

Walworth-Seely Public Library
Board of Trustees Meeting
November 14, 2024
APPROVED

- I. Call to Order: Meeting was called to order at 6:16 pm by President Jessica Vance

- II. Roll Call/Attendance
 - i. Library Trustees Present: President Jessica Vance; Vice-President David Teetsel, and Secretary Drew Britt,
 - ii. Library Trustees Absent: Finance Officer Anne Culver and Trustee Sondra Rutkowski, both of whom 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
 - v. Others Absent: 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 November 14, 2024 meeting as amended. Seconded by Trustee Teetsel. Motion carried.

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

NO: 0

IV. Approval of prior meeting minutes of October 10, 2024

MOTION: Trustee Britt motioned to approve the minutes of the October 10, 2024 Board Meeting. Seconded by Trustee Teetsel. Motion carried.

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

NO: 0

V. Period of Public Expression- NA

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

- a. Fall Book Sale did well and took in about \$2400.00
- b. President Knight thanked all those who helped with the sale, noting that there were some brand new volunteers.
- c. In the future, book sale times for Saturday's bag sale will end at 1:00 pm to allow the volunteers to return tables to the library before it closes at 2:00 pm.
- d. The Spring Book Sale dates are 4/21/2025-4/26/2025 and the Fall Book Sale dates are 10/13/2025-10/18/2025

NOTE: Friend's President Knight gave her report and left the meeting at 6:25 pm to attend another meeting.

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VII. Town Board Liaison Report (Councilwoman Amber Linson) – NA

VIII. Library Director’s Report (Anne Brown) (see attached)

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

X. Committee Reports

a. Financial Committee:

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

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

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

NO: 0

ii. October 2024 vouchers

MOTION: Trustee Britt motioned to approve the 26 pre-paid vouchers for October 2024 in the amount of \$7,879.41 as reflected on the prepared abstract. Seconded by Trustee Teetsel. Motion carried.

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

NO: 0

iii. 2024 Year-To-Date Budget

1) Discussion was held regarding the budget and the need to establish a bank account reserve for operating and emergencies funds.

iv. The December Finance Meeting will be held on Thursday, December 5, 2024 at 11:30 am.

b. Policy Committee (Trustee Rutkowski) NA

i. Approval of Emergency Closing Policy

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MOTION: Trustee Teetsel motioned to approve the Emergency Closing Policy as revised. Seconded by Trustee Britt. Motion carried.

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

NO: 0

- ii. Approval of the Library Disaster Plan

MOTION: Trustee Britt motioned to approve the Library Disaster Plan as revised. Seconded by Trustee Teetsel. Motion carried.

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

NO: 0

- iii. Discussion of new policies needed
 - 1) It is suggested that a new policy be developed around patron privacy/patron confidentiality.
 - 2) Director Brown will work on a draft document for the upcoming meeting.

- c. Personnel Committee (Trustee Teetsel)

- i. Programming position options

- 1) A running Youth Service Position is recommended to enable viable candidates to submit applications to be held and accessed when a vacancy occurs.

MOTION: Trustee Teetsel motioned to post a running Youth Service Position for Walworth Library. Seconded by Trustee Britt. Motion carried.

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

NO: 0

- d. Strategic Planning Committee (Trustee Britt) NA

- e. Sustainable Funding Committee (Trustee Vance)

- i. According to Wayne County's published Unofficial Results, the referendum for a 2% increase in the Walworth Library budget for 2025 has passed 3,125 YES to 2,146 NO, representing a 59.29% approval rating.

- XI. Old Business

- a. Lobby Door – waiting for installation date to be scheduled
 - i.

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13) New Business

a. 2025 Overdrive funding Commitment

MOTION: Trustee Britt motioned to approve funding for 2025 Overdrive in the amount of \$4,590.00 to be made in two payments (January and July 2025 Seconded by Trustee Teetsel. Motion carried.

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

NO: 0

b. Nominating Committee

i. Officer Nominations

1. President

Jessica Vance for the office of President of the Library Board of Trustees.

There were no other nominations for President.

2. Vice-President

David Teesel for the office of VicePresident of the Library Board of Trustees.

There were no other nominations for Vice-President.

3. Secretary

Drew Britt for the office of Secretary of the Library Board of Trustees. There were no other nominations for Secretary

4. Finance Officer

Anne Culver for the office of Finance Officer of the Library Board of Trustees. There were no other nominations for Finance officer

Nominations having been made, elections for the Officers of the Library Board of Trustees will occur at the December 2024 meeting.

c. NYS Harassment Prevention training for Board and Library Administrators

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MOTION: Trustee Britt motioned to acknowledge that the following Trustees of WSPL and Library Staff completed the NYS approved Sexual Harassment Training for Supervisors/Managers through the EAP web portal on November 14, 2024.

Seconded by Trustee Teetsel. Motion carried.

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

NO: 0

Trustee Jessica Vance
Trustee David Teetsel Trustee
Trustee Drew Britt
Director Anne Brown
Library Assistant Bernie Maurer

Note: Trustee Rutkowski and Trustee Culver will submit a Certificate of Completion for a NYS approved Sexual Harassment Training in lieu of completing this training tonight.

14) Adjournment

MOTION: Trustee Teetsel motioned to adjourn the meeting at 9:40 pm. Seconded by Trustee Britt. Motion carried.

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

NO: 0

IMPORTANT DATES:

- December Finance Committee meeting will be held on Thursday, December 5, 2024 at 11:30 am.
- The library will be closed from 5:00 pm on Wednesday, November 27 through Saturday, November 30, 2024 for the Thanksgiving holiday. We will reopen on Monday 12/2/2024.

The next regular Board Meeting will be Thursday, December 12, 2024 at 6:30 pm