

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.