
BOARD OF TRUSTEES
Regular Meeting
Monday, January 23, 2023, 6:00pm
Meeting Minutes

Present: Richard Jordan, President; Wendy Reeve, Vice President; Sara Campbell, Treasurer; Bob McCaughey, Secretary; Barbara Best; Donna Mayne; Kathy Perretta, Rosemary Winters, Library Director; Ann Sledjeski, Business Manager; Al Coster; CPA.

1. Call to Order, President Richard Jordan

As a quorum was present, the meeting was called to order at 6:04 p.m.

2. Adoption of the Agenda

The president presented an agenda that had been distributed in advance of the meeting. Motion to adopt the agenda was made by Wendy Reeve. The vote was unanimous in favor.

3. Public Expression

There was no public expression.

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

A motion was made to approve the December 19, 2022 minutes by Donna Mayne. The vote was unanimous in favor.

5. Audit Review (*New Business*)

The Annual Financial Audit was reviewed by Al Coster, and discussed by the Trustees.

6. Financial Reports, Director Rosemary Winters

a. Review of Treasurer's Report (December)

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

b. Review of Multi-Fund Report (December)

The December 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 January 23, 2023, for the amount of \$94,938.78 was made by Kathy Perretta. The vote was unanimous in favor.

d. Affirmation of Payroll

The Payroll warrant is affirmed for payrolls dated December 9 & 23, 2022.

Gross Wages for December 9, 2022 were \$37,308.88

Employer Taxes for December 9, 2022 were \$10,754.09.

Gross Wages for December 23, 2022 were \$38,142.45.
Employer Taxes for December 23, 2022 were \$10,088.42.

Bonus Payroll – Gross wages for December 23, 2022 were \$3,885.11
Employer taxes for December 23, 2022 were \$594.39

Motion to affirm the pay periods dated December 9 & 23 and the Bonus payroll dated December 23, 2022 was made by Richard Jordan. The vote was unanimous in favor.

7. Director's Report, Rosemary Winters

A motion to approve the Director's report dated January 23, 2023 was made by Sara Campbell. The vote was unanimous in favor.

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

- a. *Investment Committee, Richard Jordan, Wendy Reeve*
No report.
- b. *Nominating Committee, Donna Mayne, Kathy Perretta*
In June of 2023 three Trustee terms will expire. With that in mind, the Nominating Committee is accepting applications of community members interested in joining the Board of Trustees. Advertisement are up in the Library and will be posted to social media to start.
- c. *Policy Committee, Donna Mayne, Wendy Reeve*
No report.
- d. *Research & Development Committee, Donna Mayne, Bob McCaughey, Barbara Best*
The Committee hosted the first Strategic Plan Community Meeting on Saturday, January 14, 2023. Trustees, Donna Mayne, Barbara Best, Kathy Perretta, and Wendy Reeve were in attendance, along with one patron. The initial feedback form will be available at the public desks for patrons, and the Director will be attending the library-scheduled programs to request patron feedback. The next meeting is in February. Staff meetings will follow.

Bob McCaughey is going to put together an analysis of the demographics to aid us in Strategic Planning.

- e. *Building & Grounds Committee, Sara Campbell, Barbara Best*
No report.

9. Old Business

No Old Business.

10. New Business

- a. July 1, 2023 – June 30, 2024 Annual Budget Draft
Motion to approve the July 1, 2023-June 30, 2024 Annual Budget which includes a 4.09% tax levy increase and a 5.17% increase overall; Budget Hearing on March 23, 2023 at 5:30pm; and Budget Vote on April 4, 2023 from 2:00-8:00pm.
Motion to approve the proposed Annual Budget, budget hearing, and budget vote was made by Barbara Best. The vote was unanimous in favor.
- b. Opening Motions*
Motion to approve opening motions resolution of the Cutchogue New Suffolk Free Library Board of Trustees dated January 23, 2023.
Motion was made by Kathy Perretta. The vote was unanimous in favor.
- c. Cancellation of February 2023 Meeting*
Motion to approve the cancellation of the February 27, 2023 Board Meeting.
Motion made by Wendy Reeve. The vote was unanimous in favor.

11. Public Expression

There was no public expression.

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: March 20, 2023

Next Trustee Meeting: Monday, February 27 2023 at 6:00 p.m.
Upcoming Friends of the Library Meeting: Monday, February 13, 2023 at 3:00 p.m.