

Walworth-Seely Public Library
Board of Trustees Meeting
February 8, 2024
APPROVED

- 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; Secretary Drew Britt, Finance Officer Anne Culver, Vice-President Dave Teetsel and Trustee Sondra Rutkowski
 - 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 & Liaison to the Library Amber Linson

- III. Adoption of current meeting agenda

MOTION: Trustee Britt motioned to approve the current agenda for the February 2024 meeting as presented. Seconded by Trustee Teetsel. Motion carried.
YES: 5/5: Trustee Vance, Trustee Britt, Trustee Teetsel, Trustee Culver and Trustee Rutkowski
NO: 0

- IV. Approval of prior meeting minutes
 - a. Approval of prior meeting minutes of January 18, 2024 as presented

MOTION: Trustee Teetsel motioned to approve the minutes of the January 18, 2024 Board Meeting as presented. Seconded by Trustee Britt. Motion carried.
YES: 5/5: Trustee Vance, Trustee Britt, Trustee Teetsel, Trustee Culver and Trustee Rutkowski
NO: 0

- V. Period of Public Expression- NA

- VI. Friends of the WSPL (Friend's President Linda Knight)

- 1) Linda Knight and Linda Pembroke have been scanning books and selecting some items for crafting. Anything that is not in good condition to sell or craft is going to be donated to Goodwill. There are still about 30 boxes of books in the shed to scan.
- 2) The Friends are still approaching potential crafters to use old books to create crafts to sell.
 - i.

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- VII. Town Board Liaison Report (Councilwoman Amber Linson)
 - a. With the 414 vote having passed in November, this was the first time for any town in the 4 county area to collect a separate tax from residents for the library. To resolve the issue, this year the town will fund the library from their reserves and then replenish the reserve over the next few years.
 - b. The Library Board of Trustees extended their heartfelt thanks to Councilwoman Linson and the rest of the Town Board for this resolution.
 - c. Regarding the Community Garden, the \$350 that the Town will contribute to the project can be obtained by contacting the Comptroller for a check.

- VIII. Library Director's Report (Anne Brown) (see attached)
 - a. The Library Board of Trustees and Director Brown were recognized by the OWWL Library System at the annual OWWL Awards program.
 - b. Director Brown distributed the "gold" coins" to each Trustee.

- IX. Secretary's Report – (Trustee Britt) - NA

- X. Committee Reports
 - a. Financial Committee:
 - i. Presentation of Monthly Budget Summary- Report of receipts, disbursements and bank reconciliations for End of Year 2023

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

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

NO: 0

- ii. Approval of End of Year 2023 vouchers

MOTION: Trustee Culver motioned to approve the 11 pre-paid vouchers for End of Year 2023 in the amount of \$5,930.90 as reflected on the prepared abstract. Seconded by Trustee Teetsel. Motion carried.

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

NO: 0

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- iii. Presentation of Monthly Budget Summary- Report of receipts, disbursements and bank reconciliations for January 2024

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

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

NO: 0

- iv. Approval of January 2024 vouchers

MOTION: Trustee Culver motioned to approve the 23 pre-paid vouchers for January 2024 in the amount of \$5,930.90 as reflected on the prepared abstract. Seconded by Trustee Teetsel. Motion carried.

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

NO: 0

- v. The January Finance Meeting will be held in person on Thursday, March 7, 2024 at 11:30 am.

b. Policy Committee (Trustee Rutkowski)

- i. Legal updates for the employee handbook have been received so updates to the handbook will be forthcoming.
- ii. A policy for the Community Garden will be needed.

c. Personnel Committee (Trustee Teetsel)

- i. Approval to hire Part Time Program Assistant Maggie Fitzgerald starting after February 9, 2024 at a rate of \$17.50/hr for no more than 30 hours per week

MOTION: Trustee Teetsel motioned to approve the hire of Part Time Program Assistant Maggie Fitzgerald starting after February 9, 2024 at a rate of \$17.50/hr for no more than 30 hours per week. Seconded by Trustee Culver. Motion carried.

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

NO: 0

d. Strategic Planning Committee (Trustee Britt)

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- i. Trustee Britt and Director Brown announced that Executive Director of the OWWL Library System, Ron Kirsop, has asked permission to use Walworth Library's Strategic Plan as an example to share with the other 41 libraries in the system.

- e. Sustainable Funding Committee (Trustee Vance)
 - 1. The Walworth voters approved the Walworth Library's budget for 2024 for \$320,000.00. This will eliminate the need to collect any tax monies from Gananda and Wayne School Districts.
 - 2. A resolution will be needed to discontinue the collection of money from the schools. Bookkeeper Maurer will contact the two schools regarding the process and timeline.
 - 3. Annually, the library can collect signatures to have small increases to the 414, therefore it is suggested that at the next Finance meeting, the proposed budget for 2025 be reviews to know how much of an increase will be requested

11) Old Business

12) New Business

- a. Trustee Term Corrections to 5 years

MOTION: Trustee Culver motioned to approve the Trustee Roster with corrected term dates which includes adding one additional year to Trustee Teetsel's term which will now end 12/31/2026. Seconded by Trustee Britt. Motion carried.
YES: 5/5: Trustee Vance, Trustee Britt, Trustee Teetsel, Trustee Culver and Trustee Rutkowski
NO: 0

(8) 2023 FFRPL Grant Report

MOTION: Trustee Teetsel motioned to expend \$1926 from the FFRLP account for the purchase of print books in 2023. Seconded by Trustee Culver. Motion carried.
YES: 5/5: Trustee Vance, Trustee Britt, Trustee Teetsel, Trustee Culver and Trustee Rutkowski
NO: 0

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13) Adjournment

MOTION: Trustee Teetsel motioned to adjourn the meeting at 6:53 pm. Seconded by Trustee Britt. Motion carried.

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

NO: 0

IMPORTANT DATES:

- Next Finance Committee meeting will be held Thursday, March 7, 2024 at 11:30 am
- Director Brown will be out of the office from *Friday, February 23* through *Saturday March 2, 2024*. Please contact Library Assistant Maurer while Director Brown is away
- 2023 Annual Report to NYS is due to OWWL by *Tuesday, February 27, 2024*
- 2023 AUD Report to NYS Comptroller is due *Friday, March 1, 2024*, with the possibility to file for 60-day extension (*May 1, 2024*)
- Community Garden Discussion will be held on Thursday, March 7 from 6:00-7:00 pm with interested patrons
- The Total Solar Eclipse will take place on *Monday, April 8, 2024*. The library is planning several events leading up to the eclipse, as well as collaborating with the Town & Recreation department to host a large scale event in Ginegaw Park

The next regular Board Meeting will be Thursday, March 14, 2024 at 6:30 pm