

**BOARD OF TRUSTEES  
Regular Meeting  
Monday, May 15, 2023, 6:00pm  
Meeting Minutes**

Present: Richard Jordan, President; Wendy Reeve, Vice President; Sara Campbell, Treasurer; Bob McCaughey, Secretary; Kathy Perretta; Rosemary Winters, Library Director; Helen Corso, Sue Givens, Justin Cobis.

**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**

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 April 17, 2023 Minutes, Secretary, Bob McCaughey**

A motion was made to approve the April 17, 2023 minutes by Kathy Perretta. The vote was unanimous in favor.

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

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

The Treasurer's reports for April was reviewed and discussed by the trustees.

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

The Multi-Fund report for April was 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 May 15, 2023 for the amount of \$21,750.00 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 May 15, 2023, for the amount of \$100,454.81 was made by Kathy Perretta. The vote was unanimous in favor.

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e. Affirmation of Payroll

Motion to approve the payroll for the pay periods, April 14 & 28, 2023.

Gross Wages for April 14, 2023 were \$37,021.40.

Employer Taxes for April 14, 2023 were \$10,518.98.

Gross Wages for April 28, 2023 were \$36,017.20.

Employer Taxes for April 28, 2023 were \$10,225.97.

Motion was made by Sara Campbell. The vote was unanimous in favor.

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

A motion to approve the Director's report dated May 15, 2023 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*

No report.

b. Nominating Committee, Donna Mayne, Kathy Perretta

Three candidates, Sue Given, Justin Cobis and Helen Corso were invited to the meeting. Each candidate introduced themselves, followed by an introduction to current Trustees and Director. The election will be held at the Annual June Meeting.

c. Policy Committee, Donna Mayne, Wendy Reeve

Policy amendments and additions are 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 packet. Update on projects.

8. **Old Business**

a. Future Property Acquisition

Trustees discussed the future property acquisition. The Director answered questions posed at the April meeting. The Strategic Plan Committee will meet in the coming weeks, and call a Special Board Meeting to further discuss.

b. Technology Grant – R. K. Mellon Foundation Final Report\*

The Final Grant report was reviewed by the Director, and is included in the Board Packet.

c. \$800.00 Engineering Report from John Condon – Retroactively move to Capital Account\*

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Motion to transfer funds from capital to general of \$800.00 to reimburse for the expenses paid out of the general fund for the Engineering Report from John Condon. The invoice is included in your Board Packet. Motion was made by Bob McCaughey. The vote was unanimous.

- d. \$2,800.00 Tree & Shrub Removal by Fine Care – Retroactively move to Capital Account\*  
Motion to transfer funds from capital to general of \$2,800.00 to reimburse for the expenses paid out of the general fund for Tree & Shrub Removal by Fine Care Landscape. The invoice is included in your Board Packet. Motion was made by Wendy Reeve. The vote was unanimous.
- e. \$2,250.00 Appraisal (1) from Leo & Scoblete Realty Advisors LLC – Retroactively move payment to Capital Account\*  
Motion to transfer funds from capital to general of \$2,250.00 to reimburse for the expenses paid out of the general fund for the Appraisal from Leo & Scoblete Realty Advisors LLC. The invoice is included in your Board Packet. The motion was made by Wendy Reeve. The vote was unanimous in favor.

## 9. New Business

- a. Audit Engagement Agreement\*  
Motion to agree to the terms of engagement presented by Baldessari & Coster LLP CPAs to perform the Library's fiscal year 2023-2024 audit. The motion was made by Sara Campbell. The vote was unanimous in favor.
- b. Reallocate 2022-2023 Budget Lines\*  
Motion to reallocate the following lines from the 2022-2023 Budget:
  - \$1,000.00 from 6122 Juvenile Books to 6172 Juvenile Programming
  - \$1,000.00 from 6350 Continuing Education to 6320 Office & Processing
  - \$400.00 from 6352 Membership Dues to 6351 Professional Development
  - \$3,000.00 from 6161 Adult DVD's & \$1,000 from 6140 Adult Audiobooks to 7060 Maintenance Service.The motion was made by Richard Jordan. The vote was unanimous.
- c. \$2,500.00 Appraisal (2) from Peconic Appraisals, Inc. – Pay from Capital\*  
Motion to approve payment from the Capital Account for the 2<sup>nd</sup> Appraisal by Peconic Appraisals, Inc. The motion was made by Richard Jordan. The vote to approve was unanimous in favor.
- d. \$1,000.00 donation from James F. Grathwohl Truste – Earmark to Local History\*  
Motion to earmark \$1,000.00 from the James F. Grathwohl Trust donation to Local History for future use. Motion was made by Kathy Perretta. The vote was unanimous in favor.
- e. Bulletin Board Policy\*

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Motion to approve the Bulletin Board Policy as amended.

Motion was made by Bob McCaughey. The vote was unanimous in favor.

f. Circulation Services Policies\*

Motion to approve the Circulation Services Policies as amended, including *Circulation Records; Confidentiality of Library Records; Library Cards; Library Card Application; Lending Periods; Fines & Fees; Borrowing Privileges; Reserve and Interlibrary Loan Services.*

Motion was made by Wendy Reeve. The vote was unanimous in favor.

g. Collection Development Policies\*

Motion to approve the Collection Development Policies as amended, including *Acquisitions; Discarding of Library Materials; Reconsideration of Library Materials; and Request for Reconsideration of Library Materials.*

Motion was made by Kathy Perretta. The vote was unanimous in favor.

h. Freedom to Read Policy\*

Motion to adopt the Freedom to Read Policy created by the American Library Association to the Library Operations Handbook. The motion to table the resolution until the June meeting was made by Bob McCaughey. The motion to table was unanimous.

**10. Public Expression**

There was no public expression.

**11. Adjournment**

A motion to adjourn was made by Kathy Perretta. The vote was unanimous in favor.

The meeting adjourned 7:45 p.m.

Respectfully submitted,  
Robert McCaughey, Secretary  
Approved on: June 26, 2023

Next Trustee Meeting: Monday, June 26, 2023 at 6:00 p.m.

Upcoming Friends of the Library Meeting: Monday, June 12, 2023 at 3:00 p.m.