
**BOARD OF TRUSTEES
Regular Meeting
Monday, October 18, 2021, 6:00 pm
Meeting Minutes**

Present: Trustees Richard Jordan, President; Wendy Reeve, Vice President; Bob McCaughey, Secretary; Sara Campbell, Raquel Martinez-Fonts (by phone), Shannon Simon, Rosemary Winters, Library Director.

1. Call to Order, President Richard Jordan
As a quorum was present, the meeting was called to order at 6:02 p.m.
2. Adoption of the Agenda
The president presented the Agenda that had been distributed in advance of the meeting.
Motion to adopt the agenda. Motion by Wendy Reeve. Vote unanimous in favor.
3. Public Expression
There was no public expression.
4. Approval of September 20, 2021 minutes, Secretary Bob McCaughey
Motion to approve the September 20, 2021 Minutes. Motion by Shannon Simon. Vote unanimous in favor.
5. Financial Reports, Director, Rosemary Winters
 - a. Review of Treasurer's Report
The September Treasurer's report was reviewed and discussed by the Trustees.
 - b. Review of Multi-Fund Report
The September Multi-Fund Report was reviewed and discussed by the Trustees.
 - c. Approval of General Fund Warrant
The General Fund Warrant was reviewed and discussed by the Trustees. Motion to approve the General Warrant Dated October 18, 2021, were \$61,595.96. Motion made by Sara Campbell. Vote unanimous in favor.
 - d. Affirmation of Payroll
Motion to affirm the payroll for the pay periods dated September 3 & 17, 2021.
Gross wages for September 3, 2021 were \$33,943.04.
Employer taxes for September 3, 2021 were \$9,755.97.

Gross wages for September 17, 2021 were \$33,460.96.

Employer taxes for September 17, 2021 were \$9,637.54.

Motion made by Richard Jordan. Vote unanimous in favor.

6. Director's Report, Rosemary Winters

The Director reviewed and discussed her report with the Trustees. Motion to approve the Director's Report dated October 18, 2021. Motion made by Raquel Martinez-Fonts. Vote unanimous in favor.

7. Personnel Report, Rosemary Winters

Motion to approve the Personnel Report dated October 18, 2021. Motion made by Wendy Reeve. Vote unanimous in favor.

8. Committee Reports (*Italicized Committees are currently inactive*)

- a. *Investment Committee, Richard Jordan, Wendy Reeve*
- b. *Nominating Committee, Shannon Simon, Donna Mayne*
- c. *Policy Committee, Donna Mayne, Wendy Reeve, Raquel Martinez-Fonts*
- d. *Research & Development Committee, Shannon Simon, Donna Mayne*
- e. Building & Grounds Committee, Sara Campbell, Raquel Martinez-Fonts
Report included in board packets.

9. Old Business – No old business.

10. New Business

Technology – Audio Visual Project – Payment from Capital

The Director reviewed three proposals from a/v companies for a complete update to the technology equipment in the Community Room. Motion to approve the proposal put forth by Home Technology Experts amounting to \$18,367.38 to be paid from the Capital account. Motion made by Wendy Reeve. Vote unanimous in favor.

- a. SCLS Draft FY 2022 Budget & Budget Hearings
The Director reviewed the SCLS FY 2022 draft budget.
- b. Cutchogue New Suffolk Park District Elections – Tuesday, Dec. 14, 6:00-9:30pm
Motion to approve staying open until 9:30pm with one staff member to accommodate the Cutchogue New Suffolk Park District elections. Motion made by Bob McCaughey. Vote unanimous in favor.
- c. Friends Jewelry Sale – Sunday, December 5 – Open at 11:00am

Motion to approve opening early at 11:00am on Sunday, December 5 to accommodate the Friends jewelry sale. Motion made by Richard Jordan. Vote unanimous in favor.

- d. Earmark \$15,000.00 donation from the Carole Donlin Fund for Adult Programming
Motion to earmark \$15,000 from the Carol Donlin Fund for Adult Programming. Motion made by Richard Jordan. Vote unanimous in favor.
- e. Earmark additional \$29,000.00 for Unemployment
Motion to earmark an additional \$29,000 for unemployment. Motion made by Sara Campbell. Vote unanimous in favor.
- f. Move \$200,000.00 from Operating Fund to Capital Fund
Motion to move \$200,000.00 from the Operating to Capital Fund for future projects. Motion made by Shannon Simon. Vote unanimous in favor.

11. Public Expression

There was no public expression.

12. Adjournment*

Motion to adjourn meeting. Motion made by Sara Campbell. Vote unanimous in favor. Meeting was adjourned by the President at 7:06 p.m.

Respectfully submitted,
Bob McCaughey, Secretary
Approved on: November 15, 2021

Next Trustee Meeting: Monday, November 15, 2021 at 6:00pm
Upcoming Friends of the Library Meeting: Monday, October 25, 2021 at 3:00pm