

**Walworth-Seely Public Library**  
**Board of Trustees Meeting**  
**November 17, 2022**  
**DRAFT**

- I. Call to Order: Meeting was called to order at 6:01 pm by President Jessica Vance
  
- II. Roll Call/Attendance
  - i. Library Trustees Present: President Jessica Vance, Secretary Drew Britt, Trustee Sondra Rutkowski and Financial Officer Anne Culver
  - ii. Library Trustees Absent: Vice-President Dave Teetsel who is out of town
  - iii. Library Staff Present: Library Director Anne Brown, Library Assistant Bernie Maurer and OWWL Executive Director Ron Kirsop
  - iv. Others Present: Friends of WSPL President Lou Villanova, Friends of WSPL Book Sale Chair Linda Knight, Town Councilwoman and Liaison to the Library Amber Linson and Bria (Trustee Culver's daughter)
  
- III. Adoption of current meeting agenda

**MOTION: Trustee Britt motioned to approve the current agenda of the November 17, 2022 Board Meeting as presented. Seconded by Trustee Culver. Motion carried.**  
**YES: 4/4: Trustee Vance, Trustee Culver, Trustee Rutkowski and Trustee Britt**  
**NO: 0**

- IV. Approval of prior meeting minutes of October 13, 2022 as presented

**MOTION: Trustee Britt motioned to approve the minutes of the October 13, 2022 Board Meeting as presented. Seconded by Trustee Rutkowski. Motion carried.**  
**YES: 4/4: Trustee Vance, Trustee Culver, Trustee Rutkowski and Trustee Britt**  
**NO: 0**

- b. Approval of minutes of Finance Meeting of November 10, 2022

**MOTION: Trustee Britt motioned to approve the minutes of the Finance Meeting of November 10, 2022. Seconded by Trustee Culver. Motion carried.**  
**YES: 4/4: Trustee Vance, Trustee Culver, Trustee Rutkowski and Trustee Britt**  
**NO: 0**

- V. Period of Public Expression- NA
  
- VI. Friends of the WSPL report (Friend's Book Sale Chair Linda Knight)

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- a. The Friend's book sale brought in about \$2100 which is a respectable sale.
- b. A large donation of books after the sale leaves the shed very full.
- c. A loft over the Friends section would be helpful. If Trustees Teetsel and Britt are willing to do this modification, Linda Knight would assist them.
- d. The Friends have established book sale dates for 2023: The spring sale will be April 25-28, 2023 and the fall sale will be October 22-27, 2023.
- e. The Friends would like to be able to use their bulletin board for posting information but the library's easel is obscuring. It is requested that the library find an alternative method of posting events so that the easel is not blocking the bulletin board.

VII. Town Board Liaison Report (Councilwoman Amber Linson)

- a. Councilwoman Linson shared that the Town Board would be voting on the Library's budget for 2023. They will be looking to approve \$278,632.00 for the Library.
- b. The councilwoman asked to be kept advised of the issue with the Dept. of Labor regarding the lapse in worker's compensation insurance when the Town no longer carried the library. The library's attorney will be contacting the Town's labor attorney.

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 October 2022

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

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

**NO: 0**

- ii. Approval of October 2022 vouchers

**MOTION: Trustee Culver motioned to approve the 29 pre-paid vouchers in the amount of \$15,369.14 and one pending item totaling \$2,942.71 for a grand total of 30**

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**items for \$18,311.85 as reflected on the prepared abstract for the month of October 2022. Seconded by Trustee Britt. Motion carried.**

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

- iii. Approval of payment to OWWL System for Spectrum fiber internet installation

**MOTION: Trustee Culver motioned to approve payment in the amount of \$2,942.71 to OWWL for the Spectrum fiber move as part of construction as is reflected on the abstract. Seconded by Trustee Britt. Motion carried.**

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

- iv. Budget updates
  - 1. NY state approved a \$1.00 increase to minimum wage to occur at the end of the 2022.
- v. 2022 payments have been received from both Wayne and Gananda Central School Districts.
- vi. The December Finance Meeting will be held in person on Tuesday, December 6, 2022 at 11:30 am
  - 1. Trustee Britt will plan on attending this meeting.
- b. Policy Committee (Trustee Teetsel) NA
- c. Personnel Committee (Trustee Rutkowski)
  - i. Approval of the 2023 Salary Matrix
    - 1. Director Brown and President Vance distributed copies of the matrix for the Board to consider.
    - 2. A decision regarding wages will be made at the December Board meeting.

**NOTE: At 6:30 pm the Library Board joined the Town of Walworth Board meeting to discuss alternative funding for the library. All the members of the Town Board were present along with the town's attorney.**

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- Director Brown stated that for the past several years, the library's budget has been reduced by the Town despite the fact that labor costs have been increasing. This impacts what can be spent on programs and materials for patrons.
- An alternative method of funding the library through Chapter 414 would have residents within the municipal boundaries of Walworth voting directly on the library's budget
- In order to do this, an educational campaign would begin in January 2023 and in April/May a petition to collect signatures of town residents would need to occur in order for it to be on the November 2023 ballot.
- Funding through Chapter 414 would ensure that the library had a sustainable budget since once established, the amount would not be reduced unless the Library petitioned to reduce it.

At 7:00 pm, the Library Board of Trustees left the Town Board meeting to resume the meeting in the Library.

d. Nominating Committee (Trustee Britt)

i. Officer Nominations

1. President

**MOTION: Trustee Britt motioned to nominate Jessica Vance for the office of President of the Library Board of Trustees. Seconded by Trustee Culver. Motion carried.**

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

There were no other nominations for President.

ii. Vice-President

**MOTION: Trustee Britt motioned to nominate David Teesel for the office of Vice-President of the Library Board of Trustees. Seconded by Trustee Rutkowski. Motion carried.**

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

There were no other nominations for Vice-President.

iii. Secretary

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**MOTION: Trustee Culver motioned to nominate Drew Britt for the office of Secretary of the Library Board of Trustees. Seconded by Trustee Rutkowski. Motion carried.  
YES: 4/4: Trustee Vance, Trustee Culver, Trustee Rutkowski and Trustee Britt  
NO: 0**

There were no other nominations for Secretary

iv. Finance Officer

**MOTION: Trustee Britt motioned to nominate Anne Culver for the office of Finance Officer of the Library Board of Trustees. Seconded by Trustee Rutkowski. Motion carried.  
YES: 4/4: Trustee Vance, Trustee Culver, Trustee Rutkowski and Trustee Britt  
NO: 0**

There were no other nominations for Finance officer

**Nominations having been made, elections for the Officers of the Library Board of Trustees will occur at the December 2022 meeting.**

- e. Library Improvement Committee (Trustee Vance)
  - i. President Vance has communicated with the Clerk of the Works for the construction project requesting that construction bills from Massa and Landry be obtained as soon as possible.
  - ii. Some additional work needs to be completed on the circulation desk before payment can be made.
  - iii. Director Brown will be amending the scope of the 2<sup>nd</sup> construction grant because some of the items listed in the grant were donated.

I. Old Business – NA

II. New Business

- a. 2023 Library Closure Dates
  - i. A list of proposed date was reviewed along with a listing of National Holidays.
  - ii. The Board requested some statistics regarding library traffic on a couple of the National Holidays before voting on the 2023 closing dates.
  - iii. Tabled until the December meeting

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iv. Director Brown will be in contact with Norm Druschel to inquire whether or not he has received “as built” documents from NB Electric and Massa Construction.

b. Notary Public services

- i. An inquiry was made as to whether the Board wanted the Director to pursue certification as a Notary Public
- ii. After discussion and hearing that there are two Notary Publics within the town hall who will notarize documents without charge, it was decided that it was not necessary. But if the Director wished to pursue this on her own, the Board does not object.

**13) Adjournment**

**MOTION: Trustee Culver motioned to adjourn the meeting at 7:25 pm. Seconded by Trustee Britt. Motion carried.**

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

**NO: 0**

**IMPORTANT DATES:**

- The library will be closed for the Thanksgiving holiday from **5 pm on Wednesday, November 23 through Saturday November 26**. We will reopen on Monday, November 28.
- The library will have a table for children’s Take & Make crafts at the Town of Walworth’s Light the Night on **Saturday, December 3** and the Lion’s Club Breakfast with Santa on **Saturday, December 10**
- December Finance Committee meeting will be held in person **Tuesday, December 6** at 11:30 am

**The next regular Board Meeting will be Thursday, December 8, 2022 at 6:30 pm**