

WARSAW PUBLIC LIBRARY BOARD OF TRUSTEE MINUTES 2023

Tuesday, December 12, 2023 at 6:00 PM

Call to order and roll call: The meeting was called to order at 6:00 p.m. by President, Peter Robinson. Along with Peter, also present were Trustees: Shani Jones, Sue Schell, Deborah Gillen, Town Liaison, Travis Jones, and Library Director, Lisa Gricius. Absent: John Rutledge

Motion: Approve/Waive reading of minutes from Tuesday, November 7, 2023 (attached)

Motion: Shani Jones

2nd: Sue Schell

Ayes: 4 Noes: 0 Absent:1

Defeated: Carried: Yes, unanimously, Peter Robinson, Shani Jones, Sue Schell, Deborah Gillen

Finance:

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

196-222 Total Amount: \$ 13,662.77

Motion: Deborah Gillen

2nd: Peter Robinson

Ayes: 4 Noes: 0 Absent:1

Defeated: Carried: Yes, unanimously, Peter Robinson, Shani Jones, Sue Schell, Deborah Gillen

2. Motion to approve Line Transfers as allocated (attached)

Motion: Shani Jones

2nd: Peter Robinson

Ayes: 4 Noes: 0 Absent: 1

Defeated: Carried: Yes, unanimously, Peter Robinson, Shani Jones, Sue Schell, Deborah Gillen

New Business:

1. Motion to override the tax levy limit for 2024

Whereas, the adoption of this 2024 budget for the Warsaw Public Library requires 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 Warsaw 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 12/12/2023.

1. Motion to Approve

Motion: Shani Jones

2nd: Peter Robinson

Ayes: 4 Noes: 0 Absent: 1

Defeated: Carried: Yes, unanimously, Peter Robinson, Shani Jones, Sue Schell, Deborah Gillen

Motion to approve the 2024 budget (attached)

2. Motion to Approve

Motion: Deborah Gillen

2nd: Sue Schell

Ayes: 4 Noes: 0 Absent: 1

Defeated: Carried: Yes, unanimously, Peter Robinson, Shani Jones, Sue Schell, Deborah Gillen

Motion to Adjourn: Shani Jones at 6:25 p.m.

Tuesday, November 7, 2023 at 6:00 PM

Call to order and roll call: The meeting was called to order by President Peter Robinson at 6:01 p.m. Along with Peter, also present were Trustees: John Rutledge, Shani Jones, Deborah Gillen, Sue Schell, Library Director, Lisa Gricius, and Town Liaison, Travis Jones.

Motion: Approve/Waive reading of minutes from Tuesday, October 10, 2023 (attached)

Motion: John Rutledge

2nd: Shani Jones

Ayes: 5 Noes: 0 Absent: 0

Defeated: Carried: yes, unanimously

Finance:

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

177-195 Total Amount: \$ 7,747.17

Motion: Deborah Gillen

2nd: Sue Schell

Ayes: 5 Noes: 0 Absent: 0

Defeated: Carried: yes, unanimously

Board Correspondence: None

Unfinished Business: 2024 Budget

New Business: Programming Policy

1. Motion to Approve

Motion: Shani Jones

2nd: Sue Schell

Ayes: 5 Noes: 0 Absent: 0

Defeated: Carried: yes, unanimously

Motion to Adjourn: Peter Robinson moved to adjourn at 7:00 p.m.

Tuesday, October 10, 2023 at 6:00 PM

Call to order and roll call: The meeting was called to order to order by President, Peter Robinson at 6:04 p.m. Along with Peter, also present were Trustees: Deborah Gillen, Sue Schell, arrived late at 6:24, Shani Jones, Town Liaison, Travis Jones, and Library Director, Lisa Gricius. Absent: John Rutledge

Motion: Approve/Waive reading of minutes from Tuesday, Sept 12, 2023 (attached)

Motion: Sue Schell

2nd: Pete Robinson

Ayes: 3 Noes: Absent: 2

Defeated: Carried: Yes, unanimously, Peter Robinson, Susan Schell,
Deborah Gillen

Finance:

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

159- 176 Total Amount: \$ **10,190.89**

Motion: Deborah Gillen

2nd: PeterRobinson

Ayes: 3 Noes: Absent: 2

Defeated: Carried: Yes, unanimously, Peter Robinson, Susan Schell,
Deborah Gillen

Board Correspondence: None

Unfinished Business: None

New Business: 2024 Closures (Shani Jones is now present)

1. Motion to Approve

Motion: Shani Jones

2nd: Sue Schell

Ayes: Noes: Absent: 1

Defeated: Carried: Yes, unanimously, Peter Robinson, Susan Schell, Deborah Gillen and Shani Jones

Notable Library Updates/Discussion: The architect was at the library to review expansion plans.

Motion to Adjourn: Peter Robinson motioned to adjourn at 6:41 p.m.

Tuesday, September 12, 2023 at 6:00 PM

Call to order and roll call: The meeting was called to order by president, Peter Robinson at 7:31p.m. Along with Peter, also present were Trustees, Deborah Gillen, Shani Jones, John Rutledge, Town Liaison, Travis Jones, Library Director, Lisa Gricius. Guest: Ron Kirsop Absent: Susan Schell

Motion: Approve/Waive reading of minutes from Tuesday, July 11, 2023 (attached)

Motion: John Rutledge

2nd: Shani Jones

Ayes: 4 Noes:0 Absent: 1

Defeated: Carried: yes, unanimously

Finance:

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

121-142 **Total Amount: \$ 11,446.83** and #143-158 **Total Amount:**
\$ 4929.13

Motion: Shani Jones

2nd: Deborah Gillen

Ayes: 4 Noes: 0 Absent:1

Defeated: Carried: yes, unanimously

Board Correspondence: None

Unfinished Business: None

New Business: None

Notable Library Updates/Discussion:

Motion to Adjourn: John Rutledge at 7:42

Tuesday, July 11, 2023 at 6:00 PM

Call to order and roll call: The meeting was called to order by

President, Peter Robinson at 6:00 p.m. Along with Peter, also present were Trustees, Deborah Gillen, Susan Schell, Shani Jones, John Rutledge, Town Liaison, Travis Jones, and Library Director, Lisa Gricius

Motion: Approve/Waive reading of minutes from Tuesday, June 13, 2023 (attached)

Motion: Shani Jones

2nd: John Rutledge

Ayes: 5 Noes: 0 Absent:0

Defeated: Carried: yes

Finance:

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

104-120 Total Amount: \$ 6475.76

Motion: John Rutledge

2nd: Sue Schell

Ayes: 5 Noes: 0 Absent:0

Defeated: Carried: yes

Board Correspondence: None

Unfinished Business: None

New Business:

1. Motion to Approve that Warsaw Public Library affirms the governance responsibilities of the board of trustees, including the oversight and support of the Library Director in the management actions required to comply with all the provisions of the Systems Access and Confidentiality of Library Records Policy, relevant OWWL Library System policies, respective local policies, and NYS Laws referenced therein, to protect patron privacy and the patron data entrusted to Warsaw Public Library and OWWL Library System.

Motion: Deborah Gillen

2nd: Shani Jones

Ayes: 5 Noes: 0 Absent:0

Defeated: Carried: yes

Notable Library Updates/Discussion:

Will need 2 trustees to sign vouchers on Tuesday, August 15th.

Motion to Adjourn: Peter Robinson moved to adjourn at 6:09 p.m.

Tuesday, June 13, 2023 at 6:00 PM

Call to order and roll call: The meeting was called to order by Peter Robinson at 6:01 p.m. Along with Peter, also present were Trustees, Deborah Gillen, Susan Schell, Shani Jones, John Rutledge. Town Liaison, Travis Jones, and Library Director, Lisa Gricius.

Motion: Approve/Waive reading of minutes from Tuesday, May 9, 2023 (attached)

Motion: Shani Jones

2nd: John Rutledge

Ayes: 5 Noes: 0 Absent: 0

Defeated: Carried: yes

Finance:

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

83-103 Total Amount: \$ **6472.37**

Motion: Deborah Gillen

2nd: Susan Schell

Ayes: 5 Noes: 0 Absent: 0

Defeated: Carried: yes

2. Shani Jones motioned to go into executive session at 6:04, Susan Schell seconded the motion. Executive session ended at 6:17.

3. Motion to Approve 2024 personnel salaries (attached) with amendments discussed.

Motion: Shani Jones

2nd: John Rutledge

Ayes: 5 Noes: 0 Absent: 0

Defeated: Carried: yes

4. Motion to Approve 2024 request from town to levy on behalf of the library in the amount of \$218,850.00 (Estimate of Expenditures Request Form and Worksheets attached)
Board will approve final budget in the fall.

Motion: John Rutledge

2nd: Deborah Gillen

Ayes: 5 Noes: 0 Absent: 0

Defeated: Carried: yes

Board Correspondence: None

Unfinished Business: None

New Business

1. Motion to Approve the updated Harassment and Discrimination Prevention Policy (attached)

Motion: John Rutledge

2nd: Susan Schell

Ayes: 5 Noes: 0 Absent: 0

Defeated: Carried: yes

Notable Library Updates/Discussion:

Bero/Bond Updates

November's Board Meeting date change from 11/14/2023 to 11/7/2023

Motion to Adjourn: John Rutledge at 7:00 p.m.

Tuesday, May 9, 2023 at 6:00 PM

Call to order and roll call: The meeting was called to order by Peter Robinson at 5:58 p.m. Along with Peter, also present were Trustees: Deborah Gillen, Susan Schell, Shani Jones, John Rutledge, Town Liaison, Travis Jones, and Library Director, Lisa Gricius.

Motion: Approve/Waive reading of minutes from Tuesday, April 11, 2023 (attached)

Motion: Susan Schell

2nd: John Rutledge

Ayes: 5 Noes: 0 Absent: 0

Defeated: Carried: yes

Finance:

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

67- 82 Total Amount: **\$ 4162.44**

Motion: Deborah Gillen

2nd: John Rutledge

Ayes: 5 Noes: 0 Absent: 0

Defeated: Carried: yes

Board Correspondence: None

Unfinished Business: None

New Business: None

Notable Library Updates/Discussion:

- Director contacted Mooney Construction to clean out our gutters this Spring and to evaluate our roof for repairs/longevity, and include cost estimates for work required/will be required, as well as evaluate the side railing for stability. As of 5/8, Mooney has not yet provided follow up. I was contacted by the office who informed me that due to illness, Terry wanted clients to know he is delayed and will provide follow up as soon as he is able.
- Updates from Ron Kirsop, Executive Director, OWWL Library System

Minimum Wage Update:

Several reports have discussed the New York State Minimum Wage increase to \$15/hour on Jan. 1, 2024. This will also impact the salary exempt threshold Please keep this in mind as you consider your upcoming budgets.

State Budget for Libraries

Unfortunately, despite strong Senate and Assembly support, State Aid for Libraries ended up flat this year. This is disappointing and will ultimately impact System-services and LSSA allocations to libraries this year. With costs increasing, this is essentially a cut to Library Operating Aid.

Library Operating Aid: \$99.6M

Library Construction Aid: \$34M

Motion to Adjourn: John Rutledge at 6:38 p.m.

Tuesday, April 11, 2023 at 6:00 PM

Call to order and roll call: The meeting was called to order by President Peter Robinson at 6:00 p.m. Along with Peter, also present were: Deborah Gillen, Shani Jones, Susan Schell, Town Liaison, Travis Jones, and Library Director, Lisa Gricius. Absent John Rutledge.

Motion: Approve/Waive reading of minutes from Tuesday, March 14, 2023. (attached)

Motion: Shani Jones

2nd: Deborah Gillen

Ayes: 4 Noes: 0 Absent: 1

Defeated: Carried: y

Finance:

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

50-66 Total Amount: \$ 9147.18

Motion: Deborah Gillen

2nd: Sue Schell

Ayes: 4 Noes: 0 Absent: 1

Defeated: Carried: yes

Board Correspondence: None

Unfinished Business: None

New Business: None

Notable Library Updates/Discussion:

- Bero Architecture has completed schematic design level planning for improving the library's operational space and submitted an updated proposal on 3/31/2023 for full architectural and engineering services; including design development, construction documents, bidding and negotiations, and construction administration phases for the library construction project. This contract was submitted to Supervisor Ryan for Town Board approval. A copy was provided to all library board members.
- Director Accepted the estimate from Ellis Painting to compete exterior window/trim/door painting.
- Front Door Repairs have been completed by Whitney East.
- Director contacted Mooney Construction to clean out our gutters this Spring and to evaluate our roof for repairs/longevity, and include cost estimates for work required/will be required, as well as evaluate the side railing for stability.
- The Friends will be having a book sale during Valley Fest on Friday and Saturday, 7/14 & 7/15. Norm Gayford will be collecting donations the week before at designated times/by appointment. The Friends will conduct a general meeting of all members on Monday, 6/5 at 6.
- We received a large donation earlier this year from Mr. Philip Smith and the Conable Family Foundation. Those additional funds are being used to purchase audio-enabled print books, large print books, and instructional/educational DVDs. Mr. Smith's donation will also be used to help support our summer reading program.

Motion to Adjourn: Peter Robinson at 6:19

Tuesday, March 14, 2023 at 6:00 PM

Call to order and roll call: The meeting was called to order by President, Peter Robinson at 6:03 pm. Along with Peter present were trustees Sue Schell, Shani Jones and John Rutledge. Also Present was Library Director, Lisa Gricius. Absent is Deborah Gillen.

Motion: Approve/Waive reading of minutes from Tuesday, February 14, 2023.

Motion: John Rutledge

2nd: Sue Schell

Ayes: 4 Noes: Absent:1

Defeated: Carried: Yes

Finance:

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

31- 49 Total Amount: \$ 5945.52

Motion: Shani Jones

2nd: John Rutledge

Ayes: 4 Noes: Absent:1

Defeated: Carried: Yes

Board Correspondence: None

Unfinished Business: None

New Business:

1. 1. Approve the Annual Report for Public and Association Libraries - 2022

Motion: Shani Jones

2nd: Peter Robinson

Ayes: 4 Noes: Absent: 1

Defeated: Carried: Yes

Library Updates/Discussion: Library Director is currently obtaining estimates for painting outside trim work.

Motion to Adjourn: John Rutledge at 6:27 pm.

Open Meeting of the Board of Trustees/ Tuesday, February 14, 2023 at 6:00 PM

Call to order and roll call: The meeting was called to order by Vice President, Shani Jones at 6:10 p.m. Along with Shani, present were Trustees: Deborah Gillen, Sue Schell, and John Rutledge. Also present was Library Director, Lisa Gricius. Absent is Peter Robinson

Motion: Approve/ Waive reading of minutes from Tuesday, January 10, 2023.

Motion: John Rutledge

2nd: Sue Schell

Ayes: 4 Noes: Absent:1

Defeated: Carried: yes

Finance:

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

13-30 Total Amount: \$ 6,040.86

Motion: Deborah Gillen

2nd: John Rutledge

Ayes: 4 Noes: Absent:1

Defeated: Carried: yes

Board Correspondence: None

Unfinished Business: None

New Business:

1. Motion to review/approve updated employee handbook with mandatory 2023 updates.

Motion: John Rutledge

2nd: Sue Schell

Ayes: 4 Noes: Absent: 1

Defeated: Carried: yes

2. Motion to review/approve updated Records Retention Policy to include program documentation.

Motion: John Rutledge

2nd: Shani Jones

Ayes: 4 Noes: Absent: 1

Defeated: Carried: yes

3. Motion to review/approve Open Meetings Policy.

Motion: Sue Schell

2nd: John Rutledge

Ayes: 4 Noes: Absent: 1

Defeated: Carried:yes

4. Motion to review/approve updated Emergency Disaster Plan.

Motion: Deborah Gillen

2nd: Sue Schell

Ayes: 4 Noes: Absent: 1

Defeated: Carried: yes

5. Motion to approve copy & fax fees which will be 20 cents per page for black & white copies, 50 cents for color copies. 50 cents per page for incoming and outgoing Fax per sheet, outside North America, \$3/page. The cover sheet is complimentary

Motion: John Rutledge

2nd: Shani Jones

Ayes: 4 Noes: Absent: 1

Defeated: Carried: yes

Library Updates/Discussion: The Master Planning phase for the library expansion and renovation phase has been completed. The library board and town board liaison met with architect, Lindsay Yoder from Bero on 2/7. At the regular meeting of the town board on 2/8, they discussed moving forward on future phases and will request that the contract for the next phase be sent to the town for approval.

Motion to Adjourn: John Rutledge at 6:39 p.m.

Open Meeting of the Board of Trustees/ Tuesday, January, 10, 2023 at 6:00 PM

Call to order and roll call: The meeting was called to order by Vice President, Peter Robinson at 6:03 p.m. Along with Peter, present were Trustees: Deborah Gillen, Shani Jones, Sue Schell, John Rutledge. Also present was Library Director, Lisa, Gricius.

Motion: Approve/Waive reading of minutes from Tuesday, December 13, 2022.

Motion: Peter Robinson

2nd: Shani Jones

Ayes: 5 Noes: 0 Absent: 0

Defeated: Carried: Yes

Finance:

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

224-227 & #1-12 Total Amount: \$8757.14

Motion: Deborah Gillen

2nd: Sue Schell

Ayes: 5 Noes: 0 Absent: 0

Defeated: Carried: Y

New Business:

1. Election of Officers

A motion was made by Deborah Gillen to nominate Peter Robinson as WPL Board of Trustees President.

John Rutledge seconded the motion.

Ayes: 4 Noes: 0 Absent: 0 Abstained: 1 Carried: Yes

A motion was made by Peter Robinson to nominate Shani Jones as WPL Board of Trustees Vice President.

John Rutledge seconded the motion.

Ayes: 4 Noes: 0 Absent:0 Abstained: 1 Carried: Yes

A motion was made by Shani Jones to nominate Deborah Gillen as WPL Board of Trustees Secretary.

Sue Schell seconded the motion.

Ayes: 4 Noes: 0 Absent:0 Abstained: 1 Carried: Yes

2. Motion to review/ approve Conflict of Interest Policy with Sign off form

Motion: Shani Jones

2nd: Peter Robinson

Ayes: 5 Noes: 0 Absent: 0

Defeated: Carried: Yes

Motion to Adjourn: at 6:40 p.m. by Peter Robinson.