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**BOARD OF TRUSTEES**  
**Regular Meeting**  
**Monday, November 15, 2021, 6:00 pm**  
**Meeting Minutes**

**Present:** Trustees Richard Jordan, President; Wendy Reeve, Vice President and acting Treasurer; Raquel Martinez-Fonts acting Secretary, Shannon Simon, Rosemary Winters, Library Director.

**Absent:** Robert McCaughey and Sara Campbell.

1. Call to Order, President Richard Jordan  
As a quorum was present, the meeting was called to order at 6:04 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 was made by Richard Jordan. Vote unanimous in favor.
3. Public Expression  
There was no public expression.
4. Approval of October 18, 2021 minutes, Secretary Bob McCaughey  
Motion to approve the October 18, 2021 minutes was made by Wendy Reeve. Vote unanimous in favor.
5. Financial Reports, Director, Rosemary Winters
  - a. Review of Treasurer's Report (October)  
The October Treasurer's report was reviewed and discussed by the Trustees.
  - b. Review of Multi-Fund Report (October)  
The October 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 November 15, 2021 for the amount \$276,002.12. Motion was made by Raquel Martinez-Fonts. Vote was unanimous in favor.
  - d. Approval of Capital Fund Warrant  
The Capital Fund Warrant was reviewed and discussed by the Trustees. Motion to approve the Capital Fund Warrant of \$13,775.54 was made by Richard Jordan. The vote was unanimous in favor.

e. Affirmation of Payroll

Motion to affirm the payroll for the pay periods Dated October 1, 15, and 29, 2021 was made by Shannon Simon. Vote was unanimous in favor.

Gross Wages for October 1, 2021 were \$33,137.20

Employer Taxes for October 1, 2021 were \$9,493.34

Gross wages for October 15, 2021 were \$32,749.91

Employer Taxes for October 15, 2021 were \$9,493.34

Gross wages for October 29, 2021 were \$33,057.39

Employer Taxes for October 29, 2021 were \$9,602.48

5. Director's Report, Rosemary Winters

The Director reviewed and discussed her report with the Trustees. Motion to approve the Director's Report dated November 15, 2021. Motion made by Donna Mayne. Vote unanimous in favor.

6. Committee Reports

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 is included in Board Packets.

7. Old Business

a. Library of Things Building Project – Updated

Director reviewed reasons for price increase and a motion to approve increase of \$1,575.43 for a total expense of \$20,188.36 to A.R. Kropp to be paid from capital was made by Donna Mayne. Vote was unanimous in favor.

8. New Business

a. Burner Replacement – Kolb Mechanical

Motion to approve Kolb Mechanical Burner replacement project amounting to \$34,500.00 to be paid from capital. Motion was made by Wendy Reeve. Vote was unanimous in favor.

b. Steeple Repair – GSM Construction

Motion to approve the steeple repair by GSM Construction amounting to a maximum of \$27,900.00 to be paid from Capital. The motion was made by Richard Jordan. The vote was unanimous in favor.

c. Financial Policy - Directors Checking Account – Increase to \$2,000.00

Motion to amend the financial policy increasing the director's checking account from \$1,000.00 to \$2,000.00 for check writing as required. The motion was made by Wendy Reeve. The vote was unanimous in favor.

d. Equipment Removal Request

Motion to approve the equipment removal request dated November 15, 2021. The motion was made by Raquel Martinez-Fonts. Vote was unanimous in favor.

e. SCLS FY 2022 Final Budget

Motion to approve the SCLS Financial Year 2022 Final Budget. The motion was made by Shannon Simon. Vote was unanimous in favor.

9. Public Expression

There was no public expression.

10. Executive Session

Motion to enter executive session at 6:55 p.m. to discuss personnel matters relating to the Director. Motion was made by Wendy Reeve. Vote was unanimous in favor.

**a. Director Maternity Leave**

Motion to approve director supplementing paid family leave time with accrued sick time for 12 week maternity leave period. Motion was made by Richard Jordan. Vote was unanimous in favor.

**b. Director Annual Compensation**

Discussion was led by President, Richard Jordan.

Motion to exit executive session at 7:10 p.m. was made by Donna Mayne. Vote was unanimous in favor.

11. Adjournment

Motion to adjourn meeting at 7:11 p.m. was made by Wendy Reeve. Vote was unanimous in favor.



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Respectfully submitted  
Raquel Martinez-Fonts and acting Secretary  
Approved on: December 13, 2021

Next Trustee Meeting: Monday, December 13, 2021 at 6:00pm  
Upcoming Friends of the Library Meeting: Monday, December 13, 2021 at 3:00pm

The mission of the Cutchogue New Suffolk Free Library is to promote lifelong learning through the acquisition, organization and preservation of information, and through offering services in an environment that will support the community's educational, cultural, recreational, and professional interests.