

Walworth-Seely Public Library
Board of Trustees Meeting
January 13, 2022
APPROVED

- I. Call to Order: Meeting was called to order at 6:31 pm by President Jessica Vance

- II. Roll Call/Attendance
 - i. Library Trustees Present: President Jessica Vance, Vice President David Teetsel, Secretary Drew Britt, Trustee Sondra Rutkowski, and Financial Officer Anne Culver who attended remotely
 - ii. Library Staff Present: Library Director Anne Brown and Library Assistant Bernie Maurer
 - iii. Others Present: Town Councilwoman and Liaison to the Library Amber Linson
 - iv. Others Absent: 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 January 13, 2022 Board Meeting as presented. Seconded by Trustee Britt. Motion carried.
YES: 5/5: Trustee Vance, Trustee Teetsel, Trustee Culver, Trustee Britt, and Trustee Rutkowski
NO: 0

IV. Approval of prior meeting minutes of December 9, 2021

MOTION: Trustee Teetsel motioned to approve the prior meeting minutes of December 9, 2021 as presented. Seconded by Trustee Britt. Motion carried.
YES: 5/5: Trustee Vance, Trustee Teetsel, Trustee Culver, Trustee Britt, and Trustee Rutkowski
NO: 0

V. Period of Public Expression- NA

VI. Friends of the WSPL report (Friend's President Lou Villanova)

~~a. Joint Meeting between the Friends of WSPL and the Library Board~~ **POSTPONED**

~~b. Friends President Villanova, Board President Vance, and Director Brown to sign the Memorandum of Understanding for 2022~~

Walworth-Seely Public Library
Board of Trustees Meeting
January 13, 2022
APPROVED

- c. Director Brown reported that Lou Villanova asked that the joint meeting between the Friends and the Library Board be rescheduled for February 10, 2022 at 6 pm.

 - d. President Villanova has a conflicting meeting on the 2nd Thursday of the month, therefore, Linda Knight will be attending the Library Board of Trustee meetings to represent the Friends after February 2022.
- VII. Town Board Liaison Report (Councilwoman Amber Linson)
- a. President Vance welcomed Amber Linson, Town Councilwoman as the Library Liaison to the Walworth Town Board
- 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 December 2021

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

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

NO: 0

- ii. Approval of December 2021 vouchers

MOTION: Trustee Culver motioned to approve the 28 pre-paid items totaling \$8,616.27 as described on the prepared abstract. Seconded by Trustee Teetsel. Motion carried.

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

NO: 0

Walworth-Seely Public Library
Board of Trustees Meeting
January 13, 2022
APPROVED

iii. Reserve Funds

1. 1000 Books Before Kindergarten Reserve GL 418

MOTION: Trustee Culver motioned to approve expending \$11.20 from GL 418 (1000 Books Before Kindergarten) for purchases made in 2021. Seconded by Trustee Britt. Motion carried.

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

NO: 0

2. Nozzolio Bullet Aid 16-17 Reserve GL 421

MOTION: Trustee Culver motioned to approve expending \$2,612.60 from GL 421 (Nozzolio Bullet Aid 16-17) to pay for a portion of the cost of the Hot Spots for 2021 (total cost being \$5066.32) and to zero out the account. Seconded by Trustee Teetsel. Motion carried.

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

NO: 0

- iv. Discussion of Library Improvement DCs at Lyons National Bank. They mature on February 6 and 7, 2022 and can either be rolled over into another CD or moved to the Library Improvement Savings Reserve Fund.

MOTION: Trustee Culver motioned to move CD #1 (the smaller CD of the two) into the Library Improvement Reserve Savings account at LNB and to move CD #2 (the larger of the two CDs) into a 3- month CD which has an interest rate of .20. Seconded by Trustee Teetsel. Motion carried.

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

NO: 0

- v. Discussion of allowing the Finance Committee the authority to approve payment of construction related bills between Library Board meetings.

MOTION: Trustee Culver motioned to give the Finance Committee the authority to review and pay all bills associated with the upcoming construction in a timely fashion. Seconded by Trustee Teetsel. Motion carried.

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

NO: 0

Walworth-Seely Public Library
Board of Trustees Meeting
January 13, 2022
APPROVED

- vi. Discussion of shifting some library materials to fine free
 - 1. Since the start of the COVID pandemic in 2021, fines for late materials has been suspended with the exception of the Hot Spots. Check in has been in “amnesty mode” and several months ago a “guilt jar” was instituted for patrons who wished to donate if their materials were late instead of having to pay a fine.
 - 2. After discussion, the majority of the Library Board decided that with the exception of late fees for the Hot Spots, Walworth Library will go “fine free” on all other materials
 - 3. The library charging fees for lost or damaged materials, postage, and services such as printing, copying, faxing, etc.
 - 4. Fine free is a national trend and ensures access to library materials for all.

MOTION: Trustee Culver motioned to make all Walworth Library materials with the exception of Hot Spots, fine free starting January 1, 2022. Seconded by Trustee Britt. Motion carried.

YES: 4/5: Trustee Vance, Trustee Culver, Trustee Britt, and Trustee Rutkowski

Abstain: 1 Trustee Teetsel

NO: 0

- vii. The December Finance meeting will be held in person on Thursday, February 3, 2022 at 11:00 am.

b. Policy Committee

i. Conflict of Interest Policy

- 1. All trustees and staff must sign the Acknowledgement/Certification of the Conflict of Interest Policy & Whistleblower Protection (outlined in the Personnel Policy) annually.

MOTION: Trustee Teetsel motioned to approve the Conflict of Interest Policy as presented. Seconded by Trustee Britt. Motion carried.

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

NO: 0

NOTE: ALL TRUSTEES AND WSPL STAFF WILL SIGN THE CONFLICT OF INTEREST POLICY

Walworth-Seely Public Library
Board of Trustees Meeting
January 13, 2022
APPROVED

- c. Personnel Committee (Trustee Teetsel) - NA
 - d. Nominating Committee (Trustee Britt) - NA
 - e. Library Improvement Committee (Trustee Vance)
 - i. Updates
 - 1. President Vance shared that a “kick-off meeting” will be held virtually with the three lowest bidders for the construction project on Monday, January 17, 2022 at 2pm.
 - ii. Contracts were created for the general contractor, electrical, and mechanical contractors by the team at LaBella and these have been reviewed, edited, and returned by the WSPL attorney.
 - 1. It is hoped that at Monday’s meeting a tentative time-line can be provided for ground-breaking and when the library will need to vacate the premises so that a temporary alternative location can be secured for the library during construction.
 - iii. Builder’s Risk Insurance
 - 1. A Rider can be added to our policy. Quotes will be sent to Director Brown for review.
- XI. Old Business
- a. Modified Operations due to COVID-19 crisis
 - i. As numbers are currently spiking, Director Brown will advertise that contactless pickup is still an option for those wishing to use it.
 - ii. Masking is required and although most programs are offered virtually, there are a handful of programs that staff continue to offer in-person. The Board approves of this as long as staff are comfortable doing so.
 - b. Discussion of employee quarantines
 - i. There is question about whether or not Municipal Libraries must provide paid sick leave.
 - ii. The Executive Director of Pioneer Library Services has been consulted and is looking into this.
 - iii. The Board will revisit this as soon as more information is made available. In the meantime, CDC guidelines for quarantine will be followed and staff can use their PTO time if they need to quarantine.
- XII. New Business
- a. Committee Appointments (President Vance)
 - i. Finance – Anne Culver
 - ii. Policy – David Teetsel

**Walworth-Seely Public Library
Board of Trustees Meeting
January 13, 2022
APPROVED**

- iii. Personnel – Sondra Rutkowski
 - iv. Nominating – Drew Britt
 - v. Library Improvement – President Vance
- b. Annual joint meeting with Town Board – dates?
- i. Director Brown will check the Library Bylaws to determine if there is a set month/time that determines this annual meeting
 - ii. Councilwoman Linson offered that it might make more sense to hold the meeting closer to budget time (ie. August) to discuss needs before formal budget discussions are held
 - iii. Councilwoman Linson will discuss options with the new Town Supervisor, Michael Donalty, to obtain his input and be in contact with Director Brown and President Vance.
- c. NYLA Advocacy Day will be held virtually on Wednesday, March 2, 2022. More details and an appointment schedule will be forthcoming.

NOTE: Trustee Britt left the meeting at 8:10 pm

XIII. Adjournment

MOTION: Trustee Teetsel motioned to adjourn the meeting at 8:12 pm. Seconded by Trustee Rutkowski. Motion carried.

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

NO: 0

IMPORTANT DATES:

- Library Advocacy Day will be held virtually on *Wednesday, March 2, 2022*
- February Finance Committee meeting will be held *Thursday, February 3rd* at 11:00 am

The next regular Board Meeting will be Thursday, February 10, 2022 at 6:00 pm and will be a joint meeting with the Friends of the Walworth Library