

Minutes of the Walworth Library Finance Committee Meeting

January 5, 2023

Meeting called to order at 12:00 pm by Trustee Culver

Present: President Vance; Finance Chair Culver, Trustee Britt, Director Brown and Bookkeeper Maurer

Review of December 2022 Invoices, Vouchers, Bank Statements, Check Book, Abstract, and Reports

- Bank Statements and check books were reviewed for the Library's accounts
- Vouchers for December 2022 were reviewed for accuracy and completeness and compared to the December 2022 abstract
- Balance Sheet and Profit & Loss reports for December 2022 were reviewed

Internal Audit Policy Review

The Internal Audit Policy and the Audit form were reviewed. Some minor grammatical issues were identified and the policy and form will be revised.

AUD - Due March 1

- Since our 990 will not be completed prior to March 1, 2023, it was recommended by the Finance Committee that Director Brown request an extension so that the 990 can be utilized to accurately complete the AUD.

990 Tax Filing - Due May 15

- Bookkeeper Maurer has notified Heveron & Company that all information for the 2022 tax year will be available to them by February 15, 2023.

Reserve Funds:

- All reserve funds were reviewed. Less than \$200 remains in the 1000 Books Before Kindergarten Reserve and about \$137 remains in the Children's Non-Fiction Reserve. It was recommended that the Operational Reserve be identified as a Designated Fund.

The Tummonds Fund of \$1125.91 will be expended

Library Improvement

- Director Brown shared that a check just over \$5000.00 was received which represents a 90% reimbursement for the network wiring that was completed as part of an OWWL system-wide grant from NY state. This money will be deposited in the Library Improvement checking account.
- Massa Construction still has not submitted their final bill for the expansion/renovation.
- Creative Library Concepts has submitted an invoice for the circulation desk, however, payment is being held until some final repairs on the desk are completed.

Other

- Selective Insurance Invoice

MOTION: Trustee Culver motioned to approve payment in the amount of \$2,636.90 to Selective Insurance. Seconded by Trustee Britt. Motion carried.

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

NO: 0

- Employee Retention Tax Credit (ERTC)

MOTION: Trustee Culver motioned to engage Paychex to complete and submit the paperwork necessary to apply for the Employee Retention Tax Credit. It is suggested that a Paychex HR consultant be hired for a 3-month period in order to complete the necessary paper work. Seconded by Trustee Britt. Motion carried.

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

NO: 0

- Worker's Compensation Issue

The library's attorney has been in contact with the NY state Worker's Compensation Office and it appears that the Library may have been exempt since it is chartered by the NY State Education Department. Director Brown has received a form to complete regarding exemption and is awaiting instruction by the attorney as to completing the form.

Adjournment

MOTION: Trustee Britt motioned to adjourn the meeting at 12:20 pm. Seconded by Trustee Culver. Motion carried.

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

NO: 0

Next Finance Committee Meeting is scheduled for Thursday, February 2, 2023 at 11:30 am

Approved at Board Meeting 1/12/2023

Walworth-Seely Public Library
Board of Trustees Meeting
January 12, 2023
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, Vice-President Dave Teetsel, and Secretary Drew Britt,
- ii. Library Trustees Absent: Finance Officer Anne Culver and Trustee Sandy Rutkowski (both excused absences)
- iii. Library Staff Present: Library Director Anne Brown
- iv. Others Present: Town Councilwoman and Liaison to the Library Amber Linson (arrived late), WSPL Book Sale Chair Linda Knight
- v. Others Absent:

III. Adoption of current meeting agenda

MOTION: Trustee Teetsel motioned to approve the current agenda of the January 12, 2023 Board Meeting as presented. Seconded by Trustee Britt. Motion carried.

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

NO: 0

IV. Approval of prior meeting minutes of December 8, 2022 as presented

MOTION: Trustee Teetsel motioned to approve the minutes of the December 8, 2022 Board Meeting as presented. Seconded by Trustee Britt. Motion carried.

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

NO: 0

b. Approval of minutes of Finance Meeting of January 5, 2023

MOTION: Trustee Teetsel motioned to approve the minutes of the Finance Meeting of January 5, 2023. Seconded by Trustee Britt. Motion carried.

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

NO: 0

V. Period of Public Expression- NA

VI. Friends of the WSPL report (Friends' President Linda Knight)

- a. 2023 Friends Officers – President Linda Knight, Vice President Linda Pembroke, Treasurer Lou Villanova, Secretary Dorothy French

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- b. Reminder to Trustee Teetsel to submit receipts to Director Brown so that a requisition for repayment for materials to build the shed loft can be submitted to the Friends.
- c. Dates for the Joint Meeting were discussed. Linda Knight will check with her board to see if a quorum is available on Thursday, February 2, 2023 at 11:00 am. At that time the MOU will be signed.
- d. Approval of 2023 Memorandum of Understanding

MOTION: Trustee Britt motioned to approve the 2023 Memorandum of Understanding as presented. Seconded by Trustee Teetsel. Motion carried.
YES: 3/3: Trustee Vance, Trustee Teetsel, and Trustee Britt
NO: 0

- VII. Town Board Liaison Report (Councilwoman Amber Linson)
 - a. Councilwoman Linson will remain the Library Liaison for 2023. The Town Board typically likes to rotate liaison positions but since we worked well together through construction, it was thought consistency would be best as we work towards sustainable funding in the coming year.
 - b. Councilwoman Linson shared that she is still communicating with the county regarding the issue with Worker's Compensation insurance.
- VIII. Library Director's Report (Anne Brown) (see attached)
- IX. Secretary's Report – (Trustee Britt) NA
- X. Committee Reports
 - a. Finance Committee:
 - i. Presentation of Monthly Budget Summary- Report of receipts, disbursements and bank reconciliations for December 2022

MOTION: Trustee Teetsel motioned to accept the reports of receipts, disbursements, and bank reconciliations for December 2022. Seconded by Trustee Britt. Motion carried.
YES: 3/3: Trustee Vance, Trustee Teetsel, and Trustee Britt
NO: 0

- ii. Approval of December 2022 vouchers

MOTION: Trustee Britt motioned to approve the 23 pre-paid vouchers in the amount of \$2,436.35 as reflected on the prepared abstract for the month of December 2022. Seconded by Trustee Teetsel. Motion carried.

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Board of Trustees Meeting
January 12, 2023
APPROVED**

**YES: 3/3: Trustee Vance, Trustee Teetsel, and Trustee Britt
NO: 0**

iii. Approval of the FFRPL Grant 2022 report

MOTION: Trustee Teetsel motioned to approve and submit the 2023 FFRPL Annual Grant Report and certifies the following statement:

“Walworth-Seely Public Library is a tax supported public library and is eligible to receive FFRPL *Tummonds Fund* grants, which we agree will only be spent for supplemental circulating material. We further agree to abide by all terms & conditions of confidentiality, spending and reporting requirements as determined by the FFRPL *Tummonds Fund* Committee, in order to remain eligible for continued grants.”

Seconded by Trustee Britt.

**YES: 3/3: Trustee Vance, Trustee Teetsel, and Trustee Britt
NO: 0**

iv. The Febuary Finance Meeting will be held in person on Thursday, February 2, 2023 at 11:30 am.

b. Policy Committee (Trustee Teetsel)

i. Employee Handbook Cancer Screening Form

MOTION: Trustee Teetsel motioned to approve the Leave for Cancer Screenings and Claim Form to be added to the WSPL Employee Handbook as presented.

Seconded by Trustee Britt.

**YES: 3/3: Trustee Vance, Trustee Teetsel, and Trustee Britt
NO: 0**

ii. Internal Audit Policy (reviewed by Finance Committee)

MOTION: Trustee Teetsel motioned to approve the Internal Audit Policy and Form as presented. Seconded by Trustee Britt.

**YES: 3/3: Trustee Vance, Trustee Teetsel, and Trustee Britt
NO: 0**

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- iii. Conflict of Interest/Whistleblower Policy Signatures were completed by Trustees present, witnessed by Director Brown
- c. Personnel Committee (Trustee Rutkowski) N/A
- d. Nominating Committee (Trustee Britt) N/A
- e. Library Improvement Committee (Trustee Vance)
 - i. Still waiting for a final invoice from Massa Construction but there is an exterior light which Massa replaced that is not functioning and that needs to be resolved.
 - ii. Creative Library Concepts has sent an invoice for the circulation desk, however, there were several adjustments needing to be made on the desk and only one of them has been completed, therefore, payment will not be made until these adjustments have been completed.
 - iii. NB Electric came on Wednesday 1/11 to fix flickering light and also took a look at the outstanding exterior light and baseboard heater issues. It was determined that the exterior light needs to be looked at by Massa and the heater is missing control dials (installed by Landry). Director Brown forwarded these concerns to Emily at LaBella.
 - iv. Paper copies of As Built drawings were received from NB Electrical and Massa. Director Brown dropped off copies to Building Inspector Druschel's office. After review, he had 2 questions, which were forwarded to Emily at LaBella. The Library is still waiting for digital copies from Massa and NB.
 - v. Director Brown will be working on completing and submitting the final paperwork for the 1st grant. The Library cannot submit the final paperwork for the 2nd grant until the amendment is approved by the state and the final Massa bill is received.

XI. Old Business

- a. Trustee Training Reminder – legislation went into effect January 1, 2023 that all library trustees must complete 2 hours of training per year for the duration of their term. Trainings can be live or pre-recorded, but must be content offered through a NYS Library System (including OWWL) or the DLD (Division of Library Development).
 - i. Vice President Teetsel will keep a spreadsheet documenting training hours, so all trustees should report completed trainings to him.

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XII. New Business

- a. Committee Appointments (President Vance)
 - i. Finance – Trustee Culver
 - ii. Policy – Trustee Rutkowski
 - iii. Personnel – Trustee Teetsel
 - iv. Nominating – Trustee Teetsel
 - v. Strategic Planning – Trustee Britt
 - vi. Sustainable Funding – Trustee Vance

- b. Approval of revised Strategic Plan through December 31, 2023. The board will work throughout 2023 to draft a new Strategic Plan to begin in 2024.

MOTION: Trustee Britt motioned to approve the Strategic Plan for 2020-2023 as revised. Seconded by Trustee Teetsel

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

NO: 0

- c. **TABLED UNTIL FEBRUARY** - Acknowledgment of Trustee Rutkowski's new term which is in effect from January 1, 2023 – December 31, 2027. Trustee Rutkowski will renew her Oath of Office when she returns from a trip later this month.
 - i. Liaison Linson requested that this acknowledgment be tabled until after the town board approves Trustee Rutkowski's term at their next meeting. Trustee Rutkowski will have 30 days after that meeting to complete her Oath of Office.

XIII. Adjournment

MOTION: Trustee Teetsel motioned to adjourn the meeting at 7:23 pm. Seconded by Trustee Britt. Motion carried.

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

NO: 0

IMPORTANT DATES:

- Library Advocacy Day will be held virtually and in person in Albany on *Tuesday, February 28, 2023.*
- February Finance Committee meeting will be held *Thursday, February 2nd* at 11:30 am

The next regular Board Meeting will be Thursday, February 9, 2023 at 6:30 pm

**Joint Meeting of the Friends of Walworth Library and the Walworth-Seely Public Library
Board of Trustees
February 2, 2023
APPROVED**

- I. Call to Order: Meeting was called to order at 11:05 am by Friends of the Walworth Library President Linda Knight

- II. Roll Call/Attendance
 - i. Friends of the Walworth Library Present: President Linda Knight; Secretary Dorothy French; Linda Pembroke
 - ii. Library Trustees Present: President Jessica Vance; Secretary Drew Britt and Financial Officer Anne Culver
 - iii. Library Staff Present: Library Director Anne Brown and Library Assistant Bernie Maurer

- III. Memorandum of Understanding between the Friends of Walworth Library and the Walworth Library Board of Trustees
 - i. The MOU was previously approved by both boards for 2023
 - ii. Signatures of the Library Board President, Library Director and the President of the Friends were obtained at this meeting.

- IV. Friends President Knight requested that Director Brown explain what Chapter 414 involves. Director Brown explained:
 - i. Chapter 414 is an amendment to the law regarding how to fund libraries
 - ii. Currently Walworth Library receives an allocation from the Town of Walworth. The amount received each year can go up or down depending on what the Town decides. They are only required to “responsibly fund the library.” The past several years, the Walworth Library has had cuts to the budget so the 414 is a more sustainable manner to fund the library, similar to how local fire departments are funded.
 - iii. With a 414, municipal boundaries would determine who would be able to vote on the Library’s budget and a vote would be held in November
 - iv. The process will be a year-long one:
 1. The educational process involving a fact sheet and information about the 414 reason the library is seeking this type of funding would be prepared.
 2. A petition for signatures would occur in April/May with the number of signatures determined by a percentage of residents who voted in the last governor’s election.

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3. After verification that the signatures are residents of Walworth and registered voters, these signatures would need to be sent into the Board of Elections by July
4. In September/October a more focused educational process would occur. Library staff and the Library Board of Trustees CANNOT do any campaigning for a “yes” vote. They can only provide facts and encourage people to vote. The Friends of the Library CAN do a “vote yes” campaign.
5. Some ideas were discussed about how the Friends might be helpful including a letter to the editor of the local paper supporting the 414 initiative; being present to obtain signatures from residents at scheduled library events and at the spring book sale; distributing a “vote yes” flier to be distributed by Mark’s Pizza in Walworth.

V. Adjournment:

Friends President Linda Knight adjourned the meeting at 11:34 am.

Walworth-Seely Public Library
Board of Trustees Meeting
February 9, 2023
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; Vice-President Dave Teetsel; Secretary Drew Britt; Trustee Sondra Rutkowski and Financial Officer Anne Culver
 - ii. Library Staff Present: Library Director Anne Brown and Library Assistant Bernie Maurer
 - iii. Others Present: Friends of WSPL Linda Pembroke; Town Councilwoman and Liaison to the Library Amber Linson and library patron Vaughn Pembroke
 - iv. Others Absent: Friend's President Linda Knight

- III. Adoption of current meeting agenda

MOTION: Trustee Culver motioned to approve the current agenda of the February 9, 2023 Board Meeting as presented. Seconded by Trustee Britt. Motion carried.
YES: 5/5: Trustee Vance, Trustee Culver, Trustee Rutkowski, Trustee Teetsel and Trustee Britt
NO: 0

- IV. Approval of prior meeting minutes of January 12, 2023 as presented

MOTION: Trustee Rutkowski motioned to approve the minutes of the January 12, 2023 Board Meeting as presented. Seconded by Trustee Britt. Motion carried.
YES: 5/5: Trustee Vance, Trustee Culver, Trustee Rutkowski, Trustee Teetsel and Trustee Britt
NO: 0

- b. Approval of minutes of the Joint Meeting of WSPL Board of Trustees and the Friends of WSPL on February 2, 2023

MOTION: Trustee Culver motioned to approve the minutes of the Joint Meeting of the WSPL Board of Trustees and the Friends of WSPL of February 2, 2023. Seconded by Trustee Rutkowski. Motion carried.
YES: 5/5: Trustee Vance, Trustee Culver, Trustee Rutkowski, Trustee Teetsel and Trustee Britt
NO: 0

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- V. Period of Public Expression- NA

- VI. Friends of the WSPL report (Friend's President Linda Knight)
 - i. Linda Pembroke reported that all of the left over books from the last sale have now been scanned.
 - ii. Since the storage shed has been emptied of left over books, the Friends are now accepting any donations for the Spring Book Sale.
 - iii. The MOU between the Library Board and the Friends has been signed for 2023.

- VII. Town Board Liaison Report (Councilwoman Amber Linson)
No report

- 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 End of Year 2022

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

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

NO: 0

- ii. Approval of End of Year 2022 vouchers

MOTION: Trustee Culver motioned to approve the 16 pre-paid vouchers in the amount of \$3470.19 as reflected on the prepared abstract for End of Year 2022. Seconded by Trustee Britt. Motion carried.

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

NO: 0

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- iii. Presentation of Monthly Budget Summary - Report of receipts, disbursements and bank reconciliations for January 2023

MOTION: Trustee Culver motioned to approve the report of receipts, disbursements and bank reconciliations for the January 2023. Seconded by Trustee Britt. Motion carried.

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

NO: 0

- iv. Approval of January 2023 vouchers

MOTION: Trustee Culver motioned to approve the vouchers for January 2023 which was a total of 16 items for \$8060.32. Seconded by Trustee Britt. Motion carried.

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

NO: 0

- v. 2022 AUD will be due March 1, 2023. We are in the process of filing for a 60 day extension
- vi. The March 2023 Finance Meeting will be held on Thursday, March 2, 2023 at 11:30 am.

- b. Policy Committee (Trustee Rutkowski)

- i. Approval of Conflict of Interest Policy & remaining trustee signatures

MOTION: Trustee Culver motioned to approve the conflict of Interest Policy and collect Trustee signatures. Seconded by Trustee Britt. Motion carried.

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

NO: 0

- ii. Approval of WSPL Employee Handbook

MOTION: Trustee Britt motioned to approve revisions on the WSPL Employee Handbook. Seconded by Trustee Teetsel. Motion carried.

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

NO: 0

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- iii. Personnel Committee (Trustee Teetsel)
 - 1. Resignation of Library Clerk Tess Gibala-Broxholm effective February 28, 2023. Tess is enrolled in a Masters Program for Library Science. She leaves in good standing and we would welcome her back.
 - 2. Request to post for a part-time library clerk.

MOTION: Trustee Rutkowski motioned to post for a part-time Library Clerk as soon as possible. Seconded by Trustee Culver. Motion carried.

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

NO: 0

- iv. Strategic Planning Committee (Trustee Britt)
 - 1. A Strategic Planning Workshop will be held March 6, 2023.
 - 2. Trustee Britt will use the previous planning template to draft some goals including Chapter 414; community outreach, and drawing people into the library.
- v. Sustainable Funding Committee (Trustee Vance)
 - 1. An FAQ sheet will be prepared as an educational tool to obtain signatures on the petition.
 - 2. Director Brown will be contacting the Board of Elections regarding the number of registered voters who voted in the last gubernatorial election to determine how many signatures will be required.

11) Old Business

- a. Library Improvement Updates
 - 1. A few of things still have not been resolved relating to the construction
 - (i) The heater in the receiving room has no controls and is not operating therefore, Landry needs to remedy this.
 - (ii) Massa installed an outside light that is not operating. In addition, Massa needs to supply digital “as built” drawings, operator’s manuals, and project completion papers.
 - (iii) Emily from LaBella, the Clerk of the Works, has not responded to messages sent regarding these items. Councilwoman Linson stated

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that since this pertains to the building which the town owns, she will reach out to Emily.

- b. TABLED FROM JANUARY - Acknowledgment of Trustee Rutkowski's new term which is in effect from January 1, 2023 – December 31, 2027. The Town Board approved her appointment on January 19, 2023 and she renewed her Oath of Office on February 1, 2023.

MOTION: Trustee Culver motioned to acknowledge Sondra Rutkowski's first full term as a trustee of the Walworth-Seely Library Board from January 1, 2023 until December 31, 2027. Seconded by Trustee Britt. Motion carried.

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

NO: 0

12. New Business NA

13. Adjournment

MOTION: Trustee Culver motioned to adjourn the meeting at 7:14 pm. Seconded by Trustee Rutkowski. Motion carried.

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

NO: 0

IMPORTANT DATES:

- The Library will be closed on **Monday, February 20, 2023** for circulation desk repairs.
- Library Advocacy Day will be held in person on **Tuesday, February 28, 2023**. Director Brown will be attending in Albany.
- 2022 Annual Report to NYS is due to PLS by **Tuesday, February 28, 2023**
- 2022 AUD Report to NYS Comptroller is due **Wednesday, March 1, 2023**, with the possibility to file for 60-day extension (**May 1, 2023**)
- March Finance Committee meeting will be held **Thursday, March 2nd** at 11:30 am

The next regular Board Meeting will be Thursday, March 9, 2023 at 6:30 pm

Walworth-Seely Public Library
Board of Trustees Meeting
March 9, 2023
APPROVED

- I. Call to Order: Meeting was called to order at 6:34 pm by President Jessica Vance

- II. Roll Call/Attendance
 - i. Library Trustees Present: President Jessica Vance; Secretary Drew Britt; Trustee Sondra Rutkowski, Financial Officer Anne Culver; and Vice-President Dave Teetsel (who requested it be noted that he arrived at 6:30 pm and was not tardy)
 - ii. Library Staff Present: Library Director Anne Brown and Library Assistant Bernie Maurer
 - iii. Others Absent: Friends of WSPL President Linda Knight; and Town Councilwoman and Liaison to the Library Amber Linson

- III. Adoption of current meeting agenda

MOTION: Trustee Culver motioned to approve the current agenda of the March 9, 2023 Board Meeting as revised. Seconded by Trustee Britt. Motion carried.
YES: 5/5: Trustee Vance, Trustee Culver, Trustee Rutkowski, Trustee Teetsel and Trustee Britt
NO: 0

- IV. Approval of prior meeting minutes of February 9, 2023 as presented

MOTION: Trustee Rutkowski motioned to approve the minutes of the February 9, 2023 Board Meeting as presented. Seconded by Trustee Britt. Motion carried.
YES: 5/5: Trustee Vance, Trustee Culver, Trustee Rutkowski, Trustee Teetsel and Trustee Britt
NO: 0

- V. Period of Public Expression- NA

- VI. Friends of the WSPL report (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

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a. Financial Committee:

- i. Presentation of Monthly Budget Summary- Report of receipts, disbursements and bank reconciliations for February 2023

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

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

NO: 0

- ii. Approval of February 2023 vouchers

MOTION: Trustee Culver motioned to approve the vouchers for February 2023 which was a total of 22 items for \$40,131.55 and 3 pending items in the amount of \$4,587.90 for a grand total of 25 items totaling \$44,381.85 as described on the prepared abstract. Seconded by Trustee Teetsel. Motion carried.

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

NO: 0

- iii. Tummonds Fund

MOTION: Trustee Culver motioned to approve President Vance and Director Brown to sign the acceptance letter for the Tummonds Fund contribution of \$1925.92 for 2023. Seconded by Trustee Teetsel. Motion carried.

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

NO: 0

- iv. 2022 AUD 60-day extension was granted. It will now be due May 1, 2023.
- v. The April 2023 Finance Meeting will be held on Thursday, April 6, 2023 at 11:30 am. We will be completing the Bi-annual audit and will need a least 1 additional board member to be present. Trustee Britt volunteered to attend this scheduled meeting.

b. Policy Committee (Trustee Rutkowski) NA

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c. Personnel Committee (Trustee Teetsel)

- i. Approval to hire Part Time Clerk Courtney Lyon starting after March 14, 2023 at the rate of \$14.70/hr for no more than 20 hours per week.

MOTION: Trustee Teetsel motioned to approve the hire of Part-Time Clerk Courtney Lyon starting after March 14, 2023 at the rate of \$14.70/hr. for no more than 20 hours per week. Seconded by Trustee Rutkowski. Motion carried Motion carried.

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

NO: 0

- ii. Approval to hire Substitute Clerk Jennifer Mastin starting after March 13, 2023 at the rate of \$14.45 /hr for no more than 20 hours per week

MOTION: Trustee Teetsel motioned to approve the hire of Substitute clerk Jennifer Mastin starting after March 13, 2023 at the rate of \$14.45/hr. for no more than 20 hours per week. Seconded by Trustee Rutkowski. Motion carried Motion carried.

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

NO: 0

d. Strategic Planning Committee (Trustee Britt)

1. A Strategic Planning Workshop was held March 6, 2023.
2. A 3-year plan will be drafted and reviewed with the Board by November 2023 and the plan will go into effect January 2024.
3. Trustee Britt will use the previous planning template to draft some goals including Chapter 414; community outreach, and drawing people into the library.

ii. Sustainable Funding Committee (Trustee Vance)

1. Director Brown contacted the Board of Elections regarding the number of registered voters who voted in the last gubernatorial election to determine how many signatures will be required. Some clarifications are needed but we now have a list of all registered voters residing in Walworth.
2. An FAQ sheet will be prepared as an educational tool to obtain signatures on the petition. Director Brown will schedule a

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meeting with President Vance and Executive Director of the OWWL Library System, Ron Kirsop, regarding the FAQ sheet.

3. Trustee Britt has collected some samples from libraries who have been through the Chapter 414 process and will share them with Director Brown.

11) Old Business

a. Library Improvement Updates

1. The repairs to the Circulation Desk
2. A few of things still have not been resolved relating to the construction
 - (i) The heater in the receiving room has no controls. Trustee Teesel and Britt will take a look and see if they can remedy this.
 - (ii) Director Brown contacted Massa to inquire about paperwork to close out the project and to obtain digital “as built” drawings and operator’s manuals.

12. New Business

- a. Computers that are more than 5 years old are not being supported/serviced by OWWL
- b. Director Brown has budgeted money to do annual replacements of aging technology.
- c. Two computers were replaced in 2022 and at this time there are four more scheduled to be replaced.

MOTION: Trustee Culver motioned to approve the purchase of four computers to replace outdated technology not to exceed \$3100.00. Seconded by Trustee Teetsel. Motion carried.

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

NO: 0

13. Adjournment

MOTION: Trustee Culver motioned to adjourn the meeting at 7:42 pm. Seconded by Trustee Teetsel. Motion carried.

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

NO: 0

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APPROVED

IMPORTANT DATES:

- 2022 Annual Report to NYS is currently in process and was due to PLS by ***Tuesday, February 28, 2023***
- 2022 AUD Report to NYS Comptroller is due ***Monday, May 1, 2023***
- April Finance Committee meeting will be held ***Thursday, April 6th*** at 11:30 am

The next regular Board Meeting will be Thursday, April 13, 2023 at 6:30 pm

Minutes of the Walworth Library Finance Committee Meeting

April 6, 2023

Meeting called to order at 11:30 am by Trustee Culver

Present: President Vance; Finance Chair Culver, Trustee Britt, Director Brown and Bookkeeper Maurer

Bi-annual Audit

An internal audit of the month of September 2022 was conducted. No discrepancies or concerns were noted.

Review of March 2023 Invoices, Vouchers, Bank Statements, Check Book, Abstract, and Reports

- Bank Statements and check books were reviewed for the Library's accounts
- Vouchers for March 2023 were reviewed for accuracy and completeness and compared to the March 2023 abstract
- Balance Sheet and Profit & Loss reports for March 2023 were reviewed

Internal Audit Policy Review

The Internal Audit Policy and the Audit form were reviewed. Some minor grammatical issues were identified and the policy and form will be revised.

990 Tax Filing - Due May 15

- Bookkeeper Maurer will contact Heveron & Company regarding two adjustments that were suggested on the draft 990 regarding construction in progress for the final Massa bill and the payment of the invoice for the Library Circulation desk neither of these payments were made in 2022 and all reports that we run for NY state are on a cash basis.

AUD - Due March 1

- An extension was granted by NYS. The AUD will be completed by May 1, 2023 using the 990 reports completed by Heveron & Co.

Financial Policy Review

Fund Balance Policy

MOTION: Trustee Culver motioned to approve the Fund Balance Policy as presented. Seconded by Trustee Britt. Motion carried.

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

NO: 0

NO: 0

Assigned Reserve Policy

MOTION: Trustee Culver motioned to approve the Assigned Resered Policy as revised. Seconded by Trustee Britt. Motion carried.

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

NO: 0

NO: 0

Workers' Compensation Fine

NY State has reduced the fine for not providing Workers' Compensation from 10/12/21-8/30/22 from \$16,000 to \$3,504.07. For bookkeeping purposes, this fine would be best paid in one payment. This will be discussed with the Library Board on April 13, 2023.

Library Improvement

- Massa Construction still has not submitted their final bill for the expansion/renovation. Director Brown did make contact with Massa and requested a closeout of the project no later than April 15, 2023.

Other

- Director Brown has been working with the Board of Elections regarding the petition for signatures to get on the November 2023 ballot
- A meeting with Executive Director Ron Kirsop from OWWL Library System will be held in the next two weeks to discuss the FAQ sheet regarding Chapter 414.
- Summer Reading Kick-off is Saturday, June 24, 2023. President Vance will be out of town on this date. Trustee Britt will ask Spikes the Red Wings' Mascot to attend the kick-off.

Adjournment

MOTION: Trustee Britt motioned to adjourn the meeting at 12:20 pm. Seconded by Trustee Culver. Motion carried.

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

NO: 0

Next Finance Committee Meeting is scheduled for Thursday, May 4, 2023 at 11:30 am

Walworth-Seely Public Library
Board of Trustees Meeting
April 13, 2023
APPROVED

- I. Call to Order: Meeting was called to order at 6:33 pm by President Jessica Vance

- II. Roll Call/Attendance
 - i. Library Trustees Present: President Jessica Vance; Secretary Drew Britt; Trustee Sondra Rutkowski, Financial Officer Anne Culver; and Vice-President Dave Teetsel
 - ii. Library Staff Present: Library Director Anne Brown and Library Assistant Bernie Maurer
 - iii. Others Present: Friends of WSPL President Linda Knight; and Town Councilwoman and Liaison to the Library Amber Linson

- III. Adoption of current meeting agenda

MOTION: Trustee Teetsel motioned to approve the current agenda of the April 13, 2023 Board Meeting as presented. Seconded by Trustee Britt. Motion carried.
YES: 5/5: Trustee Vance, Trustee Culver, Trustee Rutkowski, Trustee Teetsel and Trustee Britt
NO: 0

- IV. Approval of prior meeting minutes of March 9, 2023 as presented

MOTION: Trustee Rutkowski motioned to approve the minutes of the March 9, 2023 Board Meeting as presented. Seconded by Trustee Culver. Motion carried.
YES: 5/5: Trustee Vance, Trustee Culver, Trustee Rutkowski, Trustee Teetsel and Trustee Britt
NO: 0

- Approval of Finance Committee meeting minutes of April 6, 2023 as presented

MOTION: Trustee Teetsel motioned to approve the minutes of the April 6, 2023 Finance Committee meeting as presented. Seconded by Trustee Britt. Motion carried.
YES: 5/5: Trustee Vance, Trustee Culver, Trustee Rutkowski, Trustee Teetsel and Trustee Britt
NO: 0

- I. Period of Public Expression- NA

- II. Friends of the WSPL report (Friend's President Linda Knight)
 - a. Set up for the spring book sale will be Sunday 4/23. Still looking for volunteers to help with set up and clean up on Friday 4/28.

Walworth-Seely Public Library
Board of Trustees Meeting
April 13, 2023
APPROVED

- b. Donations can be brought to the sale on 4/23, 4/24 and 4/25.
 - c. The Friends request 500 more ½ sheet fliers advertising the sale.
 - d. The Friends have approved up to \$1300 for the summer reading program. Additional requests from the library's wish list will be considered after the book sale.
- III. Town Board Liaison Report (Councilwoman Amber Linson) -
- a. Councilwoman Linson announced that she will present a resolution to the Walworth Town Board to gift the library \$1750 to offset the fine from Workers' Compensation.
 - b. Regarding the Chapter 414 campaign, Councilwoman Linson will talk with Supervisor Donalty about the town's attorney looking over the wording of the wording for the petition for signatures.
 - c. In discussing the summer reading theme of "All Together Now," some resources were discussed including Ellen Dietrick, Walworth Historical Society genealogist connecting with Bernie's genealogy workshop; and a possible community garden if Mike Buckley, Parks Supervisor can find a space for that use.
- IV. Library Director's Report (Anne Brown) (see attached)
- V. Secretary's Report – (Trustee Britt)
- a. Spikes will attend the Summer Reading Kickoff event on 6/24/2023.
- VI. Committee Reports
- a. Financial Committee:
 - i. Presentation of Monthly Budget Summary- Report of receipts, disbursements and bank reconciliations for March 2023

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

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

NO: 0

- ii. Approval of March 2023 vouchers

Walworth-Seely Public Library
Board of Trustees Meeting
April 13, 2023
APPROVED

MOTION: Trustee Culver motioned to approve the vouchers for March 2023 which includes 24 pre-paid items in the amount of \$6,077.20 and 1 pending item in the amount of \$3,504.07 for a grand total of 25 items totaling \$9,581.07 as described on the prepared abstract. Seconded by Trustee Teetsel. Motion carried.

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

NO: 0

iii. Approval of 2022 Financial documents as prepared by Heveron

MOTION: Trustee Culver motioned to approve the 2022 Financial documents as prepared by Heveron & Associates. Seconded by Trustee Rutkowski. Motion carried.

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

NO: 0

iv. Bi-Annual Audit

MOTION: Trustee Culver motioned to accept the report of the bi-annual audit for the month of September 2022 as no discrepancies or concerns were found. Seconded by Trustee Teetsel. Motion carried.

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

NO: 0

v. Fund Balance policy was approved after review; Assigned Reserves Policy was approved upon revision.

vi. The May 2023 Finance Meeting will be held on Thursday, May 4, 2023 at 11:30 am.

b. Policy Committee (Trustee Rutkowski)

i. Collection Development Policy

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

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

NO: 0

Walworth-Seely Public Library
Board of Trustees Meeting
April 13, 2023
APPROVED

ii. Gifts and Donations Policy

MOTION: Trustee Teetsel motioned to approve the Collection Development Policy as presented. Seconded by Trustee Britt. Motion carried.

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

NO: 0

c. Personnel Committee (Trustee Teetsel) - NA

d. Strategic Planning Committee (Trustee Britt)

1. Trustee Britt will use the previous planning template to draft some goals including Chapter 414; community outreach, and drawing people into the library.

ii. Sustainable Funding Committee (Trustee Vance)

1. Board of Elections updates

- a. Director Brown contacted the Board of Elections regarding the number of signatures required to get on the ballot in November 2023 and a minimum of 418 signatures will be required.
- b. The exact wording for the ballot is needed for the header of the petition for signatures.
- c. Director Brown and President Vance will meet with Ron Kirsop, the Executive Director of OWWL Library System regarding the petition and FAQ sheet.
- d. It is strongly advised that the wording be reviewed by an attorney. (Councilman Linson will ask Supervisor Donalty if this is something the town attorney could do.)

2. Discussion of budget request

- a. Director Brown prepared a print out of different budget scenarios for 2024 for the board to consider.
- b. It was decided that \$320,000.00 is the budget amount to be requested.

3. Resolution: The Walworth-Seely Public Library may exceed the NYS tax cap for the 2024 fiscal year.

Walworth-Seely Public Library
Board of Trustees Meeting
April 13, 2023
APPROVED

Whereas, the adoption of the 2024 budget for the Walworth-Seely Public Library may require a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and

Whereas, General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; now therefore be it

Resolved, that the Board of Trustees of the Walworth-Seely Public Library voted and approved to exceed the tax levy limit for 2024 by at least the sixty percent of the board of trustees as required by state law on April 13, 2023.

MOTION: Trustee Culver motioned to pass the resolution acknowledging that the Walworth Library Board voted and approved to exceed the tax levy limit for 2024 by at least the sixty percent of the board of trustees as required by state law on April 13, 2023. Seconded by Trustee Teesel. Motion carried.

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

NO: 0

11) Old Business

a. Workers' Compensation Fine

MOTION: Trustee Britt motioned to pay the fine assesses by the Workers; Compensation Board of NY for failure to provide Workers' Compensation coverage from 10/12/2021-8/30/2022 in the amount of \$3,504.07. Seconded by Trustee Rutkowski. Motion carried.

Yes: 4/5: Trustee Vance, Trustee Culver, Trustee Rutkowski, and Trustee Britt
Abstain: 1/5: Trustee Teetsel

12) New Business

a. Approval of Annual Report to NYS

MOTION: Trustee Teetsel motioned to approve the Annual Report to NY State as presented. Seconded by Trustee Culver. Motion carried.

Walworth-Seely Public Library
Board of Trustees Meeting
April 13, 2023
APPROVED

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

NO: 0

b. Approval of Annual Update Document (AUD) to NYS Comptroller

MOTION: Trustee Culver motioned to approve Annual Update Document (AUD) to NY Stat Comptroller as presented. Seconded by Trustee Teetsel. Motion carried.

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

NO: 0

13) Adjournment

MOTION: Trustee Teetsel motioned to adjourn the meeting at 8:21 pm. Seconded by Trustee Culver. Motion carried.

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

NO: 0

IMPORTANT DATES:

- May Finance Committee meeting will be held **Thursday, May 4th** at 11:30 am
- The Walworth Library Mothers' Day Tea will be held on Saturday, May 6 from 11:00 am – 12:30 pm
- Summer Reading Kickoff Party is Saturday, June 24th from 11:00 am – 1:00 pm

The next regular Board Meeting will be Thursday, May 11, 2023 at 6:30 pm



Special Meeting of the Walworth-Seely Public Library
Meeting Minutes

DATE: Monday, April 24, 2023

TIME: 4:30PM

LOCATION: Walworth-Seely Public Library Program Room

- 1) Call to Order: Meeting was called to order 4:31 pm by President Vance
- 2) Roll Call
 - a) Library Trustees Present: President Jessica Vance, Secretary Drew Britt, Finance Officer Anne Culver, Trustee Sandy Rutkowski
 - b) Library Trustees Absent: Dave Teetsel
 - c) Library Staff Present: Library Director Anne Brown
 - d) Others Present: N/A
- 3) Adoption of current meeting agenda as submitted

MOTION: Trustee Culver motioned to approve the agenda of the April 24, 2023 Special Meeting as presented. Seconded by Trustee Rutkowski. Motion carried.

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

NO: 0

Specific purpose of this Special Meeting:

To approve the petition form that will be used to collect signatures for the Chapter 414 referendum in November 2023.

- 4) Period of Public Expression N/A
- 5) Discussion of Petition Form for the library's Chapter 414 Referendum as provided by the Wayne County Board of Elections and reviewed by the library's attorney

MOTION: Trustee Britt motioned to approve the petition form as amended. Seconded by Trustee Rutkowski. Motion carried.

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

NO: 0

- 6) Adjournment

Trustee Britt motioned to adjourn the meeting at 4:32 pm. Seconded by Trustee Culver. Motion carried.

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

NO: 0

Walworth-Seely Public Library
Board of Trustees Meeting
May 11, 2023
APPROVED

- I. Call to Order: Meeting was called to order at 6:35 pm by President Jessica Vance

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

- III. Adoption of current meeting agenda

MOTION: Trustee Teetsel motioned to approve the current agenda of the May 11, 2023 Board Meeting as presented. Seconded by Trustee Britt. Motion carried.
YES: 5/5: Trustee Vance, Trustee Culver, Trustee Rutkowski, Trustee Teetsel and Trustee Britt
NO: 0

- IV. Approval of prior meeting minutes of April 13, 2023 as presented

MOTION: Trustee Culver motioned to approve the minutes of the April 13, 2023 Board Meeting as presented. Seconded by Trustee Teetsel. Motion carried.
YES: 5/5: Trustee Vance, Trustee Culver, Trustee Rutkowski, Trustee Teetsel and Trustee Britt
NO: 0

Approval of Special Meeting minutes of April 24, 2023 as presented

MOTION: Trustee Rutkowski motioned to approve the minutes of the April 24, 2023 Special Meeting as presented. Seconded by Trustee Teetsel. Motion carried.
YES: 5/5: Trustee Vance, Trustee Culver, Trustee Rutkowski, Trustee Teetsel and Trustee Britt
NO: 0

- I. Period of Public Expression- NA

- II. Friends of the WSPL report (Friend's President Linda Knight)
 - a. The Spring book sale was highly successful bringing in \$2600 in sales.

Walworth-Seely Public Library
Board of Trustees Meeting
May 11, 2023
APPROVED

- b. The Friends have approved the purchase of a pop-up tent and sign for the Library when participating in community events and have approved up to \$1,300 for the summer reading program.
 - c. Linda Knight has been in touch with Mark's Pizza regarding setting up a table outside to gather signatures for the petition for the Library to get on the November ballot. Although Tops will not allow a table to be set up, Walworth Wine & Spirits in the same plaza has given permission.
- III. Town Board Liaison Report (Councilwoman Amber Linson) -
- a. Although Councilwoman Linson was not in attendance tonight, Director Brown and the Library Board of Trustees thank the Town Board for the \$2,000.00 grant that was awarded to the Library.
 - b. In discussing the summer reading theme of "All Together Now," the Town has approved a Community Garden space for the Library to oversee. The ground will be tilled and it is hoped to have raised beds installed (possible Eagle Scout project?) so that a garden can be planted.
- IV. Library Director's Report (Anne Brown) (see attached)
- V. Secretary's Report - (Trustee Britt)
- a. Trustee Britt relayed comments from the Parks Department on the excellent job the Friends of the Library did cleaning up after the book sale.
- VI. Committee Reports
- a. Financial Committee:
 - i. Presentation of Monthly Budget Summary- Report of receipts, disbursements and bank reconciliations for April 2023

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

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

NO: 0

- ii. Approval of April 2023 vouchers

MOTION: Trustee Culver motioned to approve the vouchers for April 2023 which includes 24 pre-paid items in the amount of \$4,584.26 as described on the prepared abstract. Seconded by Trustee Britt. Motion carried.

Walworth-Seely Public Library
Board of Trustees Meeting
May 11, 2023
APPROVED

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

NO: 0

- iii. Acknowledgement of the grant received from the Town of Walworth for \$2,000.00
- iv. The June 2023 Finance Meeting will be held on Tuesday, June 6, 2023 at 11:00 am.
- b. Policy Committee (Trustee Rutkowski)
- c. Personnel Committee (Trustee Teetsel) - NA
- d. Strategic Planning Committee (Trustee Britt)
 - 1. Trustee Britt prepared a draft of the Strategic Plan
 - a. Trustees are requested to review and suggest any changes
 - 2. Cohort meeting updates
 - a. Executive Director Kirsop is drafting a survey to all OWWL patrons which can be used in the Strategic Plan
 - b. The Town of Walworth also is surveying the residents of Walworth to update their Comprehensive Plan and this information could be useful for the library as well.
- ii. Sustainable Funding Committee (Trustee Vance)
 - 1. Board of Elections updates
 - a. So far about 77 valid signatures have been collected on the petition to get on the ballot in November 2023.
 - b. Copies of the petition were distributed to the Trustees so that they can gather signatures from Walworth neighbors.
 - c. A training will be set up to advise other volunteers willing to gather signatures.
 - d. It was suggested we contact past Library Board members to determine if they might be willing to help gather signatures.

Walworth-Seely Public Library
Board of Trustees Meeting
May 11, 2023
APPROVED

11) Old Business

1. Director Brown is working on the paperwork for NY State to obtain the last 10% of the construction grant funds. She will send the information to the Board to review before submitting to NY State.

12) New Business - NA

13) Adjournment

MOTION: Trustee Teetsel motioned to adjourn the meeting at 7:38 pm. Seconded by Trustee Britt. Motion carried.

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

NO: 0

IMPORTANT DATES:

- May Finance Committee meeting will be held **Tuesday, June 6** at 11:00 am
- Director Brown will be out of town July 13-17, 2023
- Summer Reading Kickoff Party is Saturday, June 24th from 11:00 am – 1:00 pm

The next regular Board Meeting will be Thursday, June 8, 2023 at 6:30 pm

Walworth-Seely Public Library
Board of Trustees Meeting
June 22, 2023
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; Secretary Drew Britt; Trustee Sondra Rutkowski; and Vice-President Dave Teetsel
 - ii. Library Trustees Absent: Finance Officer Anne Culver who was excused due to a scheduling conflict
 - iii. Library Staff Present: Library Director Anne Brown and Library Assistant Bernie Maurer
 - iv. Others Present: Friends of WSPL President Linda Knight;
 - v. Others Absent: Town Councilwoman and Liaison to the Library Amber Linson

- III. Adoption of current meeting agenda

MOTION: Trustee Teetsel motioned to approve the current agenda of the June 22, 2023 as amended. Seconded by Trustee Britt. Motion carried.

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

- IV. Approval of prior meeting minutes of May 11, 2023 as presented

MOTION: Trustee Rutkowski motioned to approve the minutes of the May 11, 2023 Board Meeting as presented. Seconded by Trustee Teetsel. Motion carried.

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

- I. Period of Public Expression- NA

- II. Friends of the WSPL report (Friend's President Linda Knight)
 - a. Have been working on collecting signatures for the 414.
 - b. Two shipments of scanned books have been sent out and more will be done next week.
 - c. Director Brown will send an email to the Friends about swapping out a vinyl sign for a tablecloth with Walworth Library's name & logo.

- III. Town Board Liaison Report (Councilwoman Amber Linson) - absent

- IV. Library Director's Report (Anne Brown) (see attached)

Walworth-Seely Public Library
Board of Trustees Meeting
June 22, 2023
APPROVED

- V. Secretary's Report – (Trustee Britt)
 - a. Spikes will attend the Summer Reading Kickoff event on 6/24/2023.

- VI. Committee Reports

- a. Financial Committee:
 - i. Presentation of Monthly Budget Summary- Report of receipts, disbursements and bank reconciliations for May 2023

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

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

- ii. Approval of May 2023 vouchers

MOTION: Trustee Teetsel motioned to approve the 29 pre-paid vouchers for May 2023 in the amount of \$10,468.71 as described on the prepared abstract. Seconded by Trustee Teetsel. Motion carried.

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

- iii. The July 2023 Finance Meeting will be held on Thursday, July 6, 2023 at 11:30 am.

- b. Policy Committee (Trustee Rutkowski)

- i. Approval of the Meeting Space Use Policy and Request Form

MOTION: Trustee Rutkowski motioned to approve the Meeting Space Use Policy and Request Form as presented. Seconded by Trustee Teetsel. Motion carried.

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

- ii. Approval of the Bed Bug Policy

As there was a question about other pests, approval was tabled until Director Brown can seek clarification from the OWWL system.

- iii. Approval of the Computer & Internet Use Policy

Walworth-Seely Public Library
Board of Trustees Meeting
June 22, 2023
APPROVED

MOTION: Trustee Rutkowski motioned to approve the Computer & Internet Use Policy as presented. Seconded by Trustee Britt. Motion carried.

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

- c. Personnel Committee (Trustee Teetsel) - NA
- d. Strategic Planning Committee (Trustee Britt)
 - 1. Director Brown will send out the draft of the community survey prepared by OWWL for review and comment.
 - 2. Brainstorm list of “Community Leaders” to interview.
 - Town Board Members
 - School District Board Members
 - Local Government (eg. Senator Helming)
 - Churches
 - Fire Departments
 - Ambulance
 - Local Business owners
 - Lion’s Club Members
 - Walworth Parks & Recreation Directors
 - Scouting Leaders
 - The Gardens Senior Apartments
 - 3. Question regarding how to get the community survey to residents
 - Town Topics
 - Press Release
 - Email blast
- ii. Sustainable Funding Committee (Trustee Vance)
 - 1. Petition Update
 - a. Had 197 signatures prior to meeting and Trustee Rutkowski just turned in another 30 signatures.
 - b. Trustee Rutkowski will be outside the building at SR Kickoff to try to capture more signatures on the petition
 - c. Walking the neighborhoods is needed and Trustee Teetsel and Trustee Rutkowski will attempt to walk around to gather more signatures from registered voters who are residents of Walworth
 - d. Friends President Knight, Trustee Rutkowski and Trustee Teetsel will meet at the Farmer’s Market again on Tuesday
 - e. Possibly collect some signatures at the concert in Ginewaw Park on June 29th and at the Festival in the Park in July

Walworth-Seely Public Library
Board of Trustees Meeting
June 22, 2023
APPROVED

11) Old Business

a. Trustee Education Reminder

- (1) We're halfway through 2023, and all Trustees must have completed two hours of continuing education in financial oversight, accountability, fiduciary responsibilities, or the general powers and duties of a library trustee by year-end. This is a requirement set by New York Education Law Section 260-D.
- (2) Training options can be found on the OWWL Libraries System Calendar. Completed trainings should be logged with the Board Vice President for tracking.

12) New Business

- a. Executive Session was called and Director Brown and Library Assistant Maurer were asked to attend.

MOTION: Trustee Britt motioned to go into executive session at 7:54 pm in order to discuss the medical, financial, credit or employment history of a particular person/corporation, or matters leading to said dismissal, removal, promotion, appointment, employment, discipline, demotion, or suspension. Seconded by Trustee Rutkowski. Motion carried.

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

MOTION: Trustee Britt motioned to leave the executive session and return to the regular meeting at 8:35 pm. Seconded by Trustee Rutkowski. Motion carried.

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

- b. Employee Handbook Updates

MOTION: Trustee Britt motioned to approve the updates to the WSPL Employee Handbook as presented. Seconded by Trustee Rutkowski. Motion carried.

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

Walworth-Seely Public Library
Board of Trustees Meeting
June 22, 2023
APPROVED

13) Adjournment

MOTION: Trustee Teetsel motioned to adjourn the meeting at 8:40 pm. Seconded by Trustee Rutkowski. Motion carried.

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

IMPORTANT DATES:

- Summer Reading Kickoff Party is Saturday, June 24th from 11:00 am – 1:00 pm
- The Library will be closed in honor of Independence Day on Monday, July 3rd and Tuesday, July 4th.
- July Finance Committee meeting will be held on Thursday, July 6, 2023 at 11:30 am

The next regular Board Meeting will be Thursday, July 13, 2023 at 6:30 pm

Walworth-Seely Public Library
Board of Trustees Meeting
July 13, 2023
APPROVED

- I. Call to Order: Meeting was called to order at 6:33 pm by President Jessica Vance
- II. Roll Call/Attendance
 - i. Library Trustees Present: President Jessica Vance; Secretary Drew Britt; Trustee Sondra Rutkowski; and Vice-President Dave Teetsel
 - ii. Library Trustees Absent: Finance Officer Anne Culver who was excused due to a scheduling conflict
 - iii. Library Staff Present: Library Director Anne Brown and Library Assistant Bernie Maurer
 - iv. Others Present: Town Councilwoman and Liaison to the Library Amber Linson
 - v. Others Absent: Friends of WSPL President Linda Knight
- III. Adoption of current meeting agenda

MOTION: Trustee Teetsel motioned to approve the current agenda of the July 13, 2023. Seconded by Trustee Britt. Motion carried.

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

- IV. Approval of prior meeting minutes of June 22, 2023 as presented

MOTION: Trustee Britt motioned to approve the minutes of the June 22, 2023 Board Meeting as presented. Seconded by Trustee Teetsel. Motion carried.

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

- I. Period of Public Expression- NA
- II. Friends of the WSPL report (Friend's President Linda Knight) NA
- III. Town Board Liaison Report (Councilwoman Amber Linson)
 - a. Budget season is coming up. Councilwoman Linson will request that the Comptroller send a request for the library budget for 2024.
 - b. Discussion about the 414 petition and strategies to collect the last 100+ signatures needed to get on the ballot ensued. Councilwoman Linson will assist in gathering some signatures.
 - c. Assistant Maurer reported that she has attempted to contact the Cornell Cooperative Extension and a couple of Scout Masters about the Community

Walworth-Seely Public Library
Board of Trustees Meeting
July 13, 2023
APPROVED

Garden but has had no responses. Councilwoman Linson will email Scout Master John Albright regarding this matter.

- IV. Library Director's Report (Anne Brown) (see attached)
- V. Secretary's Report – (Trustee Britt) - NA
- VI. Committee Reports
 - a. Financial Committee:
 - i. Presentation of Monthly Budget Summary- Report of receipts, disbursements and bank reconciliations for June 2023

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

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

- ii. Approval of June 2023 vouchers

MOTION: Trustee Britt motioned to approve the 30 pre-paid vouchers for June 2023 in the amount of \$6,646.99 as described on the prepared abstract. Seconded by Trustee Rutkowski. Motion carried.

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

- iii. The August 2023 Finance Meeting will be held on Thursday, August 3, 2023 at 11:30 am.

- b. Policy Committee (Trustee Rutkowski)
 - i. Review of the WSPL Bylaws
 - 1. Trustees will have 1 month to present feedback prior to voting/approving the Bylaws in August.
- c. Personnel Committee (Trustee Teetsel) –
- d. Strategic Planning Committee (Trustee Britt)
 - 1. The Community Survey has been posted and advertised. Responses are requested by July 24th.

Walworth-Seely Public Library
Board of Trustees Meeting
July 13, 2023
APPROVED

2. Trustee Britt requested 100 copies which he will deliver to local businesses.
3. A “Did You Know” posting was suggested to let residents know what is available/offered by the Walworth-Seely Public Library.
4. Trustees Teetsel and Rutkowski offered to do an educational push at the Ginegaw Market.

ii. Sustainable Funding Committee (Trustee Vance)

1. Petition Update
 - a. Have collected about 329 signatures so far.
 - b. Trustee Britt will be outside the building prior to children’s programs the week of July 17th to try to capture more signatures on the petition
 - c. Walking the neighborhoods is needed

11) Old Business –

- i) Trustee Teetsel sent out an email to all Board Members regarding Trustee Training opportunities to fulfill the annual training requirement.

12) New Business - NA

Adjournment

MOTION: Trustee Britt motioned to adjourn the meeting at 8:06 pm. Seconded by Trustee Rutkowski. Motion carried.

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

NO: 0

IMPORTANT DATES:

- A Special Board Meeting will be held Monday, July 24th at 4:00 pm to approve the collected signatures before they are submitted to the Walworth Town Clerk for verification.
- August Finance Committee meeting will be held on Thursday, August 3, 2023 at 11:30 am
- Summer Reading Finale is Saturday, August 12th from 11:00 am – 1:00 pm

The next regular Board Meeting will be Thursday, August 10, 2023 at 6:30 pm

Walworth-Seely Public Library
Special Meeting of the Board of Trustees
July 24, 2023
APPROVED

- I. Call to Order: Meeting was called to order at 4:12pm by President Jessica Vance

- II. Roll Call/Attendance
 - i. Library Trustees Present: President Jessica Vance; Secretary Drew Britt, Finance Officer Anne Culver, and Vice-President Dave Teetsel
 - ii. Library Trustees Absent: Sondra Rutkowski who was excused due to a scheduling conflict
 - iii. Library Staff Present: Library Director Anne Brown and Library Assistant Bernie Maurer
 - iv. Others Present: Roman Malitis

- III. Adoption of current meeting agenda

MOTION: Trustee Culver motioned to approve the current meeting agenda of the July 24th, 2023 Special Meeting of the Board of Trustees. Seconded by Trustee Britt. Motion carried.

YES: 4/4

NO: 0

Specific purpose of this Special Meeting:

To approve the petition signatures that were collected for the Chapter 414 referendum scheduled for November 2023.

- IV. Period of Public Expression N/A

- V. Review of Petition Signatures

- VI. Approval of the Petition Signatures gathered

MOTION: Trustee Teetsel motioned to approve the first 102 pages of signatures of the petition to submit to Aimee Phillips, the Walworth Town Clerk, for verification. Seconded by Trustee Culver. Motion carried.

YES: 4/4

NO: 0

**Walworth-Seely Public Library
Special Meeting of the Board of Trustees
July 24, 2023
APPROVED**

VII. Adjournment

Trustee Culver motioned to adjourn the meeting at 4:52 pm. Seconded by Trustee Britt. Motion carried.

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

Next special meeting is 5:00pm on July 25, 2023

Walworth-Seely Public Library
Special Meeting of the Board of Trustees
July 25, 2023
APPROVED

- I. Call to Order: Meeting was called to order at 5:09 pm by President Jessica Vance

- II. Roll Call/Attendance
 - i. Library Trustees Present: President Jessica Vance; Finance Officer Anne Culver and Vice-President Dave Teetsel
 - ii. Library Trustees Absent: Sondra Rutkowski and Secretary Drew Britt who were excused due to a scheduling conflict
 - iii. Library Staff Present: Library Director Anne Brown and Library Assistant Bernie Maurer

- III. Adoption of current meeting agenda

MOTION: Trustee Teetsel motioned to approve the current meeting agenda of the July 25, 2023 Special Meeting of the Board of Trustees. Seconded by Trustee Culver. Motion carried.

YES: 3/3

NO: 0

Specific purpose of this Special Meeting:

To approve the petition signatures that were collected for the Chapter 414 referendum in November 2023.

- IV. Period of Public Expression N/A

- V. Review of Petition Signatures

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 5:00 p.m. on the 25th day of July 2023.

The following Trustees were present, constituting a quorum of the Board: President Vance, Vice-President Teetsel and Finance Officer Culver

The following motion was made, seconded and unanimously carried:

Walworth-Seely Public Library
Special Meeting of the Board of Trustees
July 25, 2023
APPROVED

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 ten (10%) per centum of the total number of votes cast for Governor in the Town of Walworth at the last gubernatorial election, 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 ESTABLISHED IN THE AMOUNT OF THREE HUNDRED AND TWENTY THOUSAND DOLLARS (\$320,000) ANNUALLY?

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 ESTABLISHED IN THE AMOUNT OF THREE HUNDRED AND TWENTY THOUSAND DOLLARS (\$320,000) ANNUALLY?

Thereupon the resolution was passed by a vote of 3/3 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 24th day of July 2023.

VI. Approval of the above Board Resolution:

MOTION: Trustee Culver motioned to approve the resolution as presented.

Seconded by Trustee Teetsel. Motion carried.

YES: 3/3 Trustee Vance, Trustee Culver, Trustee Teetsel

NO: 0

VII. Adjournment

Trustee Teetsel motioned to adjourn the meeting 5:26 pm. Seconded by Trustee Culver. Motion carried.

YES: 3/3: Trustee Vance, Trustee Culver, Trustee Teetsel

NO: 0

Walworth-Seely Public Library
Board of Trustees Meeting
August 10, 2023
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; Secretary Drew Britt; Trustee Sondra Rutkowski; Finance Officer Anne Culver and Vice-President Dave Teetsel
 - ii. Library Staff Present: Library Director Anne Brown and Library Assistant Bernie Maurer
 - iii. Others Present: Friends of WSPL President Linda Knight
 - iv. Others Absent: Town Councilwoman and Liaison to the Library Amber Linson who had a scheduling conflict

- III. Adoption of current meeting agenda

MOTION: Trustee Britt motioned to approve the current agenda of the August 10, 2023. Seconded by Trustee Teetsel. Motion carried.

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

NO: 0

- IV. Approval of prior meeting minutes
 - a. Approval of prior meeting minutes of July 13, 2023 as presented

MOTION: Trustee Teetsel motioned to approve the minutes of the July 13, 2023 Board Meeting as presented. Seconded by Trustee Britt. Motion carried.

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

NO: 0

- b. Approval of special meeting minutes of July 24, 2023 as presented

MOTION: Trustee Rutkowski motioned to approve the special meeting minutes of the July 24, 2023 Board Meeting as presented. Seconded by Trustee Culver. Motion carried.

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

NO: 0

- c. Approval of special meeting minutes of July 25, 2023 as presented

Walworth-Seely Public Library
Board of Trustees Meeting
August 10, 2023
APPROVED

MOTION: Trustee Culver motioned to approve the special meeting minutes of the July 25, 2023 Board Meeting as presented. Seconded by Trustee Rutkowski. Motion carried.

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

NO: 0

- I. Period of Public Expression- NA
- II. Friends of the WSPL report (Friend's President Linda Knight)
 - a. Book scanning has been continuing.
 - b. The Fall Book Sale is the last full week in October. Set up will be on Monday, October 23, 2023. Member sale will be the night of October 25th and the public sale will be October 26-28th.
- III. Town Board Liaison Report (Councilwoman Amber Linson) (absent)
 - a. Director Brown shared with Councilwoman Linson that the Walworth Library can now report our own retirement to NY state, however, legislation is needed to be able to pay our own retirement bill. For the time-being, the Town will continue to pay NY state our portion of the NYS retirement and will bill the Library.
 - b. Director Brown will inform Councilwoman Linson that a meeting was held with a scout regarding the community garden project. He will be presenting some plans in October and these ideas will be discussed at a Library Board meeting and Councilwoman Linson before being reviewed with the Town Board.
- IV. Library Director's Report (Anne Brown) (see attached)
- V. Secretary's Report – (Trustee Britt) - NA
- VI. Committee Reports
 - a. Financial Committee:
 - i. Presentation of Monthly Budget Summary- Report of receipts, disbursements and bank reconciliations for July 2023

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

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

NO: 0

Walworth-Seely Public Library
Board of Trustees Meeting
August 10, 2023
APPROVED

- ii. Approval of July 2023 vouchers

MOTION: Trustee Culver motioned to approve the 22 pre-paid vouchers for July 2023 in the amount of \$4,387.36 as described on the prepared abstract. Seconded by Trustee Teetsel. Motion carried.

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

NO: 0

- iii. Approval of the 2024 Budget Proposal to submit to Town

MOTION: Trustee Culver motioned to approve and submit the 2024 Budget Proposal in the amount of \$300,000.00 to the Town. Seconded by Trustee Teetsel. Motion carried.

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

NO: 0

- iv. The September 2023 Finance Meeting will be held on Tuesday, September 5, 2023 at 11:00 am.

- b. Policy Committee (Trustee Rutkowski)

- i. Approval of WSPL Bylaws

MOTION: Trustee Rutkowski motioned to approve the amended WSPL Bylaws as presented. Seconded by Trustee Britt. Motion carried.

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

NO: 0

- ii. Cash Management Policy

MOTION: Trustee Culver motioned to adopt the Cash Management Policy as presented. Seconded by Trustee Rutkowski. Motion carried.

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

NO: 0

- c. Personnel Committee (Trustee Teetsel) NA

Walworth-Seely Public Library
Board of Trustees Meeting
August 10, 2023
APPROVED

- d. Strategic Planning Committee (Trustee Britt)
 1. Our first goal of achieving sustainable funding is moving forward. Volunteers collected enough signatures to get on the November ballot for public to vote on our Chapter 414 proposition. Thanks to everyone who took the time to collect those signatures.
 2. The Community Survey has been posted and advertised. The first batch of responses have been collected, but responses will continue to be accepted. Survey sheets were also placed in local businesses around Walworth.
 3. Update on Community Leader Interviews – The Board brainstormed ideas for who to approach for these interviews at the June 2023 Board Meeting. Trustee Britt will begin conducting interviews along with any other board members who are interested in helping.
- ii. Sustainable Funding Committee (Trustee Vance)
 1. Petition Update
 - a. Petitions have been accepted and approved by the Town Clerk and submitted to the Wayne County Board of Elections. Director Brown received confirmation that all necessary documentation was received and our referendum will be on the ballot in November.
 2. Educational Campaign Ideas
 - Prepare a fact sheet that includes services the Library provides and information about the 414
 - Place fact sheets around the library and distribute at programs to reach library supporters
 - Reach out at the Ginegaw Market which runs until Oct 10th to educate people and encourage them to vote
 - Be a presence at the Harvest Moon Festival on October 14th from 4-7 pm
 - Prepare something for Facebook and the Walworth Library website
 - Be a presence at the Friends Book Sale the last full week in October and have educational fact sheets and conversations with those purchasing books

Walworth-Seely Public Library
Board of Trustees Meeting
August 10, 2023
APPROVED

- Inquire about putting something in the Times of Wayne County in October, closer to the election.
- Set up some Q&A sessions at the library to allow interested residents to learn the 414 funding process
- Director Brown will inquire if there is room to put some information in the Fall Town Topics which will go out shortly.

11) Old Business -

a. Public Computers

- i) A conversation with OWWL technical support reveals that it is possible for us to switch our public computers from Linux to Windows, however, it is an “all or nothing” proposition, meaning we would have to switch all 8 at one time AND none of those computers can be older than 5 years.

b. Construction Aid

- i) NY state contacted Director Brown and informed her that the instructions we were given to split costs across categories was not how the state wants it due to staffing shortages. Director Brown resubmitted the budget information in the format requested.
- ii) In addition, she requested a scope amendment since HVAC and an additional meeting room were mentioned in FY2020 but because it was not a full award, there was no money to complete those items. The HVAC and plumbing were moved to Phase II, in the FY2021 grant. Instead of calling out two meeting rooms, an amendment was made to “enlarge” the meeting room. The collapsible partition was included in the Phase II FY2021 grant funding.

12) New Business - NA

Adjournment

MOTION: Trustee Teetsel motioned to adjourn the meeting at 8:26 pm. Seconded by Trustee Britt. Motion carried.

IMPORTANT DATES:

- September Finance Committee meeting will be held on Tuesday, September 5, 2023 at 11:00 am
- Summer Reading Finale is Saturday, August 12th from 11:00 am – 1:00 pm

The next regular Board Meeting will be Thursday, September 14, 2023 at 6:30 pm

Walworth-Seely Public Library
Board of Trustees Meeting
September 14, 2023
APPROVED

- I. Call to Order: Meeting was called to order at 6:33 pm by President Jessica Vance
- II. Roll Call/Attendance
 - i. Library Trustees Present: President Jessica Vance; Secretary Drew Britt; Trustee Sondra Rutkowski; Finance Officer Anne Culver and Vice-President Dave Teetsel
 - ii. Library Staff Present: Library Director Anne Brown
 - iii. Others Present: Friends of WSPL President Linda Knight, Town Councilwoman and Liaison to the Library Amber Linson
 - iv. Others Absent: Library Assistant Bernie Maurer
- III. Adoption of current meeting agenda

MOTION: Trustee Teetsel motioned to approve the current agenda of the September, 2023. Seconded by Trustee Britt. Motion carried.

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

NO: 0

- IV. Approval of prior meeting minutes
 - a. Approval of prior meeting minutes of August 10, 2023 as presented

MOTION: Trustee Culver motioned to approve the minutes of the August 10, 2023 Board Meeting as presented. Seconded by Trustee Britt. Motion carried.

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

NO: 0

- I. Period of Public Expression- NA
- II. Friends of the WSPL report (Friend's President Linda Knight)
 - a. Book scanning of last sale's leftovers has been completed
 - b. Question of what to do with the books that cannot be sold back
 - i. Donate elsewhere? If so, where else still takes books? – Savers and Goodwill were mentioned
 - ii. Use for crafts and library programs – some have been set aside for this purpose but there are many more boxes left
 - iii. It was suggested to use the books to make some kind of décor or functional objects to sell and/or raffle off at the next book sale (ie succulent planters, book "safe" boxes, etc). Trustees Britt and Teetsel

Walworth-Seely Public Library
Board of Trustees Meeting
September 14, 2023
APPROVED

volunteered to look further into this and see if there are any feasible ideas

- c. Book Sale Signs – OWWL has discontinued their loan of Book Sale sandwich board signs due to wear and tear and does not plan to replace them. Instead, they are offering each library \$150 towards purchasing their own book sale signs to keep. Director Brown and Friends President Knight are collaborating on a design and price quote. The Friends would like 2 signs (one for each end of Lorraine Drive) and would like them to be simple but eye catching.
 - d. The Fall Book Sale is the last full week in October. Set up will be on Monday, October 23, 2023. Member sale will be the night of October 25th and the public sale will be October 26-28th.
- III. Town Board Liaison Report (Councilwoman Amber Linson) (absent)
- a. Councilwoman Linson announced that the town has decided that if the Library's 414 passes that the town board intends to reduce the tax levy. She is looking into the possibility of a budget readjustment after the November elections to avoid collecting this year's allocation. The town board will be approving a statement to this effect that the library can use in their educational campaign materials later this month.
 - b. Councilwoman Linson asked if there was any progress on the community garden Eagle Scout project. She would like to attend the next meeting to assist the candidate with planning and preparing for town approval.
- IV. Library Director's Report (Anne Brown) (see attached)
- V. Secretary's Report – (Trustee Britt) – N/A
- VI. Committee Reports
- a. Financial Committee:
 - i. Presentation of Monthly Budget Summary- Report of receipts, disbursements and bank reconciliations for August 2023

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

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

NO: 0

- ii. Approval of August 2023 vouchers

Walworth-Seely Public Library
Board of Trustees Meeting
September 14, 2023
APPROVED

MOTION: Trustee Culver motioned to approve the 33 pre-paid vouchers for August 2023 in the amount of \$10,467.50 as described on the prepared abstract. Seconded by Trustee Teetsel. Motion carried.

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

NO: 0

- iii. The October 2023 Finance Meeting & Biannual Audit will be held on Thursday, October 5, 2023 at 11:30 am. Trustee Britt plans to attend as the 3rd board member to complete the audit.

b. Policy Committee (Trustee Rutkowski)

- i. Approval of Investment Policy

MOTION: Trustee Rutkowski motioned to approve the Investment Policy as presented. Seconded by Trustee Culver. Motion carried.

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

NO: 0

- ii. Procurement Policy

MOTION: Trustee Rutkowski motioned to adopt the Procurement Policy as presented. Seconded by Trustee Teetsel. Motion carried.

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

NO: 0

c. Personnel Committee (Trustee Teetsel) N/A

d. Strategic Planning Committee (Trustee Britt)

- i. Community Leader Interviews remain ongoing. Summaries of interviews with local businesses and faith leaders were discussed
 - a. Common trends noted for local businesses
 - i. concerns about rising minimum wage and costs of doing business
 - ii. concerns about finding qualified employees

Walworth-Seely Public Library
Board of Trustees Meeting
September 14, 2023
APPROVED

- b. Common trends noted for local faith leaders/churches
 - i. Looking to rebuild a sense of community that was lost during the COVID-19 pandemic
 - ii. Concerns about how to get people to return to in-person worship and events
- ii. Community Survey results have been compiled and common trends were discussed
 - a. Staff was the #1 highlight of the survey – described as friendly, helpful, welcoming, etc
 - b. Library users tend to be looking for books more than any other item type
 - c. Patrons desire more afternoon/evening/weekend hours of operation
 - d. Suggestions for more diverse adult programming
 - e. Patrons are frequently able to find what they are looking for, but are also looking for a larger selection of materials across several age groups/categories
 - f. Many said they wish the expansion was bigger
 - g. Patrons find information about community events through Facebook and other online resources (email, website, social media) and in person at the library
- iii. Next Steps - Trustee Britt and Director Brown will meet one-on-one with Ron Kirsop, OWWL Executive Director, to discuss 3-5 focus areas and the Strategic Plan draft. We will have a final draft for board approval ready in November or December.
- e. Sustainable Funding Committee (Trustee Vance)
 - i. Educational Campaign
 - a. Public Information Sessions will be held on Monday 10/16 at 11:00 am and Thursday 10/26 at 6:00 pm.
 - b. 414 Informational Sheet will be simplified and made more visually pleasing
 - c. The possibility of mailing post cards to Walworth residents was discussed. Councilwoman Linson will send Director Brown information for Penny Lane and said that the library could use the same address database as the Town Topics mailings

11) Old Business -

12) New Business –

Walworth-Seely Public Library
Board of Trustees Meeting
September 14, 2023
APPROVED

(1) Approval of the 2022 Annual Report to the Community

MOTION: Trustee Teetsel motioned to approve the 2022 Annual Report to the Community as amended. Seconded by Trustee Culver. Motion carried.
YES: 5/5: Trustee Vance, Trustee Rutkowski, Trustee Teetsel, Trustee Culver and Trustee Britt
NO: 0

NOTE: Trustee Culver left the meeting at 7:55 pm due to a family obligation.

(2) Approval to pay final invoice from Massa Construction in the amount of \$35,725.00 upon the completion of the outstanding punch list items.

MOTION: Trustee Teetsel motioned to pay final invoice from Massa Construction in the amount of \$35,725.00 upon the completion of the outstanding punch list items. Seconded by Trustee Rutkowski. Motion carried.
YES: 4/4: Trustee Vance, Trustee Rutkowski, Trustee Teetsel, and Trustee Britt
NO: 0

Adjournment

MOTION: Trustee Rutkowski motioned to adjourn the meeting at 8:16 pm. Seconded by Trustee Teetsel. Motion carried.

IMPORTANT DATES:

- October Finance Committee meeting will be held on Thursday, October 5, 2023 at 11:30 am. The Biannual Audit will be completed at this time.
- 414 Information Sessions will be held on Monday October 16th at 11:00 am and Thursday October 26th at 6:00 pm
- The Friends Book Sale will be held the week of October 23rd – 28th. Volunteers are needed for set up and clean up.

The next regular Board Meeting will be Thursday, October 12, 2023 at 6:30 pm

Minutes of the Walworth Library Finance Committee Meeting

October 5, 2023

Meeting called to order at 11:30 am by Trustee Culver

Present: President Vance; Finance Chair Culver, Trustee Britt, Director Brown and Bookkeeper Maurer

Bi-annual Audit

An internal audit of the month of April 2023 was conducted. No discrepancies or concerns were noted.

Review of September 2023 Invoices, Vouchers, Bank Statements, Check Book, Abstract, and Reports

- Bank Statements and check books were reviewed for the Library's accounts
- Vouchers for September 2023 were reviewed for accuracy and completeness and compared to the September 2023 abstract
- Balance Sheet and Profit & Loss reports for September 2023 were reviewed

Debit Card Policy Review

The Debit Policy was reviewed and no changes were suggested.

Petty Cash Policy Review A minor grammatical change and adding the Petty Cash Policy to the Cash Handling Policy was suggested.

Approval for Director Brown and Library Assistant Maurer to attend the NYLA conference November 1-4, 2023

MOTION: Trustee Britt motioned to approve conference registration, hotel, meals and travel costs for Director Brown and Library Assistant Maurer to attend the NYLA conference in Saratoga Springs in November 2023. Seconded by Trustee Culver. Motion carried.

YES: 3

NO: 0

Other

Chapter 414 Referendum

- Director Brown presented an informational sheet for the Chapter 414 referendum that will be put on the website and copies will be made for distribution at upcoming informational sessions and for the Harvest Moon Festival.
- A revised format of the informational sheet will be prepared for the Times of Wayne County newspaper as a press release to be published the week of October 16, 2023.

Update on the Budget Process

- President Vance and Director Brown presented the budget request for 2024 to the Town Board of Walworth the last week of September.

Community Garden Project

- Scout Evan Phillips will be invited to the October 12th Library Board meeting to share his ideas for the Community Garden, discuss materials needed and projected costs. This will give us an opportunity to ask questions and give feedback prior to approaching the Town Board of Walworth for approval.

Harassment Prevention Training

- Annual Harassment Prevention Training will be conducted with the Library Board of Trustees on Thursday, November 9, 2023. The Board meeting will start at 6:00 pm to accommodate the training.

Adjournment

MOTION: Trustee Culver motioned to adjourn the meeting at 12:22 pm. Seconded by Trustee Britt. Motion carried.

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

NO: 0

Next Finance Committee Meeting is scheduled for Tuesday, November 7, 2023 at 11:00 am

Walworth-Seely Public Library
Board of Trustees Meeting
October 12, 2023
APPROVED

- I. Call to Order: Meeting was called to order at 6:36 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 had excused absences
 - iii. Library Staff Present: Library Director Anne Brown and Library Assistant Bernie Maurer
 - iv. Others Present: Friends of WSPL President Linda Knight, Evan Phillips, Eagle Scout Candidate and his father, Eric Phillips
 - v. Others Absent: Town Councilwoman and Liaison to the Library Amber Linson

- III. Adoption of current meeting agenda

MOTION: Trustee Culver motioned to approve the current agenda for the October 2023. Meeting Seconded by Trustee Britt. Motion carried.
YES: 3/3: Trustee Vance, Trustee Culver and Trustee Britt
NO: 0

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

MOTION: Trustee Britt motioned to approve the minutes of the September 12, 2023 Board Meeting as presented. Seconded by Trustee Culver. Motion carried.
YES: 3/3: Trustee Vance, Trustee Culver and Trustee Britt
NO: 0

- b. Approval of Finance meeting minutes of October 5, 2023

MOTION: Trustee Britt moved to approve the minutes of the October 5, 2023 Finance Committee Meeting. Seconded by Trustee Culver. Motion carried.
YES: 3/3: Trustee Vance, Trustee Culver and Trustee Britt
NO: 0

- I. Period of Public Expression
 - a. Evan Phillips, Eagle Scout Candidate, presented thorough plans for the Walworth Community Garden.

Walworth-Seely Public Library
Board of Trustees Meeting
October 12, 2023
APPROVED

- 1) Plans will need to be discussed with Mike Buckley, Parks and Facilities Superintendent to obtain his feedback prior to presenting plans to the Walworth Town Board.
 - 2) Funding for the materials needed for the project will need to be raised by January or early February, 2024 so that the frames for the raised beds can be built.
 - 3) Ground preparation and mulch will hopefully be provided by the Parks Department.
- II. Friends of the WSPL report (Friend's President Linda Knight)
- a. The Fall Book Sale is the last full week in October. Set up will be on Monday, October 23, 2023. Member sale will be the night of October 25th and the public sale will be October 26-28th.
 - b. Volunteers are needed to help with set up for the book sale on Monday, October 23, 2023.
 - c. Director Brown has requested a digital copy of the book sale post so that it can be shared on the library website.
- III. Library Director's Report (Anne Brown) (see attached)
- IV. Secretary's Report – (Trustee Britt) – N/A
- V. Committee Reports
- a. Financial Committee:
 - i. Presentation of Monthly Budget Summary- Report of receipts, disbursements and bank reconciliations for September 2023

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

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

NO: 0

- ii. Approval of September 2023 vouchers

MOTION: Trustee Culver motioned to approve the 27 pre-paid vouchers for September 2023 in the amount of \$4,681.42 as described on the prepared abstract. Seconded by Trustee Britt. Motion carried.

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

NO: 0

Walworth-Seely Public Library
Board of Trustees Meeting
October 12, 2023
APPROVED

iii. Approval of the Bi-Annual Audit Report

MOTION: Trustee Culver motioned to accept the report of the bi-annual audit for the month of April 2023 as no discrepancies or concerns were found. Seconded by Trustee Britt. Motion carried.

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

NO: 0

iv. 2024 Budget Updates

Director Brown and President Vance met in September with representatives from the Town of Walworth to discuss the Library's 2024 budget.

- v. The November Finance Meeting will be held in person on Tuesday, November 7, 2023 at 11:00 am.

b. Policy Committee (Trustee Rutkowski)

- i. Cash Management and Debit Card Policy were reviewed by the Finance Committee on October 5, 2023.

MOTION: Trustee Britt motioned to add the Petty Cash Policy to the Cash Management Policy to make one cohesive policy as presented. Seconded by Trustee Culver. Motion carried.

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

NO: 0

MOTION: Trustee Culver motioned to approve the Debit Card Policy as presented. Seconded by Trustee Britt. Motion carried.

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

NO: 0

c. Personnel Committee (Trustee Teetsel)

- i. Substitute Library Clerk Jennifer Mastin will be resigning effective October 18, 2023. We wish her well in her new job.

d. Strategic Planning Committee (Trustee Britt)

- i. The plan will be reviewed with the board in December 2023.

Walworth-Seely Public Library
Board of Trustees Meeting
October 12, 2023
APPROVED

- e. Sustainable Funding Committee (Trustee Vance)
 - i. Educational Materials
 - a) The library website now has the 414 educational materials including a short video describing what the 414 is and how the makes for more sustainable funding for the library.
 - b) The 414 Informational Sheet has been simplified and made more visually pleasing
 - ii. Legal Notices plan-2 newspapers for each of the 2 weeks preceding the vote
 - a) Information will be submitted to the Times of Wayne County and to Finger Lakes Times for publication the two weeks prior to November 7, 2023

11) Old Business - NA

12) New Business – NA

13) Adjournment

MOTION: Trustee Britt motioned to adjourn the meeting at 8:00 pm. Seconded by Trustee Culver. Motion carried.

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

NO: 0

IMPORTANT DATES:

- The Library will be closed to the public on Saturday, October 14, 2023 for staff training and annual inventory.
- Director Brown and Bookkeeper Maurer will be out of the office November 2-4, 2023 to attend the annual NYLA Conference
- The November Finance Meeting will be held in person on Tuesday, November 7, 2023 at 11:00 am

The next regular Board Meeting will be Thursday, November 9, 2022 at 6:00 pm

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

Minutes of the Walworth Library Finance Committee Meeting

November 7, 2023

Meeting called to order at 11:30 am by Trustee Culver

Present: President Vance; Finance Chair Culver, Trustee Britt, Director Brown and Bookkeeper Maurer

Review of October 2023 Invoices, Vouchers, Bank Statements, Check Book, Abstract, and Reports

- Bank Statements and check books were reviewed for the Library's accounts
- Vouchers for October 2023 were reviewed for accuracy and completeness and compared to the October 2023 abstract
- Balance Sheet and Profit & Loss reports for October 2023 were reviewed

Approval of OWWL Cost Shares for 2023

MOTION: Trustee Culver moved to approve payment in the amount of \$5841.00 to OWWL Library System for OWWL cost shares. Seconded by Trustee Britt. Motion carried.

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

NO: 0

Other

- **NYS Sick Leave**

Director Brown has been advised that the library should have a policy for sick leave. Currently, employees working less than 15 hours per week as well as employees who have not been with Walworth Library for a year or more have no access to PTO. Director Brown will prepare some calculations for accrued sick leave and present these to Library Board.

In addition, Director Brown has been notified that anyone who has been sick with COVID has 14 days of pay instead of 7. In 2023, one employee was ill with COVID, therefore, remuneration will occur.

- **Construction**

Massa Construction completed the punch list and dropped off the drawings for the expansion/renovation project. A check for the final payment to Massa

has been sent. \$10,000.00 from the building reserve fund and \$25,000 from Operating Savings needed to be transferred to the Library Improvement checking account in order to cover the \$35,725.00 payment to Massa. As soon as the library receives the last 10% payment from the NYS construction grant, these accounts will be restored.

- **Staff Apparel**

Director Brown reviewed the remaining budget with the Finance Committee to request approval to purchase staff apparel for each staff member as a holiday gift. Cost of the apparel will be approximately \$250.00 and in order to have it by December, 31, 2023, it needs to be ordered now. The Finance Committee approved of making this purchase (no motion was required).

- **Community Garden Update**

Scout Evan Phillips will be prepared to present his ideas for the Community Garden, discuss materials needed and projected costs with the Town of Walworth Board on November 16, 2023 if the Town Board agenda allows.

- **Tummonds Fund**

A reminder was given to Directors that the Tummond's funds need to be expended by December 31, 2023.

- **Annual Harassment Prevention Training**

Training will be conducted with the Library Board of Trustees on Thursday, November 9, 2023. The Board meeting will start at 6:00 pm to accommodate the training. Trustee Culver has already taken this training for 2023 and will submit her certificate of completion to Director Brown.

Adjournment

MOTION: Trustee Culver motioned to adjourn the meeting at 12:13 pm. Seconded by Trustee Britt. Motion carried.

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

NO: 0

Next Finance Committee Meeting is scheduled for Thursday, December 7, 2023 at 11:30 am

Approved by the Library Board of Trustees on 11/9/2023

Walworth-Seely Public Library
Board of Trustees Meeting
November 9, 2023
APPROVED

- I. Call to Order: Meeting was called to order at 6:08 pm by President Jessica Vance
- II. Roll Call/Attendance
 - i. Library Trustees Present: President Jessica Vance; Secretary Drew Britt; Trustee Sondra Rutkowski and Finance Officer Anne Culver
 - ii. Library Trustees Absent: Vice-President Dave Teetsel 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, Town Councilwoman and Liaison to the Library Amber Linson

III. Adoption of current meeting agenda

MOTION: Trustee Britt motioned to approve the current agenda for the November 2023 Meeting as revised. 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
 - a. Approval of prior meeting minutes of October 12, 2023 as presented

MOTION: Trustee Britt motioned to approve the minutes of the October 12, 2023 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 Finance meeting minutes of November 7, 2023

MOTION: Trustee Culver moved to approve the minutes of the November 7, 2023 Finance Committee Meeting. Seconded by Trustee Rutkowski. 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 President Linda Knight)

Walworth-Seely Public Library
Board of Trustees Meeting
November 9, 2023
APPROVED

- a. The Fall Book Sale is over and sales were down a bit from previous sales. Ticket sales for Councilwoman Linson's handmade journal resulted in \$48 in contributions
 - b. President Knight is thinking of having a table to sell crafts at a future book sale. Perhaps hosting a craft bazaar will be another way to raise money.
- VII. Town Board Liaison Report (Councilwoman Amber Linson)
- a. Councilwoman Linson congratulated the Library Board for their work in getting Chapter 414 passed. Although the results won't be official until November 17th when certified by the Wayne County Board of Elections, the Yes Votes far outweighed the No Votes at this time.
 - b. Eagle Scout Evan Phillips will be on the Town Board agenda on December 7th to present his ideas and cost projections for the Community Garden that the Walworth Library is sponsoring. Any contributions that the Town might make must be requested at the time of the presentation (ie., preparation of the ground, mulch, etc.)
 - c. The following items were in response to some email questions Director Brown sent to Councilwoman Linson:
 - i. Walworth Fire Department has the phone numbers of Supervisor Donalty and Councilwoman Linson in the event of a fire emergency after hours.
 - ii. The Town would be receptive to Director Brown submitting a grant for the Aunt Flow project which would provide a sanitary product dispenser for one public restroom and one year of free sanitary supplies. The commitment would be for the Town/Library to provide free sanitary products for the following three years (a four-year commitment total).
 - iii. When the parking lot was repaved, the one-way signs directing traffic were removed. This could be a problem since the Library's outdoor book drop would be in the line of incoming traffic if visitors enter the southwest end of the upper parking lot. Councilwoman Linson will address this issue, however, cannot ensure that the one-way signs will be restored.
- VIII. Library Director's Report (Anne Brown) (see attached)
- IX. Secretary's Report – (Trustee Britt) – N/A
- X. Committee Reports
- a. Financial Committee:

**Walworth-Seely Public Library
Board of Trustees Meeting
November 9, 2023
APPROVED**

- i. Presentation of Monthly Budget Summary- Report of receipts, disbursements and bank reconciliations for October 2023

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

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

NO: 0

- ii. Approval of October 2023 vouchers

MOTION: Trustee Culver motioned to approve the 25 pre-paid vouchers for October 2023 in the amount of \$4,274.40 and one pending voucher in the amount of \$5481.00 for a total of 26 items and a grand total of \$9755.40 as described on the prepared abstract. Seconded by Trustee Rutkowski. Motion carried.

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

NO: 0

- iii. Tax Payments for 2023 have been received from both Wayne and Gananda Central School Districts

- iv. The December Finance Committee Meeting will be held in person on Thursday, December 7, 2023 at 11:30 am.

b. Policy Committee (Trustee Rutkowski)

- i. Trustee Rutkowski indicated that in the coming weeks, the Emergency Closing and the Disaster Response Policies need to be reviewed.
- ii. In addition, a Policy for posting on the Library's bulletin board is suggested.

c. Personnel Committee (Trustee Teetsel)

- i. Discussion of job description for 2023 new hire
 1. Director Brown shared two different position title requirements and the Board considered the pros and cons of each.
 2. After some consideration, it was suggested that a "Program Assistant" position be posted in December with interviews to occur in January 2024.

d. Strategic Planning Committee (Trustee Britt)

- i. Review Strategic Plan Draft

Walworth-Seely Public Library
Board of Trustees Meeting
November 9, 2023
APPROVED

1. Based on Trustee Britt's work, Director Brown prepared the draft plan.
 2. Board members only suggested a minor change (based on the new position to be posted and hired). Additional comments/changes can be submitted to Director Brown prior to the December board meeting.
 3. The draft will be reviewed with Executive Director Ron Kirsop on November 13, 2023.
 4. The Walworth Board of Trustees will be asked to approve the Strategic Plan at the December, 2023 meeting.
- e. Sustainable Funding Committee (Trustee Vance)
1. Election results will be finalized by the Board of Elections by November 17, 2023.
 - a. After November 17, 2023 when the election results are official and certified, Assistant Maurer will contact the two school districts to remove the request for tax support for 2024 and subsequent years.
 2. Director Brown will post a "thank you" to the community for voting and supporting the library. She will also notify staff and other directors of the OWWL system that the referendum has passed.
 3. Next Steps
 - a. It makes sense to consider a 2% (or more) increase each year to cover cost of living, minimum wage, and other price increases.
 - b. Promotional materials for future votes should have more simplified verbiage and eliminate jargon that members of the public found confusing
 - c. It is believed that the process of getting almost 500 petition signatures largely contributed to the success of the vote. Even though the signature requirement will now be decreased, it will still be important for volunteers to attend public events to educate and raise awareness for any future budget votes.
- f. Nominating Committee
- i. Officer Nominations
 1. President – Jessica Vance was nominated and there were no other nominations for President

Walworth-Seely Public Library
Board of Trustees Meeting
November 9, 2023
APPROVED

2. Vice-President – David Teetsel was nominated and there were no other nominations for Vice-President
 3. Secretary – Drew Britt was nominated and there were no other nominations for Secretary
 4. Finance Officer – Anne Culver was nominated and there were no other nominations for Finance Officer
- ii. Committees will be assigned by the President in January 2024 for the following. Any trustees interested in serving in a particular area of interest should notify President Vance prior to the January board meeting.
1. Policy
 2. Personnel
 3. Strategic Plan
 4. Sustainable Funding
 5. Community Relations & Engagement
 6. Nominating
 7. Finance

11) Old Business - NA

12) New Business –

a. Approval of 2024 Closed Dates

MOTION: Trustee Rutkowski motioned to approve the list of 2024 close dates as prepared by Director Brown. Seconded by Trustee Britt. Motion carried.

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

NO: 0

b. Sick Leave

- i) Director Brown prepared a chart of sick time bank options for the Board to review and discuss.
- ii) Some additional information is needed before a decision could be made, therefore, this was tabled until the December 2023 meeting.

c. OWWL2go Commitment

MOTION: Trustee Britt motioned to approve payment to OWWL Library System in the amount of \$4456.00 to be made in two payments (January 2024 and July 2024) for OWWL2go for 2024. Seconded by Trustee Rutkowski. Motion carried.

Walworth-Seely Public Library
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YES: 4/4: Trustee Vance, Trustee Culver, Trustee Rutkowski and Trustee Britt
NO: 0

NOTE at 8:45 both Trustee Culver and Trustee Rutkowski were excused and the meeting was adjourned due to a lack of quorum.

- d. NYS Harassment Prevention Training for WSPL Board of Trustees, Library Director Brown, and Bookkeeper Maurer

Trustee Vance, Trustee Britt, Director Brown and Bookkeeper Maurer remained for the mandatory annual training. Their participation in the training will be motioned at the December 2023 meeting.

13) Adjournment

Training ended at 10:45 pm

IMPORTANT DATES:

- Annual Charlie Brown Thanksgiving event will be held after hours on Monday November 20, 2023 at 5:30 pm
- The library will be closed for the Thanksgiving holiday from *5 pm on Wednesday, November 22 through Saturday November 25*. We will reopen on Monday, November 27.
- The December Finance Meeting will be held in person on Tuesday, December 7, 2023 at 11:30 am
- The library will have a table for children's crafts at the Town of Walworth's Light the Night on *Saturday, December 2* and the Lion's Club Breakfast with Santa on *Saturday, December 9*
- WSPL Holiday Party will be *Saturday, December 16, 2023* from 11 am to 1 pm.

The next regular Board Meeting will be Thursday, December 14, 2023 at 6:30 pm

Walworth-Seely Public Library
Board of Trustees Meeting
December 14, 2023
APPROVED

- I. Call to Order: Meeting was called to order at 6:35 pm by President Jessica Vance

- II. Roll Call/Attendance
 - i. Library Trustees Present: President Jessica Vance; Vice-President Dave Teetsel and Trustee Sondra Rutkowski
 - ii. Library Trustees Absent: Secretary Drew Britt and Finance Officer Anne Culver, 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
 - v. Others Absent: Town Councilwoman & Liaison to the Library Amber Linson

III. Adoption of current meeting agenda

MOTION: Trustee Teetsel motioned to approve the current agenda for the December 2023 meeting as amended. Seconded by Trustee Rutkowski. Motion carried.

YES: 3/3: Trustee Vance, Trustee Teetsel and Trustee Rutkowski

NO: 0

- IV. Approval of prior meeting minutes
 - a. Approval of prior meeting minutes of November 9, 2023 as presented

MOTION: Trustee Rutkowski motioned to approve the minutes of the November 9, 2023 Board Meeting as presented. Seconded by Trustee Teetsel. Motion carried.

YES: 3/3: Trustee Vance, Trustee Teetsel and Trustee Rutkowski

NO: 0

V. Period of Public Expression- NA

- VI. Friends of the WSPL report (Friend's President Linda Knight)
 - a. The Friends are working on scanning books after the book sale.

 - b. President Knight will review the MOU with the officers of the Friends of the Library. A question was raised as to where she might access a digital copy of the MOU – Director Brown emailed a copy at the end of the meeting.

Walworth-Seely Public Library
Board of Trustees Meeting
December 14, 2023
APPROVED

- i. Some wording changes regarding the joint meeting between the WSPL Board and the Friends might be considered to give a little flexibility in the meeting month (ie. A joint meeting will be held each year in January or February...")
 - c. A proposed plan for a Community Garden and a requisition was given to President Knight requesting that the Friends consider supporting this project since it will provide a programming opportunities for the library. Eagle Scout Candidate Phillips is looking for an advance donation so that he can purchase materials to build the garden beds during the winter.
 - i. Eagle Scout Candidate Phillips can do a presentation to the Friends if they desire but it must be after school hours or over the holiday break. President Knight will check with the Friends board to see if this is necessary.
 - d. The joint meeting between the WSPL Board and the Friends is scheduled for 6:00 pm on January 11, 2024.
- VII. Town Board Liaison Report (Councilwoman Amber Linson was absent)
 - a. Eagle Scout Candidate Evan Phillips, presented information about the proposed Community Garden at the Town Board meeting on December 7, 2023. He requested assistance with ground preparation, mulch, a concrete or asphalt pad for the rain barrels, and landscaping fabric. The Parks Supervisor acknowledged that ground preparation and mulch could be provided but that soil and the landscaping fabric would need to be purchased. Therefore, the Town Board voted to provide \$350.00 to support the Community Garden
- VIII. Library Director's Report (Anne Brown) (see attached)
- IX. Secretary's Report – (Trustee Britt)
 - a. Trustee Britt sent a very special holiday greeting card to the WSPL staff while he is recovering from surgery.
- X. Committee Reports
 - a. Financial Committee:
 - i. Presentation of Monthly Budget Summary- Report of receipts, disbursements and bank reconciliations for November 2023

MOTION: Trustee Teetsel motioned to accept the reports of receipts, disbursements, and bank reconciliations for November 2023. Seconded by Trustee Rutkowski. Motion carried.

**Walworth-Seely Public Library
Board of Trustees Meeting
December 14, 2023
APPROVED**

**YES: 3/3: Trustee Vance, Trustee Teetsel and Trustee Rutkowski
NO: 0**

ii. Approval of November 2023 vouchers

MOTION: Trustee Teetsel motioned to approve the 35 pre-paid vouchers in the amount of \$43,309.02 (which included the final payment to Massa Construction for \$35,725.00) as reflected on the prepared abstract for November 2023. Seconded by Trustee Rutkowski. Motion carried.

**YES: 3/3: Trustee Vance, Trustee Teetsel and Trustee Rutkowski
NO: 0**

iii. Approval of 2024 Salary Matrix

MOTION: Trustee Teesel motioned to approve the 2024 Salary Matrix effective January 1, 2024 as presented. This includes a minimum wage increase for all hourly staff without any COLA. Seconded by Trustee Rutkowski. Motion carried.

**YES: 3/3: Trustee Vance, Trustee Teetsel and Trustee Rutkowski
NO: 0**

MOTION: Trustee Teetsel motioned to approve the salary increase for Director Anne Brown to \$71,760/year effective January 1, 2024. Seconded by Trustee Rutkowski. Motion carried.

**YES: 3/3: Trustee Vance, Trustee Teetsel and Trustee Rutkowski
NO: 0**

iv. 2024 Budget Approval

MOTION: Trustee Rutkowski motioned to approve the 2024 Budget of \$320,000.00 as approved by the Walworth voters in the recent November 2023 vote. Seconded by Trustee Teetsel. Motion carried.

**YES: 3/3: Trustee Vance, Trustee Teetsel and Trustee Rutkowski
NO: 0**

v. Approval to terminate the 259 tax levies from Gananda and Wayne School Districts

MOTION: Trustee Teetsel motioned to authorize Director Anne Brown to terminate the 259 tax levies from Gananda and Wayne School Districts. Seconded by Trustee Rutkowski. Motion carried.

**Walworth-Seely Public Library
Board of Trustees Meeting
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APPROVED**

**YES: 3/3: Trustee Vance, Trustee Teetsel and Trustee Rutkowski
NO: 0**

- vi. Approval of Heveron & Co as the Library's CPA for 990 tax preparation and audit for 2023

MOTION: Trustee Rutkowski motioned to approve Heveron & Co. as the Walworth Library's CPA and to receive all required documentation to perform the Library's 2023 External audit and complete the 990 for 2023. Seconded by Trustee Teetsel. Motion carried.

**YES: 3/3: Trustee Vance, Trustee Teetsel and Trustee Rutkowski
NO: 0**

- vii. Approval of electronic fund transfers for 2024
 - 1. Paychex for all related expenses and retirement payments

MOTION: Trustee Teetsel motioned to approve Electronic Fund Transfers for Paychex for all related expenses and retirement payments for 2024. Seconded by Trustee Rutkowski. Motion carried.

**YES: 3/3: Trustee Vance, Trustee Teetsel and Trustee Rutkowski
NO: 0**

- 2. Payment Processing Consultants for monthly credit card fees and the terminal rental

MOTION: Trustee Rutkowski motioned to approve the Electronic Fund Transfers for Payment Processing Consultants for monthly credit card fees and terminal rental for 2024. Seconded by Trustee Teetsel. Motion carried.

**YES: 3/3: Trustee Vance, Trustee Teetsel and Trustee Rutkowski
NO: 0**

- viii. Approval to maintain AB, JV ad AC as signers for Lyons National Bank

MOTION: Trustee Rutkowski motioned to maintain Anne Brown, Jessica Vance, and Anne Culver as signatories on the Lyons National Bank account for 2024. Seconded by Trustee Teetsel. Motion carried.

**YES: 3/3: Trustee Vance, Trustee Teetsel and Trustee Rutkowski
NO: 0**

- ix. Approval to maintain AB, JV ad AC as signers for Citizens Bank

MOTION: Trustee Rutkowski motioned to maintain Anne Brown, Jessica Vance, and Anne Culver as signatories on the Citizens Bank account for 2024. Seconded by Trustee Teetsel. Motion carried.

**Walworth-Seely Public Library
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APPROVED**

**YES: 3/3: Trustee Vance, Trustee Teetsel and Trustee Rutkowski
NO: 0**

- x. Appointment of a bookkeeper for 2024

MOTION: Trustee Rutkowski motioned to appoint Bernie Maurer as the Walworth-Seely Public Library Bookkeeper for 2024. Seconded by Trustee Teetsel. Motion carried.

**YES: 3/3: Trustee Vance, Trustee Teetsel and Trustee Rutkowski
NO: 0**

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

- b. Policy Committee (Trustee Rutkowski)

- i. Emergency Closing Policy

MOTION: Trustee Rutkowski motioned to approve the Emergency Closing Policy for Walworth-Seely Public Library. Seconded by Trustee Teetsel. Motion carried.

**YES: 3/3: Trustee Vance, Trustee Teetsel and Trustee Rutkowski
NO: 0**

- ii. Disaster Response

MOTION: Trustee Rutkowski motioned to approve the Disaster Response Plan as amended. Seconded by Trustee Teetsel. Motion carried.

**YES: 3/3: Trustee Vance, Trustee Teetsel and Trustee Rutkowski
NO: 0**

- iii. The Credit Card Policy will be brought to the Board for approval in January 2024.

- c. Personnel Committee (Trustee Teetsel) NA

- d. Strategic Planning Committee (Trustee Britt)
 - i. Approve Strategic Plan

MOTION: Trustee Teetsel motioned to approve the 2023-2027 Strategic Plan for Walworth-Seely Public Library. Seconded by Trustee Rutkowski. Motion carried.

Walworth-Seely Public Library
Board of Trustees Meeting
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APPROVED

YES: 3/3: Trustee Vance, Trustee Teetsel and Trustee Rutkowski
NO: 0

- e. Sustainable Funding Committee (Trustee Vance)
 - 1. The Walworth voters approved the Walworth Library's budget for 2024 for \$320,000.00.
 - 2. Walworth Library is the first library in the OWWL system to be funded by Chapter 414.

- f. Nominating Committee
 - i. Officer Nominations
 - 1. President – Jessica Vance was nominated and there were no other nominations for President

MOTION: Trustee Rutkowski motioned to re-elect Jessica Vance for the office of President of the Library Board of Trustees. Seconded by Trustee Teetsel. Motion carried.

YES: 3/3: Trustee Vance, Trustee Teetsel and Trustee Rutkowski
NO: 0

- 2. Vice-President – David Teetsel was nominated and there were no other nominations for Vice-President

MOTION: Trustee Rutkowski motioned to re-elect David Teetsel for the office of Vice-President of the Library Board of Trustees. Seconded by Trustee Teetsel. Motion carried.

YES: 3/3: Trustee Vance, Trustee Teetsel and Trustee Rutkowski
NO: 0

- 3. Secretary – Drew Britt was nominated and there were no other nominations for Secretary.

MOTION: Trustee Rutkowski motioned to re-elect Drew Britt for the office of Secretary of the Library Board of Trustees. Seconded by Trustee Teetsel. Motion carried.

YES: 3/3: Trustee Vance, Trustee Teetsel and Trustee Rutkowski
NO: 0

- 4. Finance Officer – Anne Culver was nominated and there were no other nominations for Finance Officer

Walworth-Seely Public Library
Board of Trustees Meeting
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APPROVED

MOTION: Trustee Rutkowski motioned to re-elect Anne Culver for the office of Finance Officer of the Library Board of Trustees. Seconded by Trustee Teetsel. Motion carried.

YES: 3/3: Trustee Vance, Trustee Teetsel and Trustee Rutkowski
NO: 0

- ii. Committees will be assigned by the President in January 2024 for the following. Any trustees interested in serving in a particular area of interest should notify President Vance prior to the January board meeting.
 - 1. Finance
 - 2. Policy
 - 3. Personnel
 - 4. Strategic Plan
 - 5. Sustainable Funding
 - 6. Community Relationships & Engagement
 - 7. Nominating

11) Old Business

- a. One Way signs in parking lot
 - i) When the repaving of the parking lot was done in the Fall 2023, the one-way signs directing traffic were removed as were the one way arrows painted on the pavement.
 - ii) The one-way traffic pattern was set up after the construction project to accommodate the library's drive-up book drop.
 - iii) Director Brown sent a written communication to Councilwoman Linson and Supervisor Donalty that had been provided by the LaBella Civil Engineer during the library construction project, who advised that the parking lot must be made one-way to accommodate the drive up book drop in front of the Library.
 - iv) After receiving Director Brown's communication, the response from the Town was that the two-way traffic in the parking lot is adequate and will remain as is.
- b. Sick Leave
 - i) Director Brown prepared a chart of sick time bank options for the Board to review and discuss. After much discussion, it was decided that the reduced PTO Plus Sick Time Bank option best served the staff and the library.

MOTION: Trustee Teetsel motioned to approve a reduced PTO Plus Sick Time Bank for 2024. Seconded by Trustee Rutkowski. Motion carried.

YES: 3/3: Trustee Vance, Trustee Teetsel and Trustee Rutkowski

**Walworth-Seely Public Library
Board of Trustees Meeting
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APPROVED**

NO: 0

- c. NYS Harassment Prevention Training for WSPL Board of Trustees, Library Director Brown, and Bookkeeper Maurer

MOTION: Trustee Teetsel motioned to acknowledge that the following Trustees of WSPL and Library Staff completed the NYS approved Sexual Harassment Training for Supervisors/Managers through the EAP web portal on November 9, 2023:

Trustee Jessica Vance

Trustee Drew Britt

Library Director Anne Brown

Library Assistant Bernie Maurer

NOTE: Trustee David Teetsel completed the training independently on November 18, 2023.

Trustee Rutkowski and Anne Culver submitted Certificates of Completion for a NYS approved Sexual Harassment Training in lieu of completing this training at the November 9, 2023 Board Meeting.

Seconded by Trustee Rutkowski. Motion carried.

YES: 3/3: Trustee Vance, Trustee Teetsel and Trustee Rutkowski

NO: 0

12) New Business

- a. Approval of 2024 Library Hours

MOTION: Trustee Teetsel motioned to approve the library hours for 2024 to resume to pre-COVID hours of 52 hrs/wk. (Monday-Thursday 10:00am-8:00pm, Friday 10:00am - 6:00 pm and Saturday 10:00am - 2:00pm.) Seconded by Trustee Rutkowski. Motion carried.

YES: 3/3: Trustee Vance, Trustee Teetsel and Trustee Rutkowski

NO: 0

- b. Alarm in Library

Casco Security Systems re-installed the alarm system that was dismantled during the library construction project. After discussion, the Board recommended that the alarm in the library be set on a schedule to be armed and disarmed at regular times.

13) Adjournment

Walworth-Seely Public Library
Board of Trustees Meeting
December 14, 2023
APPROVED

MOTION: Trustee Teetsel motioned to adjourn the meeting at 8:57 pm. Seconded by Trustee Rutkowski. Motion carried.

YES: 3/3: Trustee Vance, Trustee Teetsel and Trustee Rutkowski

NO: 0

IMPORTANT DATES:

- WSPL Holiday Party will be *Saturday, December 16, 2023* from 11 am to 1 pm.
- The library will be closed for the Christmas Holiday from *Saturday, December 23 through Tuesday, December 26*. We will reopen *Wednesday, December 27*.
- The library will be closed for the New Year holiday from *Saturday, December 31 through Monday, January 1, 2024*. We will reopen *Tuesday, January 2, 2024*.
- The January Finance Meeting will be held in person on Thursday, January 4, 2024 at 11:30 am

The next regular Board Meeting will be Thursday, January 11, 2024.
The annual joint meeting with the Friends of WSPL will begin at 6:00 pm.
The Library Board meeting will commence immediately following.