

**BOARD OF TRUSTEES
Regular Meeting
Monday, October 17, 2022, 6:00pm
Meeting Minutes**

Present: Richard Jordan, President; Sara Campbell, Treasurer; Kathy Perretta, Barbara Best (via Zoom)
Rosemary Winters, Library Director.

1. Call to Order, President Richard Jordan

As a quorum was present, the meeting was called to order at 6:01 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 Sara Campbell. The vote was unanimous in favor.

3. Public Expression

There was no public expression.

4. Approval of September 19, 2022 Minutes, Secretary, Bob McCaughey

A motion was made to approve the September 19, 2022 minutes by Kathy Perretta. The vote was unanimous in favor.

5. Financial Reports, Director Rosemary Winters

a. Review of Treasurer's Report (September)

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

b. Review of Multi-Fund Report (September)

The September Multi-Fund report was 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 October 17, 2022, for the amount of \$90,053.27 was made by Wendy Reeve. The vote was unanimous in favor.

d. Affirmation of Payroll

The Payroll warrant is affirmed for payrolls dated September 2, 16 & 30, 2022.

Gross Wages for September 2, 2022 were \$37,226.23.

Employer Taxes for September 2, 2022 were \$10,730.25.

Gross Wages for September 16, 2022 were \$36,610.23.
Employer Taxes for September 16, 2022 were \$10,539.82.

Gross Wages for September 30, 2022 were \$35,460.98.
Employer Taxes for September 30, 2022 were \$10,263.02.

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 dated October 17, 2022 was made by Sara Campbell. 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
Proposed policy amendments to the Introduction and Library Bill of Rights from the Library Operations Handbook will be reviewed under New 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

No Old Business.

9. New Business

- a. Library Operations Handbook Introduction - Amendment*
Motion to approve the amended Library Operations Handbook Introduction was made by Kathy Perretta. The vote was unanimous in favor.
- b. Library Bill of Rights - Amendment*
Motion to approve the amended Library Bill of Rights was made by Wendy Reeve. The vote was unanimous in favor.
- c. SCLS – Resource Sharing Code*
Motion to approve the amended Suffolk Cooperative Library System's Resource Sharing Code was made by Richard Jordan. The vote was unanimous in favor.

d. Capital Project \$4,349.00 – Elevator Repair*

Motion to approve the elevator repair project by Island Elevator amounting to \$4,349.00 to be paid from the capital account was made by Richard Jordan. The vote was unanimous in favor.

10. Public Expression

There was no public expression.

11. Adjournment

A motion to adjourn was made by Sara Campbell. The vote was unanimous in favor. The meeting adjourned at 6:45 p.m.

Respectfully submitted,
Wendy Reeve, Vice President
Approved on: _____

Next Trustee Meeting: Monday, November 21, 2022 at 6:00 p.m.
Upcoming Friends of the Library Meeting: Monday, October 24 & November 14, 2022 at 3:00 p.m.