

Walworth-Seely Public Library
Board of Trustees Meeting
February 9, 2023
APPROVED

- I. Call to Order: Meeting was called to order at 6:32 pm by President Jessica Vance

- II. Roll Call/Attendance
 - i. Library Trustees Present: President Jessica Vance; Vice-President Dave Teetsel; Secretary Drew Britt; Trustee Sondra Rutkowski and Financial Officer Anne Culver
 - ii. Library Staff Present: Library Director Anne Brown and Library Assistant Bernie Maurer
 - iii. Others Present: Friends of WSPL Linda Pembroke; Town Councilwoman and Liaison to the Library Amber Linson and library patron Vaughn Pembroke
 - iv. Others Absent: Friend's President Linda Knight

- III. Adoption of current meeting agenda

MOTION: Trustee Culver motioned to approve the current agenda of the February 9, 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 January 12, 2023 as presented

MOTION: Trustee Rutkowski motioned to approve the minutes of the January 12, 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

- b. Approval of minutes of the Joint Meeting of WSPL Board of Trustees and the Friends of WSPL on February 2, 2023

MOTION: Trustee Culver motioned to approve the minutes of the Joint Meeting of the WSPL Board of Trustees and the Friends of WSPL of February 2, 2023. Seconded by Trustee Rutkowski. Motion carried.
YES: 5/5: Trustee Vance, Trustee Culver, Trustee Rutkowski, Trustee Teetsel and Trustee Britt
NO: 0

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- V. Period of Public Expression- NA

- VI. Friends of the WSPL report (Friend's President Linda Knight)
 - i. Linda Pembroke reported that all of the left over books from the last sale have now been scanned.
 - ii. Since the storage shed has been emptied of left over books, the Friends are now accepting any donations for the Spring Book Sale.
 - iii. The MOU between the Library Board and the Friends has been signed for 2023.

- VII. Town Board Liaison Report (Councilwoman Amber Linson)
No report

- 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 receipts, disbursements and bank reconciliations for End of Year 2022

MOTION: Trustee Culver motioned to accept the reports of receipts, disbursements, and bank reconciliations for End of Year 2022. 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 End of Year 2022 vouchers

MOTION: Trustee Culver motioned to approve the 16 pre-paid vouchers in the amount of \$3470.19 as reflected on the prepared abstract for End of Year 2022. Seconded by Trustee Britt. Motion carried.

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

NO: 0

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- iii. Presentation of Monthly Budget Summary - Report of receipts, disbursements and bank reconciliations for January 2023

MOTION: Trustee Culver motioned to approve the report of receipts, disbursements and bank reconciliations for the January 2023. 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 January 2023 vouchers

MOTION: Trustee Culver motioned to approve the vouchers for January 2023 which was a total of 16 items for \$8060.32. Seconded by Trustee Britt. Motion carried.

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

NO: 0

- v. 2022 AUD will be due March 1, 2023. We are in the process of filing for a 60 day extension
- vi. The March 2023 Finance Meeting will be held on Thursday, March 2, 2023 at 11:30 am.

- b. Policy Committee (Trustee Rutkowski)

- i. Approval of Conflict of Interest Policy & remaining trustee signatures

MOTION: Trustee Culver motioned to approve the conflict of Interest Policy and collect Trustee signatures. 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 WSPL Employee Handbook

MOTION: Trustee Britt motioned to approve revisions on the WSPL Employee Handbook. Seconded by Trustee Teetsel. Motion carried.

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

NO: 0

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- iii. Personnel Committee (Trustee Teetsel)
 - 1. Resignation of Library Clerk Tess Gibala-Broxholm effective February 28, 2023. Tess is enrolled in a Masters Program for Library Science. She leaves in good standing and we would welcome her back.
 - 2. Request to post for a part-time library clerk.

MOTION: Trustee Rutkowski motioned to post for a part-time Library Clerk as soon as possible. Seconded by Trustee Culver. Motion carried.

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

NO: 0

- iv. Strategic Planning Committee (Trustee Britt)
 - 1. A Strategic Planning Workshop will be held March 6, 2023.
 - 2. Trustee Britt will use the previous planning template to draft some goals including Chapter 414; community outreach, and drawing people into the library.
- v. Sustainable Funding Committee (Trustee Vance)
 - 1. An FAQ sheet will be prepared as an educational tool to obtain signatures on the petition.
 - 2. Director Brown will be contacting the Board of Elections regarding the number of registered voters who voted in the last gubernatorial election to determine how many signatures will be required.

11) Old Business

- a. Library Improvement Updates
 - 1. A few of things still have not been resolved relating to the construction
 - (i) The heater in the receiving room has no controls and is not operating therefore, Landry needs to remedy this.
 - (ii) Massa installed an outside light that is not operating. In addition, Massa needs to supply digital “as built” drawings, operator’s manuals, and project completion papers.
 - (iii) Emily from LaBella, the Clerk of the Works, has not responded to messages sent regarding these items. Councilwoman Linson stated

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that since this pertains to the building which the town owns, she will reach out to Emily.

- b. TABLED FROM JANUARY - Acknowledgment of Trustee Rutkowski's new term which is in effect from January 1, 2023 – December 31, 2027. The Town Board approved her appointment on January 19, 2023 and she renewed her Oath of Office on February 1, 2023.

MOTION: Trustee Culver motioned to acknowledge Sondra Rutkowski's first full term as a trustee of the Walworth-Seely Library Board from January 1, 2023 until December 31, 2027. Seconded by Trustee Britt. Motion carried.

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

NO: 0

12. New Business NA

13. Adjournment

MOTION: Trustee Culver motioned to adjourn the meeting at 7:14 pm. Seconded by Trustee Rutkowski. Motion carried.

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

NO: 0

IMPORTANT DATES:

- The Library will be closed on **Monday, February 20, 2023** for circulation desk repairs.
- Library Advocacy Day will be held in person on **Tuesday, February 28, 2023**. Director Brown will be attending in Albany.
- 2022 Annual Report to NYS is due to PLS by **Tuesday, February 28, 2023**
- 2022 AUD Report to NYS Comptroller is due **Wednesday, March 1, 2023**, with the possibility to file for 60-day extension (**May 1, 2023**)
- March Finance Committee meeting will be held **Thursday, March 2nd** at 11:30 am

The next regular Board Meeting will be Thursday, March 9, 2023 at 6:30 pm