



Walworth-Seely Public Library
Board of Trustees Meeting
May 8, 2025
APPROVED

DATE: Thursday, May 8, 2025

TIME: 6:30 PM

LOCATION: Library Meeting Room

- 1) Call to Order: Meeting called to order 6:35 pm by President Jessica Vance
- 2) Roll Call:
 - i. Library Trustees Present: President Jessica Vance, Vice President Dave Teetsel, Finance Officer Anne Culver, Secretary Drew Britt, Trustee Sandy Rutkowski
 - ii. Library Staff Present: Interim Manager McLaughlin
 - iii. Others Present: Friends of WSPL President Linda Knight
 - iv. Others Absent: Town Councilwoman & Liaison to the Library Amber Linson
 - v. Public Present: none

- 3) Adoption of current meeting agenda as amended

MOTION: Trustee Rutkowski motioned to adopt the current meeting agenda as amended. Seconded by Trustee Teetsel. Motion carried.

YES: 5/5 Trustee Culver, Trustee Vance, Trustee Britt, Trustee Rutkowski, and Trustee Teetsel

NO: 0

- 4) Approval of prior meeting minutes:

- i. Approval of prior meeting minutes of April 10, 2025

MOTION: Trustee Rutkowski motioned to approve the prior meeting minutes of April 10, 2025 as presented. Seconded by Trustee Teetsel. Motion carried.

YES: 5/5 Trustee Vance, Trustee Britt, Trustee Teetsel, Trustee Culver, and Trustee Rutkowski

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. Friends' President reported that the April book sale was successful, bringing in about \$2500. They thanked the library for posting regularly



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about the sale on social media, noting many visitors learned about the sale from social media.

- ii. Not many books left over which was a plus and noted that many children's books had been sold.
- iii. Regarding the library's wish list, the Friends will reimburse the library's purchases of the following items on the list:
 - a. Summer Reading program expenses up to \$2000
 - b. \$120 for 2 RSMC Passes
 - c. \$140 for 1 GCVM Pass

NOTE: Friend's President Knight gave her report and left the meeting at approximately 6:45 due to another commitment.

- 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)
 - i. Correspondence regarding Jim Simser was reviewed. Letter will be sent by Trustee Britt.

10) Committee Reports:

- a) Financial Committee (Finance Officer Trustee Culver)
 - i. 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 April 2025. Seconded by Trustee Teetsel. Motion carried.

YES: 4/5 Trustee Vance, Trustee Britt, Trustee Teetsel, and Trustee Culver

No: 0

ABSTAINING: 1 Trustee Rutkowski

- ii. Approval of April 2025 vouchers



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MOTION: Trustee Culver motioned to approve the 31 pre-paid items in the amount of \$6,077.17. Seconded by Trustee Teetsel. Motion carried.

YES: 4/5 Trustee Vance, Trustee Britt, Trustee Teetsel, and Trustee Culver

NO:

ABSTAINING: 1 Trustee Rutkowski

(3) The next Finance Meeting will be held on June 5 at 1:00 PM.

b) Policy Committee (Trustee Rutkowski)

(1) Mobile Hotspot Policy: Suspension of Use was added, as discussed in previous meetings.

MOTION: Trustee Rutkowski motioned to approve the Mobile Hotspot Policy as revised. Seconded by Trustee Teetsel. Motion carried.

YES: 5/5 Trustee Vance, Trustee Britt, Trustee Culver, Trustee Teetsel, and Trustee Rutkowski

NO: 0

(2) Employee Handbook Policy: Required and optional updates from HR Works were discussed.

MOTION: Trustee Rutkowski motioned to approve the Employee Handbook as revised. Seconded by Trustee Teetsel. Motion carried.

YES: 5/5 Trustee Vance, Trustee Britt, Trustee Culver, Trustee Teetsel, and Trustee Rutkowski

NO: 0

c) Personnel Committee (Trustee Britt)

(1) Clerk Jennifer Mastin submitted resignation effective May 9.

(2) Discussion of hiring new clerk to work about 10 hours per week, to be included in the Saturday rotation. Civil Service stated that there was a list to canvass and that the library should post the job prior to canvassing.



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MOTION: Trustee Teetsel motioned to approve the posting of need for a new clerk of about ten hours per week, including being part of the Saturday rotation. Seconded by Trustee Rutkowski. Motion carried.

YES: 5/5 Trustee Vance, Trustee Britt, Trustee Teetsel, Trustee Culver, and Trustee Rutkowski

NO:

d) Strategic Planning Committee (Trustee Britt)

- (1) Community Garden: There are currently 2 active volunteers. Someone from the library should be the manager of the garden (to order any needed supplies) as Trustee Rutkowski cannot do this, as part of the Cornell Cooperative. Crops were discussed. Upcoming maintenance of the garden was also discussed. Trustee Rutkowski noted that Tess has been helpful and communicative with the presenter of the summer Cornell Cooperative program.

e) Sustainable Funding Committee (Trustee Teetsel)

- (1) Referendum wording was reviewed and approved by Cole Adams. Adams' office requested a shared Google Doc with the 414 Referendum Timeline that can be reviewed by her office and the library for ease and efficiency. Discussion of date for Farmer's Market petition signing will take place at the next scheduled meeting.
- (2) It was noted that the certified petitions are due to the Board of Elections by August 4, 2025. Town Clerk Camacho would like the signed petitions by July 28, 2025 in order to certify them on time.

11) Old Business N/A

12) New Business

- (1) 414 Referendum Ballot update was covered in discussion by the Sustainable Funding Committee.
- (2) Trustee Rutkowski will be resigning after September 2025 meeting. Discussion of search timeline for a trustee to finish Trustee Rutkowski's term.



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(3) Trustee application was reviewed. Any revisions will be discussed at the next scheduled meeting.

(4) Festival in the Park 2025 was discussed. Library's application to participate in the parade on Friday, July 25 and the Craft in the Park on Saturday, July 26 was submitted.

13) Adjournment

MOTION: Trustee Teetsel motioned to adjourn the meeting at 7:40 pm.

Seconded by Trustee Rutkowski. Motion carried.

YES: 5/5 Trustee Vance, Trustee Britt, Trustee Culver, Trustee Teetsel, and Trustee Rutkowski N

NO: 0

The next regular Board Meeting will be Thursday, June 12, 2025 at 6:30 pm.