

Walworth-Seely Public Library
Board of Trustees Meeting
September 14, 2023
APPROVED

- I. Call to Order: Meeting was called to order at 6:33 pm by President Jessica Vance
- II. Roll Call/Attendance
 - i. Library Trustees Present: President Jessica Vance; Secretary Drew Britt; Trustee Sondra Rutkowski; Finance Officer Anne Culver and Vice-President Dave Teetsel
 - ii. Library Staff Present: Library Director Anne Brown
 - iii. Others Present: Friends of WSPL President Linda Knight, Town Councilwoman and Liaison to the Library Amber Linson
 - iv. Others Absent: Library Assistant Bernie Maurer
- III. Adoption of current meeting agenda

MOTION: Trustee Teetsel motioned to approve the current agenda of the September, 2023. Seconded by Trustee Britt. Motion carried.

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

NO: 0

- IV. Approval of prior meeting minutes
 - a. Approval of prior meeting minutes of August 10, 2023 as presented

MOTION: Trustee Culver motioned to approve the minutes of the August 10, 2023 Board Meeting as presented. Seconded by Trustee Britt. Motion carried.

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

NO: 0

- I. Period of Public Expression- NA
- II. Friends of the WSPL report (Friend's President Linda Knight)
 - a. Book scanning of last sale's leftovers has been completed
 - b. Question of what to do with the books that cannot be sold back
 - i. Donate elsewhere? If so, where else still takes books? – Savers and Goodwill were mentioned
 - ii. Use for crafts and library programs – some have been set aside for this purpose but there are many more boxes left
 - iii. It was suggested to use the books to make some kind of décor or functional objects to sell and/or raffle off at the next book sale (ie succulent planters, book "safe" boxes, etc). Trustees Britt and Teetsel

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volunteered to look further into this and see if there are any feasible ideas

- c. Book Sale Signs – OWWL has discontinued their loan of Book Sale sandwich board signs due to wear and tear and does not plan to replace them. Instead, they are offering each library \$150 towards purchasing their own book sale signs to keep. Director Brown and Friends President Knight are collaborating on a design and price quote. The Friends would like 2 signs (one for each end of Lorraine Drive) and would like them to be simple but eye catching.
 - d. The Fall Book Sale is the last full week in October. Set up will be on Monday, October 23, 2023. Member sale will be the night of October 25th and the public sale will be October 26-28th.
- III. Town Board Liaison Report (Councilwoman Amber Linson) (absent)
- a. Councilwoman Linson announced that the town has decided that if the Library's 414 passes that the town board intends to reduce the tax levy. She is looking into the possibility of a budget readjustment after the November elections to avoid collecting this year's allocation. The town board will be approving a statement to this effect that the library can use in their educational campaign materials later this month.
 - b. Councilwoman Linson asked if there was any progress on the community garden Eagle Scout project. She would like to attend the next meeting to assist the candidate with planning and preparing for town approval.
- IV. Library Director's Report (Anne Brown) (see attached)
- V. Secretary's Report – (Trustee Britt) – N/A
- VI. Committee Reports
- a. Financial Committee:
 - i. Presentation of Monthly Budget Summary- Report of receipts, disbursements and bank reconciliations for August 2023

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

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

NO: 0

- ii. Approval of August 2023 vouchers

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MOTION: Trustee Culver motioned to approve the 33 pre-paid vouchers for August 2023 in the amount of \$10,467.50 as described on the prepared abstract. Seconded by Trustee Teetsel. Motion carried.

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

NO: 0

- iii. The October 2023 Finance Meeting & Biannual Audit will be held on Thursday, October 5, 2023 at 11:30 am. Trustee Britt plans to attend as the 3rd board member to complete the audit.

b. Policy Committee (Trustee Rutkowski)

- i. Approval of Investment Policy

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

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

NO: 0

- ii. Procurement Policy

MOTION: Trustee Rutkowski motioned to adopt the Procurement Policy as presented. Seconded by Trustee Teetsel. Motion carried.

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

NO: 0

c. Personnel Committee (Trustee Teetsel) N/A

d. Strategic Planning Committee (Trustee Britt)

- i. Community Leader Interviews remain ongoing. Summaries of interviews with local businesses and faith leaders were discussed
 - a. Common trends noted for local businesses
 - i. concerns about rising minimum wage and costs of doing business
 - ii. concerns about finding qualified employees

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- b. Common trends noted for local faith leaders/churches
 - i. Looking to rebuild a sense of community that was lost during the COVID-19 pandemic
 - ii. Concerns about how to get people to return to in-person worship and events
- ii. Community Survey results have been compiled and common trends were discussed
 - a. Staff was the #1 highlight of the survey – described as friendly, helpful, welcoming, etc
 - b. Library users tend to be looking for books more than any other item type
 - c. Patrons desire more afternoon/evening/weekend hours of operation
 - d. Suggestions for more diverse adult programming
 - e. Patrons are frequently able to find what they are looking for, but are also looking for a larger selection of materials across several age groups/categories
 - f. Many said they wish the expansion was bigger
 - g. Patrons find information about community events through Facebook and other online resources (email, website, social media) and in person at the library
- iii. Next Steps - Trustee Britt and Director Brown will meet one-on-one with Ron Kirsop, OWWL Executive Director, to discuss 3-5 focus areas and the Strategic Plan draft. We will have a final draft for board approval ready in November or December.
- e. Sustainable Funding Committee (Trustee Vance)
 - i. Educational Campaign
 - a. Public Information Sessions will be held on Monday 10/16 at 11:00 am and Thursday 10/26 at 6:00 pm.
 - b. 414 Informational Sheet will be simplified and made more visually pleasing
 - c. The possibility of mailing post cards to Walworth residents was discussed. Councilwoman Linson will send Director Brown information for Penny Lane and said that the library could use the same address database as the Town Topics mailings

11) Old Business -

12) New Business –

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(1) Approval of the 2022 Annual Report to the Community

MOTION: Trustee Teetsel motioned to approve the 2022 Annual Report to the Community as amended. Seconded by Trustee Culver. Motion carried.
YES: 5/5: Trustee Vance, Trustee Rutkowski, Trustee Teetsel, Trustee Culver and Trustee Britt
NO: 0

NOTE: Trustee Culver left the meeting at 7:55 pm due to a family obligation.

(2) Approval to pay final invoice from Massa Construction in the amount of \$35,725.00 upon the completion of the outstanding punch list items.

MOTION: Trustee Teetsel motioned to pay final invoice from Massa Construction in the amount of \$35,725.00 upon the completion of the outstanding punch list items. Seconded by Trustee Rutkowski. Motion carried.
YES: 4/4: Trustee Vance, Trustee Rutkowski, Trustee Teetsel, and Trustee Britt
NO: 0

Adjournment

MOTION: Trustee Rutkowski motioned to adjourn the meeting at 8:16 pm. Seconded by Trustee Teetsel. Motion carried.

IMPORTANT DATES:

- October Finance Committee meeting will be held on Thursday, October 5, 2023 at 11:30 am. The Biannual Audit will be completed at this time.
- 414 Information Sessions will be held on Monday October 16th at 11:00 am and Thursday October 26th at 6:00 pm
- The Friends Book Sale will be held the week of October 23rd – 28th. Volunteers are needed for set up and clean up.

The next regular Board Meeting will be Thursday, October 12, 2023 at 6:30 pm