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

Present: Wendy Reeve, Vice President; Sara Campbell, Treasurer; Bob McCaughey (via Zoom), Secretary; Barbara Best (via Zoom); Donna Mayne; Kathy Perretta, Rosemary Winters, Library Director.

**1. Call to Order, Vice President Wendy Reeve**

As a quorum was present, the meeting was called to order at 6:05 p.m.

**2. Adoption of the Agenda**

The vice president presented the agenda that had been distributed in advance of the meeting. Motion to adopt the agenda was made by Kathy Perretta. The vote was unanimous in favor.

**3. Public Expression**

There was no public expression.

**4. Approval of November 29, 2022 Minutes, Secretary, Bob McCaughey**

A motion was made to approve the November 29, 2022 minutes by Donna Mayne. The vote was unanimous in favor.

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

**a. Review of Treasurer's Report (November)**

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

**b. Review of Multi-Fund Report (November)**

The Novemberber 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 December 19, 2022, for the amount of \$71,367.21 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 December 19, 2022, for the amount of \$7,574.50 was made by Kathy Perretta. The vote was unanimous in favor.

**e. Affirmation of Payroll**

The Payroll warrant is affirmed for payrolls dated November 10 and 25, 2022.

Gross Wages for November 10, 2022 were \$35,823.22.  
Employer Taxes for November 10, 2022 were \$10,370.88.

Gross Wages for November 25, 2022 were \$37,163.09.  
Employer Taxes for November 25, 2022 were \$10,806.96.

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

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

A motion to approve the Director's report dated December 19, 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  
The Investment Committee met on December 15 and discussed Employee Benefits;  
proposed updates will be discussed under New Business.
- b. *Nominating Committee, Donna Mayne, Kathy Perretta*  
No report.
- c. Policy Committee, Donna Mayne, Wendy Reeve  
The Policy Committee report is included. An amendment to the Employee Handbook  
Vacation Time Policy will be discussed under New Business.
- d. *Research & Development Committee, Donna Mayne, Bob McCaughey, Barbara Best*  
No report.
- e. Building & Grounds Committee, Sara Campbell, Barbara Best  
Report included in Board Packets.

**8. Old Business**

No Old Business.

**9. New Business**

- a. July 1, 2023 – June 30, 2024 Annual Budget Draft  
The Director reviewed the draft of the July 1, 2023-June 30, 2024 Annual Budget. The final  
budget will be presented at the January meeting.
- b. Suffolk Security Fire Alarm Update – Capital Improvement  
Motion to approve Suffolk Security updating the fire alarms at a maximum cost of \$6,113.00  
to be paid from the Capital Account. A motion to approve was made by Bob McCaughey. The  
vote was unanimous in favor.

c. Envisionware Printing – Capital Improvement

Motion to approve the upgrade of patron printing from Cybrarian to Envisionware at a maximum cost of \$5,549.00 to be paid from the Capital Account. Motion to approve was made by Sara Campbell. The vote was unanimous in favor.

d. Employee Benefits

Motion to make a year-end bonus to all regular Library employees, including one per diem employee, based on one day's average salary was made by Sara Campbell. The motion was approved unanimously.

Motion to approve increasing the 403(b) employer contribution from 7% to 7.5% starting July 1, 2023 – June 30, 2024 was made by Kathy Perretta. The vote was unanimous in favor.

e. Employee Handbook – Vacation Time Policy Amendment

Motion to approve amending the Vacation Time Policy to extend the expiration of vacation time from December 31<sup>st</sup> to January 31<sup>st</sup> of each year starting in 2023 was made by Wendy Reeve. The vote was unanimous in favor.

**10. Public Expression**

There was no public expression.

**11. Executive Session**

Motion to enter executive session at 7:05pm to discuss an employee's benefits was made by Bob McCaughey. Vote to approve was unanimous.

Motion to exit executive session at 7:08pm was made by Sara Campbell. The vote to approve was unanimous.

**12. Adjournment**

A motion to adjourn was made by Barbara Best. The vote was unanimous in favor.

The meeting adjourned 7:20 p.m.

Respectfully submitted,

Robert McCaughey, Secretary

Approved on: January 23, 2023

Next Trustee Meeting: Monday, January 23, 2023 at 6:00 p.m.

Upcoming Friends of the Library Meeting: Monday, January 9, 2023 at 3:00 p.m.