

**BOARD OF TRUSTEES
Regular Meeting
Monday, March 20, 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. Richard Stauffer, public.

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

Richard Stauffer attended as a member of the public, and noted he is impressed with the work of the library.

4. Approval of January 23, 2023 Minutes, Secretary, Bob McCaughey

A motion was made to approve the January 23, 2023 minutes by Kathy Perretta. The vote was unanimous in favor.

5. Financial Reports, Director Rosemary Winters

a. Review of Treasurer's Report (January & February)

The Treasurer's reports for January & February were reviewed and discussed by the trustees.

b. Review of Multi-Fund Report January & February)

The Multi-Fund reports for January & February were reviewed and discussed by the trustees.

c. Approval of Capital Fund Warrant*

The Capital Fund Warrant was reviewed and discussed by the trustees. Motion to approve the Capital Fund Warrant dated March 20, 2023 for the amount of \$8,578.00 was made by Bob McCaughey. The vote was unanimous in favor.

d. 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 March 20, 2023, for the amount of \$272,570.87 was made by Sara Campbell. The vote was unanimous in favor.

e. Affirmation of Payroll

The Payroll warrant is affirmed for payrolls dated January 6 & 20, and February 3 & 17, 2023.

Gross Wages for January 6, 2023 were \$36,394.04.
Employer Taxes for January 6, 2023 were \$10,241.39.

Gross Wages for January 20, 2023 were \$36,409.85.
Employer Taxes for January 20, 2023 were \$10,319.09.

Gross Wages for February 3, 2023 were \$37,111.64.
Employer Taxes for February 3, 2023 were \$10,520.57.

Gross Wages for February 17, 2023 were \$36,403.74.
Employer Taxes for February 17, 2023 were \$10,261.52.

Motion to affirm the pay periods dated January 6 & 20, and February 3 & 17 was made by Barbara Best. The vote was unanimous in favor.

6. Director's Report, Rosemary Winters*

A motion to approve the Director's report dated March 20, 2023 was made by Sara Campbell. The vote was unanimous in favor.

7. Personnel Report, Rosemary Winters*

A motion to approve the Personnel report dated March 20, 2023 was made by Kathy Perretta. The vote was unanimous in favor.

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

- a. Investment Committee, Richard Jordan, Wendy Reeve
Discussion of the Investment Committee Report.
- b. Nominating Committee, Donna Mayne, Kathy Perretta
The Committee updated Trustees on recruitment for the three openings.
- c. *Policy Committee, Donna Mayne, Wendy Reeve*
No report.
- d. Research & Development Committee, Donna Mayne, Bob McCaughey, Barbara Best
The Committee reported on its hosting of the second Strategic Planning Community Meeting. Data gathering underway. Report included.
- e. Building & Grounds Committee, Sara Campbell, Barbara Best
Report included. Action items discussed under New Business.

9. Old Business

a. Envisionware Printing

The original Board approved proposal was \$5,549.00. Prior to installation, the Director made changes to the proposal, removing the credit card option due to recurring expenses, and administrative challenges. The change reduced the proposal to \$2,465.00. Envisionware was installed in late January and is operational.

10. New Business

a. Capital Project – Gutter Installation & Repair Project*

Motion to approve the gutter installation & repair project to be completed by Michael J. Marra at a maximum cost of \$15,000.00 to be paid from the capital account. Motion made by Wendy Reeve. The vote to approve was unanimous.

b. Capital Project – Paint Church Building, Shutters and Stairs*

Motion to approve the painting of the church building, shutters & stairs project to be completed by GSM Construction amounting to \$28,600.00 to be paid from the capital account. Motion made by Richard Jordan. The vote to approve was unanimous.

c. Capital Project – Door & Window Woodwork Replacement (behind Information Desk)*

Motion to approve the door & window woodwork replacement project to be completed by Christopher Michael Woodworks amounting to \$10,500.00 to be paid from the capital account. Motion to approve was made by Wendy Reeve. The vote to approve was unanimous.

d. Capital Project – Storm Window Refurbishment & Siding Replacement (front)*

Motion to approve the storm window refurbishment & siding replacement project to be completed by Christopher Michael Woodworks amounting to \$4,500.00 to be paid from the capital account. Motion to approve made by Richard Jordan. The vote to approve was unanimous.

e. Capital Project – Elevator Category 1 Code Compliance Repair*

Motion to approve elevator category 1 code compliance repair to be completed by Island Elevator amounting to \$4,004.00 to be paid from the capital account. Motion to approve made by Kathy Perretta. The vote to approve was unanimous.

f. \$10,000.00 Donation to be Deposited into the Capital Account*

Motion to approve the deposit of a \$10,000 donation from Frederic Cohen to the capital account. Motion to approve was made by Richard Jordan. The vote was unanimous in favor.

g. \$25,000.00 Deposited to CD through Morgan Stanley*

Motion to approve the \$25,000.00 being transferred from the Morgan Stanley money market to a short term CD through Morgan Stanley. Susan Palmer will recommend the CD interest rate and term. The Director will report an update at the April Board Meeting. Motion made by Richard Jordan. The vote was unanimous in favor.

11. Public Expression

There was no public expression.

12. Adjournment

A motion to adjourn was made by Bob McCaughey. The vote was unanimous in favor.

The meeting adjourned 7:17 p.m.

Respectfully submitted,
Robert McCaughey, Secretary
Approved on: April 17, 2023

Next Trustee Meeting: Monday, April 17, 2023 at 6:00 p.m.
Upcoming Friends of the Library Meeting: Monday, April 10, 2023 at 3:00 p.m.