

Walworth-Seely Public Library
Board of Trustees Meeting
July 11, 2024
APPROVED

- I. Call to Order: Meeting was called to order at 6:37 pm by President Jessica Vance

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

- III. Adoption of current meeting agenda

MOTION: Trustee Britt motioned to approve the current agenda for the July 11, 2024 meeting as presented. Seconded by Trustee Rutkowski Motion carried.
YES: 4/4: Trustee Vance, Trustee Britt, Trustee Teetsel and Trustee Rutkowski
NO: 0

- IV. Approval of prior meeting minutes
 - a. June 13, 2024 as presented

MOTION: Trustee Teetsel motioned to approve the minutes of the June 13, 2024 Board Meeting as presented. Seconded by Trustee Rutkowski. Motion carried.
YES: 4/4: Trustee Vance, Trustee Britt, Trustee Teetsel and Trustee Rutkowski
NO: 0

- V. Period of Public Expression- NA

- VI. Friends of the WSPL (Friend's President Linda Knight) - NA

- 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 June 2024

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MOTION: Trustee Teetse; motioned to accept the reports of receipts, disbursements, and bank reconciliations for June 2024. Seconded by Trustee Britt. Motion carried.

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

- ii. Approval of June 2024 vouchers

MOTION: Trustee Britt motioned to approve the 32 pre-paid vouchers for June 2024 in the amount of \$5742.21 and the 1 pending voucher for \$2,228.00 for a grand total of \$7,970.21 as reflected on the prepared abstract. Seconded by Trustee Teetsel. Motion carried.

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

- iii. The July Finance Meeting will be held on Tuesday, August 6th at 1:00pm.

- b. Policy Committee (Trustee Rutkowski)

- i. Circulation Policy – (Experience Pass revisions)

MOTION: Trustee Britt motioned to approve the Circulation Policy as revised. Seconded by Trustee Teetsel. Motion carried.

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

- ii. Assigned Reserves Policy-

MOTION: Trustee Rutkowski motioned to approve Assigned Reserves Policy as presented. Seconded by Trustee Teetsel. Motion carried.

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

- iii. Fund Balance Policy

MOTION: Trustee Rutkowski motioned to approve the Tobacco Use Policy as amended. Seconded by Trustee Teetsel. Motion carried.

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

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- c. Personnel Committee (Trustee Teetsel)
 - i. Posting needed for staff to be responsible for youth programming

MOTION: Trustee Teetsel motioned to authorize a posting for a Library Assistant, (date to be determined by Director Brown). Seconded by Trustee Britt. Motion carried.

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

- d. Strategic Planning Committee (Trustee Britt)
 - i. Bi-annual Check-in
 - 1. On track for all areas
- e. Sustainable Funding Committee (Trustee Vance)
 - i. Petition status report (Trustee Rutkowski)
 - 1. Trustee Rutkowski collected more than the required 25 signatures required in order to be on the November 2024 ballot.

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE WALWORTH-SEELY PUBLIC LIBRARY

A meeting of the Board of Trustees of the WALWORTH-SEELY PUBLIC LIBRARY was held at 6:37 p.m. on the 11th day of July 2024. The following Trustees were present, constituting a quorum of the Board: President Vance, Vice-President Teetsel, Secretary Britt and Trustee Rutkowski. The following motion was made, seconded and unanimously carried:

WHEREAS, there has been presented to the Board of Trustees of the Walworth-Seely Public Library a petition signed by qualified voters of the Town of Walworth in a number exceeding 25, asking that the following question be placed upon the ballot and voted on at the next general election of the Town of Walworth:

Shall the annual contribution of the Town of Walworth to the Walworth-Seely Public Library be increased by six thousand, four hundred (\$6,400.00) dollars, which represents a 2% increase, to the sum of three hundred twenty six thousand, four hundred (\$326,400.00) dollars annually?

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and WHEREAS, the endorsement of this Board of Trustees of the Walworth-Seely Public Library is required before such question may be placed upon the ballot,

NOW, THEREFORE, BE IT RESOLVED, that this Board of Trustees hereby endorses the petition presented to it and directs that the following question be voted on at the next general election of the Town of Walworth:

Shall the annual contribution of the Town of Walworth to the Walworth-Seely Public Library be increased by six thousand, four hundred (\$6,400.00) dollars, which represents a 2% increase, to the sum of three hundred twenty six thousand, four hundred (\$326,400.00) dollars annually?

Thereupon the resolution was passed by a vote of 4/4 in favor, none (0) opposed. The undersigned, President of the Board of Trustees of the Walworth-Seely Public Library, hereby certifies that the above is a true copy of a resolution passed by the Board of Trustees of the Walworth-Seely Public Library on the 11th day of July 2024.

MOTION: Trustee Teetsel motioned to approve the above resolution as presented. Seconded by Trustee Britt. Motion carried.

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

NO: 0

2. 414 Checklist Update (Director Brown)
 - a. Director Brown has met with the Town Comptroller regarding the information that needs to be submitted to the county.
 - b. A budget summary sheet needs to be submitted which includes the total amount of money that needs to be collected based on the November 2024 vote.
 - c. This summary needs to be delivered to the Comptroller's office no later than November 15, 2024.
 - d. It is suggested that the Library Director request a copy of the communication that will be sent to the county prior to the tax bills being sent out to residents.

XI. Old Business

a. Lobby Door

- i. Mike Buckley has been obtaining quotes on replacing the door opener for the handicapped door into the library.
- i. It has been suggested that a button can be placed at the circulation desk which will allow clerks to close and lock the door if needed which would be desirable.

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13) New Business NA

14) Adjournment

:

MOTION: Trustee Britt motioned to adjourn the meeting at 8:19 pm. Seconded by Trustee Teetsel. Motion carried.

YES: 4/4: Trustee Vance, Trusee Teesel, Trustee Britt, and Trustee Rutkowski

NO: 0

IMPORTANT DATES:

- August Finance Committee meeting will be held on Tuesday, August 6th at 1:00 pm
- Summer Reading Finale Party will be held on Saturday, August 17th from 11:00 am – 1:00 pm

The next regular Board Meeting will be Thursday, August 8, 2024 at 6:30 pm