



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.