

Walworth-Seely Public Library
Board of Trustees Meeting
May 11, 2023
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; Vice-President Dave Teetsel; Secretary Drew Britt; Financial Officer Anne Culver; 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;
 - iv. Absent: 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 May 11, 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 April 13, 2023 as presented

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

Approval of Special Meeting minutes of April 24, 2023 as presented

MOTION: Trustee Rutkowski motioned to approve the minutes of the April 24, 2023 Special Meeting as presented. Seconded by Trustee Teetsel. 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. The Spring book sale was highly successful bringing in \$2600 in sales.

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- b. The Friends have approved the purchase of a pop-up tent and sign for the Library when participating in community events and have approved up to \$1,300 for the summer reading program.
 - c. Linda Knight has been in touch with Mark's Pizza regarding setting up a table outside to gather signatures for the petition for the Library to get on the November ballot. Although Tops will not allow a table to be set up, Walworth Wine & Spirits in the same plaza has given permission.
- III. Town Board Liaison Report (Councilwoman Amber Linson) -
- a. Although Councilwoman Linson was not in attendance tonight, Director Brown and the Library Board of Trustees thank the Town Board for the \$2,000.00 grant that was awarded to the Library.
 - b. In discussing the summer reading theme of "All Together Now," the Town has approved a Community Garden space for the Library to oversee. The ground will be tilled and it is hoped to have raised beds installed (possible Eagle Scout project?) so that a garden can be planted.
- IV. Library Director's Report (Anne Brown) (see attached)
- V. Secretary's Report - (Trustee Britt)
- a. Trustee Britt relayed comments from the Parks Department on the excellent job the Friends of the Library did cleaning up after the book sale.
- VI. Committee Reports
- a. Financial Committee:
 - i. Presentation of Monthly Budget Summary- Report of receipts, disbursements and bank reconciliations for April 2023

MOTION: Trustee Culver motioned to accept the reports of receipts, disbursements, and bank reconciliations for April 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 April 2023 vouchers

MOTION: Trustee Culver motioned to approve the vouchers for April 2023 which includes 24 pre-paid items in the amount of \$4,584.26 as described on the prepared abstract. Seconded by Trustee Britt. Motion carried.

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

NO: 0

- iii. Acknowledgement of the grant received from the Town of Walworth for \$2,000.00
- iv. The June 2023 Finance Meeting will be held on Tuesday, June 6, 2023 at 11:00 am.
- b. Policy Committee (Trustee Rutkowski)
- c. Personnel Committee (Trustee Teetsel) - NA
- d. Strategic Planning Committee (Trustee Britt)
 - 1. Trustee Britt prepared a draft of the Strategic Plan
 - a. Trustees are requested to review and suggest any changes
 - 2. Cohort meeting updates
 - a. Executive Director Kirsop is drafting a survey to all OWWL patrons which can be used in the Strategic Plan
 - b. The Town of Walworth also is surveying the residents of Walworth to update their Comprehensive Plan and this information could be useful for the library as well.
- ii. Sustainable Funding Committee (Trustee Vance)
 - 1. Board of Elections updates
 - a. So far about 77 valid signatures have been collected on the petition to get on the ballot in November 2023.
 - b. Copies of the petition were distributed to the Trustees so that they can gather signatures from Walworth neighbors.
 - c. A training will be set up to advise other volunteers willing to gather signatures.
 - d. It was suggested we contact past Library Board members to determine if they might be willing to help gather signatures.

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11) Old Business

1. Director Brown is working on the paperwork for NY State to obtain the last 10% of the construction grant funds. She will send the information to the Board to review before submitting to NY State.

12) New Business - NA

13) Adjournment

MOTION: Trustee Teetsel motioned to adjourn the meeting at 7:38 pm. Seconded by Trustee Britt. 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 **Tuesday, June 6** at 11:00 am
- Director Brown will be out of town July 13-17, 2023
- Summer Reading Kickoff Party is Saturday, June 24th from 11:00 am – 1:00 pm

The next regular Board Meeting will be Thursday, June 8, 2023 at 6:30 pm