Walworth-Seely Public Library
PROPOSED Meeting Agenda of the Board of Trustees

DATE: Thursday, October 8, 2026
TIME: 6:30 PM
LOCATION: Library Meeting Room

1) Call to Order: Meeting called to order 6:30 pm by President Drew Britt

2) Roll Call

I. Library Trustees Present: President Drew Britt, Secretary Marissa Strait, Trustee Rae-Gina Wescott
II. Library Trustees Excused: Vice President Dave Teetsel, Finance Officer Anne Culver
III. Library Staff Present: Director Anne Brown
IV. Others Present: Town Councilman Dan Botsford, Trustee Applicant Dr. Michael Jordan
V. Others Absent: Friends President Linda Knight

3) Adoption of current meeting agenda as presented

MOTION: Trustee Wescott motioned to adopt the current meeting agenda as presented. Seconded by Trustee Strait.
YES: 3/5 Trustee Britt, Trustee Strait, Trustee Wescott
NO: 0

4) Approval of prior meeting minutes:

(1) Approval of prior meeting minutes of August 13, 2026

MOTION: Trustee Strait motioned to approve the prior meeting minutes of August 13, 2026 as presented. Seconded by Trustee Wescott.
YES: 3/5 Trustee Britt, Trustee Strait, Trustee Wescott
NO: 0

(2) There was no meeting in September 2026

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

I. Trustee applicant Michael Jordan introduction and expression of interest in open library board seat

6) Friends of WSPL Liaison Report (Friends' President Linda Knight) N/A

I. Fall book sale next week

7) Town Board Liaison Report (Councilman Dan Botsford)

(1) Councilman Botsford left after delivering his report to attend a town budget workshop.

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

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

10) Committee Reports:

a) Financial Committee (Finance Officer Trustee Culver)

(1) Presentation of Monthly Budget Summary - Report of receipts, disbursements and bank reconciliations for August 2026

MOTION: Trustee Strait motioned to accept the monthly budget summary report of receipts, disbursements and bank reconciliations for August 2026. Seconded by Trustee Wescott.
YES: 3/5 Trustee Britt, Trustee Strait, Trustee Wescott
NO: 0

(2) Approval of August 2026 vouchers

MOTION: Trustee Wescott motioned to approve 25 pre-paid items in the amount of $ 6,822.78 and 0 pending items for a grand total of items totaling $6,822.78 Seconded by Trustee Strait.
YES: 3/5 Trustee Britt, Trustee Strait, Trustee Wescott
NO: 0

(3) Presentation of Monthly Budget Summary - Report of receipts, disbursements and bank reconciliations for September 2026

MOTION: Trustee Wescott motioned to accept the monthly budget summary report of receipts, disbursements and bank reconciliations for September 2026. Seconded by Trustee Strait.
YES: 3/5 Trustee Britt, Trustee Strait, Trustee Wescott
NO: 0

(4) Approval of September 2026 vouchers

MOTION: Trustee Strait motioned to approve 20 pre-paid items in the amount of $2,230.76 and 0 pending items for a grand total of items totaling $2,230.76 Seconded by Trustee Strait.
YES: 3/5 Trustee Britt, Trustee Strait, Trustee Wescott
NO: 0

(4) The next Finance Meeting will be held on Tuesday November 10th at 12:00 pm.

(i) We will be conducting the bi-annual internal audit at this meeting and need to have 1 other trustee who doesn't normally attend Finance Committee meetings.

b) Policy Committee (Trustee Strait)

(1) Approval of Credit Card Payment Acceptance Policy

MOTION: Trustee Wescott motioned to approve the Credit Card Payment Acceptance Policy as presented. Seconded by Trustee Strait.
YES: 3/5 Trustee Britt, Trustee Strait, Trustee Wescott
NO: 0

(2) Approval of Fund Balance Policy

MOTION: Trustee Strait motioned to approve the Fund Balance Policy as presented. Seconded by Trustee Wescott
YES: 3/5 Trustee Britt, Trustee Strait, Trustee Wescott
NO: 0

(3) Approval of Assigned Reserves Policy

MOTION: Trustee Wescott motioned to approve the Assigned Reserves Policy as presented. Seconded by Trustee Strait.
YES: 3/5 Trustee Britt, Trustee Strait, Trustee Wescott
NO: 0

c) Personnel Committee (Trustee Teetsel)

(1) Approval to hire Cassie Prinsen as a Library Clerk at the rate of $17.50/hour for no more than 20 hours per week.

MOTION: Trustee Strait motioned to hire Cassie Prinsen as a Library Clerk at a rate of $17.50/hr for no more than 20 hours per week. Seconded by Trustee Wescott.
YES: 3/5 Trustee Britt, Trustee Strait, Trustee Wescott
NO: 0

(2) Approval to hire Mackenzie Hacker as a Substitute Library Clerk at the rate of $17.25/hour for no more than 20 hours per week.

MOTION: Trustee Wescott motioned to hire Mackenzie Hacker as a Substitute Library Clerk at a rate of $17.25/hr for no more than 20 hours per week. Seconded by Trustee Strait.
YES: 3/5 Trustee Britt, Trustee Strait, Trustee Wescott
NO: 0

d) Strategic Planning Committee (Trustee Britt) N/A

1. Scheduled to be reviewed in December

e) Sustainable Funding Committee (Trustee Teetsel)

(1) Community Information Session will be held in late October
(2) Legal Notices will be posted in 2 local papers for 2 weeks prior to the election

f) Community Relationships & Engagement N/A

11) Old Business

12) New Business

(1) Approval of Evergreen Annual Cost Share

MOTION: Trustee Wescott motioned to approve payment of the Evergreen Annual Cost Share in the amount of $8,814.00 to the OWWL Library System. Seconded by Trustee Strait
YES: 3/5 Trustee Britt, Trustee Strait, Trustee Wescott
NO: 0

(2) Approval of 2025 Annual Report to the Community

MOTION: Trustee Strait motioned to approve the 2025 Annual Report to the Community. Seconded by Trustee Wescott

YES: 3/5 Trustee Britt, Trustee Strait, Trustee Wescott
NO: 0

(3) Approval of Minimum Standards Compliance

MOTION: Trustee Wescott moves to affirm that the Walworth-Seely Public Library Board of Trustees finds the library in full compliance with the New York State Minimum Standards for Public and Association Libraries, as outlined in Commissioner's Regulation §90.2, and directs Library Director Brown to email the Executive Director of the OWWL Library System a link to the board meeting minutes once posted to the library's website, within two weeks of the meeting, in accordance with the New York State Open Meetings Law. Seconded by Trustee Strait.
YES: 3/5 Trustee Britt, Trustee Strait, Trustee Wescott
NO: 0

(4) FCC review of the e-Rate program and period for public comment

(i) E-rate covers about 90% of our library's internet bill and 80% of wifi and network equipment costs. If the program is discontinued, our library's internet bill will go from $1,292/year to $8,388/year.
(ii) Letters of support for E-rate funding can be filed in the E-Rate Comments Compass at e-ratecentral.com through October 13th.
(iii) OWWL Library System (which files e-rate on behalf of all 42 libraries) has submitted a letter that includes comments and input from 35 out of 42 libraries in our system. Individuals and library boards are also encourage to submit their own letters in support of this funding.

MOTION: Trustee Wescott motioned to submit a letter in support of E-Rate funding for libraries through the FCC's E-Rate Comment Compass portal no later than October 13, 2026. Seconded by Trustee Strait
YES: 3/5 Trustee Britt, Trustee Strait, Trustee Wescott
NO: 0

(5) Trustee Continuing Education reminder

I. 2 hours of continuing education must be completed by all trustees before December 31st 2026.

MOTION: Trustee Wescott motioned to go into executive session at 7:35 pm to discuss trustee candidate appointment, inviting Director Brown into executive session. Seconded by Trustee Strait
YES: 3/5 Trustee Britt, Trustee Strait, Trustee Wescott

NO: 0

MOTION: Trustee Wescott motioned to exit executive session at 7:51 pm. Seconded by Trustee Strait
YES: 3/5 Trustee Britt, Trustee Strait, Trustee Wescott
NO: 0

(6) Trustee Candidate recommendation to Town Board Appointment

MOTION: Trustee Strait motioned to recommend Michael Jordan to the Town Board for appointment to the library board for the term lasting from 1/1/2027 through 12/31/2031. Seconded by Trustee Wescott
YES: 3/5 Trustee Britt, Trustee Strait, Trustee Wescott
NO: 0

13) Adjournment

MOTION: Trustee Wescott motioned to adjourn the meeting at 7:52 pm. Seconded by Trustee Strait
YES: 3/5 Trustee Britt, Trustee Strait, Trustee Wescott
NO: 0

IMPORTANT DATES:

- The library will be participating in the Harvest Moon Festival sponsored by the Walworth Recreation and Parks Depts on Saturday October 10th
- The library will be closed on Monday October 12th in honor of Indigenous Peoples Day.
- The Friends of the Library Book Sale will be held in the Ginegaw Park Lodge October
- Halloween Trick or Treat Story Time will be held Wednesday October 28th at 10:30 am
- Election Day is Tuesday November 3rd, 2026 for our 2027 Budget Referendum.
- Director Brown and Youth Services Specialist Kraft will attend the NYLA Annual Conference in Saratoga Springs November 3rd – 7th.
- The next Finance Meeting will be held on Tuesday, November 10 at 2:00 pm. We will be conducting the bi-annual internal audit at this meeting.
- The library will be closed on Wednesday November 11th in honor of Veterans Day.

The next regular Board Meeting will be Thursday November 12th, 2026 at 6:00 pm. The Board of Trustees will complete their annual NYS Anti-Harassment Training at this meeting.