

Walworth-Seely Public Library
Board of Trustees Meeting
April 21, 2022
APPROVED

I. Call to Order: Meeting was called to order at 6:31 pm by President Jessica Vance

II. Roll Call/Attendance

- i. Library Trustees Present: President Jessica Vance, Financial Officer Anne Culver, and Secretary Drew Britt
- ii. Library Trustees Absent: Vice-President David Teetsel and Trustee Sondra Rutkowski
- iii. Library Staff Present: Library Director Anne Brown and Library Assistant Bernie Maurer
- iv. Others Present: President of the Friends of WSPL Lou Villanova; Linda Knight Friends Book Sale Chair
- v. Others Absent: Town Councilman and Liaison to the Library Amber Linson (attending the Town Board Meeting)

III. Adoption of current meeting agenda

MOTION: Trustee Britt motioned to approve the current agenda of the April 21, 2022 Board Meeting as presented. Seconded by Trustee Culver. Motion carried.

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

NO: 0

IV. Approval of prior meeting minutes

- a. Approval of prior meeting minutes of March 10, 2022

MOTION: Trustee Britt motioned to approve the prior meeting minutes of March 10, 2022 as presented. Seconded by Trustee Culver. Motion carried.

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

NO: 0

- b. Approval of Finance meeting minutes of April 7, 2022

MOTION: Trustee Culver motioned to approve the Finance meeting minutes of April 7, 2022 as presented. Seconded by Trustee Britt. Motion carried.

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

NO: 0

V. Period of Public Expression- NA

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- VI. Friends of the WSPL report (Friend's President Lou Villanova)
 - a. The Spring Book Sale is scheduled for April 24-29, 2022
 - b. Set up is on Sunday, Monday, Tuesday with sales to the public occurring on Wednesday, Thursday, and Friday.
 - c. Volunteers to help move boxes of books are being sought for Sunday and Friday. Also volunteers to organize books are needed on Monday and Tuesday. Volunteers can contact Dorothy French.

- VII. Town Board Liaison Report (Councilwoman Amber Linson) N/A

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

- IX. Secretary's Report – (Trustee Britt) N/A

- X. Committee Reports
 - a. Financial Committee:
 - i. Presentation of Monthly Budget Summary- Report of receipts, disbursements and bank reconciliations for March 2022

MOTION: Trustee Culver motioned to accept the reports of receipts, disbursements, and bank reconciliations for March 2022. Seconded by Trustee Britt. Motion carried.

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

NO: 0

- ii. Approval of March 2022 vouchers

MOTION: Trustee Culver motioned to approve the 34 pre-paid items totaling \$108,569.64 as described on the prepared abstract. Seconded by Trustee Britt. Motion carried.

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

NO: 0

- iii. Approval of the Bi-Annual Audit examining the month of November 2021

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MOTION: Trustee Culver motioned to approve the Bi-Annual Audit conducted for the month of November 2021 as no irregularities were found. Seconded by Trustee Britt. Motion carried.

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

NO: 0

- iv. Approval of the 990 prepared by Heveron & Co.

MOTION: Trustee Culver motioned to approve the 990 as prepared by Heveron & Co. CPAs. Seconded by Trustee Britt. Motion carried.

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

NO: 0

- v. The May Finance Committee meeting will be held in person on Thursday, May 5, 2022 at 11:00 am at the Temporary Library location.
- b. Policy Committee (Trustee Teetsel)
 - i. Trustee Teetsel and Trustee Rutkowski are planning to look over the Personnel Policy and meet with Director Brown.
 - ii. PLS sent a list of policies that the Library should have posted on the Library website. President Vance will forward this list to Trustee Teetsel for his review and requests that he report any policies that are missing from the website.
 - c. Personnel Committee (Trustee Rutkowski)
 - i. Director Brown reported that three employees were furloughed when the library construction necessitated that a temporary library be set up. These employees will return to work as soon as a schedule for moving items back to the renovated space is established.
 - d. Nominating Committee (Trustee Britt) N/A
 - e. Library Improvement Committee (Trustee Vance)
 - i. Updates
 - 1. President Vance discussed the document that lists the costs, payouts, and balances.

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2. Some economies were achieved with Massa by value engineering, however, these savings were offset by a few required items that needed to be added such as the hose bib and fire damper.
3. There are some items that have a longer lead time such as the heat pump, doors, and windows.
4. The Circulation Desk and the Book Drop have been ordered and will be delivered in early May.
5. Library staff expect to be able to move items into the renovated library sometime at the end of May or beginning of June, however, the space will not be open to the public until a certificate of occupancy is approved. The temporary library location will remain open until then.

XI. Old Business – N/A

XII. New Business

- a. Approval of the Annual Report to NYS

MOTION: Trustee Britt motioned to approve the Annual Report to NYS as completed by Director Brown. Seconded by Trustee Culver. Motion carried.

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

NO: 0

XIII. Adjournment

MOTION: Trustee Britt motioned to adjourn the meeting at 7:12 pm. Seconded by Trustee Culver. Motion carried.

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

NO: 0

IMPORTANT DATES:

- May Finance Committee meeting will be held in person on Thursday, May 5, 2022 at 11:00 am. Trustee Britt will plan to attend either in person or virtually.

The next regular Board Meeting will be Thursday, May 12, 2022 at 6:30 pm