

**Walworth-Seely Public Library**  
**Board of Trustees Meeting**  
**April 13, 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, Financial Officer Anne Culver; and Vice-President Dave Teetsel
  - ii. Library Staff Present: Library Director Anne Brown and Library Assistant Bernie Maurer
  - iii. Others Present: Friends of WSPL President Linda Knight; and Town Councilwoman and Liaison to the Library Amber Linson
  
- III. Adoption of current meeting agenda

**MOTION: Trustee Teetsel motioned to approve the current agenda of the April 13, 2023 Board Meeting as presented. Seconded by Trustee Britt. Motion carried.**  
**YES: 5/5: Trustee Vance, Trustee Culver, Trustee Rutkowski, Trustee Teetsel and Trustee Britt**  
**NO: 0**

- IV. Approval of prior meeting minutes of March 9, 2023 as presented

**MOTION: Trustee Rutkowski motioned to approve the minutes of the March 9, 2023 Board Meeting as presented. Seconded by Trustee Culver. Motion carried.**  
**YES: 5/5: Trustee Vance, Trustee Culver, Trustee Rutkowski, Trustee Teetsel and Trustee Britt**  
**NO: 0**

Approval of Finance Committee meeting minutes of April 6, 2023 as presented

**MOTION: Trustee Teetsel motioned to approve the minutes of the April 6, 2023 Finance Committee meeting as presented. Seconded by Trustee Britt. Motion carried.**  
**YES: 5/5: Trustee Vance, Trustee Culver, Trustee Rutkowski, Trustee Teetsel and Trustee Britt**  
**NO: 0**

- I. Period of Public Expression- NA
  
- II. Friends of the WSPL report (Friend's President Linda Knight)
  - a. Set up for the spring book sale will be Sunday 4/23. Still looking for volunteers to help with set up and clean up on Friday 4/28.

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- b. Donations can be brought to the sale on 4/23, 4/24 and 4/25.
  - c. The Friends request 500 more ½ sheet fliers advertising the sale.
  - d. The Friends have approved up to \$1300 for the summer reading program. Additional requests from the library's wish list will be considered after the book sale.
- III. Town Board Liaison Report (Councilwoman Amber Linson) -
- a. Councilwoman Linson announced that she will present a resolution to the Walworth Town Board to gift the library \$1750 to offset the fine from Workers' Compensation.
  - b. Regarding the Chapter 414 campaign, Councilwoman Linson will talk with Supervisor Donalty about the town's attorney looking over the wording of the wording for the petition for signatures.
  - c. In discussing the summer reading theme of "All Together Now," some resources were discussed including Ellen Dietrick, Walworth Historical Society genealogist connecting with Bernie's genealogy workshop; and a possible community garden if Mike Buckley, Parks Supervisor can find a space for that use.
- IV. Library Director's Report (Anne Brown) (see attached)
- V. Secretary's Report – (Trustee Britt)
- a. Spikes will attend the Summer Reading Kickoff event on 6/24/2023.
- VI. Committee Reports
- a. Financial Committee:
    - i. Presentation of Monthly Budget Summary- Report of receipts, disbursements and bank reconciliations for March 2023

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

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

**NO: 0**

- ii. Approval of March 2023 vouchers

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**MOTION: Trustee Culver motioned to approve the vouchers for March 2023 which includes 24 pre-paid items in the amount of \$6,077.20 and 1 pending item in the amount of \$3,504.07 for a grand total of 25 items totaling \$9,581.07 as described on the prepared abstract. Seconded by Trustee Teetsel. Motion carried.**

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

**NO: 0**

iii. Approval of 2022 Financial documents as prepared by Heveron

**MOTION: Trustee Culver motioned to approve the 2022 Financial documents as prepared by Heveron & Associates. Seconded by Trustee Rutkowski. Motion carried.**

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

**NO: 0**

iv. Bi-Annual Audit

**MOTION: Trustee Culver motioned to accept the report of the bi-annual audit for the month of September 2022 as no discrepancies or concerns were found. Seconded by Trustee Teetsel. Motion carried.**

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

**NO: 0**

v. Fund Balance policy was approved after review; Assigned Reserves Policy was approved upon revision.

vi. The May 2023 Finance Meeting will be held on Thursday, May 4, 2023 at 11:30 am.

b. Policy Committee (Trustee Rutkowski)

i. Collection Development Policy

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

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

**NO: 0**

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ii. Gifts and Donations Policy

**MOTION: Trustee Teetsel motioned to approve the Collection Development Policy as presented. Seconded by Trustee Britt. Motion carried.**

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

**NO: 0**

c. Personnel Committee (Trustee Teetsel) - NA

d. Strategic Planning Committee (Trustee Britt)

1. Trustee Britt will use the previous planning template to draft some goals including Chapter 414; community outreach, and drawing people into the library.

ii. Sustainable Funding Committee (Trustee Vance)

1. Board of Elections updates

- a. Director Brown contacted the Board of Elections regarding the number of signatures required to get on the ballot in November 2023 and a minimum of 418 signatures will be required.
- b. The exact wording for the ballot is needed for the header of the petition for signatures.
- c. Director Brown and President Vance will meet with Ron Kirsop, the Executive Director of OWWL Library System regarding the petition and FAQ sheet.
- d. It is strongly advised that the wording be reviewed by an attorney. (Councilman Linson will ask Supervisor Donalty if this is something the town attorney could do.)

2. Discussion of budget request

- a. Director Brown prepared a print out of different budget scenarios for 2024 for the board to consider.
- b. It was decided that \$320,000.00 is the budget amount to be requested.

3. Resolution: The Walworth-Seely Public Library may exceed the NYS tax cap for the 2024 fiscal year.

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Whereas, the adoption of the 2024 budget for the Walworth-Seely Public Library may require a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and

Whereas, General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; now therefore be it

Resolved, that the Board of Trustees of the Walworth-Seely Public Library voted and approved to exceed the tax levy limit for 2024 by at least the sixty percent of the board of trustees as required by state law on April 13, 2023.

**MOTION: Trustee Culver motioned to pass the resolution acknowledging that the Walworth Library Board voted and approved to exceed the tax levy limit for 2024 by at least the sixty percent of the board of trustees as required by state law on April 13, 2023. Seconded by Trustee Teesel. Motion carried.**

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

**NO: 0**

**11) Old Business**

a. Workers' Compensation Fine

**MOTION: Trustee Britt motioned to pay the fine assesses by the Workers; Compensation Board of NY for failure to provide Workers' Compensation coverage from 10/12/2021-8/30/2022 in the amount of \$3,504.07. Seconded by Trustee Rutkowski. Motion carried.**

**Yes: 4/5: Trustee Vance, Trustee Culver, Trustee Rutkowski, and Trustee Britt**  
**Abstain: 1/5: Trustee Teetsel**

**12) New Business**

a. Approval of Annual Report to NYS

**MOTION: Trustee Teetsel motioned to approve the Annual Report to NY State as presented. Seconded by Trustee Culver. Motion carried.**

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**NO: 0**

b. Approval of Annual Update Document (AUD) to NYS Comptroller

**MOTION: Trustee Culver motioned to approve Annual Update Document (AUD) to NY Stat Comptroller as presented. Seconded by Trustee Teetsel. Motion carried.**

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

**NO: 0**

**13) Adjournment**

**MOTION: Trustee Teetsel motioned to adjourn the meeting at 8:21 pm. Seconded by Trustee Culver. Motion carried.**

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

**NO: 0**

**IMPORTANT DATES:**

- May Finance Committee meeting will be held **Thursday, May 4th** at 11:30 am
- The Walworth Library Mothers' Day Tea will be held on Saturday, May 6 from 11:00 am – 12:30 pm
- Summer Reading Kickoff Party is Saturday, June 24<sup>th</sup> from 11:00 am – 1:00 pm

**The next regular Board Meeting will be Thursday, May 11, 2023 at 6:30 pm**