

**Walworth-Seely Public Library
Board of Trustees Meeting
February 13, 2025
APPROVED**

- I. Call to Order: Meeting was called to order at 6:33 pm by Vice-President David Teetsel
- II. Roll Call/Attendance
 - i. Library Trustees Present: Vice-President David Teetsel, Finance Officer Anne Culver and Secretary Drew Britt
 - ii. Library Trustees Absent: President Jessica Vance and Trustee Sandy Rutkowski who had an excused absences
 - iii. Library Staff Present: Library Director Anne Brown and Library Assistant Bernie Maurer
 - iv. Others Absent: Friends of WSPL President Linda Knight and Town Councilwoman & Liaison to the Library Amber Linson

III. Adoption of current meeting agenda

MOTION: Trustee Britt motioned to approve the current agenda for the February 13, 2025 meeting as amended. Seconded by Trustee Culver. Motion carried.

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

NO: 0

IV. Approval of prior meeting minutes of January 9, 2025

MOTION: Trustee Britt motioned to approve the minutes of the January 9, 2025 Board Meeting. Seconded by Trustee Culver. Motion carried.

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

NO: 0

V. Period of Public Expression- NA

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

VII. Town Board Liaison Report (Councilwoman Amber Linson) – NA

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

IX. Secretary's Report – (Trustee Britt) - NA

X. Committee Reports

a. Financial Committee:

i. Presentation of Monthly Budget Summary- Report of January 2025

**Walworth-Seely Public Library
Board of Trustees Meeting
February 13, 2025
[APPROVED](#)**

MOTION: Trustee Culver motioned to accept the reports of receipts, disbursements, and bank reconciliations for January 2025. Seconded by Trustee Britt. Motion carried.

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

NO: 0

ii. January 2025 vouchers

MOTION: Trustee Culver motioned to approve the 28 pre-paid vouchers in the amount of \$14,130 as reflected on the prepared abstract for January. Seconded by Trustee Britt. Motion carried.

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

NO: 0

iii. Approval of payment to Heveron & Co. CPA

MOTION: Trustee Culver motioned to approve payment to Heveron & Co. CPA for the independent review and preparation of the 990 for 2024. Seconded by Trustee Britt.

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

NO: 0

iv. Approval of the 2025 Salary Matrix as amended

MOTION: Trustee Culver motioned to approve the Salary Matrix as amended. Seconded by Trustee Britt. Motion carried.

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

NO: 0

v. Approval of the bi-annual audit conducted on 2/10/2025

MOTION: Trustee Culver motioned to approve the bi-annual audit conducted on 2/10/2025 as there were no discrepancies or errors found. Seconded by Trustee Britt. Motion carried.

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

NO: 0

vi. The next Finance Meeting date is TBD

Walworth-Seely Public Library
Board of Trustees Meeting
February 13, 2025
APPROVED

b. Policy Committee (Trustee Rutkowski)

i. Approval of the Electronic Banking Policy

MOTION: Trustee Britt motioned to approve Electronic Banking Policy as revised. Seconded by Trustee Culver. Motion carried.

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

NO: 0

ii. Approval of the Payment of Bills Policy

MOTION: Trustee Culver motioned to approve the Payment of Bills Policy as presented. Seconded by Trustee Britt. Motion carried.

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

NO: 0

c. Personnel Committee (Trustee Britt)

i. Youth services Librarian Kelly Rosengren is resigning as of February 21, 2025 to pursue a full time position in another library.

ii. Library Clerk Richard Deverell has requested consideration to be promoted to Librarian I to match his credentials and increased job duties.

MOTION: Trustee Britt motioned to approve Library Clerk Deverell's transition to a Librarian I position at an hourly rate of \$22.00/hr. for an average of 10 hrs./week. Seconded by Trustee Culver. Motion carried.

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

NO: 0

iii. Approval to post a part-time Youth Services Specialist position with a rolling application timeline. Title and pay rate will be dependent on the selected candidate's experience, civil service eligibility, and the WSPL Salary Matrix.

MOTION: Trustee Culver motioned to post a part-time Yourth Service Position for Walworth Library. Seconded by Trustee Britt. Motion carried.

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

NO: 0

**Walworth-Seely Public Library
Board of Trustees Meeting
February 13, 2025
[APPROVED](#)**

- iv. Coverage for Director Brown while she is on Maternity Leave

MOTION: Trustee Culver motioned to have Director Brown verbally offer the interim position of Library Manager to Megan McLaughlin pending a formal contract to be created and approved by the Board at a Special Meeting. Seconded by Trustee Britt. Motion carried.

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

NO: 0

- d. Strategic Planning Committee (Trustee Britt)
- e. Sustainable Funding Committee (Trustee Vance)
- f. Community Relationships & Engagement (Trustee Rutkowski) NA

11) Old Business

12) New Business

- i. FFRPL Grant Report

MOTION: Trustee Culver motioned to approve the 2024 FFRPL Grant Report as presented, signed by Board President Vance for submission. Seconded by Trustee Britt. Motion carried.

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

NO: 0

13) Adjournment

MOTION: Trustee Culver motioned to adjourn the meeting at 7:50 pm. Seconded by Trustee Britt. Motion carried.

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

NO: 0

IMPORTANT DATES:

- The library will be closed for Presidents Day on *Monday, February 17, 2025*

**Walworth-Seely Public Library
Board of Trustees Meeting
February 13, 2025
APPROVED**

- The next Finance Committee meeting date is TBD

The next regular Board Meeting will be Thursday, March 13, 2025 at 6:30 pm.