

Warsaw Public Library Board of Trustee Minutes, 2024

Minutes for Tuesday, December 10, 2024 at 6:00 PM

Call to order and roll call: The meeting was called to order at 6:02 p.m. by President, Shani Jones. Along with Shani also present were Trustees: John Rutledge, Susan Schell, and Jason Linderman, Library Director: Lisa Gricius and Town Board Liaison: Travis Jones. Absent: Liz Fox

Motion: Approve/Waive reading of minutes from Tuesday November 12, 2024 (attached)

Motion: John Rutledge

2nd: Susan Schell

Ayes: 4 No: 0 Absent: 1 (Liz Fox)

Defeated: No Carried: Yes, unanimously by: Shani Jones, Susan Schell, Jason Linderman and John Rutledge.

Finance:

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

198-213 Total Amount: \$ 6,806.00.

Motion: Susan Schell

2nd: Jason Linderman

Ayes: 4 Noes: 0 Absent: 1 (Liz Fox)

Defeated: No Carried: Yes, unanimously by: Shani Jones, Susan Schell, Jason Linderman and John Rutledge.

New Business:

1. Motion to approve: Line Transfers as allocated (attached)

Motion: Shani Jones

2nd: John Rutledge

Ayes: 4 Noes: 0 Absent: 1 (Liz Fox)

Defeated: No Carried: Yes, unanimously by: Shani Jones, Susan Schell, Jason Linderman and John Rutledge

New Business: Motion to override the tax levy limit for 2025

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 2025 by at least the sixty percent of the board of trustees as required by state law on 12/10/2024.

1. Motion to Approve

Motion: Shani Jones

2nd: John Rutledge

Ayes: 4 Noes: 0 Absent: 1 (Liz Fox)

Defeated: No Carried: Yes, unanimously by: Shani Jones, Susan Schell, Jason Linderman and John Rutledge.

New Business: Motion to approve the 2025 budget (attached)

2. Motion to Approve

Motion: John Rutledge

2nd: Jason Linderman

Ayes: 4 Noes: 0 Absent: 1 (Liz Fox)

Defeated: No Carried: Yes, unanimously by: Shani Jones, Susan Schell, Jason Linderman and John Rutledge.

3. Motion to revise/approve updated Meeting Room Policy (attached)

Motion: Susan Schell

2nd: Jason Linderman

Ayes: 4 Noes: 0 Absent: 1 (Liz Fox)

Defeated: No Carried: Yes, unanimously by: Shani Jones, Susan Schell, Jason Linderman and

John Rutledge.

4. Motion to update Employee Handbook (attached) Motion: Jason Linderman
2nd: Shani Jones
Ayes: 4 Noes: 0 Absent: 1 (Liz Fox) Defeated:
No Carried: Yes, unanimously by: Shani Jones, Susan Schell, Jason Linderman
and John Rutledge.

Motion to Adjourn: Shani Jones at 6:30 p.m.

Minutes for Tuesday, November 12, 2024 at 6:00 PM

Call to order and roll call: The meeting was called to order at 6:02 p.m. by President, Shani Jones. Along with Shani also present were Trustees: John Rutledge, Susan Schell, Jason Linderman and Liz Fox, Library Director: Lisa Gricius and Town Board Liaison: Travis Jones.

Motion: Approve/Waive reading of minutes from Tuesday October 8, 2024 (attached)

Motion: Liz Fox

2nd: John Rutledge

Ayes: 5 No: 0 Absent: 0

Defeated: No Carried: Yes, unanimously by: Shani Jones, Liz Fox, Susan Schell, Jason Linderman and John Rutledge.

Finance:

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

178-197 _Total Amount: \$ 8,617.03.

Motion: Susan Schell

2nd: Liz Fox

Ayes: 5 Noes: 0 Absent: 0

Defeated: No Carried: Yes, unanimously by: Shani Jones, Liz Fox, Susan Schell, Jason Linderman and John Rutledge.

New Business:

1. Motion to approve: Warsaw Public Library Freedom of Information Law (FOIL) Policy

Motion: Shani Jones

2nd: John Rutledge

Ayes: 5 Noes: 0 Absent: 0

Defeated: No Carried: Yes, unanimously by: Shani Jones, Liz Fox, Susan Schell, Jason Linderman and John Rutledge

Old Business

1. *Approve Amended Bylaws* to include trustee education requirements. Presented for consideration 10/08/24

“9. TRUSTEE EDUCATION

The Board shall comply with New York State Education Law Section 260-d requiring a minimum of two

hours of continuing education annually for each year of Trustee’s term. The local administration of this

law shall be dictated by the Library’s Trustee Education Policy.”

Motion: *Liz Fox*

2nd: Jason Linderman

Ayes: 5 Noes: 0 Absent: 0

Defeated: No Carried: Yes, unanimously by: Shani Jones, Liz Fox, Susan Schell, John Rutledge and Jason Linderman.

Motion to Adjourn: Shani Jones at 6:32 p.m.

Minutes for Tuesday, October 8, 2024 at 6:00 PM

Call to order and roll call: 6:00p.m. by Shani Jones President, Trustees: Susan Schell and Liz Fox, Library Director: Lisa Gricius. Absent: Trustees: John Rutledge and Jason Linderman.

Motion: Approve/Waive reading of minutes from Tuesday, September 10, 2024 (attached)

Motion: Susan Schell

2nd: Liz Fox

Ayes: 3 Noes: 0 Absent: 2 (Jason Linderman and John Rutledge)

Defeated: No Carried: Yes, *Shani Jones, Susan Schell and Liz Fox.*

Finance:

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

157- 177 **Total Amount: \$ 14,115.95**

Motion: Liz Fox

2nd: Susan Schell

Ayes: 3 Noes: 0 Absent: 2 (Jason Linderman and John Rutledge)

Defeated: No Carried: Yes, *Shani Jones, Liz Fox and Susan Schell.*

New Business:

1. Motion to approve *Warsaw Public Library Petty Cash Policy* (attached)

Motion: Liz Fox

2nd: Shani Jones

Ayes: 3 Noes: 0 Absent: 2 (Jason Linderman and John Rutledge)

Defeated: No Carried: Yes, *Shani Jones, Liz Fox and Susan Schell.*

2. Motion to acknowledge that the board voted to override the tax cap, which didn't actually happen based on updated figures received from the Comptroller's Office.

Motion: Liz Fox

2nd: Susan Schell

Ayes: 3 Noes: 0 Absent: 2 (Jason Linderman and John Rutledge)

Defeated: No Carried: Yes, *Shani Jones, Liz Fox and Susan Schell.*

3. Motion to approve updated *Confidentiality of Library Records Policy* (attached)

Motion: Liz Fox

2nd: Shani Jones

Ayes: 3 Noes:0 Absent: 2 (Jason Linderman and John Rutledge)

Defeated: No Carried: Yes, *Shani Jones, Liz Fox and Susan Schell.*

4. Amend *Bylaws* to include trustee education requirements. To be voted on at next board meeting, November 12, 2024. Revised Bylaws for consideration attached.

“9. TRUSTEE EDUCATION

The Board shall comply with New York State Education Law Section 260-d requiring a minimum of two hours of continuing education annually for each year of a Trustee’s term. The local

administration of this law shall be dictated by the Library’s Trustee Education Policy.”

5. Motion to approve 2025 Holiday Closures

Motion: Susan Schell

2nd: Liz Fox

Ayes: 3 Noes: 0 Absent: 2 (Jason Linderman and John Rutledge)

Defeated: No Carried: Yes, *Shani Jones, Liz Fox and Susan Schell.*

Motion to Adjourn: Liz Fox 6:48 p.m.

Minutes for Tuesday, September 10, 2024 at 6:00 PM

Call to order and roll call: The meeting was called to order at 6:12 p.m. by President, Shani Jones. Along with Shani also present were Trustees: John Rutledge, Susan Schell and Liz Fox, Library Director: Lisa Gricius and Town Board Liaison: Travis Jones. (Late arrival: Trustee Jason Linderman 6:20 p.m.).

Motion: Approve/Waive reading of minutes from Tuesday July 9, 2024 (attached)

Motion: John Rutledge

2nd: Liz Fox

Ayes:4 Noes: 0 Absent: 1 (Jason Linderman)

Defeated: No Carried: Yes, by: Shani Jones, Liz Fox, Susan Schell, and John Rutledge.

Finance:

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

123-139 _Total Amount: \$ 6,632.87 and #140-156 Total Amount: \$6,6413.87.

Motion: Liz Fox

2nd: Susan Schell

Ayes: 4 Noes: 0 Absent: 1 (Jason Linderman)

Defeated: No Carried: Yes, by: Shani Jones, Liz Fox, Susan Schell, and John Rutledge.

New Business:

1. Motion to approve *Warsaw Public Library Disposition of Surplus Property Policy* (attached)

Motion: Liz Fox

2nd: John Rutledge

Ayes: 4 Noes: 0 Absent: 1 (Jason Linderman)

Defeated: No Carried: Yes, by Shani Jones, Liz Fox, Susan Schell, and John Rutledge.

2. Motion to declare library property (attached) as surplus for disposal.

Motion: Susan Schell

2nd: John Rutledge

Ayes: 4 Noes: 0 Absent: 1 (Jason Linderman)

Defeated: No Carried: Yes, by Shani Jones, Liz Fox, Susan Schell, and John Rutledge.

Motion to Adjourn: Liz Fox at 6:56 p.m.

Minutes for Tuesday, July 9, 2024 at 6:00 PM

Call to order and roll call: The meeting was called to order at 6:01 p.m. by President Shani Jones. Along with Shani also present were Trustees: Liz Fox, Susan Schell, John Rutledge and Jason Linderman, and Library Director Lisa Gricius, also present Town Board liaison Travis Jones.

Motion: Approve/Waive reading of minutes from Tuesday, June 11, 2024 (attached)

Motion: Liz Fox

2nd: John Rutledge

Ayes: 5 Noes: 0 Absent: 0

Defeated: No Carried: Yes, unanimously: Shani Jones, Susan Schell, Liz Fox, Jason Linderman and John Rutledge.

Finance:

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

106- 122 Total Amount: \$ 9,389.28

Motion: Susan Schell

2nd: Shani Jones

Ayes: 5 Noes: 0 Absent: 0

Defeated: No Carried: Yes, unanimously: Shani Jones, Susan Schell, Liz Fox, Jason Linderman and John Rutledge.

New Business:

1. Motion to review/approve quotes/proposals to replace the shingled portion of the roof, Phase 1

(3 Quotes were attached). Motion to accept the bid submitted by: R.A. Haitz.

Motion: Liz Fox

2nd: John Rutledge

Ayes: 5 Noes: 0 Absent: 0

Defeated: No Carried: Yes, unanimously: Shani Jones, Susan Schell, Liz Fox, Jason Linderman and John Rutledge.

2. Motion to review/approve the Assurances/Authentication of Application for a public library construction aid award to be administered in accordance with the requirements of Education law 273-a & Commissioner's Regulations 90.12 which was read and duly adopted by the board of Trustees and signed by the President.

Motion: Susan Schell

2nd: Liz Fox

Ayes: 5 Noes: 0 Absent: 0

Defeated: No Carried: Yes, unanimously: Shani Jones, Susan Schell, Liz Fox, Jason Linderman and John Rutledge.

3. Motion to enter Executive Session at 6:12 p.m.

Motion: Jason Linderman

2nd: Liz Fox

Motion to exit Executive Session at 6:20 p.m.

Motion: Liz Fox

2nd: Jason Linderman

Motion to Adjourn: John Rutledge at 6:49 p.m.

NOTE: Next meeting is September 10, 2024.

Minutes for Tuesday, June 11, 2024 at 6:00 PM

Call to order and roll call: The meeting was called to order at 6:04 p.m. by President, Shani Jones. Along with Shani also present were Trustees: Jason Linderman, John Rutledge, Susan Schell and Liz Fox, and Library Director: Lisa Gricius.

Motion: Approve/Waive reading of minutes from Tuesday May 14, 2024 (attached)

Motion: Liz Fox

2nd: Jason Linderman

Ayes:5 Noes: 0 Absent: 0

Defeated: Carried: Yes, unanimously: Shani Jones, Liz Fox, Susan Schell, Jason Linderman and John Rutledge

Finance:

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

89-105 _Total Amount: \$ 3,912.80 _____

Motion: Susan Schell

2nd: Liz Fox

Ayes: 5 Noes: 0 Absent: 0

Defeated: Carried: Yes, unanimously: Shani Jones, Liz Fox, Susan Schell, Jason Linderman and John Rutledge

Motion to Adjourn: Jason Linderman at 7:15 p.m.

Minutes for Tuesday, May 14, 2024 at 6:00 PM

Call to order and roll call: The meeting was called to order at 6:04 p.m. by President, Shani Jones. Along with Shani also present were Trustees: Jason Linderman, John Rutledge, Susan Schell and Liz Fox, Library Director: Lisa Gricius, Town Board Liaison: Travis Jones and Friend of the Warsaw Library representative: Norm Gayford.

Motion: Approve/Waive reading of minutes from Tuesday April 9, 2024 (attached)

Motion: Liz Fox

2nd: Jason Linderman

Ayes:5 Noes: 0 Absent: 0

Defeated: Carried: Yes, unanimously: Shani Jones, Liz Fox, Susan Schell, Jason Linderman and John Rutledge

Finance:

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

70-88 Total Amount: \$ 7,969.32

Motion: Susan Schell

2nd: John Rutledge

Ayes: 5 Noes: 0 Absent: 0

Defeated: Carried: Yes, unanimously: Shani Jones, Liz Fox, Susan Schell, Jason Linderman and John Rutledge

New Business:

1. Motion to approve the 2025 Personnel Budget (for purposes of 2025 budget planning and levy request). Motion: Liz Fox 2nd: Susan Schell Ayes: 5 Noes: 0 Absent:0 Defeated: Carried: Yes, unanimously: Shani Jones, Liz Fox, Susan Schell, Jason Linderman and John Rutledge
2. Motion to approve requesting \$222,326.00 be levied from the Town of Warsaw. Motion: Liz Fox 2nd: Jason Linderman Ayes: 5 Noes: 0 Absent:0 Defeated: Carried: Yes, unanimously: Shani Jones, Liz Fox, Susan Schell, Jason Linderman and John Rutledge
3. Motion to Adjourn: Shani Jones at 6:18 p.m.

Minutes for Tuesday, April 9, 2024 at 6:00 PM

Call to order and roll call: The meeting was called to order at 6:04 p.m. by President, Shani Jones. Along with Shani also present were Trustees: Susan Schell and Liz Fox, Library Director: Lisa Gricius, and Town Board Liaison: Travis Jones. Absent: John Rutledge and Jason Linderman.

Motion: Approve/Waive reading of minutes from Tuesday March 12, 2024 (attached)

Motion: Susan Schell

2nd: Liz Fox

Ayes: 3 Noes: 0 Absent:2

Defeated: Carried: Yes, unanimously: Shani Jones, Sue Schell, and Liz Fox

Finance:

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

55-69 **Total Amount: \$ 4333.32**

Motion: Shani Jones

2nd: Susan Schell

Ayes: 3 Noes: 0 Absent:2

Defeated: Carried: Yes, unanimously: Shani Jones, Sue Schell, and Liz Fox

Motion to Adjourn: Shani Jones at 6:05 p.m.

Minutes for Tuesday, March 12, 2024 at 6:00 PM

Call to order and roll call: The meeting was called to order at 6:08 p.m. by President, Shani Jones. Along with Shani also present were Trustees: Susan Schell and Jason Linderman, and Library Director: Lisa Gricius. Absent: Liz Fox and John Rutledge.

Motion: Approve/Waive reading of minutes from Tuesday, February 13, 2024 (attached)

Motion: Susan Schell

2nd: Jason Linderman

Ayes: 3 Noes: 0 Absent:2

Defeated: Carried: Yes, unanimously: Shani Jones, Sue Schell, and Jason Linderman

Finance:

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

36-54 **Total Amount: \$ 8537.81**

Motion: Shani Jones

2nd: Jason Linderman

Ayes: 3 Noes: 0 Absent:2

Defeated: Carried: Yes, unanimously: Shani Jones, Sue Schell, and Jason Linderman

New Business:

1. Motion to approve the 2023 Annual Report to DLD (Department of Library Development)
Motion: Shani Jones 2nd: Susan Schell Ayes: 3 Noes: 0
Absent: 2 Defeated: Carried: Yes, unanimously: Shani Jones, Sue Schell, and Jason Linderman
2. Motion to Review/Approve the Warsaw Public Library Whistleblower Policy Motion:
Susan Schell 2nd: Jason Linderman Ayes: 3 Noes: 0
Absent: 2 Defeated: Carried: Yes, unanimously: Shani Jones, Sue Schell, and Jason Linderman

Motion to Adjourn: Shani Jones at 6:15 p.m.

Minutes for Tuesday, February 13, 2024 at 6:00 PM

Call to order and roll call: The meeting was called to order at 6:03 p.m. by President, Shani Jones. Along with Shani also present were Trustees: Sue Schell, John Rutledge, Liz Fox, Jason Linderman, Friends of the Library Liaison: Norm Gayford, and Library Director: Lisa Gricius.

Motion: Approve/Waive reading of minutes from Tuesday, January 9, 2024 (attached)

Motion: John Rutledge

2nd: Liz Fox

Ayes: 5 Noes: 0 Absent:0

Defeated: Carried: Yes, unanimously: Shani Jones, John Rutledge, Sue Schell, Liz Fox and Jason Linderman

Finance:

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

16-35_ Total Amount: \$ 6046.40

Motion: Shani Jones

2nd: Sue Schell

Ayes: 5 Noes: 0 Absent:0

Defeated: Carried: Yes, unanimously: Shani Jones, John Rutledge, Sue Schell, Liz Fox and Jason Linderman

2. **Motion to include the Director's Stipend in lieu of health insurance of \$6210.00 in monthly installments of \$517.50 in the first paycheck of each month, beginning in March 2024.**

Motion: John Rutledge

2nd: Liz Fox

Ayes: 5 Noes: 0 Absent: 0

Defeated: Carried: Yes, unanimously: Shani Jones, John Rutledge, Sue Schell, Liz Fox and Jason Linderman

New Business:

1. **Motion to approve the revised Warsaw Public Library Employee Handbook**

Motion: Sue Schell
Jones

2nd: Shani

Ayes: 5 Noes: 0 Absent:
0

Defeated:

Carried: Yes, unanimously: Shani Jones, John Rutledge, Sue Schell, Liz Fox and Jason Linderman

2. **Motion to approve the proposed changes to part-time librarian 1 vacation and sick time benefits** **Motion:** Shani Jones 2nd: John

Rutledge

Ayes: 5 Noes: 0 Absent:
0

Defeated:

Carried: Yes, unanimously: Shani Jones, John Rutledge, Sue Schell, Liz Fox and Jason Linderman

3. **Motion to approve revised Code of Conduct Policy (This replaces the current code of conduct, Children's Library Use Policy and Safety Policy, combining all (3) into one updated policy)**

Motion: Liz Fox

2nd: Sue Schell

Ayes: 5 Noes: 0 Absent: 0

Defeated: Carried: Yes, unanimously: Shani Jones, John Rutledge, Sue Schell, Liz Fox and Jason Linderman

Motion to Adjourn: Shani Jones at 6:42 p.m.

Board
Signature _____

Tuesday, January, 9, 2024 at 6:00 PM

Call to order and roll call: The meeting was called to order at 6:01 pm by Vice President, Shani Jones.

Along with Shani, also present were, Trustee: John Rutledge, Trustee: Susan Schell, Library Director Lisa Gricius, Town Board Liaison, Travis Jones, Trustee: Liz Fox, and Friends of the Library Liaison: Norm Gayford Absent: Trustee Jason Linderman

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

Motion: John Rutledge

2nd: Sue Schell

Ayes: 4 Noes: 0 Absent:1

Defeated: Carried: Yes, unanimously (we have to add that now. Deborah would also add the names, but that isn't necessary because Roll call is above, if that makes sense. IF there had been a No, the name would have needed to be added. That is why I think she did that. Up to you if you want to. See below)

Finance:

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

223-224 & 1-15 Total Amount: \$9678.09

Motion: John Rutledge

2nd: Sue Schell

Ayes: 4 Noes: 0 Absent:1

Defeated: Carried: Yes, unanimously, Shani Jones, Sue Schell, John Rutledge, Liz Fox

New Business:

1. 1. Election of Officers

A motion was made by Sue Schell to nominate Shani Jones as WPL Board of Trustees President.

John Rutledge seconded the motion.

Ayes: 4 Noes: 0 Absent:1 Defeated:
Shani Jones, Sue Schell, John Rutledge, Liz Fox

Carried: Yes, unanimously,

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

Sue Schell seconded the motion.

Ayes: 4 Noes: 0 Absent:1 Defeated:
unanimously, Shani Jones, Sue Schell, John Rutledge, Liz Fox

Carried: Yes,

A motion was made by _John Rutledge to nominate Sue Schell as WPL Board of Trustees Secretary.

Shani Jones seconded the motion.

Ayes: 4 Noes: 0 Absent:1 Defeated:
unanimously, Shani Jones, Sue Schell, John Rutledge, Liz Fox

Carried: Yes,

Motion: To accept the slate of officers – Shani Jones

2nd: Liz Fox

Ayes: 4 Noes: 0 Absent:1

Defeated:
Rutledge, Liz Fox

Carried: Yes, unanimously, Shani Jones, Sue Schell, John

Motion to Adjourn: John 7:01 p.m.