teetsel
  - v. Strategic Planning – Trustee Britt
  - vi. Sustainable Funding – Trustee Vance
  
- b. Approval of revised Strategic Plan through December 31, 2023. The board will work throughout 2023 to draft a new Strategic Plan to begin in 2024.

**MOTION: Trustee Britt motioned to approve the Strategic Plan for 2020-2023 as revised. Seconded by Trustee Teetsel**

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

**NO: 0**

- c. **TABLED UNTIL FEBRUARY** - Acknowledgment of Trustee Rutkowski's new term which is in effect from January 1, 2023 – December 31, 2027. Trustee Rutkowski will renew her Oath of Office when she returns from a trip later this month.
  - i. Liaison Linson requested that this acknowledgment be tabled until after the town board approves Trustee Rutkowski's term at their next meeting. Trustee Rutkowski will have 30 days after that meeting to complete her Oath of Office.

XIII. Adjournment

**MOTION: Trustee Teetsel motioned to adjourn the meeting at 7:23 pm. Seconded by Trustee Britt. Motion carried.**

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

**NO: 0**

**IMPORTANT DATES:**

- Library Advocacy Day will be held virtually and in person in Albany on *Tuesday, February 28, 2023.*
- February Finance Committee meeting will be held *Thursday, February 2nd* at 11:30 am

**The next regular Board Meeting will be Thursday, February 9, 2023 at 6:30 pm**