

December 13, 2022

Call to order and roll call: The meeting was called to order by Vice President Peter Robinson at 6:03 pm

Along with President, Janice Kelsey, also present were Trustees: Deborah Gillen, Sally Smith, Peter Robinson, Shani Jones, Library Director, Lisa Gricius, and Town Liaison, Travis Jones. Also in attendance were the two newly elected board members, Sue Schell and John Rutledge who will start their term at the January 2023 meeting.

Motion: Approve/Waive reading of minutes from Tuesday, November 8, 2022.

Motion: Janice Kelsey

2nd: Shani Jones

Ayes: 5 Noes: 0 Absent: 0

Defeated: Carried: Yes

Finance:

1.Motion to Audit and Approve the abstract of audited vouchers

205-223 **Total Amount: \$ \$6819.75**

Motion: Shani Jones

2nd: Sally Smith

Ayes: 5 Noes: 0 Absent: 0

Defeated: Carried: Yes

2.Motion to transfer \$6237.50 from the 2023 fund balance to line item L7410.1

Motion: Deborah Gillen

2nd: Peter Robinson

Ayes: 5 Noes: 0 Absent: 0

Defeated: Carried: Yes

3.Motion to approve amended 2023 Budget

Total Expenditures/Revenues \$266, 729.50

Motion: Sally Smith

2nd: Peter Robinson

Ayes: 5 Noes: 0 Absent: 0

Defeated: Carried: Yes

4, Motion to approve line transfers attached

Motion: Deborah Gillen

2nd: Shani Jones

Ayes: 5 Noes: 0 Absent: 0

Defeated: Carried: Yes

Unfinished Business:

1.Motion to approve and adopt amended Bylaws

Motion: Sally Smith

2nd: Janice Kelsey

Ayes: 5 Noes: 0 Absent: 0

Defeated: Carried: Yes

Motion to Adjourn: by Sally Smith at 6:33

November 8, 2022

The meeting of the WPL was called to order by President, Janice Kelsey at 6:00 p.m. Along with Janice, also present were Trustees: Shani Jones, Deborah Gillen, Peter Robinson, Library Director, Lisa Gricius, and Town Liaison, Travis Jones. Absent: Sally Smith

A motion was made by Shani Jones and seconded by Janice Kelsey, to approve and waive the reading of the minutes from October 11, 2022. Ayes: 4 Noes: 0 Absent: 1. The motion carried.

A motion was made by Peter Robinson and seconded by Janice Kelsey to approve the audited vouchers #187-204 totaling \$11,269.65 Ayes: 4 Noes: 0 Absent: 1 The motion carried.

Old Business.: The Board reviewed the Bylaw revisions. Suggestions were discussed to be approved at the next meeting.

New business: Lisa, Shani, Travis will be meeting with the architect Dec. 6 at 4:00 to review the preliminary designs.

A motion was made by Shani Jones to go into executive session, seconded by Deborah Gillen at 6:32 p.m. Janice moved to conclude the Executive session, Shani Jones seconded the motion at 7:00 p.m.

A motion was made by Deborah Gillen and seconded by Shani Jones to amend an employees' salary to comply with the executive and administrative exemption weekly salary threshold. Ayes: 4 Noes: 0 Absent: 1 The motion carried.

A motion was made by Deborah Gillen to adjourn the meeting at 7:25

October 11, 2022

The meeting of the WPL was called to order by President, Janice Kelsey at 6:01 p.m. Along with Janice, also present were Trustees: Shani Jones, Sally Smith, Deborah Gillen, Library Director, Lisa Gricius, and Town Liaison, Travis Jones. Absent was Trustee, Peter Robinson.

A motion was made by Sally Smith and seconded by Shani Jones to approve and waive the reading of the minutes from September 6, 2022. Ayes: 4 Noes: 0 Absent: 1. The motion carried

A motion was made by Shani Jones and seconded by Deborah Gillen to approve the audited vouchers # 166-186 totaling \$12,840.41. Ayes: 4 Noes: 0 Absent: 1. The motion was carried.

A motion was made by Janice Kelsey and seconded by Shani Jones to approve the 2023 budget. Ayes: 4 Noes: 0 Absent: 1. The motion carried.

A motion was made by Sally Smith and seconded by Janice Kelsey to approve the 2023 Holiday Closure Schedule. Ayes: 3 Noes: 1, Absent : 1. The motion was carried.

Sally Smith motion that the meeting be adjourned at 6:52 p.m.

September 6, 2022

The meeting of the WPL Board of Trustees was called to order by President, Janice Kelsey at 6:00 p.m. Along with Janice, also present were Trustees: Shani Jones, Peter Robinson and Sally Smith; Library Director, Lisa Gricius; and Town Liaison, Travis Jones. Absent was Trustee, Deborah Gillen.

A motion was made by Shani Jones and seconded by Peter Robinson to approve and waive the reading of the July 12, 2022 minutes. Ayes: 4 Noes: 0 Absent: 1. The motion carried.

A motion was made by Sally Smith and seconded by Shani Jones to approve the abstract of the audited vouchers #133-152 totaling \$4,762.00 and audited vouchers #153-165 totaling \$9,160.59. Ayes: 4 Noes: 0 Absent: 1. The motion carried.

After lengthy discussion, a motion to approve the following policies: Confidentiality of Library Records Policy, Freedom of Information Law Policy & FOIL Request Form, Internet Use Policy, Guidelines for Animals in the Library Policy, Trustee Education Policy, Warsaw Public Library General Policy and Procedures, Warsaw Public Library Personnel/Employee Handbook, was made by Shani Jones and seconded by Janice Kelsey. Ayes: 4 Noes: 0 Absent: 1. The motion carried.

A motion to table the, "First Amendment Audit" Public Library Response Policy & Protocol, was made by Shani Jones and seconded by Peter Robinson. Ayes: 4 Noes: 0 Absent: 1. The motion carried.

Library Update: Greg Kelsey is graciously donating new benches for outside seating at the Warsaw Public Library.

A motion to adjourn was made by Sally Smith at 6:50 p.m.

July 12, 2022

The meeting of the WPL Board of Trustees was called to order at by President, Janice Kelsey at 6:00 p.m. Along with Janice, also present were Trustees: Deborah Gillen, Shani Jones, Peter Robinson, Sally Smith, and Library Director, Lisa Gricius. Absent was Town Liaison, Travis Jones.

A motion was made by Shani Jones and seconded by Peter Robinson to approve and waive the reading of the June 13, 2022 minutes. Ayes: 5 Noes: 0 Absent: 0. The motion carried.

A motion was made by Deborah Gillen and seconded by Janice Kelsey to approve the abstract of the audited vouchers #110-132 totaling 9298.51. Ayes: 5 Noes: 0 Absent: 0. The motion carried.

A motion was made by Janice Kelsey and seconded by Sally Smith to accept the Disclosure statement attached. Ayes: 5, Noes: 0, Absent: 0. The motion carried.

A motion was made by Sally Smith and seconded by Janice Kelsey to approve the attached shoveling proposal from Edward Hulme, Inc. for the 2022-2023 season. Ayes: 5 Noes: 0 Absent: 0. The motion carried.

Motioned to adjourn was made by Janice Kelsey at 6:20 p.m.

Monday, June 13, 2022

The meeting of the WPL Board of Trustees was called to order by President, Janice Kelsey at 6:02 p.m. Along with Janice Kelsey, present were: Trustees, Shani Jones, Deborah Gillen, Library Director, Lisa Gricius, and Town Liaison, Travis Jones. Absent: Peter Robinson and Sally Smith

A motion was made by Shani Jones and seconded by Janice Kelsey to approve and waive the reading of the May 10, 2022 Minutes. Ayes: 3, Noes: 0, Absent: 2

A motion was made by Deborah Gillen and seconded by Shani Jones to approve the abstract of audited vouchers #85-109 totaling \$6555.73. Ayes:3, Noes: 0, Absent: 2

A motion was made by Deborah Gillen and seconded by Janice Kelsey to approve the 2023 personnel salaries. Ayes: 3, Noes: 0, Absent: 2

A motion was made by Shani Jones and seconded by Deborah Gillen to approve 2023 request from town to levy on behalf of the library in the amount of \$208,000.00. Ayes: 3, Noes: 0, Absent: 2

A motion was made by Shani Jones and seconded by Janice Kelsey to approve Programming Policy. Ayes: 3, Noes: 0, Absent: 2

A motion was made by Deborah Gillen and seconded by Shani Jones to add the following statement at the end of the current *Materials Selection Policy*; "*The Library's acquisition of any resource does not constitute endorsement.*" Ayes: 3, Noes: 0, Absent: 2

Shani Jones motioned to adjourn at 6:16 p.m.

Tuesday, May 10, 2022

The meeting of the WPL Board of Trustees was called to order by President, Janice Kelsey at 5:53 p.m. Along with Janice Kelsey, present were: Trustees, Sally Smith, Shani Jones, Deborah Gillen, Library Director, Lisa Gricius, and Town Liaison, Travis Jones. Absent: Peter Robinson

A motion was made by Sally Smith and seconded by Deborah Gillen to approve and waive the reading of the minutes from Tuesday, April 12, 2022. Ayes: 4, Noes: 0, Absent:1

A motion was made by Janice Kelsey to approve the abstract of audited vouchers. The motions was seconded by Shani Jones. Ayes: 4, Noes: 0, Absent:1

A motion was made by Deborah Gillen and seconded by Shani Jones to approve a line transfer:

Transfer to Allocation : L7410.4A Acquisitions \$3908.00

Transfer from Allocation: L3089 System Grant \$3908.00

Ayes:4, Noes: 0, Absent: 1

Shani Jones moved to adjourn the meeting at 6:20 p.m.

Tuesday, April 12, 2022

The meeting of the WPL Board of Trustees was called to order by Vice President, Peter Robinson at 6:02 p.m. Present were Trustees: Deborah Gillen, Peter Robinson, Sally Smith. Also present was Town Liaison, Travis Jones, and Library Director, Lisa Gricius. Absent: Janice Kelsey and Shani Jones.

A motion was made by Peter Robinson to approve and waive the reading of the March 8, 2022 Minutes. Sally Smith seconded the motion. Ayes: 3 Noes: 0 Absent: 2

A motion was made by Deborah Gillen to approve the audited vouchers #47-68 in the amount of \$14,057.65. Sally Smith seconded the motion.

Ayes: 3 Noes: 0 Absent: 2

Peter Robinson moved to adjourn at 6:23 p.m.

Tuesday, March 8, 2022

The meeting of the WPL Board of Trustees was called to order by President, Janice Kelsey at 6:01. In addition to Janice, present were Trustees: Deborah Gillen, Shani Jones, Peter Robinson, Sally Smith and Library Director, Lisa Gricius and Town Board Liaison, Travis Jones.

A motion was made by Peter Robinson to approve and waive the reading of the February 8, 2022 Minutes. Shani Jones seconded the motion. Ayes: 5 Noes: 0 Absent : 0

A motion was made by Janice Kelsey to approve the audited vouchers #27-46 in the amount of \$8,387.98. Deborah Gillen seconded the motion.

Ayes: 5 Noes: 0 Absent: 0

A motion was made by Shani Jones to approve the Annual Report for Public and Association Libraries – 2021. Sally Smith seconded the motion.

Ayes: 5 Noes: 0 Absent: 0

A motion was made by Shani Jones to approve discontinuing/removing late fines on DVDs/BluRays/Video Games. Janice Kelsey seconded the motion.

Ayes: 5 Noes:1 Absent:0

Sally Smith motioned to adjourn at 6:28 p.m.

Tuesday February 8, 2022

The meeting of the WPL Board of Trustees was called to order by President, Janice Kelsey 6:00 p.m. In addition to Janice, present were Trustees: Deborah Gillen, Shani Jones, Peter Robinson, Sally Smith, and Library Director, Lisa Gricius.

A motion was made by Deborah to approve and waive the reading of the January 11, 2022 minutes with a correction of the number of Ayes for Deborah Gillen's nomination as secretary to 4. Sally Smith seconded the motion. Ayes: 5 Noes: 0 Absent: 0

A motion was made by Deborah Gillen to approve the audited vouchers #12-26 in the amount of \$4259.72. Janice Kelsey seconded the motion. Ayes: 5 Noes: 0 Absent: 0

A motion was made by Janice Kelsey to appoint Luke Conley to Librarian I/Part time. Start date February 14, 2022. Shani Jones seconded the motion. Ayes: 5 Noes: 0 Absent: 0

A motion was made by Sally Smith to appoint Valerie Helm to Clerk/Part time with a start date of February 15, 2022. Peter Robinson seconded the motion. Ayes: 5 Noes: 0 Absent: 0

Janice Kelsey motioned to adjourn at 6:42 p.m.

Tuesday, January 11, 2022

The meeting of the WPL Board of Trustees was called to order by Janice Kelsey at 6:06 p.m. In addition to Janice, present were Trustees: Peter Robinson, Shani Jones and Sally Smith; Town Liaison, Travis Jones and Library Director, Lisa Gricius. Absent: Deborah Gillen.

A motion was made by Peter Robinson to approve and waive the reading of the minutes from December 14, 2021. Shani Jones seconded the motion. Ayes: 4 Noes: 0 Absent: 1

A motion was made by Shani Jones to approve the audited vouchers #193-199 and 1-11 in the amount of \$9006.61. Janice Kelsey seconded the motion. Ayes: 4 Noes: 0 Absent: 1

A motion was made by Peter Robinson to nominate Janice Kelsey as WPL Board of Trustees President. Shani Jones seconded the motion. Ayes: 3 Noes: 0 Absent: 1

A motion was made by Janice Kelsey to nominate Peter Robinson as WPL Board of Trustees Vice President. Shani Jones seconded the motion. Ayes: 3 Noes: 0 Absent: 1

A motion was made by Janice Kelsey to nominate Deborah Gillen as WPL Board of Trustees Secretary. Peter Robinson seconded the motion. Ayes: 3 Noes: 0 Absent: 1

A motion was made by Peter Robinson to approve recommending the Proposal for Architectural Services agreement with Bero Architecture to the town for final approval. Shani Jones seconded the motion. Ayes: 4 Noes: 0 Absent: 1

The WPL Board of Trustees also discussed the free Covid tests that were given to the library a few weeks back and handed out to the community, the Conable Family Foundations' contributions to the library, and all present members signed their Conflict of Interest Sign-off.

A motion was made by new WPL Board of Trustees President, Janice Kelsey to adjourn the meeting at 7:06 p.m.