



Walworth-Seely Public Library
Board of Trustees Meeting
December 11, 2025
APPROVED

DATE: Thursday, December 11, 2025

TIME: 6:30 PM

LOCATION: Library Meeting Room

- 1) Call to Order: Meeting called to order at 6:35 pm by President Jessica Vance
- 2) Roll Call:
 - (1) Library Trustees Present: President Jessica Vance, Vice President Dave Teetsel, Secretary Drew Britt, Trustee Anne Culver
 - (2) Library Trustees Excused: Trustee Marissa Strait
 - (3) Library Staff Present: Director Anne Brown
 - (4) Others Present: Friends of WSPL President Linda Knight, Town Councilwoman & Liaison to the Library Amber Linson
 - (5) Public Present: none

- 3) Adoption of current meeting agenda as presented

MOTION: Trustee Teetsel motioned to adopt the current meeting agenda as presented. Seconded by Trustee Britt

**YES: 4/4 Trustee Vance, Trustee Teetsel, Trustee Britt, Trustee Culver
NO:0**

- 4) Approval of prior meeting minutes:

- (1) Approval of prior meeting minutes of November 13, 2025

MOTION: Trustee Culver motioned to approve the prior meeting minutes of November 13, 2025 as presented. Seconded by Trustee Teetsel

**YES: 4/4 Trustee Vance, Trustee Teetsel, Trustee Britt, Trustee Culver
NO:0**

- 5) Period of Public Expression (limit 5 minutes per speaker) – N/A

- 6) Friends' Report (Friends' President Linda Knight)

- (1) Discussion of MOU between the Library Board of Trustees and the Friends of WSPL

- (i) The Friends' Executive Board did not see any changes needed

- (2) Schedule 2026 Joint meeting – January 8th at Library Board meeting



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7) Town Board Liaison Report (Councilwoman Amber Linson)
(1) Anne Culver's term renewal must be appointed by the Town Board

8) Library Director's Report (Director Brown) see attached

9) Secretary's Report - Correspondence (Trustee Britt)

10) Committee Reports:

a) Financial Committee (Finance Officer Trustee Culver)

(1) Presentation of Monthly Budget Summary - Report of receipts, disbursements and bank reconciliations for November 2025

MOTION: Trustee Culver motioned to accept the monthly budget summary report of receipts, disbursements and bank reconciliations for November 2025. Seconded by Trustee Teetsel

YES: 4/4 Trustee Vance, Trustee Teetsel, Trustee Britt, Trustee Culver
NO:0

(2) Approval of November 2025 vouchers

MOTION: Trustee Culver motioned to approve the 29 pre-paid items in the amount of 12,913.16. Seconded by Trustee Teetsel

YES: 4/4 Trustee Vance, Trustee Teetsel, Trustee Britt, Trustee Culver
NO:0

(3) 2025 Year-to-Date Budget

(4) Approval of 2026 Salary Matrix

MOTION: Trustee Britt motioned to approve the 2026 Salary Matrix based on clerk starting rate of \$17.50 per hour and an increase in salary for Director Anne Brown to \$80,080 effective January 1, 2026. Seconded by Trustee Culver

YES: 4/4 Trustee Vance, Trustee Teetsel, Trustee Britt, Trustee Culver
NO:0

(5) Approval of 2026 Library Budget



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MOTION: Trustee Culver motioned to approve the 2026 Library Budget in the amount of \$332,900.00 as approved by the voters of Walworth in November 2025. Seconded by Trustee Britt.

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

NO: 0

- (6) Approval of Heveron & Co. as the Library's CPA for 990 tax preparation and audit for 2025

MOTION: Trustee Culver motioned to Approval of Heveron & Co. as the Library's CPA for 990 tax preparation and audit for 2025. Seconded by Trustee Teetsel.

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

NO: 0

- (7) Approval of electronic fund transfers for 2026

- (a) Paychex for all related expenses and retirement payments

MOTION: Trustee Culver motioned to approve all Electronic Fund Transfers to Paychex for all related expenses and retirement payments for 2026. Seconded by Trustee Teetsel. Motion carried.

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

NO: 0

- (b) Payment Processing Consultants for monthly credit card fees and the terminal rental

MOTION: Trustee Culver motioned to approve all Electronic Fund Transfers to Payment Processing Consultants for monthly credit card fees and terminal rental for 2026. Seconded by Trustee Teetsel. Motion carried.

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

NO: 0

- (8) Approval to maintain AB, and AC as signers for Lyons National Bank

MOTION: Trustee Culver motioned to approve Director Anne Brown, President Jessica Vance, and Finance Officer Anne Culver as signers for Lyons National Bank for 2025. Seconded by Trustee Teetsel. Motion carried.

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



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NO:0

(9) Approval to maintain AB, and AC as signers for Citizens Bank

MOTION: Trustee Culver motioned to approve Director Anne Brown, President Jessica Vance, and Finance Officer Anne Culver as signers for Citizens Bank for 2025. Seconded by Trustee Teetsel. Motion carried.

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

NO:0

(10) Appointment of a bookkeeper for 2026

MOTION: Trustee Britt motioned to appoint Karla DiPaul as bookkeeper for 2026.

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

NO:0

(11) The January Finance Meeting date is Tuesday, January 6 at 1:00 pm.

b) Policy Committee (Trustee Strait)

(1) System and Member Library Relationship Policy updates

c) Personnel Committee (Trustee Britt)

MOTION: Trustee Britt motioned to promote Karen Vanderbilt from the title of substitute clerk to clerk, with an increase in pay to \$16.00/hour per the salary matrix effective immediately. Seconded by Trustee Teetsel.

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

NO:0

d) Strategic Planning Committee (Trustee Britt)

(1) End of Year Review - no revisions needed at this time

e) Sustainable Funding Committee (Trustee Vance)

f) Nominating Committee (Trustee Vance)

(1) Officer Nominations

(i) President - Drew Britt



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MOTION: Trustee Teetsel motioned to nominate Drew Britt as President for 2026. Seconded by Trustee Culver.

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

NO:0

(ii) Vice President – Dave Teetsel

MOTION: Trustee Culver motioned to nominate Dave Teetsel as Vice President for 2026. Seconded by Trustee Britt.

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

NO:0

(iii) Secretary – Marissa Strait

MOTION: Trustee Britt motioned to nominate Marissa Strait as Secretary for 2026. Seconded by Trustee Teetsel.

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

NO:0

(iv) Finance Officer – Anne Culver

MOTION: Trustee Teetsel motioned to nominate Anne Culver as Finance Officer for 2026. Seconded by Trustee Britt.

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

NO:0

11) Old Business

(1) Schedule Harassment Training for Trustee Britt & Trustee Teetsel – scheduled for Monday, 12/15 at 11 am

(2) Trustee Education Reminder – each trustee must complete two hours of training by 12/31/2025 and logged in the Trustee Education Log

13) New Business

(8) Shelving Endcap RFP submissions

MOTION: Trustee Britt motioned to allow Director Brown to move forward with ordering endcaps from any contractor whose proposal comes in at \$10,000 or less. Seconded by Trustee Teetsel.

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

NO:0



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(9) Letter to Governor Hocol in support of Freedom to Read Act

13) Adjournment

MOTION: Trustee Culver motioned to adjourn the meeting at 7:53 pm.

Seconded by Trustee Britt

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

NO:0

IMPORTANT DATES:

- WSPL Holiday Party will be *Saturday, December 20, 2025* from 11 am to 1 pm.
- The library will be closed for the Christmas Holiday from *Wednesday, December 24 through Saturday, December 27*. We will reopen *Monday, December 29*.
- Director Brown will be out of the office Monday December 22 through Friday January 9.
- The library will be closed for the New Year holiday from *Wednesday, December 31 through Thursday, January 1, 2025*. We will reopen *Friday, January 2*.
- The January Finance Committee meeting will be held on Tuesday January 6, 2026 at 1:00 pm.

The next regular Board Meeting will be Thursday, January 8, 2026.