

**Walworth-Seely Public Library**  
**Board of Trustees Meeting**  
**October 10, 2024**  
**APPROVED**

- I. Call to Order: Meeting was called to order at 6:32 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 and Library Assistant Bernie Maurer
  - iv.
  - v. Others Present: Friends of WSPL President Linda Knight
  - vi. Others Absent: Town Councilwoman & Liaison to the Library Amber Linson
- III. Adoption of current meeting agenda

**MOTION: Trustee Culver motioned to approve the current agenda for the October 10, 2024 meeting as amended. Seconded by Trustee Britt. Motion carried.**  
**YES: 4/4: Trustee Vance, Trustee Culver, Trustee Britt and Trustee Rutkowski**  
**NO: 0**

- IV. Approval of prior meeting minutes of September 12, 2024

**MOTION: Trustee Rutkowski motioned to approve the minutes of the September 12, 2024 Board Meeting. . Seconded by Trustee Culver. Motion carried.**  
**YES: 4/4: Trustee Vance, Trustee Culver, Trustee Britt and Trustee Rutkowski**  
**NO: 0**

- V. Period of Public Expression- NA
- VI. Friends of the WSPL (Friend's President Linda Knight)
  - a. Fall Book Sale will be held the week of October 21<sup>st</sup>
  - b. Help would be appreciated for set up on October 21<sup>st</sup> and 22<sup>nd</sup>
  - c. Linda Knight and Linda Pembroke attended the OWWL meeting of Friends groups
  - d. An updated Friends brochure has been prepared. A copy will be sent to Director Brown and it is requested about 20 copies be made so that President Knight can take them to the Harvest Moon Fest on October 12<sup>th</sup>. President Knight is also requesting about 500 ½ sheets of the book sale flier be made.

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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 September 2024

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

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

**NO: 0**

September 2024 vouchers

**MOTION: Trustee Culver motioned to approve the 22 pre-paid vouchers for September 2024 in the amount of \$3599.71 and the 1 pending voucher in the amount of \$6481.00 for and grand total of \$10, 080.71 for the month of September as reflected on the prepared abstract. Seconded by Trustee Rutkowski. Motion carried.**

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

**NO: 0**

ii. Approval of the bi-annual internal audit report

**MOTION: Trustee Culver Motioned to approve the bi-annual internal audit report since no discrepancies or inconsistencies were noted. Seconded by Trustee Rutkowski. Motion carried.**

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

**NO: 0**

iii. Approval of the 2024 OWWL Cost Share Payment

**MOTION: Trustee Culver motioned to approve the 2024 OWWL Cost Share payment in the amount of \$6481.00. Seconded by Trustee Rutkowski. Motion carried.**

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

**NO: 0**

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- iv. The November Finance Meeting will be held on Thursday, November 7, 2024 at 11:30 am.
  
- v. Year-to-Date Budget
  - a. Finances were reviewed and a discussion was held regarding funds to be expended and a proposed amount to be set aside for reserves.
  
  - b. Policy Committee (Trustee Rutkowski) NA
  
  - c. Personnel Committee (Trustee Teetsel)
    - i. Maternity Leave Coverage
      - 1. Some upcoming some staff changes were shared by Director Brown.
      - 2. No action is required by the Board at this time.
  
    - ii. Programming position options
      - 1. After a lengthy discussion about attempts to cover children's programming, the Board agreed to post for a part-time youth librarian

**MOTION: Trustee Britt motioned to post for a part-time Youth Services Librarian (20-25 hours/week) at \$22/hr. Seconded by Trustee Culver. Motion carried.**  
**YES: 4/4: Trustee Vance, Trustee Culver, Trustee Britt and Trustee Rutkowski**  
**NO: 0**

- d. Strategic Planning Committee (Trustee Britt) NA
  
- e. Sustainable Funding Committee (Trustee Vance)
  - i. Legal Notices will be published in 2 local papers for the 2 weeks prior to the election.
  
- vi. Old Business
  - a. Lobby Door – status update
    - i. Director Brown had a conversation with Mike Buckley who has been obtaining quotes for the handicapped door repair.
    - ii. Parts have been ordered and the Town of Walworth will cover the cost of the repairs which will be approximately \$6000. Alliance Door will be making the repairs.

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13) New Business

a. Approval of 2025 Closed Dates

**MOTION: Trustee Culver motioned to approve the 2025 Closed Dates as recommended by Director Brown. Seconded by Trustee Britt. Motion carried.**  
**YES: 4/4: Trustee Vance, Trustee Culver, Trustee Britt and Trustee Rutkowski**  
**NO: 0**

14) Adjournment

**MOTION: Trustee Culver motioned to adjourn the meeting at 8:21pm. Seconded by Trustee Britt. Motion carried.**  
**YES: 4/4: Trustee Vance, Trustee Culver, Trustee Britt and Trustee Rutkowski**  
**NO: 0**

IMPORTANT DATES:

- November Finance Committee meeting will be held on Thursday, November 7, 2024 at 11:30 am.
- The Friends Book Sale will be held the week of October 21<sup>st</sup>-26<sup>th</sup>. Volunteers are needed for set up and clean up.
- Director Brown will be attending the NYLA Conference from November 5-9, 2024 in Syracuse and will be out of the office.

**The next regular Board Meeting will be Thursday, November 14, 2024 at 6:00 pm**

***The Walworth Board of Trustees will complete the annual Harrassment Prevention Training as required by NYS at this meeting***