

**Walworth-Seely Public Library**  
**Board of Trustees Meeting**  
**March 14, 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, and Trustee Sondra Rutkowski
  - ii. Library Trustees Absent: Vice-President Dave Teetsel (excused absence)
  - iii. Library Staff Present: Library Director Anne Brown and Library Assistant Bernie Maurer
  - iv. Others Present: Friends of WSPL President Linda Knight
  - v. Others Absent: Town Councilwoman & Liaison to the Library Amber Linson
- III. Adoption of current meeting agenda

**MOTION: Trustee Rutkowski motioned to approve the current agenda for the March 14, 2024 meeting as presented. Seconded by Trustee Britt. Motion carried.**  
**YES: 4/4: Trustee Vance, Trustee Britt, Trustee Culver and Trustee Rutkowski**  
**NO: 0**

- IV. Approval of prior meeting minutes
  - a. Approval of prior meeting minutes of February 8, 2024 as presented

**MOTION: Trustee Britt motioned to approve the minutes of the February 8, 2024 Board Meeting as presented. Seconded by Trustee Rutkowski. Motion carried.**  
**YES: 4/4: Trustee Vance, Trustee Britt, Trustee Culver and Trustee Rutkowski**  
**NO: 0**

- b. Approval of the Finance Committee Minutes of March 7, 2024

**MOTION: Trustee Rutkowski motioned to approve the Finance Committee minutes of March 7, 2024. Seconded by Trustee Britt. Motion carried.**  
**YES: 4/4: Trustee Vance, Trustee Britt, Trustee Culver and Trustee Rutkowski**  
**NO: 0**

- V. Period of Public Expression- NA
- VI. Friends of the WSPL (Friend's President Linda Knight)

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- 1) Linda Knight and Linda Pembroke have one more scan of old books to complete before the book sale in April.
- 2) A number of cluster flies have been spotted in the storage shed. Some caulking to seal gaps is needed as well as some pest control. Fly traps and spray would be helpful.
- 3) The Friends had requested that Director Brown provide more detailed information about the annual wish list for the library. The Friends are considering helping with summer reading, the coffee cart and chair rail for the program room. They have determined that they are not interested in providing funds for the new end caps for the shelving.
- 4) The upcoming Spring book sale in April will require some volunteers to help with set up and end of the sale cleanup. Dorothy French will provide a sign up sheet at the circulation desk to solicit volunteers. The Friends would also like to borrow the tan tables from the library's program room to display books.
- 5) Regarding the Community Garden, the Friends have voiced concerns about the proposed project regarding who will tend it and how to protect it from animals. They have determined it is not a project they wish to fund.

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

a. Financial Committee:

- i. Presentation of Monthly Budget Summary- Report of receipts, disbursements and bank reconciliations for February 2024

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

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

**NO: 0**

- ii. Approval of February 2024 vouchers

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**MOTION: Trustee Culver motioned to approve the 24 pre-paid vouchers for February 2024 in the amount of \$17,270.51 and 1 pending voucher in the amount of \$4825.00 for February 2024 as reflected on the prepared abstract. Seconded by Trustee Britt. Motion carried.**

**YES: 4/4: Trustee Vance, Trustee Britt, Trustee Culver and Trustee Rutkowski  
NO: 0**

- iii. The 2024 FFRPL grant commitment letter was approved by the Finance Committee and signed by President Vance and Director Brown.
- iv. Payment to Heveron for tax preparation and 990 completion was approved.
- v. Final paperwork documents were submitted to OWWL for the Lantek wiring project – part of a NYS Construction Aid coordinated project.
- vi. The AUD 60-day extension was granted. It will now be due April 30, 2024.
- vii. The April Finance Meeting & bi-annual audit will be held in person on Friday, April 5, 2024 at 11:30 am.

b. Policy Committee (Trustee Rutkowski)

Review of the Pandemic Illness Response Policy

- i. The board questioned the title of the policy since the pandemic is over so a policy name change to the “Public Health Emergency” policy was suggested.

**MOTION: Trustee Rutkowski motioned to change the name of the policy to the Public Health Emergency Policy and approve it as revised. Seconded by Trustee Britt. Motion carried.**

**YES: 4/4: Trustee Vance, Trustee Britt, Trustee Culver and Trustee Rutkowski  
NO: 0**

- ii. Repeal the Work Remotely Policy  
Since the Employee Handbook will now contain guidelines on work remotely, a separate policy is no longer needed.

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**MOTION: Trustee Britt motioned to repeal the Work Remotely Policy because it is now included in the employee handbook. Seconded by Trustee Culver. Motion carried.**

**YES: 4/4: Trustee Vance, Trustee Britt, Trustee Culver and Trustee Rutkowski**  
**NO: 0**

- c. Personnel Committee (Trustee Teetsel)
  - i. Approval to post for a Part-Time Library Clerk (to work evenings)

**MOTION: Trustee Britt motioned to approve posting an opening for a Part-Time Library Clerk. Seconded by Trustee Culver. Motion carried.**

**YES: 4/4: Trustee Vance, Trustee Britt, Trustee Culver and Trustee Rutkowski**  
**NO: 0**

- d. Strategic Planning Committee (Trustee Britt) NA
- e. Sustainable Funding Committee (Trustee Vance)
  - i. Status of 259 School District Levies
    1. Director Brown has been in touch with both Wayne Central School District and the Gananda School District. The removal of funding for the library needs to be on the May ballot for the public to vote.
    2. Wording for the May School Budget vote will be reviewed with the library's attorney.
    3. Director Brown will start preparing the budget request for 2025 so that the Finance Committee can discuss it at the April meeting. Since the library's funding is now voted on by the residents of Walworth every November, it is suggested that a cost of living adjustment be added every year which requires a petition for signatures from Walworth residents to get on the November ballot.
  - ii. Request for feedback on the "Inch by Inch" 414 manual
    1. Suggest that there be a section on guidance for the towns
    2. List of titles of people at the county level to contact
    3. Suggestion about using public events for outreach and education with a suggested time-line.

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**12) New Business**

- a. Lobby Door Locks
  - i. The new library doors to the lobby have no way to lock them from the inside.
  - ii. Concerns were raised that in the event of a “shelter in place” situation, there would be no safe way to secure the doors without having to go out into the lobby to lock them.
  - iii. Since Supervisor Donalty has a law enforcement background and has conducted a safety seminar for the library staff, it is suggested Director Brown have a discussion with him regarding the doors.
  
- b. AAC Partnership
  - i. Director Brown made the Board aware of a grant opportunity through the OWWL Library System for a signboard to assist non-verbal individuals.
  - ii. The requirement would be for a large signboard to be displayed in the library, however, libraries with limited floor space will find it difficult to comply. Although the Board agrees that the concept of having a means to communicate with non-verbal individuals a great idea, the signboard would not necessarily work in our library. Therefore, after much discussion, it was suggested that feedback be given about the space issue that a signboard presents. Other options such as a portable communication board or laminated sheets in a communication binder would better serve our needs.
  
  - iii. Approval of 2023 Annual Report to NYS

**MOTION: Trustee Culver motioned to approve the 2023 Annual Report to NYS. Seconded by Trustee Britt. Motion carried.**

**YES: 4/4: Trustee Vance, Trustee Britt, Trustee Culver and Trustee Rutkowski**  
**NO: 0**

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13) Adjournment

**MOTION:** Trustee Britt motioned to adjourn the meeting at 7:54 pm. Seconded by Trustee Rutkowski. Motion carried.

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

**NO:** 0

IMPORTANT DATES:

- Next Finance Committee meeting which will include a bi-annual audit will be held *Friday, April 5* at 11:30 am
- The Total Solar Eclipse will take place on *Monday, April 8, 2024*. The library is planning several events leading up to the eclipse, as well as collaborating with the Town & Recreation department to host a large scale event in Ginegaw Park. The library will be closed this day so that staff can work the event.
- 2023 AUD Report to NYS Comptroller is due *Tuesday, April 30*

**The next regular Board Meeting will be Thursday, April 11, 2024 at 6:30 pm**