

**Walworth-Seely Public Library**  
**Board of Trustees Meeting**  
**April 11, 2024**  
**APPROVED**

- I. Call to Order: Meeting was called to order at 6:34 pm by President Jessica Vance
  
- II. Roll Call/Attendance
  - i. Library Trustees Present: President Jessica Vance; Secretary Drew Britt, Finance Officer Anne Culver, Vice-President Dave Teetsel and Trustee Sondra Rutkowski
  - 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 & Liaison to the Library Amber Linson (due to attendance at a Town meeting)
  
- III. Adoption of current meeting agenda

**MOTION: Trustee Britt motioned to approve the current agenda for the April 11, 2024 meeting as presented. Seconded by Trustee Teetsel. Motion carried.**  
**YES: 5/5: Trustee Vance, Trustee Britt, Trustee Culver, Trustee Teetsel and Trustee Rutkowski**  
**NO: 0**

- IV. Approval of prior meeting minutes
  - a. Approval of prior meeting minutes of March 14, 2024 as presented

**MOTION: Trustee Rutkowski motioned to approve the minutes of the March 14, 2024 Board Meeting as presented. Seconded by Trustee Britt. Motion carried.**  
**YES: 5/5: Trustee Vance, Trustee Britt, Trustee Culver, Trustee Teetsel and Trustee Rutkowski**  
**NO: 0**

- V. Period of Public Expression- NA
  
- VI. Friends of the WSPL (Friend's President Linda Knight)
  - 1) The remaining books from the previous book sale are now cleared out.
  - 2) Since the Friends are providing funds for chair rails in the program room, President Knight requested an estimate of cost. Monday, 5/13 was targeted as a possible date to install the chair rails and President Knight said she would assist.
  - 3) The Friends had requested they be able to borrow the tan book cart for the book sale at the end of April.

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- 4) Since signatures for the proposition for a small increase in budget is needs to be collected, it was suggested that Thursday morning of the book sale (4/25) would be the best time to do so. A small table will be needed for residents to use for signing the petition.
- 5) Bernie will be on call on Saturday 4/27 to open the library after 2:15 so the Friends can return the tables they are borrowing from the library.
- 6) Saturday, 4/27 is also being targeted as the day to remove the library chairs being stored in the barn on Parker Rd.

- VII. Town Board Liaison Report (Councilwoman Amber Linson) –
- i. Councilwoman Linson is eager to hear and how the party in the park for the total solar eclipse went and an update about the plans for the community garden are evolving.

- 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 March 2024

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

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

**NO: 0**

- ii. Approval of March 2024 vouchers

**MOTION: Trustee Culver motioned to approve the 28 pre-paid vouchers for March 2024 in the amount of \$6,943.12 March 2024 as reflected on the prepared abstract. Seconded by Trustee Britt. Motion carried.**

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

**NO: 0**

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- iii. Approval of the bi-annual internal audit which was completed at the April Finance meeting by Finance Committee Chair Culver and Secretary Britt.

**MOTION: Trustee Culver motioned to approve the bi-annual audit for the month of October 2023 that was completed at the April Finance meeting. There were no discrepancies or concerns noted. Seconded by Trustee Rutkowski. Motion carried. YES: 5/5: Trustee Vance, Trustee Britt, Trustee Culver, Trustee Teetsel and Trustee Rutkowski**  
**NO: 0**

- iv. Final tax paperwork, 990, and 2023 Financial Reports were received from Heveron & Co.

**MOTION: Trustee Culver motioned to approve the 990 and 2023 Financial Reports prepared by Heveron & Co. Seconded by Trustee Rutkowski. Motion carried. YES: 5/5: Trustee Vance, Trustee Britt, Trustee Culver, Trustee Teetsel and Trustee Rutkowski**  
**NO: 0**

- v. 2023 AUD 60-day extension was granted. It will now be due April 30, 2024.
  - vi. The May Finance Meeting will be held in person on Thursday, May 2, 2024 at 11:30 am.
- b. Policy Committee (Trustee Rutkowski)
    - i. Circulation Policy – Tabled until May
      - 1. Discuss adding NYS Empire Pass(es) for circulation
        - a. After some discussion and a decision to purchase a couple of annual passes for NYS parks for circulation, it was determined that some additional work needs to be done on the policy.
    - ii. Library Fees & Services Policy
      - 1. Tabled until May
  - c. Personnel Committee (Trustee Teetsel)
    - i. Posting for a Part-Time Library Clerk (to work evenings) is ready.

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- d. Strategic Planning Committee (Trustee Britt) NA
- e. Sustainable Funding Committee (Trustee Vance)
  - i. Approval of 2025 budget requisition amount

**MOTION: Trustee Culver motioned to approve the 2025 budget requisition in the amount of \$326,400.00 which represents a 2% increase over 2024. Seconded by Trustee Teetsel. Motion carried.**

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

**NO: 0**

ii. Resolution:

1. The Walworth-Seely Public Library may exceed the NYS tax cap for the 2025 fiscal year.

Whereas, the adoption of the 2025 budget for the Walworth-Seely Public Library may require a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and

Whereas, General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; now therefore be it

Resolved, that the Board of Trustees of the Walworth-Seely Public Library voted and approved to exceed the tax levy limit for 2025 by at least the sixty percent of the board of trustees as required by state law on April 11, 2024.

**MOTION: Trustee Teetsel motioned to pass the resolution acknowledging that the Walworth Library Board voted and approved to exceed the tax levy limit for 2025 by at least the sixty percent of the board of trustees as required by state law on April 11, 2024. Seconded by Trustee Britt.**

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

**NO: 0**

**NOTE: Trustee Culver left the meeting at 7:49 pm due to another commitment.**

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12) Old Business

- a. Lobby Door
  - i. Issues with the Lobby Door was discussed.
  - ii. Director Brown will communicate with Councilwoman Linson about this issue.

13) New Business

- a. Tan stacking chairs
  - i. After much discussion, it was decided that 40 tan chairs would be retained for the library and the remainder of the tan chairs and the 12 pink stacking chairs would be offered to:  
The Town  
Other Libraries  
Churches in the area

13) Adjournment

**MOTION:** Trustee Britt motioned to adjourn the meeting at 8:08 pm. Seconded by Trustee Rutkowski. Motion carried.

**YES: 4/4: Trustee Vance, Trustee Britt, Trustee Teetsel and Trustee Rutkowski**

**NO: 0**

IMPORTANT DATES:

- 2023 AUD Report to NYS Comptroller is due *Tuesday, April 30*
- Next Finance Committee meeting will be held *Thursday, May 2* at 11:30 am
- Director Brown will be out of the office from *Monday, April 29 through Monday May 6*

**The next regular Board Meeting will be Thursday, May 9, 2024 at 6:30 pm**