



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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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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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.