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**Board of Trustees  
Regular Meeting  
Monday, December 13, 2021, 6:00 pm  
Meeting Minutes**

Present: Trustees Richard Jordan, President; Wendy Reeve, Vice President; Raquel Martinez-Fonts, Bob McCaughey, Secretary, Sara Campbell, Treasurer, Donna Mayne, 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 6:04 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 November 15, 2021 minutes, Secretary Bob McCaughey

Motion was made to approve the November 21, 2021 minutes was made by Raquel Martinez-Fonts. Vote unanimous in favor.

5. Financial Reports, Director Rosemary Winters

a. Review of Treasurer's Report (November)

The November Treasurer's report was reviewed and discussed by the Trustees.

b. Review of Multi-Fund Report (November)

The November 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 December 13, 2021 for the amount of \$99,645.44. Motion was made by Bob McCaughey.

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 \$26,550 dated December 13, 2021, motion to approve was made by Wendy Reeve. The vote was unanimous in favor.

e. Affirmation of Payroll

Gross wages for November 12, 2021 were \$32,923.21;  
Employee Taxes for November 12, 2021 were \$9,598.13

Gross wages for November 26, 2021 were \$34,534.60;  
Employee Taxes for November 26, 2021 were \$10,134.16

Motion to affirm the payroll for the pay periods dated November 12 and November 26, 2021 was made by Bob McCaughey. Vote was 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 December 13, 2021. Motion to approve made by Shannon Simon. Vote unanimous in favor.

7. Personnel Report, Rosemary Winters

The Director reviewed and discussed the Personnel Report with the Trustees. Motion made to approve the Personnel Report, dated December 13, 2021, was made by Richard Jordan. Vote unanimous in favor.

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

a. Investment Committee, Richard Jordan, Wendy Reeve

No formal report. The Investment Committee met on Monday, December 6 for the annual review of the Library 403B Plan presented by Michael Johnson of Northwest.

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

a. July 1, 2022 – June 30, 2023 Annual Budget Draft

The Director reviewed the draft July 1, 2022- June 30, 2023 Annual Budget.  
The final budget will be presented and voted upon at the January 2022 meeting.

b. College & Continuing Education Course Reimbursement

The Director requests allowance for fee reimbursement in replacement of Tuition Reimbursement for employee Christine Brush pursuant of her Masters in Library And Information Science at Long Island University at a rate consistent with the College & Continuing Education Course Reimbursement Policy.

Motion to approve was made by Bob McCaughey. Vote unanimous in favor.

11. Public Expression

There was no public expression.

12. Adjournment

Motion to adjourn meeting at 7:14 p.m. was made by Richard Jordan.

Vote was unanimous in favor.

Respectfully submitted

Bob McCaughey, Secretary

Approved on: January 24, 2022

Next Trustee Meeting: Monday, January 24, 2022 at 6:00pm

Upcoming Friends of the Library Meeting: Monday, January 10, 2022 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.