

**Annual Joint Meeting of the Walworth-Seely Public Library
Board of Trustees and the Friends of the Walworth-Seely Public Library
February 10, 2022
APPROVED**

- I. Call to Order: Meeting was called to order at 6:05 pm by President Jessica Vance

- II. Roll Call/Attendance
 - i. Library Trustees Present: President Jessica Vance, Vice President David Teetsel, Trustee Sondra Rutkowski, and Financial Officer Anne Culver
 - ii. Library Staff Present: Library Director Anne Brown and Library Assistant Bernie Maurer
 - iii. Others Present: Executive Director of Pioneer Library System Ron Kirsop; Representative of the Friends of Walworth-Seely Public Library Linda Knight; Town of Walworth Supervisor Michael Donalty (arrived at 6:25 pm); Town Councilwoman and Liaison to the Library Amber Linson (arrived at 6:30 pm)
 - iv. Others Absent: Trustee and Secretary Drew Britt; President of the Friends of WSPL Lou Villanova

III. Adoption of current meeting agenda

MOTION: Trustee Teetsel motioned to approve the current agenda of the February 10, 2022 Board Meeting as revised. Seconded by Trustee Rutkowski. Motion carried.
YES: 4/4: Trustee Vance, Trustee Teetsel, Trustee Culver, and Trustee Rutkowski
NO: 0

IV. Approval of prior meeting minutes of January 13, 2022

MOTION: Trustee Teetsel motioned to approve the prior meeting minutes of January 13, 2022 as presented. Seconded by Trustee Culver. Motion carried.
YES: 4/4: Trustee Vance, Trustee Teetsel, Trustee Culver, and Trustee Rutkowski
NO: 0

- V. Period of Public Expression-
 - a. Supervisor Donalty introduced himself to the Board and answered a few questions.
 - b. He stated that Amber Linson is his Deputy Supervisor and in his absence, the Board can reach out to her for any concerns.

- VI. Friends of the WSPL report (Friend's Representative)
 - a. Joint Meeting between the Friends of WSPL and the Library Board

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- i. Quotes are being obtained for items on the Friend's Wish List submitted by Director Brown
 - ii. Books that didn't sell from the last book sale are being scanned by Linda Knight. Those that she is unable to sell are brought to the library to be scanned for the B&T Sustainable Program for credit or recycling.
- b. Friends President Villanova, Board President Vance, and Director Brown to sign the Memorandum of Understanding for 2022

MOTION: Trustee Culver motioned to accept the signed Memorandum of Understanding between the Walworth Seely Public Library and the Friends for 2022. Seconded by Trustee Teetsel. Motion carried.

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

- VII. Town Board Liaison Report (Councilwoman Amber Linson)
- a. Councilwoman Linson thanked President Vance and Director Brown for agreeing to meet on such short notice to resolve some issues surrounding the library construction project on Wednesday, February 9, 2022.
 - b. She expressed her belief that the issues were worked out and that all can move forward.
 - c. The Library has requested that Councilwoman Linson inquire about the Town lending the temporary screens that were in the Town Meeting room to the Library. Director Brown will send an email to Councilwoman Linson to request the number of screens required.
- 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 End of Year 2021

MOTION: Trustee Culver motioned to accept the reports of receipts, disbursements, and bank reconciliations for End of Year 2021. Seconded by Trustee Teetsel. Motion carried.

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

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NO: 0

- ii. Approval of End of Year 2021 vouchers

MOTION: Trustee Culver motioned to approve the 13 pre-paid items totaling \$4,139.44 as described on the prepared abstract. Seconded by Trustee Rutkowski. Motion carried.

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

- iii. Presentation of Monthly Budget Summary- Report of receipts, disbursements and bank reconciliations for January 2022

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

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

- iv. Approval of January 2022 Vouchers

MOTION: Trustee Culver motioned to approve the 16 pre-paid items totaling \$2,947.61 as described on the prepared abstract. Seconded by Trustee Rutkowski. Motion carried.

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

- v. 2022 Tummonds Fund Agreement to be signed by President Vance and Director Brown

MOTION: Trustee Culver motioned to authorize President Vance and Director Brown to sign the Tummonds Fund Agreement. Seconded by Trustee Teetsel. Motion carried.

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

- vi. 2021 AUD will be due March 1, 2022. A 60 day extension may need to be filed since the report for 2021 was just approved by the OSC this past week.
- vii. The March 2022 Finance Meeting will be held on Thursday, March 3, 2022 at 11:00 am

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- b. Policy Committee (Trustee Teesel)
 - i. Fines & Fees Policy

**MOTION: Trustee Teetsel motioned to approve the revised Fines & Fees Policy as presented. Seconded by Trustee Culver. Motion carried.
YES: 4/4: Trustee Vance, Trustee Teetsel, Trustee Culver and Trustee Rutkowski
NO: 0**

- ii. Circulation Policy

**MOTION: Trustee Teetsel motioned to approved the revised Circulation Policy as presented excluding the Hot Spot fees which are under review. Seconded by Trustee Culver. Motion carried.
YES: 4/4: Trustee Vance, Trustee Teetsel, Trustee Culver and Trustee Rutkowski
NO: 0**

- c. Personnel Committee (Trustee Rutkowski) - NA
- d. Nominating Committee (Trustee Britt) - NA
- e. Library Improvement Committee (Trustee Vance)

- i. Updates

1. President Vance shared at present, there is a weekly meeting of the construction group and library representatives which is led by Emily Steinbacher from LaBella who is serving as Clerk of the Works.
2. President Vance signed the Clerk of the Works contract with LaBella Associates. This contract was adjusted to include some structural drawings work that will be credited by Massa Construction. The contract amount states that charges are not to exceed \$20,500.00.
3. Storage Trailer costs were investigated and for the length of time needed, the library can either rent a trailer directly from AVerdi for less than \$1,000.00 for 4 months or possibly have Massa Construction rent one for the library at a lower cost.

- ii. Temporary Location Considerations (hours, staffing, internet services offered)

1. Mark Crane, owner of Mark's Pizzeria, has donated the space previously occupied by an antique dealer in the Walworth Plaza. The only cost to the library will be utilities and renter's insurance.

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2. This space is about 750 sq. ft., therefore, a curated selected of items will be brought to this location. Director Brown will move to this location as well as a space for processing new materials.

MOTION: Trustee Teetsel motioned to approve a temporary operating location for Walworth Library during construction/renovation, acknowledging that NYS Minimum Standards for Libraries may not be met during this time. This may include reduced hours. Walworth Library will be responsible for paying the utilities and rental insurance in this temporary location. Seconded by Trustee Culver. Motion carried.

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

XI. Old Business

i. COVID Mask Mandates

1. The NYS Governor lifted the COVID Mask Mandates as of 2/10/2022
2. The Town of Walworth had already made mask wearing optional in the Town Building.
3. In view of the fact that there is no longer a NYS Mask Mandate, it would be difficult to enforce the wearing of masks in the library, therefore, the Board agrees that masking will be optional for patrons and staff effective 2/11/2022.

ii. NY Paid Sick Time and Paid Family Leave Discussion

1. Director Brown discussed some of the options as outlined in a written document prepared for the Board.
2. Board members will read the printed information over the next weeks
3. A decision regarding this issue is tabled until next meeting.

XII. New Business

a. Introduction to alternate funding options (Ron Kirsop)

- i. Executive Director Kirsop provided a hand-out, discussed some alternate funding options and provided a time-line to consider moving forward after construction is completed.
- ii. Any endeavors in this direction would need to be a joint venture involving the Town Board, the Library Board and the Friends of the Library. Library staff could only be involved in an "Educational" role.
- iii. Ron has offered his direct services in this matter when the time comes.

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XIII. Adjournment

MOTION: Trustee Teetsel motioned to adjourn the meeting at 8:57 pm. Seconded by Trustee Culver. Motion carried.

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

IMPORTANT DATES:

- 2021 Annual Report to NYS is due to PLS by *Monday, February 28, 2022*
- 2021 AUD Report to NYS Comptroller is due *Tuesday, March 1, 2022*, with the possibility to file for 60-day extension (*May 1, 2022*)
- Library Advocacy Day will be held virtually on *Wednesday, March 2, 2022*. More details and an appointment schedule will be forthcoming
- March Finance Committee meeting will be held *Wednesday, March 3rd* at 11 am

The next regular Board Meeting will be Thursday, March 10, 2022 at 6:30 pm