
**BOARD OF TRUSTEES
Regular Meeting
Monday, November 29, 2022, 6:00pm
Meeting Minutes**

Present: Richard Jordan, President; Wendy Reeve, Vice President; Donna Mayne; 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 5:59 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 October 16, 2022 Minutes, Secretary, Bob McCaughey

A motion was made to approve the October 16, 2022 minutes by Kathy Perretta. The vote was unanimous in favor.

5. Financial Reports, Director Rosemary Winters

a. Review of Treasurer's Report (October)

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

b. Review of Multi-Fund Report (October)

The October 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 November 29, 2022, for the amount of \$96,210.81 was made by Wendy Reeve. The vote was unanimous in favor.

d. Approval of Capital Fund Warrant

The Capital Fund Warrant was reviewed and discussed by the Trustees. A motion to approve the Capital Fund Warrant dated November 29, 2022, for the amount of \$31,272.50 was made by Donna Mayne. The vote was unanimous in favor.

e. Affirmation of Payroll

The Payroll warrant is affirmed for payrolls dated October 14 & 28, 2022.

Gross Wages for October 14, 2022 were \$35,854.86.

Employer Taxes for October 14, 2022 were \$10,347.70.

Gross Wages for October 28, 2022 were \$36,180.47.

Employer Taxes for October 28, 2022 were \$10,434.29.

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 November 29, 2022 was made by Richard Jordan. The vote was unanimous in favor.

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

a. Investment Committee, Richard Jordan, Wendy Reeve

The Investment Committee met with Michael Johnson of Northwest for the 2021 Annual Fiduciary Review of the Library 403b Plan. The Committee answered any questions. The full review is included in the Board Packets.

b. Nominating Committee, Donna Mayne, Kathy Perretta

The Nominating Committee met for Trustee Onboarding for the new Trustee, Kathy Perretta. This included a discussion of Library programs and services, a tour, introduction to staff, a financial review and more.

c. *Policy Committee, Donna Mayne, Wendy Reeve* – No report.

d. Research & Development Committee, Donna Mayne, Bob McCaughey, Barbara Best

The Research & Development Committee scheduled two public meetings, January 14th and February 25th at 10:00am at the Library. These meetings are the starting point of developing a new 5-year Strategic Plan, and give library patrons an opportunity to share what they would like to see from the Library in the future. If patrons are unable to attend in person, there is an option to attend via zoom or send feedback to strategicplan@cnsfl.org.

e. Building & Grounds Committee, Sara Campbell, Barbara Best

Report included in Board Packets.

8. Old Business

No Old Business.

9. New Business

a. SCLS – Fiscal Year 2023 Budget

The Director reviewed the proposed 2023 SCLS Budget. Motion to approve the proposed 2023 Suffolk Cooperative Library System Budget was made by Kathy Perretta. The vote was unanimous in favor.

b. SCLS – Trustee Ballot for North & South Fork Representative

The Director distributed 5 ballots for a North & South Fork Representative on the SCLS Board of Trustees. Trustees completed the ballots and returned them to the Director for submission.

c. Buddy Bench – Kait's Angels

The Director shared information regarding the generous donation of the Buddy Bench from Kait's Angels. The bench is expected to arrive early spring 2023. The Library will coordinate a ceremony upon installation.

d. Equipment Removal Request*

Motion to approve the Equipment Removal Request of items in excess of \$500.00 dated November 21, 2022 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 Wendy Reeve. The vote was unanimous in favor. The meeting adjourned 7:01 p.m.

Respectfully submitted,

Kathy Perretta, Trustee

Approved on: December 19, 2022

Next Trustee Meeting: Monday, December 19, 2022 at 6:00 p.m.
Upcoming Friends of the Library Meeting: Monday, January 9, 2023 at 3:00 p.m.