

Walworth-Seely Public Library
Board of Trustees Meeting
March 9, 2023
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; Trustee Sondra Rutkowski, Financial Officer Anne Culver; and Vice-President Dave Teetsel (who requested it be noted that he arrived at 6:30 pm and was not tardy)
 - ii. Library Staff Present: Library Director Anne Brown and Library Assistant Bernie Maurer
 - iii. Others Absent: Friends of WSPL President Linda Knight; and Town Councilwoman and Liaison to the Library Amber Linson

- III. Adoption of current meeting agenda

MOTION: Trustee Culver motioned to approve the current agenda of the March 9, 2023 Board Meeting as revised. 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 February 9, 2023 as presented

MOTION: Trustee Rutkowski motioned to approve the minutes 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

- V. Period of Public Expression- NA

- VI. Friends of the WSPL report (Friend's President Linda Knight) - NA

- VII. Town Board Liaison Report (Councilwoman Amber Linson) - NA

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

- IX. Secretary's Report – (Trustee Britt) NA

- X. Committee Reports

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- a. Financial Committee:
- i. Presentation of Monthly Budget Summary- Report of receipts, disbursements and bank reconciliations for February 2023

MOTION: Trustee Culver motioned to accept the reports of receipts, disbursements, and bank reconciliations for February 2023. 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 February 2023 vouchers

MOTION: Trustee Culver motioned to approve the vouchers for February 2023 which was a total of 22 items for \$40,131.55 and 3 pending items in the amount of \$4,587.90 for a grand total of 25 items totaling \$44,381.85 as described on the prepared abstract. Seconded by Trustee Teetsel. Motion carried.

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

NO: 0

- iii. Tummonds Fund

MOTION: Trustee Culver motioned to approve President Vance and Director Brown to sign the acceptance letter for the Tummonds Fund contribution of \$1925.92 for 2023. Seconded by Trustee Teetsel. Motion carried.

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

NO: 0

- iv. 2022 AUD 60-day extension was granted. It will now be due May 1, 2023.
- v. The April 2023 Finance Meeting will be held on Thursday, April 6, 2023 at 11:30 am. We will be completing the Bi-annual audit and will need a least 1 additional board member to be present. Trustee Britt volunteered to attend this scheduled meeting.

- b. Policy Committee (Trustee Rutkowski) NA

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c. Personnel Committee (Trustee Teetsel)

- i. Approval to hire Part Time Clerk Courtney Lyon starting after March 14, 2023 at the rate of \$14.70/hr for no more than 20 hours per week.

MOTION: Trustee Teetsel motioned to approve the hire of Part-Time Clerk Courtney Lyon starting after March 14, 2023 at the rate of \$14.70/hr. for no more than 20 hours per week. Seconded by Trustee Rutkowski. Motion carried Motion carried.

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

NO: 0

- ii. Approval to hire Substitute Clerk Jennifer Mastin starting after March 13, 2023 at the rate of \$14.45 /hr for no more than 20 hours per week

MOTION: Trustee Teetsel motioned to approve the hire of Substitute clerk Jennifer Mastin starting after March 13, 2023 at the rate of \$14.45/hr. for no more than 20 hours per week. Seconded by Trustee Rutkowski. Motion carried Motion carried.

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

NO: 0

d. Strategic Planning Committee (Trustee Britt)

1. A Strategic Planning Workshop was held March 6, 2023.
2. A 3-year plan will be drafted and reviewed with the Board by November 2023 and the plan will go into effect January 2024.
3. Trustee Britt will use the previous planning template to draft some goals including Chapter 414; community outreach, and drawing people into the library.

ii. Sustainable Funding Committee (Trustee Vance)

1. Director Brown contacted 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. Some clarifications are needed but we now have a list of all registered voters residing in Walworth.
2. An FAQ sheet will be prepared as an educational tool to obtain signatures on the petition. Director Brown will schedule a

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meeting with President Vance and Executive Director of the OWWL Library System, Ron Kirsop, regarding the FAQ sheet.

3. Trustee Britt has collected some samples from libraries who have been through the Chapter 414 process and will share them with Director Brown.

11) Old Business

a. Library Improvement Updates

1. The repairs to the Circulation Desk
2. A few of things still have not been resolved relating to the construction
 - (i) The heater in the receiving room has no controls. Trustee Teesel and Britt will take a look and see if they can remedy this.
 - (ii) Director Brown contacted Massa to inquire about paperwork to close out the project and to obtain digital “as built” drawings and operator’s manuals.

12. New Business

- a. Computers that are more than 5 years old are not being supported/serviced by OWWL
- b. Director Brown has budgeted money to do annual replacements of aging technology.
- c. Two computers were replaced in 2022 and at this time there are four more scheduled to be replaced.

MOTION: Trustee Culver motioned to approve the purchase of four computers to replace outdated technology not to exceed \$3100.00. Seconded by Trustee Teetsel. Motion carried.

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

NO: 0

13. Adjournment

MOTION: Trustee Culver motioned to adjourn the meeting at 7:42 pm. 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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IMPORTANT DATES:

- 2022 Annual Report to NYS is currently in process and was due to PLS by ***Tuesday, February 28, 2023***
- 2022 AUD Report to NYS Comptroller is due ***Monday, May 1, 2023***
- April Finance Committee meeting will be held ***Thursday, April 6th*** at 11:30 am

The next regular Board Meeting will be Thursday, April 13, 2023 at 6:30 pm