
BOARD OF TRUSTEES
Regular Meeting
Monday, April 25, 2022, 6:00 pm
Meeting Minutes

Present: Richard Jordan, President; Sara Campbell, Treasurer; Bob McCaughey, Secretary;
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 Donna Mayne. Vote unanimous in favor.
3. Public Expression
There was no public expression.
4. Approval of March 21, 2022 minutes, Secretary Bob McCaughey*
Motion was made to approve the March 21, 2022 Minutes by Sara Campbell.
Vote was unanimous in favor.
5. Financial Reports, Director, Rosemary Winters
 - a. Review of Treasurer's Report (March)
The March Treasurer's Report was reviewed and discussed by the Trustees.
 - b. Review of Multi-Fund Report
The March Multi-Fund Report was reviewed and discussed by the Trustees.
 - c. Approval of General Fund Warrant
The General Fund was reviewed and discussed by the Trustees.
Motion to approve the General Warrant dated April 25, 2022, for the amount of \$81,354.66
was made by Bob McCaughey. Vote was unanimous in favor.
 - d. Affirmation of Payroll
Gross wages for March 4, 2022, were \$32,754.34
Employer taxes for March 3, 2022, were \$9,167.35

Gross wages for March 18 , 2022, were \$32,808.16
Employer taxes for March 18, 2022, were \$9,036.46

Motion to affirm the payroll was made by Shannon Simon. The vote was unanimous.

6. Director's Report, Rosemary Winters*

Motion to approve the Director's report of April 25, 2022 was made by Richard Jordan.
The vote was unanimous.

7. Personnel Report, Rosemary Winters*

Motion to approve the Personnel Report dated April 25, 2022 was made by Bob McCaughey.
The vote was unanimous.

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*
Bob McCaughey reported on interest in Library's college-admissions initiative
- e. *Building & Grounds Committee, Sara Campbell, Raquel Martinez-Fonts*

9. Old Business

a. Capital Project – Copy Machine*

Motion to approve the \$98.00 price increased of the Kyocera Copy Machine through
Advanced Imaging now amounting to \$4,993.00 from the Capital Account.
Motion was made by Sara Campbell. The vote was unanimous.

10. New Business

a. NYS Annual Report*

Motion to approve the July 1. 2020-June30, 2021 New York State Annual Report was made by
Donna Mayne. The vote was unanimous.

11. Public Expression

There was no public expression.

12. Adjournment*

Motion to adjourn meeting at 7:00 p.m. was made by Shannon Simon. Vote was unanimous in favor.



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

Respectfully submitted
Bob McCaughey, Secretary
Approved on: May 16, 2022

*Action Items

Next Trustee Meeting: Monday, May 16, 2022 at 6:00pm
Upcoming Friends of the Library Meeting: Monday, May 9, 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.