

Walworth-Seely Public Library
Board of Trustees Meeting
Joint Meeting with the Friends of the Walworth Library
January 18, 2024
APPROVED

- I. Call to Order: Meeting was called to order at 6:04 pm by President Jessica Vance

- II. Roll Call/Attendance
 - i. Library Trustees Present: President Jessica Vance; Secretary Drew Britt and Finance Officer Anne Culver,
 - ii. Library Trustees Absent: Vice-President Dave Teetsel and Trustee Sondra Rutkowski both of whom had an excused absence
 - iii. Library Staff Present: Library Director Anne Brown and Library Assistant Bernie Maurer
 - iv. Others Present: Friends of WSPL President Linda Knight, Treasurer of the Friends of WSPL Lou Villanova, and Linda Pembroke
 - v. Others Absent: Town Councilwoman & Liaison to the Library Amber Linson who had a Town Board meeting

- III. Adoption of current meeting agenda

MOTION: Trustee Britt motioned to approve the current agenda for the January 2024 meeting as amended. Seconded by Trustee Culver. Motion carried.
YES: 3/3: Trustee Vance, Trustee Britt and Trustee Culver
NO: 0

- IV. Approval of prior meeting minutes
 - a. Approval of prior meeting minutes of December 14, 2023 as presented

MOTION: Trustee Britt motioned to approve the minutes of the December 14, 2023 Board Meeting as presented. Seconded by Trustee Culver. Motion carried.
YES: 3/3: Trustee Vance, Trustee Britt and Trustee Culver
NO: 0

- V. Period of Public Expression- NA

- VI. Annual Joint Meeting with the Friends of the WSPL (Friend's President Linda Knight)
 - a. Annual joint meeting with Friends
 - 1) The Friends priority at this time is to increase involved membership. Potential recruitment will focus on listing specific tasks they are looking for membership to do.

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2) The “wish list’ priorities were reviewed with the Friends for them to consider.

i. It was suggested that a donation jar be put by Otis the Tortoise’s tank so that families and kids can donate to obtain a new tank for her.

b. Memorandum of Understanding

1) Both Boards are in agreement with the MOU.

MOTION: Trustee Britt motioned to approve the Memorandum of Understanding for 2024 as presented. Seconded by Trustee Culver. Motion carried.

YES: 3/3: Trustee Vance, Trustee Britt and Trustee Culver

NO: 0

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 December 2023

MOTION: Trustee Culver motioned to accept the reports of receipts, disbursements, and bank reconciliations for December 2023. Seconded by Trustee Britt. Motion carried.

YES: 3/3: Trustee Vance, Trustee Britt and Trustee Culver

NO: 0

ii. Approval of December 2023 vouchers

MOTION: Trustee Culver motioned to approve the vouchers for December which include 30 items in the amount of \$3,635.28 as reflected on the prepared abstract. Seconded by Trustee Britt. Motion carried.

YES: 3/3: Trustee Vance, Trustee Britt and Trustee Culver

NO: 0

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- iii. The January Finance Meeting will be held in person on Thursday, February 4, 2024 at 11:30 am.

- b. Policy Committee (Trustee Rutkowski)
 - i. Conflict of Interest/Whistleblower Policy Signatures

- c. Personnel Committee (Trustee Teetsel)
 - i. The posting for a Program Assistant is up and applications will be accepted through 1/26/2024

- d. Strategic Planning Committee (Trustee Britt)

- e. Sustainable Funding Committee (Trustee Vance)
 - 1. The Walworth voters approved the Walworth Library's budget for 2024 for \$320,000.00, however, the tax levy was not on the resident's tax bills
 - 2. The OWWL attorney is working with the County attorney and the Real Property Tax Director to resolve this issue.

11) Old Business

- a. Trustee Training Requirement Reminder
 - i) All trustees must have 2 hours of training per year.
 - ii) Please submit your training hours to Trustee Teesel's Googledoc as soon as possible as these must be included on the Annual Report due in February.

12) New Business

- a. Committee Appointments (President Vance)
 - i. Finance – Trustee Culver
 - ii. Policy – Trustee Rutkowski
 - iii. Personnel – Trustee Teesel
 - iv. Nominating – Trustee Culver
 - v. Sustainable Funding – Trustee Vance
 - vi. Strategic Planning – Trustee Britt
 - vii. Community Relationships & Engagement – Co-chairs
Trustees Rutkowski and Teetsel

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- b. Library Hours for April 8, 2024 (Total Solar Eclipse)
 - i. Since the Walworth Library will be involved in the Ginegaw Total Eclipse Party in conjunction with the Town of Walworth, Parks and Recreation Departments, staff will be needed to do programming in the park.

MOTION: Trustee Britt motioned to close the library on April 8, 2024 for the Total Solar Eclipse so that staff can assist with programming at Ginegaw Park that day. Seconded by Trustee Culver. Motion carried.

YES: 3/3: Trustee Vance, Trustee Britt and Trustee Culver

NO: 0

- c. Library Advocacy Day in Albany -February 6-7

MOTION: Trustee Britt motioned to approve Director Brown's participation in Albany for Library Advocacy Day February 6-7, 2024. Seconded by Trustee Culver. Motion carried.

YES: 3/3: Trustee Vance, Trustee Britt and Trustee Culver

NO: 0

13) Adjournment

MOTION: Trustee Culver motioned to adjourn the meeting at 6:53 pm. Seconded by Trustee Britt. Motion carried.

YES: 3/3: Trustee Vance, Trustee Britt and Trustee Culver

NO: 0

IMPORTANT DATES:

- The 2023 OWWLie Awards will be held at OWWL HQ on *Friday, January 26, 2024*. Our board was selected to win an award.
- Next Finance Committee meeting will be held *Friday, February 2nd* at 11:30 am
- Library Advocacy Day will be held in person in Albany on *Wednesday, February 7, 2024*.
- Director Brown will be out of the office from *Friday, February 23* through *Saturday March 2, 2024*.
- 2023 Annual Report to NYS is due to OWWL by *Wednesday, February 28, 2024*

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- 2023 AUD Report to NYS Comptroller is due *Friday, March 1, 2024*, with the possibility to file for 60-day extension (*May 1, 2024*)
- 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 next regular Board Meeting will be Thursday, February 8, 2024 at 6:30 pm.