



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, May 16, 2022, 6:00 pm
Meeting Minutes

Present: Richard Jordan, President; Wendy Reeve, Vice President; Sara Campbell, Treasurer; Bob McCaughey, Secretary; Raquel Martinez-Fonts, 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 6:06 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 was unanimous in favor.

3. Public Expression

There was no public expression.

4. Approval of April 25, 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 (April)

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

b. Review of Multi-Fund Report (April)

The April 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 May 16, 2022, for the amount of \$ 95,410.39 was made by Wendy Reeve. Vote was unanimous in favor.

d. Affirmation of Payroll*

Gross wages for April 1, 2022 were \$33,000.94

Employer taxes for April 1, 2022 were \$9,164.80

Gross wages for April 15, 2022 were \$35,806.01
Employer taxes for April 15, 2022 were \$10,127.82

Gross wages for April 29, 2022 were \$33,963.39
Employer taxes for April 29, 2022 were \$9,762.77

Motion to affirm the payroll was made by Wendy Reeve. The vote was unanimous.

6. Director's Report, Rosemary Winters*

Motion to approve the Director's report of May 16, 2022, was made by Shannon Simon.
The vote was unanimous.

7. Personnel Report, Rosemary Winters*

Motion to approve the Personnel Report dated May 16, 2022 was made by Wendy Reeve.
The vote was unanimous.

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

a. Investment Committee, Richard Jordan, Wendy Reeve

b. Nominating Committee, Shannon Simon, Donna Mayne

Shannon Simon reported on the status of nomination process for trustee election

c. Policy Committee, Donna Mayne, Wendy Reeve, Raquel Martinez-Fonts

d. Research & Development Committee, S. Simon, D. Mayne, B. McCaughey, R. Martinez-Fonts

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

9. Old Business

a. Steeple Repair – GSM Construction

10. New Business

a. Audit Engagement Agreement*

Motion to approve the Audit Engagement Agreement for Fiscal Year 2022-2023 was made by Richard Jordan,

The vote was unanimous.

b. Reallocate 2021-2022 Budget Lines*

Motion to approve the reallocation of the following lines from the 2021-2022 Budget by Raquel Martinez-Fonts. The vote was unanimous.

- \$800 from 6122 – Juvenile Book Account to 6172 Juvenile Programs

- \$500 from 6162 – Adult DVD's to 6173 Teen Programs

- \$2000 from 6351 – Professional Development to 6332 – Strategic Plan

- \$1000 from 6350 – Continuing Education to 6322 Network and Technology Maintenance

c. Local History Room Reconstruction – Rainbow International - Capital*
Motion to approve the Local History Room Reconstruction by Rainbow International amounting to \$1,920.05 to be paid from Capital was made by Sara Campbell. The vote was unanimous.

d. Equipment Removal Request*
Motion to approve the Equipment Removal Request dated May 16, 2022 was made by Wendy Reeve. The vote was unanimous.

11. Public Expression

There was no public expression.

12. Adjournment*

Motion to adjourn meeting at 7:07 p.m. was made by Bob McCaughey.
Vote was unanimous.

Respectfully submitted

Bob McCaughey, Secretary

Approved on: June 20, 2022

*Action Items

Next Trustee Meeting: Monday, June 20, 2022 at 6:00pm

Upcoming Friends of the Library Meeting: Monday, June 13, 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.