

**BOARD OF TRUSTEES  
Regular Meeting  
Monday, September 19, 2022, 6:00pm  
Meeting Minutes**

Present: Richard Jordan, President; Sara Campbell, Treasurer; Bob McCaughey, Secretary; Donna Mayne, Kathy Perretta, Rosemary Winters, Library Director.

**1. Call to Order, President Richard Jordan**

As a quorum was present, the meeting was called to order at 6:02 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. The vote was unanimous in favor.

**3. Public Expression**

There was no public Expression

**4. Approval of July 18, 2022 Minutes, Secretary, Bob McCaughey**

A motion was made to approve the July 18, 2022 minutes by Kathy Perretta. The vote was unanimous in favor.

**5. Financial Reports, Director Rosemary Winters**

**a. Review of Treasurer's Report (July & August)**

The July and August Treasurer's reports were reviewed and discussed by the Trustees.

**b. Review of Multi-Fund Report (July & August)**

The July and August Multi-Fund reports were reviewed and discussed by the Trustees.

**c. Approval of General Fund Warrant**

The General Fund Warrant was reviewed and discussed by the Trustees. A motion to approve the General Fund Warrant dated September 19, 2022, for the amount of \$212,910.18 was made by Bob McCaughey. The vote was unanimous in favor.

**d. Affirmation of Payroll**

The Payroll warrant is affirmed for payrolls dated July 8, 22 and August 5, 19, 2022.

Gross Wages for July 8, 2022 were \$36,697.29.

Employer Taxes for July 8, 2022 were \$10,618.27.

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Gross Wages for July 22, 2022 were \$37,366.92.  
Employer Taxes for July 22, 2022 were \$10,747.80.

Gross Wages for August 5, 2022 were \$37,787.92.  
Employer Taxes for August 5, 2022 were \$10,830.71.

Gross Wages for August 19, 2022 were \$37,575.80.  
Employer Taxes for August 19, 2022 were \$10,796.07.

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

**6. Director's Report, Rosemary Winters**

A motion to approve the Director's report was made by Donna Mayne. The vote was unanimous in favor.

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

- a. *Investment Committee, Richard Jordan, Wendy Reeve*
- b. *Nominating Committee, Donna Mayne, Kathy Perretta*
- c. Policy Committee, Donna Mayne, Wendy Reeve  
Policy amendments reviewed under Old Business.
- d. *Research & Development Committee, Donna Mayne, Bob McCaughey, Barbara Best*
- e. Building & Grounds Committee, Sara Campbell, Barbara Best  
Report included in Board Packets.

**8. Old Business**

- a. By-Laws Amendments\*  
Motion to approve the amended by-laws was made by Bob McCaughey. The vote was unanimous in favor.
- b. Proxy Form Removal\*  
Motion to remove the proxy form as per the amended by-laws was made by Donna Mayne. The vote was unanimous in favor.

**9. New Business**

- a. Retroactive Transfer for Staff Copier - \$4,780.95 from Fidelity Operating to Capital Account\*

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Motion to approve a retroactive motion to April 18, 2022 to transfer \$4,780.95 from Fidelity's Operating Account to Fidelity's Capital Account to purchase a Kyocera copier for the staff room was made by Sara Campbell. The vote was unanimous in favor.

- b. Deposit \$10,000 from the Harold Family Foundation, Inc. in the Capital Account\*  
Motion to approve the deposit of a \$10,000 donation from the Harold Family Foundation, Inc. to the Capital Account was made by Sara Campbell. The vote was unanimous in favor.
- c. NYLA Conference Attendance Request\*  
Motion to approve \$1,500.00 for the Director's NYLA Conference fees for November 2<sup>nd</sup>-5<sup>th</sup>, travel to Saratoga, meals and accommodation was made by Bob McCaughey. The vote was unanimous in favor.
- d. Conflict of Interest Form  
The Director distributed the Conflict of Interest form to be completed by the Trustees. This form needs to be completed annually.

#### 10. **Public Expression**

There was no public expression.

#### 11. **Adjournment**

A motion to adjourn was made by Donna Mayne. The vote was unanimous in favor. The meeting adjourned at 7:12 p.m.

Respectfully submitted,  
Bob McCaughey, Secretary  
Approved on: October 17, 2022

Next Trustee Meeting: Monday, October 17, 2022 at 6:00 p.m.  
Upcoming Friends of the Library Meeting: Monday, October 24, 2022 at 3:00 p.m.