



**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.



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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**



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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.**