

Walworth-Seely Public Library
Board of Trustees Meeting
June 13, 2024
APPROVED

- I. Call to Order: Meeting was called to order at 6:36 pm by President Jessica Vance
- II. Roll Call/Attendance
 - i. Library Trustees Present: President Jessica Vance; Secretary Drew Britt, and Trustee Sondra Rutkowski
 - ii. Library Trustees Absent: Finance Officer Anne Culver and Vice-President Dave Teetsel who had excused absences
 - iii. Library Staff Present: Library Director Anne Brown and Library Assistant Bernie Maurer
 - iv. Others Present: Friends of WSPL President Linda Knight and Town Councilwoman & Liaison to the Library Amber Linson
- III. Adoption of current meeting agenda

MOTION: Trustee Rutkowski motioned to approve the current agenda for the June 13, 2024 meeting as presented. Seconded by Trustee Britt. Motion carried.
YES: 3/3: Trustee Vance, Trustee Britt, and Trustee Rutkowski
NO: 0

- IV. Approval of prior meeting minutes
 - a. May 9, 2024 as presented

MOTION: Trustee Britt motioned to approve the minutes of the May 9, 2024 Board Meeting as presented. Seconded by Trustee Rutkowski. Motion carried.
YES: 3/3: Trustee Vance, Trustee Britt, and Trustee Rutkowski
NO: 0

- V. Period of Public Expression- NA
- VI. Friends of the WSPL (Friend's President Linda Knight)
 - i. The Friends are in the process of scanning left over books from the last sale and sorting any new donations that have come in since the sale.
- VII. Town Board Liaison Report (Councilwoman Amber Linson) –
 - i. Regarding the lobby door issue, Councilwoman Linson will follow up with the Code Enforcer, Brett Malafeew.
- VIII. Library Director's Report (Anne Brown) (see attached)
- IX. Secretary's Report – (Trustee Britt) - NA
- X. Committee Reports

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a. Financial Committee:

- i. Presentation of Monthly Budget Summary- Report of May 2024

MOTION: Trustee Rutkowski motioned to accept the reports of receipts, disbursements, and bank reconciliations for May 2024. Seconded by Trustee Britt. Motion carried.

YES: 3/3: Trustee Vance, Trustee Britt, and Trustee Rutkowski

NO: 0

- ii. Approval of May 2024 vouchers

MOTION: Trustee Rutkowski motioned to approve the 40 pre-paid vouchers for May 2024 in the amount of \$4101.27 as reflected on the prepared abstract. Seconded by Trustee Britt. Motion carried.

YES: 3/3: Trustee Vance, Trustee Britt, and Trustee Rutkowski

NO: 0

- iii. The July Finance Meeting will be held on Wednesday, July 3 at 11:30 am.

b. Policy Committee (Trustee Rutkowski)

- i. Circulation Policy – Tabled from April

MOTION: Trustee Rutkowski motioned to approve the Circulation Policy as amended. Seconded by Trustee Britt. Motion carried.

YES: 3/3: Trustee Vance, Trustee Britt, and Trustee Rutkowski

NO: 0

- ii. Library Services and Fees Policy- Tabled from April

MOTION: Trustee Rutkowski motioned to approve the Services and Fees Policy as amended. Seconded by Trustee Britt. Motion carried.

YES: 3/3: Trustee Vance, Trustee Britt, and Trustee Rutkowski

NO: 0

- iii. Tobacco Use Policy

MOTION: Trustee Rutkowski motioned to approve the Tobacco Use Policy as amended. Seconded by Trustee Britt. Motion carried.

YES: 3/3: Trustee Vance, Trustee Britt, and Trustee Rutkowski

NO: 0

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iv. Volunteer Policy

MOTION: Trustee Rutkowski motioned to approve the Volunteer Policy as amended. Seconded by Trustee Britt. Motion carried.

YES: 3/3: Trustee Vance, Trustee Britt, and Trustee Rutkowski

NO: 0

v. Records Retention Policy

MOTION: Trustee Rutkowski motioned to approve the Records Retention Policy as amended. Seconded by Trustee Britt. Motion carried.

YES: 3/3: Trustee Vance, Trustee Britt, and Trustee Rutkowski

NO: 0

c. Personnel Committee (Trustee Teetsel)

i. Part time Clerk Alyssa Burba started her position on June 12, 2024.

Alyssa is expected to work no more than 19.5 hours/week at the rate of \$15.50/hour starting June 12, 2024. Maggie Fitzgerald will be resigning effective May 17, 2024.

MOTION: Trustee Rutkowski motioned to approve the hire of Alyssa Burba as a part-time Library Clerk for no more than 19.5 hours/week at the rate of \$15.50/hour starting June 12, 2024. Seconded by Trustee Britt. Motion carried.

YES: 3/3: Trustee Vance, Trustee Britt, and Trustee Rutkowski

NO: 0

d. Strategic Planning Committee (Trustee Britt) NA

e. Sustainable Funding Committee (Trustee Vance)

i. Approval of the 2024 Petition

OPTION 1 *“Shall the annual contribution of the Town of Walworth to the Walworth-Seely Public Library be increased by six thousand, four hundred (\$6,400.00) dollars to the sum of three hundred twenty six thousand, four hundred (\$326,400.00) dollars annually?”*

OR

OPTION 2 *“Shall the annual contribution of the Town of Walworth to the Walworth-Seely Public Library be increased by seven thousand (\$7,000.00) dollars to the sum of three hundred twenty seven thousand (\$327,000.00) dollars annually?”*

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MOTION: Trustee Rutkowski motioned to approve the 2024 petition wording as follows: “Shall the annual contribution of the Town of Walworth to the Walworth-Seely Public Library be increased by six thousand, four hundred (\$6,400.00) dollars to the sum of three hundred twenty six thousand, four hundred (\$326,400.00) dollars annually which represents a 2% increase from the previous year?” Seconded by Trustee Britt. Motion carried.

YES: 3/3: Trustee Vance, Trustee Britt, and Trustee Rutkowski

NO: 0

ii. Plan to collect signatures

1. Trustees Rutkowski and Teetsel will go to the Ginegaw Market starting June 25, 2024 to collect signatures and begin the community education.
2. Director Brown will prepare the FAQ handout prior to June 25th.

XI. Old Business

a. Community Garden update

- i. Trustee Rutkowski is our Master Gardener liaison who developed the plant map for our three raised beds.
- ii. Volunteers came together on June 1st to plant the garden and start building protective fences for each bed.
- iii. A call for volunteers has been put out to develop a schedule for individuals to water, weed, and harvest.

b. Trustee Education Reminder

- i. We're halfway through the year, and all Trustees must have completed two hours of continuing education in financial oversight, accountability, fiduciary responsibilities, or the general powers and duties of a library trustee by year-end. This is a requirement set by New York Education Law Section 260-D.
- ii. Training options can be found on the OWWL Libraries System Calendar. Completed trainings should be logged with the Board Vice President for tracking.

13) New Business NA

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14) Adjournment

MOTION: Trustee Rutkowski motioned to adjourn the meeting at 7:34 pm.

Seconded by Trustee Britt. Motion carried.

YES: 3/3: Trustee Vance, Trustee Britt, and Trustee Rutkowski

NO: 0

IMPORTANT DATES:

- Summer Reading Kickoff Party is Saturday, June 22nd from 11:00 am to 1:00 pm
- July Finance Committee meeting will be held on Wednesday, July 3rd at 11:30 am.
- The library will be closed in honor of Independence Day from Thursday July 4th through Saturday July 6th. The Library will reopen on Monday July 8th.

The next regular Board Meeting will be Thursday, July 11, 2024 at 6:30 pm