



PO Box 935 • 27550 Main Road  
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[www.cutchoguelibrary.org](http://www.cutchoguelibrary.org)

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**BOARD OF TRUSTEES**  
**Annual Meeting**  
**Monday, June 20, 2022, 6:00 pm**  
**Meeting Minutes**

Present: Richard Jordan, President; Wendy Reeve, Vice President; Sara Campbell, Treasurer; Bob McCaughey, Secretary; Donna Mayne, Shannon Simon, Rosemary Winters, Library Director; Kathy Perretta, Barbara Best.

1. Call to Order, President Richard Jordan  
As a quorum was present, the meeting was called to order at 6:05 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 was unanimous in favor.
3. Public Expression  
There was no public expression.
4. Approval of May 16, 2022 minutes, Secretary Bob McCaughey  
Motion was made to approve the May 16, 2022 Minutes by Wendy Reeve .  
Vote was unanimous in favor.
5. Financial Reports, Director, Rosemary Winters
  - a. Review of Treasurer's Report (May)  
The May Treasurer's Report was reviewed and discussed by the Trustees.
  - b. Review of the Multi-Fund Report (May)  
The May Multi-Fund Report was reviewed and discussed by the Trustees.
  - c. Approval of the General Fund Warrant  
The General Fund was reviewed and discussed by the Trustees.  
Motion to approve the General Warrant dated June 20, 2022, for the amount of \$100,109.08, was made by Donna Mayne. The vote was unanimous.
  - d. Affirmation of Payroll  
This Payroll Warrant is affirmed for payrolls dated May 13 & 27, 2022.  
Gross Wages for May 13, 2022 were \$34,675.83.  
Employer Taxes for May 13, 2022 were \$9,915.47.

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.

Gross Wages for May 27, 2022 were \$33,099.55.  
Employer Taxes for May 27, 2022 were \$9,434.26.

Motion to affirm the payroll was made by Richard Jordan. The vote was unanimous.

6. Director's Report, Rosemary Winters

Motion to approve the Director's Report dated June 20, 2022, was made by Wendy Reeve.  
The vote was unanimous.

7. Personnel Report, Rosemary Winters\*

Motion to approve the Personnel Report dated June 20, 2022, was made by Sara Campbell.  
The vote was unanimous.

8. Committee Reports

- a. *Investment Committee, Richard Jordan, Wendy Reeve*
- b. *Nominating Committee, Shannon Simon, Donna Mayne*  
Report presented by Shannon Simon.
- c. *Policy Committee, Donna Mayne, Wendy Reeve, Raquel Martinez-Fonts*  
Policy amendments reviewed under New Business.
- d. *Research & Development Committee, S. Simon, D. Mayne, B. McCaughey, R. Martinez-Fonts*
- e. *Building & Grounds Committee, Sara Campbell, Raquel Martinez-Fonts*  
Report included in Board Packets.

9 Old Business

No Old Business.

10 New Business

a. Election of New Trustees

Motion to elect Barbara West and Kathy Perretta as trustees for a term of three years beginning at the July 18, 2022, Board meeting.  
The motion was made by Shannon Simon. The vote was unanimous.

b. Election of Officers

Motion to elect Richard Jordan as president was made by Wendy Reeve. The vote was unanimous.

Motion to elect Alyson (Wendy) Reeve as vice president was made by Richard Jordan. The vote was unanimous.

Motion to elect Sara Campbell as treasurer was made by Bob McCaughey. The vote was unanimous.

Motion was made to elect Robert (Bob) McCaughey as secretary was made by Donna Mayne. The vote was unanimous.

c. Committee Assignments

Kathy Perretta – Nominating Committee

Barbara Best – Research & Development Committee; Buildings & Grounds Committee

Library patrons other than trustees are also eligible to serve on Library committees.

d. Application for Employment Amendment

Motion to amend the application for employment. The change put forth is to accurately reflect the existing anti-nepotism policy. Applicants must disclose their relationship prior to employment consideration but are not made ineligible due to the disclosed relationship.

Motion made by Bob McCaughey. The vote was unanimous.

e. Passport Policy Amendment

Motion to amend the passport policy to include phrasing regarding patrons who are 15 minutes late or more may be asked to reschedule.

f. Capital Project GSM Construction – Main Floor & Staff Bathroom Remodel

Motion to approve payment from Capital Fund to GSM Construction for the remodeling of the main floor and Staff bathrooms amounting to \$38,700.00.

Motion to approve payment was made by Richard Jordan. The vote was unanimous.

g. Cancellation of August 15, 2022 Meeting\*

Motion to cancel August 15, 2022 Meeting was made by Sara Campbell.

Vote was unanimous.



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11. Public Expression

No public expression.

11 Adjournment

Motion to adjourn made by Bob McCaughey. Vote was unanimous. Meeting adjourned a 7:06 pm.

Respectfully submitted,  
Bob McCaughey, Secretary  
Approved on: July 18, 2022

Next Trustee Meeting: Monday, July 18, 2022 at 6:00pm  
Upcoming Friends of the Library Meeting: Monday, July 11, 2022 at 3:00pm