

Walworth-Seely Public Library
Board of Trustees Meeting
August 10, 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; Secretary Drew Britt; Trustee Sondra Rutkowski; Finance Officer Anne Culver and Vice-President Dave Teetsel
 - ii. Library Staff Present: Library Director Anne Brown and Library Assistant Bernie Maurer
 - iii. Others Present: Friends of WSPL President Linda Knight
 - iv. Others Absent: Town Councilwoman and Liaison to the Library Amber Linson who had a scheduling conflict

- III. Adoption of current meeting agenda

MOTION: Trustee Britt motioned to approve the current agenda of the August 10, 2023. Seconded by Trustee Teetsel. Motion carried.

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

NO: 0

- IV. Approval of prior meeting minutes
 - a. Approval of prior meeting minutes of July 13, 2023 as presented

MOTION: Trustee Teetsel motioned to approve the minutes of the July 13, 2023 Board Meeting as presented. Seconded by Trustee Britt. Motion carried.

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

NO: 0

- b. Approval of special meeting minutes of July 24, 2023 as presented

MOTION: Trustee Rutkowski motioned to approve the special meeting minutes of the July 24, 2023 Board Meeting as presented. Seconded by Trustee Culver. Motion carried.

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

NO: 0

- c. Approval of special meeting minutes of July 25, 2023 as presented

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MOTION: Trustee Culver motioned to approve the special meeting minutes of the July 25, 2023 Board Meeting as presented. Seconded by Trustee Rutkowski. Motion carried.

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

NO: 0

- I. Period of Public Expression- NA
- II. Friends of the WSPL report (Friend's President Linda Knight)
 - a. Book scanning has been continuing.
 - b. The Fall Book Sale is the last full week in October. Set up will be on Monday, October 23, 2023. Member sale will be the night of October 25th and the public sale will be October 26-28th.
- III. Town Board Liaison Report (Councilwoman Amber Linson) (absent)
 - a. Director Brown shared with Councilwoman Linson that the Walworth Library can now report our own retirement to NY state, however, legislation is needed to be able to pay our own retirement bill. For the time-being, the Town will continue to pay NY state our portion of the NYS retirement and will bill the Library.
 - b. Director Brown will inform Councilwoman Linson that a meeting was held with a scout regarding the community garden project. He will be presenting some plans in October and these ideas will be discussed at a Library Board meeting and Councilwoman Linson before being reviewed with the Town Board.
- IV. Library Director's Report (Anne Brown) (see attached)
- V. Secretary's Report – (Trustee Britt) - NA
- VI. Committee Reports
 - a. Financial Committee:
 - i. Presentation of Monthly Budget Summary- Report of receipts, disbursements and bank reconciliations for July 2023

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

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

NO: 0

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- ii. Approval of July 2023 vouchers

MOTION: Trustee Culver motioned to approve the 22 pre-paid vouchers for July 2023 in the amount of \$4,387.36 as described on the prepared abstract. Seconded by Trustee Teetsel. Motion carried.

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

NO: 0

- iii. Approval of the 2024 Budget Proposal to submit to Town

MOTION: Trustee Culver motioned to approve and submit the 2024 Budget Proposal in the amount of \$300,000.00 to the Town. Seconded by Trustee Teetsel. Motion carried.

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

NO: 0

- iv. The September 2023 Finance Meeting will be held on Tuesday, September 5, 2023 at 11:00 am.

- b. Policy Committee (Trustee Rutkowski)

- i. Approval of WSPL Bylaws

MOTION: Trustee Rutkowski motioned to approve the amended WSPL Bylaws as presented. Seconded by Trustee Britt. Motion carried.

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

NO: 0

- ii. Cash Management Policy

MOTION: Trustee Culver motioned to adopt the Cash Management Policy as presented. Seconded by Trustee Rutkowski. Motion carried.

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

NO: 0

- c. Personnel Committee (Trustee Teetsel) NA

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- d. Strategic Planning Committee (Trustee Britt)
 1. Our first goal of achieving sustainable funding is moving forward. Volunteers collected enough signatures to get on the November ballot for public to vote on our Chapter 414 proposition. Thanks to everyone who took the time to collect those signatures.
 2. The Community Survey has been posted and advertised. The first batch of responses have been collected, but responses will continue to be accepted. Survey sheets were also placed in local businesses around Walworth.
 3. Update on Community Leader Interviews – The Board brainstormed ideas for who to approach for these interviews at the June 2023 Board Meeting. Trustee Britt will begin conducting interviews along with any other board members who are interested in helping.
- ii. Sustainable Funding Committee (Trustee Vance)
 1. Petition Update
 - a. Petitions have been accepted and approved by the Town Clerk and submitted to the Wayne County Board of Elections. Director Brown received confirmation that all necessary documentation was received and our referendum will be on the ballot in November.
 2. Educational Campaign Ideas
 - Prepare a fact sheet that includes services the Library provides and information about the 414
 - Place fact sheets around the library and distribute at programs to reach library supporters
 - Reach out at the Ginegaw Market which runs until Oct 10th to educate people and encourage them to vote
 - Be a presence at the Harvest Moon Festival on October 14th from 4-7 pm
 - Prepare something for Facebook and the Walworth Library website
 - Be a presence at the Friends Book Sale the last full week in October and have educational fact sheets and conversations with those purchasing books

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- Inquire about putting something in the Times of Wayne County in October, closer to the election.
- Set up some Q&A sessions at the library to allow interested residents to learn the 414 funding process
- Director Brown will inquire if there is room to put some information in the Fall Town Topics which will go out shortly.

11) Old Business -

a. Public Computers

- i) A conversation with OWWL technical support reveals that it is possible for us to switch our public computers from Linux to Windows, however, it is an “all or nothing” proposition, meaning we would have to switch all 8 at one time AND none of those computers can be older than 5 years.

b. Construction Aid

- i) NY state contacted Director Brown and informed her that the instructions we were given to split costs across categories was not how the state wants it due to staffing shortages. Director Brown resubmitted the budget information in the format requested.
- ii) In addition, she requested a scope amendment since HVAC and an additional meeting room were mentioned in FY2020 but because it was not a full award, there was no money to complete those items. The HVAC and plumbing were moved to Phase II, in the FY2021 grant. Instead of calling out two meeting rooms, an amendment was made to “enlarge” the meeting room. The collapsible partition was included in the Phase II FY2021 grant funding.

12) New Business - NA

Adjournment

MOTION: Trustee Teetsel motioned to adjourn the meeting at 8:26 pm. Seconded by Trustee Britt. Motion carried.

IMPORTANT DATES:

- September Finance Committee meeting will be held on Tuesday, September 5, 2023 at 11:00 am
- Summer Reading Finale is Saturday, August 12th from 11:00 am – 1:00 pm

The next regular Board Meeting will be Thursday, September 14, 2023 at 6:30 pm