



PO Box 935 • 27550 Main
Road Cutchogue, New York
11935
PHONE 631-734-6360
FAX 631-734-7010
www.cutchoguelibrary.org

BOARD OF TRUSTEES
Regular Meeting
Monday, January 24, 2022, 6:00 pm
Meeting Minutes

Present: Trustees Wendy Reeve, Vice President, Sara Campbell, Treasurer, Bob McCaughey, Secretary; Raquel Martinez-Fonts, Sara Campbell, Donna Maynes, Shannon Simon, Rosemary Winters, Library Director. Meeting conducted remotely on Zoom.

1. Call to Order, Vice President Wendy Reeve

As a quorum was present, the meeting was called to order at 6:07 p.m.

2. Adoption of the Agenda*

The acting president presented the agenda that had been distributed in advance of the meeting. Motion to adopt the agenda was made by Donna Mayne. Vote unanimous in favor.

3. Public Expression

There was no public expression.

4. Approval of December 13, 2021 minutes, Secretary Bob McCaughey*

Motion was made to approve the December 13, 2021 minutes by Sara Campbell.
Vote was unanimous in favor.

5. Financial Reports, Director, Rosemary Winters

a. Review of Treasurer's Report

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

b. Review of Multi-Fund Report

The December 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 January 24, 2022, for the amount of \$89,270.36. 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 \$ 21,244.07, dated January 24, 2022 was made by Shannon Simon. Vote was unanimous in favor.

e. Affirmation of Payroll*

Gross wages for payroll warrant dated December 10, 2021 were \$35,278.78.
Employer taxes for payroll warrant dated December 10, 2021 were \$10,436.84.

Gross wages for payroll warrant dated December 23, 2021 were \$34,712.89.
Employer taxes for Payroll warrant December 23, 2021 were \$10,102.63.

Motion to affirm the payroll for the pay periods dated December 10 and 23, 2021 was made by Wendy Reeve. 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 January 24, 2022. Motion to approve made by Shannon Simon. The vote was 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 January 24, 2022, was made by Wendy Reeve. Vote was unanimous in favor.

8. 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, S. Simon, D. Mayne, B. McCaughey, R. Martinez-Fonts
i. Teen Programming – Future Planning Discussion, Bob McCaughey

e. *Building & Grounds Committee, Sara Campbell, Raquel Martinez-Fonts*

9. Old Business

No old business.

10. New Business

a. 2022-2023 Annual Budget & Budget Vote Date, & Budget Hearing*

Motion to approve the:

- 2022-2023 Annual Budget
- April 15, 2022 Budget Vote from 2:00 p.m. - 8:00 p.m.
- March 24, 2022 Budget Hearing at 6:00 p.m.

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

b. Opening Motions*

Motion to approve opening motions resolution of the Cutchogue New Suffolk Free Library Board of Trustees dated January 24, 2022 was made by Wendy Reeve. Vote was unanimous in favor.

c. Cancellation of February 2022 Meeting*

Motion to approve cancellation of the February 28, 2022 board meeting was made by Donna Maynes. Vote was unanimous in favor.

11. Public Expression

There was no public expression.

12. Executive Session

The board went into executive session at 7:13 PM to discuss a personnel matter.
Session ended at 7:17 PM on a motion to do so by Donna Mayne. Vote was
unanimous in favor.

12. Adjournment

Motion to adjourn meeting at 7:20p.m. was made by Sara Campbell. Vote was unanimous in favor.

Respectfully submitted

Bob McCaughey, Secretary

Approved on: March 21, 2022

*Action Items

Next Trustee Meeting: Monday, March 21, 2022 at 6:00pm

Upcoming Friends of the Library Meeting: Monday, February 14, 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.