

Walworth-Seely Public Library
Board of Trustees Meeting
September 12, 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, Secretary Drew Britt, and Trustee Sondra Rutkowski
- ii. Library Trustees Absent: Trustee David Teetsel who had an excused absence
- iii. Library Staff Present: Library Director Anne Brown
- iv. Library Staff Absent: Library Assistant Bernie Maurer who had an excused absence
- v. Others Present: Friends of WSPL President Linda Knight, member of the public Rick Nudd
- vi. Others Absent: Town Councilwoman & Liaison to the Library Amber Linson

III. Adoption of current meeting agenda

MOTION: Trustee Britt motioned to approve the current agenda for the September 12, 2024 meeting as presented. Seconded by Trustee Culver Motion carried.

YES: 4/4 Trustee Vance, Trustee Culver, Trustee Britt, and Trustee Rutkowski

NO: 0

IV. Approval of prior meeting minutes of August 8, 2024 as presented

MOTION: Trustee Britt motioned to approve the minutes of the July 11, 2024 Board Meeting as presented. Seconded by Trustee Rutkowski. Motion carried.

YES: 4/4 Trustee Vance, Trustee Culver, Trustee Britt, and Trustee Rutkowski

NO: 0

V. Period of Public Expression- No comments from Mr. Nudd

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

- i. The Friends had a meeting on 9/12 that was mostly getting roles and responsibilities set for the Book Sale coming up during the week of 10/21
- ii. The Friends approved the 2024 Wish List Item #F04 – Backsplash tiles for staff kitchen
- iii. Two representatives will attend OWWL's "Friends Meeting Friends" event at Victor Library on 10/5 to network with other OWWL Friends

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groups, share ideas, and hear a presentation by NYLA Friends of Libraries section representatives.

- 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) - NA
- X. Committee Reports
 - a. Financial Committee:

- i. Presentation of Monthly Budget Summary- Report of August 2024

MOTION: Trustee Culver motioned to accept the reports of receipts, disbursements, and bank reconciliations for July 2024. Seconded by Trustee Britt. Motion carried.
YES: 4/4 Trustee Vance, Trustee Culver, Trustee Britt, and Trustee Rutkowski
NO: 0

- ii. Approval of August 2024 vouchers

MOTION: Trustee Culver motioned to approve the 27 pre-paid vouchers for August 2024 in the amount of \$6,036.55 as reflected on the prepared abstract. Seconded by Trustee Britt. Motion carried.
YES: 4/4 Trustee Vance, Trustee Culver, Trustee Britt, and Trustee Rutkowski
NO: 0

- iii. The October Finance Meeting will be held on Thursday, October 3 at 11:30 am. This meeting will include an internal audit which will necessitate a non-committee member trustee to attend. Trustee Britt plans to attend.

- a. Policy Committee (Trustee Rutkowski)

- i. Investment Policy

MOTION: Trustee Culver motioned to approve the Investment Policy as revised. Seconded by Trustee Britt. Motion carried.
YES: 4/4 Trustee Vance, Trustee Culver, Trustee Britt, and Trustee Rutkowski
NO: 0

- ii. Procurement Policy

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MOTION: Trustee Britt motioned to approve the Procurement Policy as presented. Seconded by Trustee Culver. Motion carried.

YES: 4/4 Trustee Vance, Trustee Culver, Trustee Britt, and Trustee Rutkowski

NO: 0

iii. Internal Audit Policy

MOTION: Trustee Britt motioned to approve the Internal Audit Policy and Form as revised. Seconded by Trustee Culver. Motion carried.

YES: 4/4 Trustee Vance, Trustee Culver, Trustee Britt, and Trustee Rutkowski

NO: 0

b. Personnel Committee (Trustee Teetsel)

- i. Approval to rehire Jennifer Mastin as a substitute clerk at a rate of \$15.25/hr.

MOTION: Trustee Culver motioned to approve the rehire of Jennifer Mastin as a substitute clerk at a rate of \$15.25/hr. Seconded by Trustee Britt. Motion carried.

YES: 4/4 Trustee Vance, Trustee Culver, Trustee Britt, and Trustee Rutkowski

NO: 0

- ii. The Library Assistant eligible list was canvassed for a Youth Services Library Assistant and there were no interested candidates. The position currently being posted publically, accepting applications through September 20th.

a. Strategic Planning Committee (Trustee Britt)

- i. Approval of the 2023 Annual Report to the Community to be posted on the library website.

MOTION: Trustee Britt motioned to approve the 2023 Annual Report as presented. Seconded by Trustee Rutkowski. Motion carried.

YES: 4/4 Trustee Vance, Trustee Culver, Trustee Britt, and Trustee Rutkowski

NO: 0

b. Sustainable Funding Committee (Trustee Vance)

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- i. Everything is set through the Wayne County Board of Elections. The Library will send legal notices to two newspapers for the two weeks prior to the election and request a written confirmation of publication.

13) Old Business

- a. Lobby Door – Director Brown will reach out to Mike Buckley to find out the status of the quotes

14) New Business

- (1) Trustee Teetsel’s term ends on 12/31/2024. He is eligible for one more term if he chooses.

- (2) Approval for Director Brown to attend the NYLA conference November 5 – 9, 2024 in Syracuse, NY. The library will cover conference registration, hotel, meals, and travel costs per the Continuing Education policy in the Employee Handbook.

MOTION: Trustee Culver motioned to approve Director Brown’s attendance at the annual NYLA Conference and related expenses per the Employee Handbook.

Seconded by Trustee Rutkowski. Motion carried.

YES: 4/4 Trustee Vance, Trustee Culver, Trustee Britt, and Trustee Rutkowski

NO: 0

(3) Community Garden Updates (Trustee Rutkowski)

- (i) As of August 21, 2024, the Community Garden Harvest has provided our patrons with free access to:
 - i. 20 cucumbers
 - ii. 8 hot peppers
 - iii. 18 tomatoes
 - iv. 24 sweet peppers
 - v. 28 bunches of basil
- (ii) Trustee Rutkowski organized a group to interplant some fall vegetables including radishes and carrots
- (iii) Volunteers have noticed some members of the public coming and picking directly from the garden even if things are not ripe. Should consider some kind of sign or better advertising for next year that this garden is not “pick your own” and to check at the library to see what is ripe & ready
 - i. Consider eventually moving to a community garden model where individuals care for and harvest their own plots, but right now space is limited.
- (iv) We’ll need to think about winterizing the beds & rainbarrels, as well as if we want to try any winter crops

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(v) Plans for next year:

- i. Spring crop like peas and beans?
- ii. Plant pumpkins on ground next to beds?
- iii. Do a survey to see what produce people are interested in/would like us to grow

15) Adjournment

**MOTION: Trustee Rutkowski motioned to adjourn the meeting at 7:14 pm.
Seconded by Trustee Britt. Motion carried.**

YES: 4/4 Trustee Vance, Trustee Culver, Trustee Britt, and Trustee Rutkowski

NO: 0

IMPORTANT DATES:

- October Finance Committee meeting will be held on Thursday October 3, 2024 at 11:30 am.
- The library will be closed on Saturday October 5th for a staff meeting and to complete inventory.
- The Friends Book Sale will be held the week of October 21st – 26th. Volunteers are needed for set up and clean up.

The next regular Board Meeting will be Thursday, October 10, 2024 at 6:30 pm