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BOARD OF TRUSTEES
Regular Meeting
Monday, March 21, 2022, 6:00 pm
Meeting Minutes

Present: Wendy Reeve, Vice President; Sara Campbell, Treasurer; Bob McCaughey, Secretary; Raquel Martinez-Fonts, 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 6:04 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 Raquel Martinez-Fonts. Vote unanimous in favor.
3. Public Expression
There was no public expression.
4. Approval of January 24, 2022 minutes, Secretary Bob McCaughey*
Motion was made to approve the January 24, 2022 minutes by Shannon Simon.
Vote was unanimous in favor.
5. Financial Reports, Director Rosemary Winters
 - a. Review of Treasurer's Report (January & February)
The January and February Treasurer's Report were reviewed and discussed by the Trustees.
 - b. Review of Multi-Fund Report (January & February)
The January and February Multi-Fund Report were 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 March 21, 2022, for the amount of \$242,230.70 was made by Wendy Reeve. 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 January 24, 2022 for the

amount of \$20,188.36 was made by Shannon Simon. Vote was unanimous in favor.

e. Affirmation of Payroll*

Gross Wages for January 7, 2022 were \$34,870.15
Employer Taxes for January 7, 2022 were \$10,107.28

Gross wages for January 21, 2022 were \$35,951.62
Employer Taxes for January 21, 2022 were \$9,666.24

Gross Wages for February 4, 2022 were \$32,948.61
Employer Taxes for February 4, 2022 were \$9,131.26

Gross Wages for February 18, 2022 were \$32,588.20
Employer Taxes for February 18, 2022 were \$9,076.13

Motion to affirm the payroll by Sara Campbell. The vote was unanimous.

6. Director's Report, Rosemary Winters*

The Director reviewed and discussed her report with the Trustees.
Motion to approve the Director's Report dated March 21, 2022 was made
by Bob McCaughey. The vote was unanimous in favor.

7. 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, 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*

8. Old Business

No old business.

9. New Business

a. Capital Project – Copy Machine*

Approval requested for new Kyocera color copier from Advanced Imaging at \$4,745.00.
Shannon Simon made the motion to approve. The motion was unanimous.

b. Equipment Removal Request*

Approval requested for the Equipment Removal dated March 21 by Wendy Reeve.
The motion was unanimous.

10. Public Expression

There was no public expression.

11. Executive Session*

Motion to enter Executive Session at 6:52 p.m. to discuss a personnel matter and a patron issue was made by Bob McCaughey. The motion was unanimous. Motion to leave the Executive session was made at 7:01 by Shannon Simon. The motion was unanimous.

12. Adjournment*

Motion to adjourn meeting at 7:11 p.m. was made by Raquel Martinez-Fonts.

Vote was unanimous in favor.

Respectfully submitted

Bob McCaughey, Secretary

Approved on: April 25, 2022

*Action Items

Next Trustee Meeting: Monday, April 25, 2022 at 6:00pm

Upcoming Friends of the Library Meeting: Monday, April 11, 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.