

**Walworth-Seely Public Library
Board of Trustees Meeting
June 9, 2022
DRAFT**

- I. Call to Order: Meeting was called to order at 6:35 pm by President Jessica Vance

- II. Roll Call/Attendance
 - i. Library Trustees Present: President Jessica Vance, Financial Officer Anne Culver, and Vice-President David Teetsel, Trustee Sondra Rutkowski and Secretary Drew Britt
 - ii. Library Staff Present: Library Director Anne Brown and Library Assistant Bernie Maurer
 - iii. Others Present: Friends of WSPL Book Sale Chair Linda Knight; Bria, Trustee Culver's daughter; and Town Councilwoman and Liaison to the Library Amber Linson (who arrived after the meeting was in progress due to a Town Board meeting)

- III. Adoption of current meeting agenda

**MOTION: Trustee Teetsel motioned to approve the current agenda of the June 9, 2022 Board Meeting as presented. Seconded by Trustee Culver. Motion carried.
YES: 5/5: Trustee Vance, Trustee Culver, Trustee Teetsel, Trustee Rutkowski and Trustee Britt
NO: 0**

- IV. Approval of prior meeting minutes
 - a. Approval of prior meeting minutes of May 12, 2022

**MOTION: Trustee Teetsel motioned to approve the prior meeting minutes of MAY 12, 2022 as presented. Seconded by Trustee Rutkowski. Motion carried.
YES: 5/5: Trustee Vance, Trustee Culver, Trustee Teetsel, Trustee Rutkowski and Trustee Britt
NO: 0**

- b. Approval of Finance meeting minutes of June 7, 2022

**MOTION: Trustee Teetsel motioned to approve the Finance meeting minutes June 7, 2022 as presented. Seconded by Trustee Rutkowski. Motion carried.
YES: 5/5: Trustee Vance, Trustee Culver, Trustee Teetsel, Trustee Rutkowski and Trustee Britt
NO: 0**

- V. Period of Public Expression- NA

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- VI. Friends of the WSPL report (Book Sale Chair Linda Knight)
- a. The Friends held a meeting on 6/6/2022 to review the Spring Book Sale. Ms. Knight noted that the sale was better than many sales in the past years.
 - b. In Executive Session of the meeting, the Friends reviewed President Vance's request for funding and the requisitions submitted by Director Brown.
 - c. The Friends issued the following amounts for some of the requisitions submitted:
 - \$2,231.59 for the items 1 & 2 on the Summer Reading wish list and for the receiving room counter top
 - \$13,529.88 for the new circulation desk (the cost of the desk minus the \$10,000.00 bequest from Lorraine Finley)
 - \$5,702.00 for millwork/cabinetry
 - \$24,000.00 for the resilient flooring and carpeting
 - \$9,000.00 for the moveable partition in the meeting rooms
 - \$206.75 for the remainder left in the GoFundMe (A question was raised about the GoFundMe amount and another Face Book Fundraiser that Ms. Knight will make inquiries and report back to Director Brown)
 - d. The Friends declined requisitions for the following:
 - \$4,530 for the new drive-up book drop
 - \$3,800 for the projection screens in the meeting room
 - A request for any additional funding possible to offset the increased costs and change orders during the construction process
 - e. The Friends request a photo of the purchases made with these funds for the Library Improvement Project.
- VII. Town Board Liaison Report (Councilwoman Amber Linson)
- a. Ms. Linson send a communication to be read at the meeting in her absence regarding the Temporary Certificate of Occupancy which is summarized below:
 - i. Until a Temporary Certificate of Occupancy is in hand, no one except for contractors will be allowed in the Library Space. Director Brown may let contractors in the space and supervise their work, but may not engage in any other activities on the premises.
 - ii. A construction meeting is scheduled for 6/13/2022 at which time it will be determined when a Temporary Certificate of Occupancy can be issued. When it is issued, only construction workers, paid library staff, the Board of Trustees, and Friends of the Library are allowed in the space.

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- VIII. Library Director's Report (Anne Brown) (see attached)
- IX. Secretary's Report – (Trustee Britt) N/A
- X. Committee Reports
 - a. Financial Committee:
 - i. Presentation of Monthly Budget Summary- Report of receipts, disbursements and bank reconciliations for May 2022

MOTION: Trustee Culver motioned to accept the reports of receipts, disbursements, and bank reconciliations for May 2022. Seconded by Trustee Teetsel. Motion carried.

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

NO: 0

- ii. Approval of May 2022 vouchers

MOTION: Trustee Culver motioned to approve the 22 pre-paid items in the amount of \$5,344.03 and the 3 pending vouchers in the amount of \$127,845.01 for a grand total \$133,189.04 as described on the prepared abstract. Seconded by Trustee Teetsel. Motion carried.

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

NO: 0

- iii. The July Finance Meeting will be held in person on Thursday, July 7, 2022 at 11:30 am at the Walworth Library.

- b. Policy Committee (Trustee Teetsel)
 - i. The Policy and Personnel Committee Reports are combined since Trustees Teetsel and Rutkowski are working together on the new Employee Handbook.
 - ii. PLS has supplied a check-list of policies all libraries are suggested to have. This will be consulted and any needed policies will be subsequently created.
 - c. Personnel Committee (Trustee Rutkowski)
 - i. New Employee Handbook (template provided by PLS) is currently under review.

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- ii. A meeting was held on May 25, 2022 at which time Trustee Teetsel, Trustee Rutkowski and Director Brown went over a good portion of the Employee Handbook and the Family Leave Policy.

- d. Nominating Committee (Trustee Britt) N/A

- e. Library Improvement Committee (Trustee Vance)
 - 1) Updates
 - a. Donations have been received from
 - i. Arlo/Klein Steel – galvanized sheet metal panel for the children’s literacy wall
 - ii. Orville Appliances – have donated a full size refrigerator
 - iii. Massa supervisor, Dave Hough donated plywood for the children’s literacy wall. The tree shapes were cut out and the mural was painted by President Vance
 - iv. Trustee Rutkowski made arrangements to secure a donation from a church in Trumansburg, NY. Eric Haffner, the facilities manager of the church, provided Walworth Library with 55 stacking chairs, 42 cushioned folding chairs, and 8 eight foot folding tables.
 - v. Bookkeeper Maurer donated 2 office desk units, 5 office chairs, 4 two-drawer filing cabinets with padded seating, and 12 metal lockers.
 - vi. The Friends have donated the promised \$50,000 toward interior furnishings along with the money received from raffles and GoFundMe

 - 2) Arrangements need to be made to pick up a bookcase that has been donation by a Walworth resident who is moving. Monday, June 27, will be offered as a date for pickup.

XI. Old Business

- a. Town Councilwoman Linson joined the meeting to process the events that occurred today. The discussion was honest and helpful. All agreed that we could move forward knowing that Councilwoman Linson is actively working to assist in having the project completed successfully. We are grateful for her support.

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XII. New Business -

- a. Councilwoman Linson stated that Supervisor Donalby is doing Active Shooter Training in response to recent events in Buffalo, NY and Uvalde, Texas. She suggested that the Library staff be availed of this training. Director Brown agreed that this would be helpful but since all staff is part-time, it will be difficult to get all staff to attend one session. Specifics will be worked out with Supervisor Donalby.
- b. Some questions arose regarding insurances and the current lease the library has with the town. Councilman Linson offered to have the lease reviewed by the town attorney with regard to the insurance requirements.

XIII. Adjournment

MOTION: Trustee Rutkowski motioned to adjourn the meeting at 9:05 pm. Seconded by Trustee Teetsel Motion carried.

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

NO: 0

IMPORTANT DATES:

- July Finance Committee meeting will be held in person on Thursday, July 7, 2022 at 11:30 am. Trustee Britt will plan to attend either in person or virtually.
- Summer Reading will begin on Saturday, June 25th (kickoff party TBD). Some in person programs will be held outside, weather dependent, and others will remain virtual. Tracking for prizes & raffle tickets will be available both on paper and online.

The next regular Board Meeting will be Thursday, July 14, 2022 at 6:30 pm