

**Walworth-Seely Public Library
Board of Trustees Meeting
Annual Joint Meeting with the Friends of WSPL
January 9, 2025
APPROVED**

- I. Call to Order: Meeting was called to order at 6:02 pm by President Jessica Vance

- II. Roll Call/Attendance
 - i. Library Trustees Present: President Jessica Vance; Vice-President David Teetsel, Finance Officer Anne Culver and Trustee Sandy Rutkowski
 - ii. Library Trustees Absent: Secretary Drew Britt who had an excused absence
 - iii. Library Staff Present: Library Director Anne Brown and Library Assistant Bernie Maurer
 - iv. Others Present: Friends of WSPL President Linda Knight and Linda Pembroke
 - v. Others Absent: Town Councilwoman & Liaison to the Library Amber Linson

- III. Adoption of current meeting agenda

**MOTION: Trustee Culver motioned to approve the current agenda for the January 9, 2025 meeting as presented. Seconded by Trustee Rutkowski. Motion carried.
YES: 4/4: Trustee Vance, Trustee Teetsel, Trustee Culver and Trustee Rutkowski
NO: 0**

- IV. Approval of prior meeting minutes of December 12, 2024

**MOTION: Trustee Rutkowski motioned to approve the minutes of the December 12, 2024 Board Meeting. Seconded by Trustee Teetsel. Motion carried.
YES: 4/4: Trustee Vance, Trustee Teetsel, Trustee Culver and Trustee Rutkowski
NO: 0**

- V. Period of Public Expression- NA

- VI. Joint Meeting with the Friends of WSPL (Friend's President Linda Knight)
 - a. Sign MOU between the Library Board of Trustees and the Friends of WSPL

**MOTION: Trustee Teetsel motioned to sign the MOU between the Library Board of Trustees and the Friends of WSPL. Seconded by Trustee Rutkowski. Motion carried.
YES: 4/4: Trustee Vance, Trustee Teetsel, Trustee Britt and Trustee Rutkowski
NO: 0**

- 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

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X. Committee Reports

a. Financial Committee:

i. Presentation of Monthly Budget Summary- Report of December 2024

MOTION: Trustee Culver motioned to accept the reports of receipts, disbursements, and bank reconciliations for December 2024. Seconded by Trustee Rutkowski. Motion carried.

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

ii. December 2024 vouchers

MOTION: Trustee Culver motioned to approve the 24 pre-paid vouchers in the amount of \$2,655.80 and 1 pending item in the amount of \$3,256.60 for a grand total of 25 items in the amount of \$5,12.40 as reflected on the prepared abstract for December. Seconded by Trustee Rutkowski. Motion carried.

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

iii. Approval of 2025 Salary Matrix as amended

MOTION: Trustee Culver motioned to approve the 2025 Salary Matrix as amended. Seconded by Trustee Rutkowski. Motion carried.

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

iv. Approval to pay AWE Learning invoice in the amount of \$3,204.00 for children's AWE computer station and stand

MOTION: Trustee Culver motioned to approve the payment of \$3,204.00 for a new children's AWE computer station and stand. Seconded by Trustee Teetsel. Motion carried.

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

v. Approval to pay the Selective Insurance invoice in the amount of \$3,256.60 for the commercial insurance package for 2025.

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MOTION: Trustee Culver motioned to pay the Selective Insurance invoice in the amount of \$3,256.60 for the commercial insurance package for 2025. Seconded by Trustee Rutkowski. Motion carried.

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

- vi. Approval to remove Carol Dame as a signer for all Lyons National Bank and Citizen Bank accounts

MOTION: Trustee Culver motioned to remove Carol Dame as a signer on all Lyons National Bank accounts as well as the Citizen Bank account. Seconded by Trustee Rutkowski.

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

- vii. The next Finance Meeting will be held on Thursday, February 6, 2025 at 11:30 am. This will include a bi-annual audit and Trustee Teetsel has volunteered to attend this meeting.

- b. Policy Committee (Trustee Rutkowski)

- i. Approval of the FOIL Request Policy

MOTION: Trustee Rutkowski motioned to approve the FOIL Request Policy as presented. Seconded by Trustee Culver. Motion carried.

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

- ii. Approval the Patron Privacy Policy

MOTION: Trustee Rutkowski motioned to approve the Patron Privacy Policy as presented. Seconded by Trustee Culver. Motion carried.

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

- iii. Approval of the Patron Code of Conduct Policy

MOTION: Trustee Rutkowski motioned to approve the Patron Code of Conduct as presented. Seconded by Trustee Culver. Motion carried.

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

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- iv. Conflict of Interest/Whistleblower Policy Signatures

- c. Personnel Committee (Trustee Teetsel)

- d. Strategic Planning Committee (Trustee Britt)
 - i. End of Year Review
 - 1. Update “Program Assistant” to “Youth Services Librarian” in document
 - 2. Move “Conduct Interviews” in Strategic Area #2 from 2024 to 2025-2026

- e. Sustainable Funding Committee (Trustee Vance)

- f. Nominating Committee (Trustee Vance)
 - i. Officer Elections
 - (ii) President – Jessica Vance

MOTION: Trustee Rutkowski motioned to elect Jessica Vance as President of the WSPL Board. Seconded by Trustee Teetsel. Motion carried.
YES: 4/4: Trustee Vance, Trustee Teetsel, Trustee Culver and Trustee Rutkowski
NO: 0

- (iii) Vice President – Dave Teetsel

MOTION: Trustee Culver motioned to elect David Teetsel as Vice-President of the WSPL Board. Seconded by Trustee Rutkowski. Motion carried.
YES: 4/4: Trustee Vance, Trustee Teetsel, Trustee Culver and Trustee Rutkowski
NO: 0

- (iv) Secretary – Drew Britt

MOTION: Trustee Rutkowski motioned to elect Drew Britt as Secretary of the WSPL Board. Seconded by Trustee Culver. Motion carried.
YES: 3/4: Trustee Vance, Trustee Culver and Trustee Rutkowski
ABSTAIN: 1/4: Trustee Teetsel
NO: 0

- (v) Finance Officer – Anne Culver

MOTION: Trustee Rutkowski motioned to elect Anne Culver as the Finance Officer of the WSPL Board. Seconded by Trustee Teetsel. Motion carried.
YES: 4/4: Trustee Vance, Trustee Teetsel, Trustee Culver and Trustee Rutkowski

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NO: 0

11) Old Business

12) New Business

- a. Recommend Trustee Teetsel for second term appointment by Town Board

MOTION: Trustee Culver motioned to recommend Trustee David Teetsel to the Town Board of Walworth for a second term on the WSPL Board. Seconded by Trustee Rutkowski. Motion carried.

YES: 4/4: Trustee Vance, Trustee Teetsel, Trustee Culver and Trustee Rutkowski

NO: 0

- b. Committee Appointments (President Vance)
 - i. Finance – Trustee Culver
 - ii. Policy – Trustee Rutkowski
 - iii. Personnel – Trustee Britt
 - iv. Nominating – Trustee Teetsel
 - v. Strategic Planning – Trustee Britt
 - vi. Sustainable Funding – Trustee Teetsel
 - vii. Community Relationships & Engagement – Trustee Rutkowski

13) Adjournment

MOTION: Trustee Culver motioned to adjourn the meeting at 7:03 pm. Seconded by Trustee Rutkowski. Motion carried.

YES: 4/4: Trustee Vance, Trustee Teetsel, Trustee Culver and Trustee Rutkowski

NO: 0

IMPORTANT DATES:

- The library will be closed for MLK Jr Day on *Monday, January 20.*
- The next Finance Committee meeting will be held on Thursday February 6, 2025 at 11:30 am. Trustee Teetsel has volunteered to attend the bi-annual audit.

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

**Walworth-Seely Public Library
Board of Trustees Meeting
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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:

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

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

**Walworth-Seely Public Library
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- vi. The next Finance Meeting date is TBD

- 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 Youth Service Position for Walworth Library. Seconded by Trustee Britt. Motion carried.
YES: 3/3: Trustee Teetsel, Trustee Culver and Trustee Britt
NO: 0

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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

Walworth-Seely Public Library
Board of Trustees Meeting
Annual Joint Meeting with the Friends of WSPL
February 13, 2025
APPROVED

IMPORTANT DATES:

- The library will be closed for Presidents Day on *Monday, February 17, 2025*
- The next Finance Committee meeting date is TBD

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



Special Meeting of the Walworth-Seely Public Library
PROPOSED Meeting Agenda

DATE: Friday, February 28, 2025

TIME: 1:00PM

LOCATION: Walworth-Seely Public Library Program Room

- 1) Call to Order: Meeting was called to order 1:08 pm by Vice President Dave Teetsel
- 2) Roll Call
 - i. Library Trustees Present: Vice President Dave Teetsel, Finance Officer Anne Culver, Trustee Sandy Rutkowski, and Secretary Drew Britt
 - a) Library Trustees Absent: President Jessica Vance, who had an excused absence
 - b) Library Staff Present: Library Director Anne Brown
 - c) Others Present: N/A
- 3) Adoption of current meeting agenda as submitted

MOTION: Trustee Britt motioned to approve the agenda of the February 28, 2025 Special Meeting as presented. Seconded by Trustee Culver. Motion carried.

YES: 4/4

NO: 0

Specific purpose of this Special Meeting:

To approve the Employment Agreement for Interim Library Manager to cover Library Director's upcoming maternity leave and to approve payment of the 2025 NYSLRS bill.

- 4) Period of Public Expression
- 5) Review of Employment Agreement

MOTION: Trustee Britt motioned to approve the Employment Agreement for Interim Library Manager Megan McLaughlin to cover Director Brown's upcoming maternity leave. Seconded by Trustee Rutkowski. Motion carried. Agreement signed by Vice President Teetsel.

YES: 4/4

NO: 0

- 6) Approval of the 2025 NYSLRS bill

MOTION: Trustee Britt motioned to approve payment of the library's portion of the 2025 NYSLRS bill in the amount of \$18,050.77. Seconded by Trustee Rutkowski. Motion carried.

YES: 4/4

NO: 0

- 7) Adjournment

Motion: Trustee Culver motioned to adjourn the meeting at 1:27 pm. Seconded by Trustee Rutkowski. Motion carried.

YES: 4/4

NO: 0



Special Meeting of the Walworth-Seely Public Library
PROPOSED Meeting Agenda



Walworth-Seely Public Library
Meeting Minutes of the Board of Trustees
APPROVED

DATE: Thursday, March 13, 2025

TIME: 6:30 PM

LOCATION: Library Meeting Room

- 1) Call to Order: Meeting called to order 6:37 pm by President Jessica Vance
- 2) Roll Call:
 - (1) Library Trustees Present: President Jessica Vance, Finance Officer Anne Culver, Trustee Sandy Rutkowski, Secretary Drew Britt (arrived at 6:47 pm)
 - (2) Library Trustees Absent: Vice President Dave Teetsel who had an excused absence
 - (3) Library Staff Present: Library Director Anne Brown
 - (4) Others Absent: Friends of WSPL President Linda Knight and Town Councilwoman & Liaison to the Library Amber Linson
 - (5) Public Present: Jim Simser
- 3) Adoption of current meeting agenda as presented

MOTION: Trustee Rutkowski motioned to adopt the current meeting agenda as presented. Seconded by Trustee Culver

YES: 3/3 Trustee Culver, Trustee Rutkowski, Trustee Vance

NO: 0

- 4) Approval of prior meeting minutes:

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

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

YES: 3/3 Trustee Culver, Trustee Rutkowski, Trustee Vance

NO: 0

- (2) Approval of special meeting minutes of February 28, 2025

MOTION: Trustee Rutkowski motioned to approve the special meeting minutes of February 28, 2025 as presented. Seconded by Trustee Culver

YES: 3/3 Trustee Culver, Trustee Rutkowski, Trustee Vance

NO: 0

- 5) Period of Public Expression (limit 5 minutes per speaker)



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- (1) Patron Jim Simser addressed the board regarding a recent hotspot issue. The board will consider his case and respond in writing by the end of the month.

 - 6) Friends of WSPL Liaison Report (Friends' President Linda Knight)
 - (1) Director Brown reported that the Friends are busy preparing for their Spring Book Sale. The 2025 Book Sale hours will be:
 - (i) Donation Drop Off:
 - a. Monday 4/21 1:00 - 7:30 pm
 - b. Tuesday 4/22 10:00 am - 7:30 pm
 - c. Wednesday 4/23 10:00 am - 3:00 pm
 - (ii) Member's Only Preview Sale Wednesday 4/23 5:30 - 7:30 pm
 - (iii) Public Sale
 - a. Thursday 4/24 10:00 - 7:30 pm
 - b. Friday 4/25 10:00 - 7:30 pm
 - c. Saturday Bag Sale (\$3/bag) 4/26 10:00 am - 1:00 pm

 - 7) Town Board Liaison Report (Councilwoman Amber Linson)
 - (1) Director Brown reported that Deputy Supervisor Rick Johnson will be taking over for Supervisor Mike Donalty upon his resignation pending Town Council approval
 - (2) It was noted that the terms for Town Supervisor and two Town Council positions will be expiring on 12/31/2025 and will be voted on in the November election.

 - 8) Library Director's Report (Director Anne 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 February January 2025
- N/A Finance Committee did not meet in March and will review February's vouchers at the next Finance Meeting in April.**
- (2) Approval of February 2025 vouchers



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Meeting Minutes of the Board of Trustees
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MOTION: Trustee Culver motioned to approve the 23 pre-paid items in the amount of \$25,599.94. Seconded by Trustee Rukowski

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

NO: 0

- (3) Approval of the 2025 FFRPL grant acceptance letter to be signed by President Vance & Director Brown

MOTION: Trustee Culver motioned to approve the 2025 FFRPL grant acceptance letter for the amount of \$4,658 to be signed by President Vance & Director Brown.

Seconded by Trustee Britt

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

NO: 0

- (4) 2024 AFR 60-day extension was granted. It will now be due May 1, 2025.

- (5) The next Finance Meeting will be held on April 8, 2025 at 11:00 am.

b) Policy Committee (Trustee Rutkowski)

- (1) 2025 Employee Handbook Updates – need to schedule meeting with Policy & Personnel Committees for review

- (2) The Board would also like to review the Hotspot Borrowers Policy & Agreement in April

c) Personnel Committee (Trustee Britt)

- (1) Approval to hire Tess Gibala-Broxholm as Youth Services Librarian at a rate of \$22.00/hr for no more than 25 hours per week.

MOTION: Trustee Britt motioned to hire Tess Gibala-Broxholm as Youth Services Librarian at a rate of \$22.00/hr for no more than 25 hours per week. Seconded by Trustee Rutkowski.

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

NO: 0

- (2) Approval to hire Megan McLaughlin as Interim Library Manager at a rate of \$31.00/hr for no more than 40 hours per week.



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Meeting Minutes of the Board of Trustees
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MOTION: Trustee Britt motioned to hire Megan McLaughlin as Interim Library Manager at a rate of \$31.00/hr for no more than 40 hours per week. Seconded by Trustee Culver

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

NO: 0

d) Strategic Planning Committee (Trustee Britt)

(1) Plans for Community Garden were discussed including finding volunteers, planting low maintenance crops, and including some flowers this year for patrons to take as cut flower bundles in bed #2. The herbs in bed #1 are likely to come back and the carrots in bed #3 should be ready for harvest in June or July.

e) Sustainable Funding Committee (Trustee Teetsel)

f) Community Relationships & Engagement (Trustee Rutkowski)

11) Old Business

12) New Business

(1) Approval of 2024 Annual Report to NYS

MOTION: Trustee Culver motioned to approve the 2024 Annual Report to NYS as presented. Seconded by Trustee Rutkowski.

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

NO: 0

(2) Eagle Scout Candidate Ethan Brown is interested in doing a project with the library. He will be given Interim Library Manager McLaughlin's contact information and the board will invite him to present a project idea once he is ready.

(3) Motion to approve Interim Library Manager McLaughlin's use of library payment methods.

MOTION: Trustee Culver motioned to approve Interim Library Manager McLaughlin's use of the library debit card for online purchases only (cards will stay on site) and petty cash for any in person transactions. Seconded by Trustee Britt.

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

NO: 0



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(4) Trustee Rutkowski announced that she will need to resign from the board at the end of May due to an upcoming mission for her church. The board wishes her all the best and will post a Trustee Vacancy to be filled starting in June 2025.

13) Adjournment

MOTION: Trustee Britt motioned to adjourn the meeting at 8:27 pm.

Seconded by Trustee Rutkowski

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

NO: 0

IMPORTANT DATES:

- Library Director Brown's maternity leave will begin *Monday, March 24th* with plans to return in the fall.
- The next Finance Committee meeting will be held on *April 8th at 11:00 am.*
- 2024 AFR Report to NYS Comptroller is due *Thursday, May 1, 2025.*

The next regular Board Meeting will be Thursday, April 10, 2025 at 6:30 pm.



Walworth-Seely Public Library
Meeting Minutes of the Board of Trustees
APPROVED

DATE: Thursday, April 10, 2025
TIME: 6:30 PM
LOCATION: Library Meeting Room

- 1) Call to Order: Meeting called to order 6:33 pm by President Jessica Vance
- 2) Roll Call:
 - (1) Library Trustees Present: President Jessica Vance, Vice President Dave Teetsel, Finance Officer Anne Culver, , Secretary Drew Britt
 - (2) Library Trustees Absent: Trustee Sandy Rutkowski who had an excused absence
 - (3) Library Staff Present: Interim Manager McLaughlin
 - (4) Others Present: Friends of WSPL President Linda Knight
 - (5) Others Absent: Town Councilwoman & Liaison to the Library Amber Linson
 - (6) Public Present: none
- 3) Adoption of current meeting agenda as amended

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

YES: 2/2 Trustee Culver, Trustee Vance

NO: 0

- 4) Approval of prior meeting minutes:
 - (1) Approval of prior meeting minutes of March 13, 2025

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

YES: 2/2 Trustee Culver, Trustee Vance

NO: 0

- 5) Period of Public Expression (limit 5 minutes per speaker)
 - (1) none
- 6) Friends of WSPL Liaison Report (Friends' President Linda Knight)
 - (1) Friends' President reported that the Friends are busy preparing for their Spring Book Sale. The cart containing previous sale items has been scanned.



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- (2) Friends' President reminded Interim Manager McLaughlin the Friends will be picking up the tan tables to use at the sale
- (3) Interim Manager McLaughlin was invited to visit the sale
- (4) Friends' President asked Interim Manager McLaughlin to remind the staff to promote the sale at the circ desk
- 7) Town Board Liaison Report (Councilwoman Amber Linson)
 - (1) No updates
- 8) Library Director's Report (Interim Manager McLaughlin) see attached
- 9) Secretary's Report - Correspondence (Trustee Britt)

- (1) Correspondence with Jim Simser was discussed. Interim Manager McLaughlin will review the hotspot policy and report findings to 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 February

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

YES: 2/2 Trustee Vance, Trustee Britt

No: 0

- (2) Approval of February 2025 vouchers

MOTION: Trustee Culver motioned to approve the 23 pre-paid items in the amount of \$25,596.85. Seconded by Trustee _____

YES:

NO:

- (3) Final tax paperwork, 990, and 2024 Financial Reports were received from Heveron.



Walworth-Seely Public Library
Meeting Minutes of the Board of Trustees
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MOTION: Trustee Culver motioned to approve the filing of final tax paperwork, 990, and 2024 Financial Reports were received from Heveron. Seconded by Trustee Britt.

YES: 2/2 Trustee Vance, Trustee Teetsel

NO: 0

(3) Discussion for FFRPL Fund Commitment to OWWL

MOTION: Trustee Culver motioned to approve the 2025 FFRPL Fund Commitment to OWWL for the amount of \$4,658 to be signed and submitted by Interim Manager McLaughlin. Seconded by Trustee Teetsel.

YES: 2/2 Trustee Vance, Trustee Britt

NO: 0

(4) The next Finance Meeting will be held on April 6, 2025 at 11:00 am.

b) Policy Committee (Trustee Rutkowski)

(1) 2025 Employee Handbook Updates – Interim Manager McLaughlin will review Employee Handbook updates and contact Trustee Rutkowski and Trustee Britt to schedule a meeting to discuss.

(2) Interim McLaughlin will review the Hotspot Borrowers Policy & Agreement and schedule a policy meeting with Trustee Rutkowski

c) Personnel Committee (Trustee Britt)

(1) Approval to hire Karla DiPaul as Bookkeeper at a rate of \$20.00/hr for no more than 20 hours per week.

MOTION: Trustee Britt motioned to hire Karla DiPaul as Bookkeeper at a rate of \$20.00/hr for no more than 20 hours per week. Seconded by Trustee Culver.

YES: 2/2: Trustee Vance, Trustee Teetsel

No: 0

d) Strategic Planning Committee (Trustee Britt)

(1) Plans for Community Garden were mentioned but not discussed



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e) Sustainable Funding Committee (Trustee Teetsel)

- (1) Approval of 2026 budget requisition amount. Discussion of 2026 Salary Matrix. Trustee Vance would like to create a formula that could be applied in the 2027 budget year and beyond.

MOTION: Trustee Culver motioned to approve the 2026 budget requisition amount of \$332,900 which represents a less than 2% increase from the 2025 budget requisition amount. Seconded by Trustee Britt.

YES: 2/2: Trustee Vance, Trustee Teetsel

No: 0

- (1) Resolution: The Walworth-Seely Public Library may exceed the NYS tax cap for the 2026 fiscal year.

Whereas, the adoption of the 2026 budget for the Walworth-Seely Public Library may require 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 Walworth-Seely Public Library voted and approved to exceed the tax levy limit for 2026 by at least the sixty percent of the board of trustees as required by state law on April 10, 2025.

MOTION: Trustee Britt motioned to accept the resolution that the Walworth-Seely Public Library may exceed the NYS tax cap for the 2026 fiscal year. Seconded by Trustee Culver.

YES: 1/2 Trustee Vance

NO: 1/2 Trustee Teetsel

- (3) Interim Manager McLaughlin will contact Wayne County Board of Elections to set up the petition for the 2026 budget requisition

MOTION: Trustee Teetsel motioned to allow Interim Manager McLaughlin to contact Wayne County Board of Elections to set up the petition for the 2026 budget



Walworth-Seely Public Library
Meeting Minutes of the Board of Trustees
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requisition after contacting attorney Cole Adams to confirm correct wording of said petition to include the amount of \$332,900. Seconded by Trustee Culver.

YES: 2/2 Trustee Vance, Trustee Teetsel

NO: 1/2

11) Old Business

12) New Business

13) Adjournment

MOTION: Trustee Teetsel motioned to adjourn the meeting at 7:35 pm.

Seconded by Trustee Culver

YES: 2/2 Trustee Vance, Trustee Britt

NO: 0

The next regular Board Meeting will be Thursday, May 8, 2025 at 6:30 pm.



Walworth-Seely Public Library
Board of Trustees Meeting
May 8, 2025
APPROVED

DATE: Thursday, May 8, 2025

TIME: 6:30 PM

LOCATION: Library Meeting Room

- 1) Call to Order: Meeting called to order 6:35 pm by President Jessica Vance
- 2) Roll Call:
 - i. Library Trustees Present: President Jessica Vance, Vice President Dave Teetsel, Finance Officer Anne Culver, Secretary Drew Britt, Trustee Sandy Rutkowski
 - ii. Library Staff Present: Interim Manager McLaughlin
 - iii. Others Present: Friends of WSPL President Linda Knight
 - iv. Others Absent: Town Councilwoman & Liaison to the Library Amber Linson
 - v. Public Present: none

- 3) Adoption of current meeting agenda as amended

MOTION: Trustee Rutkowski motioned to adopt the current meeting agenda as amended. Seconded by Trustee Teetsel. Motion carried.

YES: 5/5 Trustee Culver, Trustee Vance, Trustee Britt, Trustee Rutkowski, and Trustee Teetsel

NO: 0

- 4) Approval of prior meeting minutes:

- i. Approval of prior meeting minutes of April 10, 2025

MOTION: Trustee Rutkowski motioned to approve the prior meeting minutes of April 10, 2025 as presented. Seconded by Trustee Teetsel. Motion carried.

YES: 5/5 Trustee Vance, Trustee Britt, Trustee Teetsel, Trustee Culver, and Trustee Rutkowski

NO: 0

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

- 6) Friends of WSPL Liaison Report (Friends' President Linda Knight)

- i. Friends' President reported that the April book sale was successful, bringing in about \$2500. They thanked the library for posting regularly



Walworth-Seely Public Library
Board of Trustees Meeting
May 8, 2025
APPROVED

about the sale on social media, noting many visitors learned about the sale from social media.

- ii. Not many books left over which was a plus and noted that many children's books had been sold.
- iii. Regarding the library's wish list, the Friends will reimburse the library's purchases of the following items on the list:
 - a. Summer Reading program expenses up to \$2000
 - b. \$120 for 2 RSMC Passes
 - c. \$140 for 1 GCVM Pass

NOTE: Friend's President Knight gave her report and left the meeting at approximately 6:45 due to another commitment.

- 7) Town Board Liaison Report (Councilwoman Amber Linson) N/A
- 8) Library Director's Report (Interim Manager McLaughlin) see attached
- 9) Secretary's Report - Correspondence (Trustee Britt)
 - i. Correspondence regarding Jim Simser was reviewed. Letter will be sent by Trustee Britt.

10) Committee Reports:

- a) Financial Committee (Finance Officer Trustee Culver)
 - i. Presentation of Monthly Budget Summary - Report of receipts, disbursements and bank reconciliations for February

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

YES: 4/5 Trustee Vance, Trustee Britt, Trustee Teetsel, and Trustee Culver

No: 0

ABSTAINING: 1 Trustee Rutkowski

- ii. Approval of April 2025 vouchers



Walworth-Seely Public Library
Board of Trustees Meeting
May 8, 2025
APPROVED

MOTION: Trustee Culver motioned to approve the 31 pre-paid items in the amount of \$6,077.17. Seconded by Trustee Teetsel. Motion carried.

YES: 4/5 Trustee Vance, Trustee Britt, Trustee Teetsel, and Trustee Culver

NO:

ABSTAINING: 1 Trustee Rutkowski

(3) The next Finance Meeting will be held on June 5 at 1:00 PM.

b) Policy Committee (Trustee Rutkowski)

(1) Mobile Hotspot Policy: Suspension of Use was added, as discussed in previous meetings.

MOTION: Trustee Rutkowski motioned to approve the Mobile Hotspot Policy as revised. Seconded by Trustee Teetsel. Motion carried.

YES: 5/5 Trustee Vance, Trustee Britt, Trustee Culver, Trustee Teetsel, and Trustee Rutkowski

NO: 0

(2) Employee Handbook Policy: Required and optional updates from HR Works were discussed.

MOTION: Trustee Rutkowski motioned to approve the Employee Handbook as revised. Seconded by Trustee Teetsel. Motion carried.

YES: 5/5 Trustee Vance, Trustee Britt, Trustee Culver, Trustee Teetsel, and Trustee Rutkowski

NO: 0

c) Personnel Committee (Trustee Britt)

(1) Clerk Jennifer Mastin submitted resignation effective May 9.

(2) Discussion of hiring new clerk to work about 10 hours per week, to be included in the Saturday rotation. Civil Service stated that there was a list to canvass and that the library should post the job prior to canvassing.



Walworth-Seely Public Library
Board of Trustees Meeting
May 8, 2025
APPROVED

MOTION: Trustee Teetsel motioned to approve the posting of need for a new clerk of about ten hours per week, including being part of the Saturday rotation. Seconded by Trustee Rutkowski. Motion carried.

YES: 5/5 Trustee Vance, Trustee Britt, Trustee Teetsel, Trustee Culver, and Trustee Rutkowski

NO:

d) Strategic Planning Committee (Trustee Britt)

- (1) Community Garden: There are currently 2 active volunteers. Someone from the library should be the manager of the garden (to order any needed supplies) as Trustee Rutkowski cannot do this, as part of the Cornell Cooperative. Crops were discussed. Upcoming maintenance of the garden was also discussed. Trustee Rutkowski noted that Tess has been helpful and communicative with the presenter of the summer Cornell Cooperative program.

e) Sustainable Funding Committee (Trustee Teetsel)

- (1) Referendum wording was reviewed and approved by Cole Adams. Adams' office requested a shared Google Doc with the 414 Referendum Timeline that can be reviewed by her office and the library for ease and efficiency. Discussion of date for Farmer's Market petition signing will take place at the next scheduled meeting.
- (2) It was noted that the certified petitions are due to the Board of Elections by August 4, 2025. Town Clerk Camacho would like the signed petitions by July 28, 2025 in order to certify them on time.

11) Old Business N/A

12) New Business

- (1) 414 Referendum Ballot update was covered in discussion by the Sustainable Funding Committee.
- (2) Trustee Rutkowski will be resigning after September 2025 meeting. Discussion of search timeline for a trustee to finish Trustee Rutkowski's term.



Walworth-Seely Public Library
Board of Trustees Meeting
May 8, 2025
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(3) Trustee application was reviewed. Any revisions will be discussed at the next scheduled meeting.

(4) Festival in the Park 2025 was discussed. Library's application to participate in the parade on Friday, July 25 and the Craft in the Park on Saturday, July 26 was submitted.

13) Adjournment

MOTION: Trustee Teetsel motioned to adjourn the meeting at 7:40 pm.

Seconded by Trustee Rutkowski. Motion carried.

YES: 5/5 Trustee Vance, Trustee Britt, Trustee Culver, Trustee Teetsel, and Trustee Rutkowski N

NO: 0

The next regular Board Meeting will be Thursday, June 12, 2025 at 6:30 pm.



Walworth-Seely Public Library
Board of Trustees Meeting
June 12, 2025
APPROVED

DATE: Thursday, June 12, 2025

TIME: 6:30 PM

LOCATION: Library Meeting Room

- 1) Call to Order: Meeting called to order 6:35 pm by President Jessica Vance
- 2) Roll Call:
 - i. Library Trustees Present: President Jessica Vance, Vice President Dave Teetsel, Secretary Drew Britt, Trustee Sandy Rutkowski
 - ii. Library Trustees Excused: Finance Officer Anne Culver
 - iii. Library Staff Present: Interim Manager McLaughlin
 - iv. Others Present: Friends of WSPL President Linda Knight
 - v. Others Absent: Town Councilwoman & Liaison to the Library Amber Linson
 - vi. Public Present: none

- 3) Adoption of current meeting agenda as amended

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

YES: 4/4 Trustee Vance, Trustee Teetsel, Trustee Britt, and Trustee Rutkowski

NO: 0

- 4) Approval of prior meeting minutes:
 - i. Approval of prior meeting minutes of May 8, 2025

MOTION: Trustee Rutkowski motioned to approve the prior meeting minutes of May 8, 2025 as presented. Seconded by Trustee Teetsel. Motion carried.

YES: 4/4 Trustee Vance, Trustee Britt, Trustee Teetsel, and Trustee Rutkowski

NO: 0

- 5) Period of Public Expression (limit 5 minutes per speaker): N/A
- 6) Friends of WSPL Liaison Report (Friends' President Linda Knight)
 - i. Friends' President reported that the Friends are working away at the donations that have been received, including the donation of weeded Young Adult Fiction books from the library.



Walworth-Seely Public Library
Board of Trustees Meeting
June 12, 2025
APPROVED

NOTE: Friend's President Knight gave her report and left the meeting at approximately 6:45 due to another commitment.

- 7) Town Board Liaison Report (Councilwoman Amber Linson) N/A
- 8) Library Director's Report (Interim Manager McLaughlin) see attached
- 9) Secretary's Report - Correspondence (Trustee Britt)
 - i. Correspondence to Jim Simser was sent by Trustee Britt with no response back.

10) Committee Reports:

- a) Financial Committee (Finance Officer Trustee Culver)
 - i. Presentation of Monthly Budget Summary - Report of receipts, disbursements and bank reconciliations for May 2025

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

YES: 4/4 Trustee Vance, Trustee Britt, Trustee Teetsel, and Trustee Rutkowski
No: 0

- ii. Approval of May 2025 vouchers

MOTION: Trustee Rutkowski motioned to approve the 24 pre-paid items in the amount of \$3,027.54. Seconded by Trustee Britt. Motion carried.

YES: 4/4 Trustee Vance, Trustee Britt, Trustee Teetsel, and Trustee Rutkowski
NO: 0

- (3) The next Finance Meeting will be held on July 8 at 11:00 AM.

- b) Policy Committee (Trustee Rutkowski)



Walworth-Seely Public Library
Board of Trustees Meeting
June 12, 2025
APPROVED

- (1) Mobile Hotspot Policy: Discussion of amending the policy to allow anyone to return a borrowed hotspot versus a previous stipulation that only the borrower can return.

MOTION: Trustee Rutkowski motioned to approve the Mobile Hotspot Policy as revised. Seconded by Trustee Teetsel. Motion carried.

YES: 4/4 Trustee Vance, Trustee Britt, Trustee Teetsel, and Trustee Rutkowski
NO: 0

- (2) Collection Development Policy: Reviewed, no changes recommended at this time

MOTION: Trustee Rutkowski motioned to approve the Collection Development Policy as presented. Seconded by Trustee Teetsel. Motion carried.

YES: 4/4 Trustee Vance, Trustee Britt, Trustee Teetsel, and Trustee Rutkowski
NO: 0

- (3) Gifts and Donation Policy: Change in wording that says donors can be recognized for their gifts by the library

MOTION: Trustee Rutkowski motioned to approve the Gifts and Donations Policy as revised. Seconded by Trustee Britt. Motion carried.

YES: 4/4 Trustee Vance, Trustee Britt, Trustee Teetsel, and Trustee Rutkowski
NO: 0

- (4) Meeting Space Use Policy: Discussion of canceling reservations after 15 minutes when patrons do not communicate their lateness/absence to the library staff. Discussion of amending the policy requirement of making all meetings public. This policy will be tabled until Interim Manager McLaughlin confers with OWWL Library System regarding this matter.

- (5) Pest Prevention and Bed Bug Policies: Reviewed, no major changes recommended at this time. Minor change in wording noted.

MOTION: Trustee Rutkowski motioned to approve the Pest Prevention Policy and Bed Bug Policy as revised. Seconded by Trustee Britt. Motion carried.

YES: 4/4 Trustee Vance, Trustee Britt, Trustee Teetsel, and Trustee Rutkowski
NO: 0



Walworth-Seely Public Library
Board of Trustees Meeting
June 12, 2025
APPROVED

- (6) Computer and Internet Use Policy: Reviewed, no recommended changes at this time.

MOTION: Trustee Rutkowski motioned to approve the Pest Prevention Policy and Bed Bug Policy as revised. Seconded by Trustee Teetsel. Motion carried.

YES: 4/4 Trustee Vance, Trustee Britt, Trustee Teetsel, and Trustee Rutkowski

NO: 0

c) Personnel Committee (Trustee Britt)

- (1) Interviews were held on Monday 6/9 to hire PT Clerk and Substitute Clerk by Interim Manager McLaughlin with the help of Bernie Maurer
- (2) Substitute Clerk Courtney Lyon resigned effective 6/28/2025.
- (3) Karen Vanderbilt was offered a position as Substitute Clerk

MOTION: Trustee Britt motioned to approve the hiring of Karen Vanderbilt as a Substitute Clerk at \$15.50/hour. Seconded by Trustee Teetsel. Motion carried.

YES: 4/4 Trustee Vance, Trustee Britt, Trustee Teetsel, and Trustee Rutkowski

NO:

d) Strategic Planning Committee (Trustee Britt)

- (1) Community Garden: The Community Garden will now be headed up by Cathie Rainwater. Trustee Rutkowski is writing a guide to help volunteers care for the garden. There are now 3 volunteers from the community who are willing to help tend the beds. Discussion of no longer using drip irrigation as there is not enough pressure. Trustee Teetsel will check on the barrels and report back. Discussion of expanding the garden to allow the community to have their own plots. Cathie Rainwater will be in touch with Interim Manager McLaughlin when the volunteers amend the soil in the beds. They may need more mulch.

e) Sustainable Funding Committee (Trustee Teetsel)



**Walworth-Seely Public Library
Board of Trustees Meeting
June 12, 2025
APPROVED**

(1) Plan to collect signatures: Trustees discussed linking up with the library at the monthly Farmer's Market visits.

11) Old Business

(1) Trustee application has been viewed by OWWL Library System. Suggested edits were ready for board review. Board agreed to use suggested application. Interim Manager McLaughlin will post the trustee vacancy ad in the Wayne County Times and on the library website. The approved candidate will be completing Trustee Rutkowski's unfinished term.

12) New Business N/A

13) Adjournment

MOTION: Trustee Britt motioned to adjourn the meeting at 7:49 pm.

Seconded by Trustee Rutkowski. Motion carried.

YES: 4/4 Trustee Vance, Trustee Britt, Trustee Teetsel, and Trustee Rutkowski

NO: 0

The next regular Board Meeting will be Thursday, July 10, 2025 at 6:30 pm.



Walworth-Seely Public Library
Board of Trustees Meeting
July 16, 2025
APPROVED

DATE: Thursday, July 16, 2025

TIME: 11:30 AM

LOCATION: Library Meeting Room

- 1) Call to Order: Meeting called to order 11:39 am by President Jessica Vance
- 2) Roll Call:
 - i. Library Trustees Present: President Jessica Vance, Finance Officer Anne Culver, Trustee Sandy Rutkowski
 - ii. Library Trustees Excused: Vice President Dave Teetsel, Secretary Drew Britt
 - iii. Library Staff Present: Director Brown, Interim Manager McLaughlin
 - iv. Others Present: Friends of WSPL President Linda Knight, Friends of WSPL Treasurer Lou Villanova
 - v. Others Present: Town Councilwoman & Liaison to the Library Amber Linson
 - vi. Public Present: Rick Nudd
- 3) Adoption of current meeting agenda as presented

MOTION: Trustee Rutkowski motioned to adopt the current meeting agenda as presented. Seconded by Trustee Culver. Motion carried.

YES: 3/3 Trustee Vance, Trustee Culver, and Trustee Rutkowski

NO: 0

- 4) Approval of prior meeting minutes:
 - i. Approval of prior meeting minutes of June 12, 2025

MOTION: Trustee Rutkowski motioned to approve the prior meeting minutes of June 12, 2025 as presented. Seconded by Trustee Culver. Motion carried.

YES: 3/3 Trustee Vance, Trustee Culver, and Trustee Rutkowski

NO: 0

- 5) Period of Public Expression (limit 5 minutes per speaker): Rick Nudd attended the meeting to inquire about books by local author, Larry Ruth. Mr. Nudd expressed the importance of keeping books of local authors. Discussion of looking into retention policy, particularly regarding local authors, as well as



Walworth-Seely Public Library
Board of Trustees Meeting
July 16, 2025
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possibility that the books in question had been checked out but not returned to the library.

- 6) Friends of WSPL Liaison Report (Friends' President Linda Knight)
 - i. Friends' President Knight and Friends' Treasurer Villanova presented the library with a check for the submitted requisition forms for the Summer Reading Kickoff Party, Summer Reading prizes, (2) Annual Rochester Museum and Science Center Passes, and (1) Annual Genesee Country Village and Museum pass in the amount of \$1200.
 - ii. The Friends are nearly finished with the leftover materials from the Spring Book Sale.
 - iii. The Friends are also hoping to have a presence at the Farmer's Market with promotional materials and applications for the Friends to garner publicity for the book sales and to drum up interest in joining the group.
 - iv. The Library thanked the Friends for their support of the Summer Reading Program and the Experience Passes.

- 7) Town Board Liaison Report (Councilwoman Amber Linson)
 - i. Councilwoman Linson made the Board aware of a book that is close to being published, Wayne County Bicentennial Mural. The Wayne County libraries will each receive a copy and will have the opportunity to purchase more copies, if they wish.
 - ii. Councilwoman Linson also shared the procedure for any library board member resigning before their term has ended. The trustee in question should submit a letter of resignation to the Town Clerk approximately 30 days in advance of their departure.
 - iii. Councilwoman Linson inquired as to the status of some small repair projects in the library. An inspection by one of the construction project's subcontractor may need to take place in the community room, due to some bending in the ceiling strip.

- 8) Library Director's Report (Interim Manager McLaughlin) see attached

- 9) Secretary's Report - Correspondence (Trustee Britt) N/A

- 10) Committee Reports:
 - a) Financial Committee (Finance Officer Trustee Culver)



Walworth-Seely Public Library
Board of Trustees Meeting
July 16, 2025
APPROVED

- i. Presentation of Monthly Budget Summary - Report of receipts, disbursements and bank reconciliations for June 2025

MOTION: Trustee Culver motioned to accept the monthly budget summary report of receipts, disbursements and bank reconciliations for June. Seconded by Trustee Rutkowski. Motion carried.

YES: 3/3 Trustee Vance, Trustee Culver, and Trustee Rutkowski

No: 0

- ii. Approval of June 2025 vouchers

MOTION: Trustee Culver motioned to approve the 32 pre-paid items in the amount of \$6,152.94. Seconded by Trustee Rutkowski. Motion carried.

YES: 3/3 Trustee Vance, Trustee Culver, and Trustee Rutkowski

NO: 0

- iii. The next Finance Meeting will be held on August 8 at 11:30 AM.

b) Policy Committee (Trustee Rutkowski)

- (1) Meeting Room Policy: Discussion of the benefits of requiring the reserving party to be an OWWL cardholder, as well as adding amendments to the current reservation form to have it align more closely with the policy guidelines. Board agreed to table further review until the August meeting. Interim Manager McLaughlin will check with OWWL for clarification.

- (2) Trustee Email Policy: Reviewed, no changes recommended at this time

MOTION: Trustee Rutkowski motioned to approve the Trustee Email Policy as presented. Seconded by Trustee Culver. Motion carried.

YES: 3/3 Trustee Vance, Trustee Culver, and Trustee Rutkowski

NO: 0

- (1) Bylaws: Discussion of adding a section which details required NYS trustee education requirement. Clarification was needed whether the Bylaws should lay out the procedure for a trustee who fails to complete their 2 hour education for the year. Board agreed to table further review until the



**Walworth-Seely Public Library
Board of Trustees Meeting
July 16, 2025
APPROVED**

August meeting. Interim Manager McLaughlin will check with OWWL for clarification.

d) Personnel Committee (Trustee Britt)

- (1) Director and Board Evaluations, per Bylaws: Given Director Brown's leave, the Board checked with OWWL for how to proceed with Director Evaluations this year. Discussion of OWWL's insight.

MOTION: Trustee Culver motioned to approve deferring the 2025 Director Evaluation due to the Director's leave of absence and will conduct a Board Self-Evaluation in its place. Trustee Rutkowski seconded. Motion carried.

YES: 3/3 Trustee Vance, Trustee Culver, and Trustee Rutkowski

- (2) No current updates on vacant part-time library clerk. Discussion of possible scheduling solutions.

e) Strategic Planning Committee (Trustee Britt)

- (1) Bi-Annual Check in: Mainly centered on Community Garden. Trustee Rutkowski reported that there is a solid group of volunteers willing to help but stressed the importance of leadership coming from the library regarding the garden. Trustee Rutkowski has created a timeline and some guidelines for the maintenance of the garden. This information will be kept at the library and shared with the Community Garden volunteers. Ideas for possible projects and partnerships were discussed, including possible library programming in the future.

f) Sustainable Funding Committee (Trustee Teetsel)

- (1) 414 Petitions: The petitions from 2 volunteer sessions were reviewed at this meeting and this resolution made:

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE WALWORTH-SEELY PUBLIC LIBRARY

A meeting of the Board of Trustees of the WALWORTH-SEELY PUBLIC LIBRARY was held at 11:30 AM on the 16th day of July 2025. The following Trustees were present, constituting a quorum of the Board: President



Walworth-Seely Public Library
Board of Trustees Meeting
July 16, 2025
APPROVED

Trustee Jessica Vance, Finance Officer Trustee Anne Culver, and Trustee Sondra Rutkowski. The following motion was made, seconded and unanimously carried:

WHEREAS, there has been presented to the Board of Trustees of the Walworth-Seely Public Library a petition signed by qualified voters of the Town of Walworth in a number exceeding 25, asking that the following question be placed upon the ballot and voted on at the next general election of the Town of Walworth:

Shall the annual contribution of the Town of Walworth to the Walworth-Seely Public Library be increased by six thousand, five hundred (\$6,500.00) dollars, to the sum of three hundred thirty two thousand, nine hundred (\$332,900.00) dollars annually?

and WHEREAS, the endorsement of this Board of Trustees of the Walworth-Seely Public Library is required before such question may be placed upon the ballot,

NOW, THEREFORE, BE IT RESOLVED, that this Board of Trustees hereby endorses the petition presented to it and directs that the following question be voted on at the next general election of the Town of Walworth:

Shall the annual contribution of the Town of Walworth to the Walworth-Seely Public Library be increased by six thousand, five hundred (\$6,500.00) dollars increase, to the sum of three hundred thirty two thousand, nine hundred (\$332,900.00) dollars annually?

Thereupon the resolution was passed by a vote of 3 in favor, 0 opposed. The undersigned, President of the Board of Trustees of the Walworth-Seely Public Library, hereby certifies that the above is a true copy of a resolution passed by the Board of Trustees of the Walworth-Seely Public Library on the 16th day of July 2025.

MOTION: Trustee Anne Culver motioned to approve the above resolution as amended. Seconded by Trustee Rutkowski. Motion carried.

YES: 3 – Trustee Vance, Trustee Culver, Trustee Rutkowski



Walworth-Seely Public Library
Board of Trustees Meeting
July 16, 2025
APPROVED

NO: 0

11) Old Business

- (1) Trustee Vacancy: The library has received a trustee application from Marissa Strait. Interim Manager McLaughlin will be in touch to extend an invitation to Ms. Strait for the August board meeting.

12) New Business

- (1) Reach Out, Read On: Alternative Delivery Grant: The Books by Mail program, spearheaded by OWWL Library System, will come to an end in September. There is an opportunity to apply for a one-time seed/pilot grant for alternative delivery to serve at least one of New York State's nine targeted populations. While there are currently no Walworth patrons utilizing OWWL's Books by Mail service, there was discussion of the library's outreach for materials at a local senior living community. Interim Manager McLaughlin will reach out to OWWL to clarify how the grant money may be used, if received. Discussion of possible partnerships in the community, if such a grant was awarded.

13) Adjournment

MOTION: Trustee Culver motioned to adjourn the meeting at 1:08 pm.

Seconded by Trustee Rutkowski. Motion carried.

YES: 4/4 Trustee Vance, Trustee Culver, and Trustee Rutkowski

NO: 0

The next regular Board Meeting will be Thursday, August 14, 2025 at 6:30 pm.



Walworth-Seely Public Library
Board of Trustees Meeting
August 14, 2025
APPROVED

DATE: Thursday, August 14, 2025
TIME: 6:30 PM
LOCATION: Library Meeting Room

- 1) Call to Order: Meeting called to order 6:33 pm by Vice President Dave Teetsel
- 2) Roll Call:
 - i. Library Trustees Present: Vice President Dave Teetsel, Secretary Drew Britt, and Trustee Sandy Rutkowski
 - ii. Library Trustees Excused: President Jessica Vance, Finance Officer Anne Culver
 - iii. Library Staff Present: Interim Manager McLaughlin
 - iv. Others Present: Friends of WSPL President Linda Knight
 - v. Others Excused: Town Councilwoman & Liaison to the Library Amber Linson
 - vi. Public Present: Marissa Strait
- 3) Adoption of current meeting agenda as presented

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

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

NO: 0

- 4) Approval of prior meeting minutes:
 - i. Approval of prior meeting minutes of July 16, 2025

MOTION: Trustee Britt motioned to approve the prior meeting minutes of July 16, 2025 as presented. Seconded by Trustee Britt. Motion carried.

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

NO: 0

- 5) Period of Public Expression (limit 5 minutes per speaker): N/A
- 6) Friends of WSPL Liaison Report (Friends' President Linda Knight)
 - i. Friends' President Knight noted that most of the book donations have been sorted.



Walworth-Seely Public Library
Board of Trustees Meeting
August 14, 2025
APPROVED

- ii. Reported that the Fall Book Sale Flyers (full-page and half-page) are ready for distribution. Friends' President Knight asked Interim Manager McLaughlin to see if any flyers have been delivered to the library. If not, they will be sent in time for the library's August visit to the Farmer's Market.
- iii. The need for volunteers for the Fall Book Sale was discussed.

NOTE: Friend's President Knight gave her report and left the meeting at approximately 6:40 due to another commitment.

- 7) Town Board Liaison Report (Councilwoman Amber Linson) N/A
- 8) Library Director's Report (Interim Manager McLaughlin) see attached
- 9) Secretary's Report - Correspondence (Trustee Britt) N/A

10) Committee Reports:

a) Financial Committee (Finance Officer Trustee Culver)

- i. Presentation of Monthly Budget Summary - Report of receipts, disbursements and bank reconciliations for July 2025

MOTION: Trustee Britt motioned to accept the monthly budget summary report of receipts, disbursements and bank reconciliations for July. Seconded by Trustee Rutkowski. Motion carried.

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

NO:

- ii. Approval of July 2025 vouchers

MOTION: Trustee Britt motioned to approve the 36 pre-paid items in the amount of \$14,318.72. Seconded by Trustee Rutkowski. Motion carried.

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

NO: 0

- iii. The next Finance Meeting will be held on September 5th at 11:30 AM.

b) Policy Committee (Trustee Rutkowski)



Walworth-Seely Public Library
Board of Trustees Meeting
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APPROVED

- (1) Meeting Room Policy: The different methods to allow meeting reservation were discussed, as presented by OWWL Library System. The policy was considered acceptable as presented. Approval was tabled until the September meeting, as the room reservation form needs the meeting room capacity for both entire room, as well as the capacity for each side when the wall is closed. Interim Manager McLaughlin will find the information.
- (2) Bylaws: Interim Manager McLaughlin consulted with OWWL regarding the Mission/Values/Statements being listed in the Bylaws. OWWL suggested removing these, as the bylaws would need to be updated each time a change was made to any of these items. It was agreed that the OWWL-suggested changes under 4h. Trustees, noting Trustee education, were acceptable. These changes will be ready to be approved at the September meeting.
- (3) Investment Policy: Discussion of suggested change for uniformity ("Financial Officer" vs. "Treasurer" vs. "Finance Officer"). The decided title will be "Finance Officer."

MOTION: Trustee Britt motioned to approve the Investment Policy as amended. Seconded by Trustee Rutkowski. Motion carried.

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

NO: 0

- (4) Procurement Policy: There were no suggested revisions for this policy.

MOTION: Trustee Britt motioned to approve the Procurement Policy as presented. Seconded by Trustee Rutkowski. Motion carried.

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

NO: 0

c) Personnel Committee (Trustee Britt)

- (1) Discussion of Librarian I, Richard Deverell, changing his schedule to include the hours for the posted vacant clerk's position.

MOTION: Trustee Britt motioned to the addition of 8 hours per week to Richard Deverell's schedule at the rate of \$22.00/hour. Trustee Rutkowski seconded. Motion carried.



Walworth-Seely Public Library
Board of Trustees Meeting
August 14, 2025
APPROVED

YES: 3/3 Trustee Vance, Trustee Culver, and Trustee Rutkowski

d) Strategic Planning Committee (Trustee Britt)

- (1) Discussion of the WSPL Strategic Plan being used a suggested example in the OWWL Library System Long Range Planning session this year. Community Garden on track for the planned pace this year.

e) Sustainable Funding Committee (Trustee Vance)

- (1) 414 Petitions: The petitions were certified by Town Clerk Camacho on July 16th and accepted by the Board of Elections that day. The Board of Elections will reach out to the library ahead of the ballot printing.

11) Old Business

- (1) Reach Out, Read On: Alternative Delivery Grant: Interim Manager McLaughlin shared the grant application and suggested grant request. Continued discussion of survey and possible community partners. Board felt confident in proceeding with the grant application, due to OWWL on September 1st.
- (2) 2026 Proposed Budget and Salary Matrix were discussed. There was a discussion of the proposed 2026 salary matrix. Further discussion and approval were tabled for the September meeting.

12) New Business

- (1) Approval of Marissa Strait as trustee to finish Sandy Rutkowski's term ending December 31, 2027
- (2) The Board thanks Sandy Rutkowski for her service as a trustee and wishes her well her in new endeavors.

14) Adjournment

MOTION: Trustee Rutkowski motioned to adjourn the meeting at 8:15 pm.

Seconded by Trustee Britt. Motion carried.

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

NO: 0

The next regular Board Meeting will be Thursday, September 11, 2025 at 6:30 pm.



Walworth-Seely Public Library
Board of Trustees Meeting
September 18, 2025
APPROVED

DATE: Thursday, September 18, 2025

TIME: 6:30 PM

LOCATION: Library Meeting Room

- 1) Call to Order: Meeting called to order 6:33 pm by President Jessica Vance
- 2) Roll Call:
 - i. Library Trustees Present: President Jessica Vance, Vice President Dave Teetsel, Secretary Drew Britt, Trustee Anne Culver and Trustee Marissa Strait
 - ii. Library Staff Present: Interim Manager McLaughlin
 - iii. Others Present: Friends of WSPL President Linda Knight
 - iv. Others Excused: Town Councilwoman & Liaison to the Library Amber Linson
 - v. Public Present: none

- 3) Adoption of current meeting agenda as presented

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

YES: 5/5 Trustee Vance, Trustee Teetsel, Trustee Britt, Trustee Culver, and Trustee Strait

NO: 0

- 4) Approval of prior meeting minutes:
 - i. Approval of prior meeting minutes of July 16, 2025

MOTION: Trustee Britt motioned to approve the prior meeting minutes of August 14, 2025 as presented. Seconded by Trustee Teetsel. Motion carried.

YES: 5/5 Trustee Vance, Trustee Teetsel, Trustee Britt, Trustee Culver, and Trustee Strait

NO: 0

- 5) Period of Public Expression (limit 5 minutes per speaker): N/A
- 6) Friends of WSPL Liaison Report (Friends' President Linda Knight)
 - i. The Friends are continuing to prepare for the Fall Book Sale.
 - ii. Discussion of need for volunteers, especially for set up and clean up



Walworth-Seely Public Library
Board of Trustees Meeting
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iii. The Friends have requested that the library continue to promote the Fall Book Sale on the library social media

- 7) Town Board Liaison Report (Councilwoman Amber Linson) N/A
- 8) Library Director's Report (Interim Manager McLaughlin) see attached
- 9) Secretary's Report - Correspondence (Trustee Britt) N/A

10) Committee Reports:

a) Financial Committee (Finance Officer Trustee Culver)

- i. Presentation of Monthly Budget Summary - Report of receipts, disbursements and bank reconciliations for August 2025

MOTION: Trustee Culver motioned to accept the monthly budget summary report of receipts, disbursements and bank reconciliations for August. Seconded by Trustee Britt. Motion carried.

YES: 5/5 Trustee Vance, Trustee Teetsel, Trustee Britt, Trustee Culver, and Trustee
NO:

- ii. Approval of August 2025 vouchers

MOTION: Trustee Culver motioned to approve the 40 pre-paid items in the amount of \$3,521.50. Seconded by Trustee Teetsel. Motion carried.

YES: 5/5 Trustee Vance, Trustee Teetsel, Trustee Britt, Trustee Culver, and Trustee
NO: 0

- iii. The October Finance Meeting date is TBD.

b) Policy Committee (Trustee Rutkowski)

NOTE: Trustee Strait was invited to be on the Policy Committee at this meeting and accepted.

- (1) Meeting Room Policy: After discussing the proposed changes to the policy and the addition of the room capacity, the board moved to approve the presented policy.



Walworth-Seely Public Library
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MOTION: Trustee Teetsel motioned to approve the Meeting Room Policy as presented. Seconded by Trustee Britt. Motion carried.
YES: 5/5 Trustee Vance, Trustee Teetsel, Trustee Britt, Trustee Culver, and Trustee
NO: 0

- (2) Bylaws: After reviewing the proposed changes from the August meeting, the board moved to accept the bylaws as presented.

MOTION: Trustee Britt motioned to approve the Bylaws as presented. Seconded by Teetsel. Motion carried.
YES: 5/5 Trustee Vance, Trustee Teetsel, Trustee Britt, Trustee Culver, and Trustee
NO: 0

- (3) Assigned Reserves Policy: There were no proposed changes to this policy.

MOTION: Trustee Britt motioned to approve the Assigned Reserves Policy as presented. Seconded by Trustee Teetsel. Motion carried.
YES: 5/5 Trustee Vance, Trustee Teetsel, Trustee Britt, Trustee Culver, and Trustee
NO: 0

- (4) Fund Balance Policy: There were no proposed changes for this policy.

MOTION: Trustee Culver motioned to approve the Fund Balance Policy as presented. Seconded by Trustee Strait. Motion carried.
YES: 5/5 Trustee Vance, Trustee Teetsel, Trustee Britt, Trustee Culver, and Trustee
NO: 0

c) Personnel Committee (Trustee Britt)

- (1) Resignations of Youth Services Tess Gibala-Broxholm and Librarian I Richard Deverell to pursue other library work effective August 29, 2025
- (2) Clerk Alyssa Burba resigned from her regular schedule effective September 4, 2025. Alyssa has requested to move from Clerk to Substitute Clerk.

MOTION: Trustee Britt motioned to approve Library Alyssa Burba's transition to a Substitute Clerk position at an hourly rate of \$15.75 per hour for no more than 20 hours per week. Trustee Teetsel seconded. Motion carried.



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YES: 5/5 Trustee Vance, Trustee Teetsel, Trustee Britt, Trustee Culver, and Trustee Strait
NO: 0

- (3) Approval to hire Alexandria Van De Walle as a Library Clerk at a rate of \$16.00/hr for no more than 20 hours/week.

MOTION: Trustee Britt motioned to approve the hiring of Alexandria Van De Walle as a Library Clerk Library at an hourly rate of \$16.00 per hour for no more than 20 hours per week. Trustee Culver seconded. Motion carried.

YES: 5/5 Trustee Vance, Trustee Teetsel, Trustee Britt, Trustee Culver, and Trustee Strait
NO: 0

- (4) Approval to hire Cynthia Moskal as a Library Clerk at a rate of \$16.00/hr for no more than 20 hours/week.

MOTION: Trustee Britt motioned to approve the hiring of Alexandria Van De Walle as a Library Clerk Library at an hourly rate of \$16.00 per hour for no more than 20 hours per week. Trustee Culver seconded. Motion carried.

YES: 5/5 Trustee Vance, Trustee Teetsel, Trustee Britt, Trustee Culver, and Trustee Strait
NO: 0

- (5) Part-time Youth Services Specialist position with a rolling application time has been posted to the library's website, the OWWL listserv, and the RRLC website. Per Civil Service, the library can hire provisionally and have the candidate take the exam at the right time.

MOTION: Trustee Britt motioned to approve the posting of the Youth Services Specialist position. Trustee Teetsel seconded. Motion carried.

YES: 5/5 Trustee Vance, Trustee Teetsel, Trustee Britt, Trustee Culver, and Trustee Strait
NO: 0

- d) Strategic Planning Committee (Trustee Britt) No report at this time.
e) Sustainable Funding Committee (Trustee Vance)



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- (1) Discussion of Abstract for the purposes of clear, streamlined messaging coming directly from Walworth-Seely Public Library to help voters make an informed decision, to not require poll workers to interpret the referendum, and for the BOE to have on hand, in case voters contact them directly. President Vance will create a draft of Walworth's Abstract for the board to review.

11) Old Business

- (1) 2026 Proposed Budget and Salary Matrix were discussed and approved.

MOTION: Trustee Teetsel motioned to approve the 2026 Proposed Budget and Salary Matrix as presented. Trustee Culver seconded. Motion carried.

YES: 5/5 Trustee Vance, Trustee Teetsel, Trustee Britt, Trustee Culver, and Trustee Strait

NO: 0

- (2) Marissa Strait was approved by the Town Board as a new member, finishing out Sandy Rutkowski's term, ending on December 31, 2027. Trustee Strait provided Interim Manager McLaughlin with a copy of the Oath of Office filed with the Town Clerk

MOTION: Trustee Culver motioned to approve Marissa Strait serving as a board member, with a term ending on December 31, 2027. Trustee Britt seconded. Motion carried.

YES: 5/5 Trustee Vance, Trustee Teetsel, Trustee Britt, and Trustee Culver

NO: 0

ABSTAINING: Trustee Strait

12) New Business

- (1) Minimum Standards Compliance discussed. Board found the library to be in compliance with Minimum Standards.

MOTION: Trustee Britt motioned that the Walworth-Seely Public Library Board of Trustees that the library is in full compliance with the New York State Minimum Standards for Public and Association Libraries as outlined in Commissioner's Regular §90.2 and further directs Interim Manager McLaughlin to email the Executive Director of the OWWL Library System a link to the board meeting minutes once they are posted to the library's website within two weeks of the meeting, in



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accordance with the New York State Open Meetings Law. Trustee Strait seconds, and the motion passes unanimously.

YES: 5/5 Trustee Vance, Trustee Teetsel, Trustee Britt, and Trustee Culver

NO:

14) Adjournment

MOTION: Trustee Britt motioned to adjourn the meeting at 7:24 pm.

Seconded by Trustee Culver. Motion carried.

YES: 5/5 Trustee Vance, Trustee Teetsel, Trustee Britt, and Trustee Culver

NO:

The next regular Board Meeting will be Thursday, October 9, 2025 at 6:30 pm.



Walworth-Seely Public Library
Board of Trustees Meeting
October 9, 2025
APPROVED

DATE: Thursday, October 9, 2025
TIME: 6:30 PM
LOCATION: Library Meeting Room

- 1) Call to Order: Meeting called to order 6:30 pm by President Jessica Vance
- 2) Roll Call:
 - i. Library Trustees Present: President Jessica Vance, Vice President Dave Teetsel, Secretary Drew Britt, and Trustee Marissa Strait
 - ii. Library Trustees Excused: Finance Office Trustee Culver
 - iii. Library Staff Present: Interim Manager McLaughlin
 - iv. Others Present: Friends of WSPL President Linda Knight
 - v. Others Excused: Town Councilwoman & Liaison to the Library Amber Linson
 - vi. Public Present: none

- 3) Adoption of current meeting agenda as presented

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

YES: 4/4 Trustee Vance, Trustee Teetsel, Trustee Britt, and Trustee Strait
NO: 0

- 4) Approval of prior meeting minutes:
 - i. Approval of prior meeting minutes of September 18, 2025

MOTION: Trustee Britt motioned to approve the prior meeting minutes of September 18, 2025 as presented. Seconded by Trustee Strait. Motion carried.

YES: 4/4 Trustee Vance, Trustee Teetsel, Trustee Britt, and Trustee Strait
NO: 0

- 5) Period of Public Expression (limit 5 minutes per speaker): N/A
- 6) Friends of WSPL Liaison Report (Friends' President Linda Knight)
 - i. The Friends are ready for the Fall Book Sale
 - ii. Friends President Knight reported that the Friends will be sending promotional bookmarks to Interim Manager McLaughlin for printing ahead of the Book Sale



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- iii. Interim Manager McLaughlin confirmed that the Book Sale page on the library website has been updated for the Fall Sale Dates
- iv. The Library thanked the Friends for their support of the 2025 Summer Reading Program.

NOTE: Friends President Linda Knight left the meeting at 6:34 PM to attend another engagement.

- 7) Town Board Liaison Report (Councilwoman Amber Linson) N/A
- 8) Library Director's Report (Interim Manager McLaughlin) see attached
- 9) Secretary's Report - Correspondence (Trustee Britt) N/A

10) Committee Reports:

- a) Financial Committee (Finance Officer Trustee Culver)
 - i. Presentation of Monthly Budget Summary - Report of receipts, disbursements and bank reconciliations for September 2025

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

YES: 4/4 Trustee Vance, Trustee Teetsel, Trustee Britt, and Trustee Strait

NO:

- ii. Approval of September 2025 vouchers

MOTION: Trustee Britt motioned to approve the 21 pre-paid items in the amount of \$5,582.40. Seconded by Trustee Strait. Motion carried.

YES: 4/4 Trustee Vance, Trustee Teetsel, Trustee Britt, and Trustee Strait

NO: 0

- iii. The Bi-Annual Audit was performed on Wednesday October 8th, using the April 2025 vouchers. No discrepancies were found.
- iv. The November 2025 Finance Meeting date is Thursday November 6th at 1:00 PM.



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b) Policy Committee (Trustee Strait)

(1) Debit Card Policy: There were no suggested edits for this policy.

MOTION: Trustee Strait motioned to approve the Debit Card Policy as presented. Seconded by Teetsel. Motion carried.

YES: 4/4 Trustee Vance, Trustee Teetsel, Trustee Britt, and Trustee Strait.

NO: 0

(2) Cash Management Policy: There were no suggested edits for this policy.

MOTION: Trustee Strait motioned to approve the Cash Management Policy as presented. Seconded by Trustee Teetsel. Motion carried.

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

NO: 0

c) Personnel Committee (Trustee Britt)

(1) Director Brown approved the removal of the MLS requirement for the vacant Youth Services position as discussed at the September 18th meeting.

(2) Approval to hire Suhasini Patni as a Library Clerk at the rate of \$16.00/hour for no more than 20 hours per week.

MOTION: Trustee Britt motioned to hire Suhasini Patni as a Library Clerk at a rate of \$16.00 per hour for no more than 20 hours per week. Trustee Strait seconded. Motion carried.

YES: 4/4 Trustee Vance, Trustee Teetsel, Trustee Britt, and Trustee Strait

NO: 0

(3) Approval to hire Sydney Kraft as a Library Clerk at a rate of \$16.00/hr for no more than 20 hours/week.

MOTION: Trustee Britt motioned to approve the hiring of Sydney Kraft as a Library Clerk Library at an hourly rate of \$16.00 per hour for no more than 20 hours per week. Trustee Teetsel seconded. Motion carried.

YES: 4/4 Trustee Vance, Trustee Teetsel, Trustee Britt, and Trustee Strait

NO: 0



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d) Strategic Planning Committee (Trustee Britt) No report at this time.

e) Sustainable Funding Committee (Trustee Vance)

- (1) 414 Referendum Ads in 2 newspapers. Interim Manager McLaughlin has sent them to Cole Adams' office per their request and is awaiting approval of the ads. Upon approval, Interim Manager McLaughlin will send to the Times of Wayne County and the Finger Lakes Times and request proof of publication for the library's records.

11) Old Business

- (1) Budget Abstract for the Board of Elections: Discussion of presented abstract.

MOTION: Trustee Britt motioned to approve the Budget Abstract for the Walworth-Seely Public Library's 2025 414 Referendum to be submitted to the Wayne County Board of Elections as amended. Trustee Strait seconded. Motion carried.

YES: 4/4 Trustee Vance, Trustee Teetsel, Trustee Britt, and Trustee Strait

NO: 0

12) New Business

- (1) Usage Statistics from January 2024-August 2025 as presented at the October 2nd Town Board Meeting were shared and discussed.
- (2) President Jessica Vance tendered her resignation as a trustee effective December 31, 2025. The board thanks her for her tireless and dedicated service over the last 10 years.
- (3) Advertising for board vacancy

MOTION: Trustee Britt motioned to approve the immediate advertisement of a trustee vacancy with terms of service beginning on January 1, 2026. Trustee Teetsel seconded. Motion carried.

YES: 4/4 Trustee Vance, Trustee Teetsel, Trustee Britt, and Trustee Strait

NO: 0



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(4) Interim Library Manager McLaughlin will conclude her in-person work at the library this month as Library Director Brown returns from maternity leave. Interim Library Manager McLaughlin will continue be available for remote work to provide continuity during this transition.

The library board would like to thank Interim Library Manager McLaughlin for the exceptional leadership she has provided to the library and our community this year.

14) Adjournment

**MOTION: Trustee Britt motioned to adjourn the meeting at 6:54 pm.
Seconded by Trustee Strait. Motion carried.**

**YES: 4/4 Trustee Vance, Trustee Teetsel, Trustee Britt, and Trustee Strait
NO:**

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



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

DATE: Thursday, November 13, 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, Trustee Marissa Strait, Trustee Anne Culver
 - (2) Library Trustees Excused: Trus Vice President Dave Teetsel, Secretary Drew Britt
 - (3) Library Staff Present: Director Anne Brown
 - (4) Others Present: Friends of WSPL President Linda Knight
 - (5) Others Absent: Town Councilwoman & Liaison to the Library Amber Linson
 - (6) Public Present: none

- 3) Adoption of current meeting agenda as presented

MOTION: Trustee Culver motioned to adopt the current meeting agenda as presented. Seconded by Trustee Strait

YES: 3/5 Trustee Vance, Trustee Strait, Trustee Culver

NO:0

- 4) Approval of prior meeting minutes:

- (1) Approval of prior meeting minutes of October 9, 2025

MOTION: Trustee Strait motioned to approve the prior meeting minutes of October 9, 2025 as presented. Seconded by Trustee Culver

YES: 3/5 Trustee Vance, Trustee Strait, Trustee Culver

NO:0

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

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

- (1) October Book Sale was a success – approx. \$2,200
- (2) Friends requested that the town put gravel next to the ramp of the shed and offered to pay for it



Walworth-Seely Public Library

Board of Trustees Meeting

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(3) Will Review MOU between the Library Board of Trustees and the Friends of WSPL

7) Town Board Liaison Report (Councilwoman Amber Linson)

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 October 2025. Seconded by Trustee Strait

YES: 3/5 Trustee Vance, Trustee Strait, Trustee Culver

NO:0

(2) Approval of October 2025 vouchers

MOTION: Trustee Culver motioned to approve the 21 pre-paid items in the amount of \$5,582.40. Seconded by Trustee Teetsel

YES: 3/5 Trustee Vance, Trustee Strait, Trustee Culver

NO:0

(3) 2025 Year-to-Date Budget

(4) The next Finance Meeting date is Thursday, December 4 at 1:00 pm.

b) Policy Committee (Trustee Strait)

(1) Debit Card Policy

MOTION: Trustee Strait motioned to approve the Debit Card Policy as presented. Seconded by Trustee Culver

YES: 3/5 Trustee Vance, Trustee Strait, Trustee Culver

NO:0



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c) Personnel Committee (Trustee Britt)

(1) Clerk Amish will now work remotely as Marketing Clerk and is not required to do desk shifts

d) Strategic Planning Committee (Trustee Britt)

e) Sustainable Funding Committee (Trustee Vance)

(1) According to Wayne County's unofficial results, the budget referendum for a 2% increase has passed 990 YES to 486 NO, representing a 67.07% approval rating.

f) Nominating Committee (Trustee Vance)

11) Old Business

12) New Business

(1) Overdrive Funding Commitment

MOTION: Trustee Strait motioned to approve Walworth's portion of the 2026 Overdrive funding at \$4,728 to be broken up into two payments of \$2,364. Seconded by Trustee Culver.

YES: 3/5 Trustee Vance, Trustee Strait, Trustee Culver

NO:0

(2) Closed Dates

MOTION: Trustee Strait motioned to approve the list of 2026 Closed Dates as presented. Seconded by Trustee Culver.

YES: 3/5 Trustee Vance, Trustee Strait, Trustee Culver

NO:0

(3) NYS Harassment Prevention training for Board and Library Administrators



Walworth-Seely Public Library

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MOTION: Trustee Culver motioned to acknowledge that the following Trustees of WSPL and Library Staff completed the NYS approved Sexual Harassment Training for Supervisors/Managers through the EAP web portal on November 13, 2025:

Jessica Vance

Marissa Strait

Anne Brown

Note: Trustee Culver has submitted a Certificate of Completion for a NYS approved Sexual Harassment Training in lieu of completing this training tonight. Trustees Britt and Teetsel will complete the training independently by the end of the month.

Seconded by Trustee Strait.

YES: 3/5 Trustee Vance, Trustee Strait, Trustee Culver

NO:0

13) Adjournment

MOTION: Trustee Strait motioned to adjourn the meeting at 6:53 pm.

Seconded by Trustee Culver

YES: 3/5 Trustee Vance, Trustee Strait, Trustee Culver

NO:0

IMPORTANT DATES:

- The December Finance Committee meeting will be held on Thursday December 4, 2026 at 1:00 pm.
- The Charlie Brown Thanksgiving event will be held on Monday 11/24
- The library will close at 5:00 pm on Wednesday 11/26 and remain closed all day Thursday 11/27, Friday 11/28, and Saturday 11/29 for the Thanksgiving holiday.

The next regular Board Meeting will be Thursday, December 11th at 6:30 pm



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



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

(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.