

**Walworth-Seely Public Library**  
**Board of Trustees Meeting**  
**May 12, 2022**  
**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, Financial Officer Anne Culver, and Vice-President David Teetsel, Trustee Sondra Rutkowski and Secretary Drew Britt via Zoom meeting
  - ii. Library Staff Present: Library Director Anne Brown and Library Assistant Bernie Maurer
  - iii. Others Present: Town Councilwoman and Liaison to the Library Amber Linson; Friends of WSPL Book Sale Chair Linda Knight; and Bria, Trustee Culver's daughter
  
- III. Adoption of current meeting agenda

**MOTION: Trustee Teetsel motioned to approve the current agenda of the May 12, 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 April 21, 2022

**MOTION: Trustee Teetsel motioned to approve the prior meeting minutes of April 21, 2022 as presented. Seconded by Trustee Culver. 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 May 5, 2022

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

- V. Period of Public Expression- NA

**Walworth-Seely Public Library**  
**Board of Trustees Meeting**  
**May 12, 2022**  
**APPROVED**

- VI. Friends of the WSPL report (Book Sale Chair Linda Knight)
  - a. The Spring Book Sale was better than many sales in the past years.
  - b. Proceeds amounted to about \$2400.00.
  - c. The Fall Book Sale is not yet scheduled due to finding availability at the lodge.
  - d. The next meeting of the Friends is scheduled for June 6, 2022. At that time the Friends will discuss the book sale and review the letter from President Vance requesting additional funds from the Friends for the construction project.
  
- VII. Town Board Liaison Report (Councilwoman Amber Linson)
  - a. The Town Supervisor has given a go-head on the exterior doors for the library that need to be replaced
  - b. A temporary Certificate of Occupancy is needed so that staff can start moving items back into the renovated library. A checklist will be supplied by Building Inspector Norm Druschel and once those items are checked, a C of O will be issued. This will only permit staff to work within the library space until the actual Certificate of Occupancy is issued at the end of the project.
  - c. The trees that were moved for construction are budding but will not be put back into place until sometime later.
  
- 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 April 2022

**MOTION: Trustee Culver motioned to accept the reports of receipts, disbursements, and bank reconciliations for April 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 April 2022 vouchers

**Walworth-Seely Public Library**  
**Board of Trustees Meeting**  
**May 12, 2022**  
**APPROVED**

**MOTION: Trustee Culver motioned to approve the 27 pre-paid items totaling \$262,506.98 and 2 pending items totaling \$188,270.43 for a grand total of 29 items totaling \$450,777.41 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. Financial documents as prepared by Heveron and Company CPAs were approved by the Finance Committee on 5/5/2022
  - iv. The June 2022 Finance Meeting will be held in person on Thursday, June 2, 2022 at 11:30 am at the library's temporary location.
- b. Policy Committee (Trustee Teetsel)
- i. HotSpot Borrowing Policy

**MOTION: Trustee Teetsel motioned to approve the revised HotSpot Borrowing Policy. Seconded by Trustee Culver. Motion carried.**

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

**NO: 0**

- c. Personnel Committee (Trustee Rutkowski)
- i. New Employee Handbook (template provided by PLS) is currently under review.
  - ii. A meeting is scheduled with Trustee Teetsel and Trustee Rutkowski on May 25, 2022 to discuss the Employee Handbook and the Family Leave Policy.
- d. Nominating Committee (Trustee Britt) N/A
- e. Library Improvement Committee (Trustee Vance)
- 1) Updates

**Walworth-Seely Public Library**  
**Board of Trustees Meeting**  
**May 12, 2022**  
**APPROVED**

1. President Vance shared that she and Director Brown have reached out to several businesses to ask for donations
  - a. Donations have been received from
    - i. Klein Steel – galvanized sheet metal panel for the children’s literacy wall
    - ii. Orville Appliances – will donate a refrigerator
    - iii. Plywood for the trees for the children’s literacy wall was donated by Massa supervisor, Dave and the tree shapes were cut out and painted by President Vance
  - b. In addition, requests for donations have been made to but not yet approved by:
    - i. Lowes in Macedon to request chairs for the meeting rooms
    - ii. Home Depot in Penfield to request window shades
    - iii. Staples in Victor to request work desks for the office staff
  - c. Some other donations have been offered without solicitation and are under consideration including an L-shaped book case and two computer desks with hutches and one or two office chairs.
  
2. The kitchen cabinets have been delivered, however, there was a mixup in the design/colors
  - a. It has been decided that the library will keep the cabinets that were delivered and an overlay laminate will be put on the counters and window sills at no additional cost to the library
  
- 2) Approval to purchase canopy tops and hardware for the children’s shelving

**MOTION: Trustee Culver motioned to approve the purchase of canopy tops and hardware from Demco or another source in an amount not to exceed \$3,000.**

**Seconded by Trustee Rutkowski. Motion carried.**

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

**NO: 0**

**Walworth-Seely Public Library**  
**Board of Trustees Meeting**  
**May 12, 2022**  
**APPROVED**

- 3) Trustees Britt and Teetsel will be available on Wednesday, May 18<sup>th</sup> after 12 pm to help cut down the shelving in the children's area.

XI. Old Business

- a. The AUD and the State Reports have been turned in and are under the review process.
- b. The Board requests to have the joint meeting with the Town Board in August as part of the budget cycle.

XII. New Business - NA

XIII. Adjournment

**MOTION: Trustee Culver motioned to adjourn the meeting at 7:35 pm. Seconded by Trustee Rutkowski. Motion carried.**

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

**NO: 0**

IMPORTANT DATES:

- June Finance Committee meeting will be held in person on Thursday, June 2, 2022 at 11:30 am. Trustee Britt will plan to attend either in person or virtually.
- Summer Reading will begin on Saturday, June 25<sup>th</sup> (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, June 9, 2022 at 6:30 pm**