

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

- I. Call to Order: Meeting was called to order at 6:36 pm by President Jessica Vance
- II. Roll Call/Attendance
 - i. Library Trustees Present: President Jessica Vance; Finance Officer Anne Culver, and Trustee Sondra Rutkowski
 - ii. Library Trustees Absent: Secretary Drew Britt and Trustee David Teetsel who had excused absences
 - iii. Library Staff Present: Library Assistant Bernie Maurer
 - iv. Library Staff Absent: Library Director Anne Brown who had an excused absence
 - v. Others Present: Town Councilwoman & Liaison to the Library Amber Linson
 - vi. Others Absent: Friends of WSPL President Linda Knight
- III. Adoption of current meeting agenda

MOTION: Trustee Culver motioned to approve the current agenda for the August 8, 2024 meeting as presented. Seconded by Trustee Rutkowski Motion carried.
YES: 3/3: Trustee Vance, Trustee Culver and Trustee Rutkowski
NO: 0

- IV. Approval of prior meeting minutes of July 11, 2024 as presented

MOTION: Trustee Rutkowski motioned to approve the minutes of the July 11, 2024 Board Meeting as presented. Seconded by Trustee Culver. Motion carried.
YES: 3/3: Trustee Vance, Trustee Culver and Trustee Rutkowski
NO: 0

- V. Period of Public Expression- NA
- VI. Friends of the WSPL (Friend's President Linda Knight) - NA
- VII. Town Board Liaison Report (Councilwoman Amber Linson) –
 - a. Mike Buckley has received two estimates on the handicapped door. One was \$6,600 and the other was \$10,000. The third estimate has not been received. The town is considering just replacing the door so that the cost will not be as high. This replacement would include a button at the desk to automatically lock the doors if necessitated. The town will attempt to budget for this replacement next fiscal year.
 - b. The exterior lobby doors have been adjusted by Mike Buckley and he believes that they should latch properly now. Please advise if there are further difficulties.

Walworth-Seely Public Library
Board of Trustees Meeting
August 8, 2024
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- c. A reminder that when locking the exterior doors downstairs, ensure that the key lock on the outside of the door is locked otherwise the doors are not secured allowing the handicapped button to open the doors.

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 July 2024

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

XI. YES: 3/3: Trustee Vance, Trustee Culver and Trustee Rutkowski

XII. NO: 0

- ii. Approval of July 2024 vouchers

MOTION: Trustee Culver motioned to approve the 31 pre-paid vouchers for July 2024 in the amount of \$4162.20 as reflected on the prepared abstract. Seconded by Trustee Rutkowski. Motion carried.

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

NO: 0

- iii. Approval of the Cash Handling Policy

MOTION: Trustee Culver Motioned to approve the Cash Handling Policy as revised. Seconded by Trustee Rutkowski. Motion carried.

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

NO: 0

- iv. The September Finance Meeting will be held on Tuesday, September 3rd at 11:45 am.
- v. The October Finance Meeting will include an internal audit which will necessitate another trustee to attend. Trustee Rutkowski will check her calendar to determine if she is able to attend this meeting on October 3, 2024 at 11:30 am.

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

a. Policy Committee (Trustee Rutkowski)

i. Employee Handbook

MOTION: Trustee Rutkowski motioned to approve the Circulation Policy as revised. Seconded by Trustee Teetsel. Motion carried.

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

NO: 0

b. Personnel Committee (Trustee Teetsel) NA

c. Strategic Planning Committee (Trustee Britt) NA

d. Sustainable Funding Committee (Trustee Vance) NA

vi. Old Business

a. Lobby Door (see comments made by Councilwoman Linson in the Town Board Liaison report above)

13) New Business NA

14) Adjournment

:

MOTION: Trustee Rutkowski motioned to adjourn the meeting at 7:18pm. Seconded by Trustee Culver. Motion carried.

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

NO: 0

IMPORTANT DATES:

- September Finance Committee meeting will be held on Tuesday, September 3rd at 11:45 am
- Summer Reading Finale Party will be held on Saturday, August 17th from 11:00 am – 1:00 pm
- The library will be closed on Saturday 8/31 and Monday 9/2 in honor of Labor Day.

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