
**BOARD OF TRUSTEES
Regular Meeting
Monday, June 26, 2023, 6:00pm
Meeting Minutes**

Present: Richard Jordan, President; Wendy Reeve, Vice President; Sara Campbell, Treasurer; Bob McCaughey, Secretary; Kathy Perretta; Donna Mayne; Barbara Best; Rosemary Winters, Library Director; Sue Givens.

1. Call to Order, President Richard Jordan

As a quorum was present, the meeting was called to order at 6:00 p.m.

2. Adoption of the Agenda

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 May 15, 2023 Minutes, Secretary, Bob McCaughey

A motion was made to approve the May 15, 2023 minutes by Wendy Reeve. The vote was unanimous in favor.

5. Financial Reports, Director Rosemary Winters

a. Review of Treasurer's Report (May)

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

b. Review of Multi-Fund Report (May)

The Multi-Fund report for May 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 June 26, 2023 for the amount of \$13,306.75 was made by Kathy Perretta. 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 June 26, 2023, for the amount of \$103,406.44 was made by Bob McCaughey. The vote was unanimous in favor.

e. Affirmation of Payroll

Gross Wages for May 12, 2023 were \$36,116.76.
Employer Taxes for May 12, 2023 were \$10,215.16.

Gross Wages for May 26, 2023 were \$36,491.82.
Employer Taxes for May 26, 2023 were \$10,322.42.

Motion to approve the payroll for the pay periods, May 12 & 26, 2023 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 June 26, 2023 was made by Wendy Reeve. 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
Elections & Committee assignments voted on and discussed under New Business.
- c. Policy Committee, Donna Mayne, Wendy Reeve
The committee puts forth the following policy adoptions, Freedom to Read, Nursing Mothers in the Workplace, and Dolly Parton's Imagination Library under New Business.
- d. Research & Development Committee, Donna Mayne, Bob McCaughey, Barbara Best
Under Old Business, the Director will provide an update of the potential property acquisition.
- e. Building & Grounds Committee, Sara Campbell, Barbara Best
Report included in board packet. Update on projects.

8. **Old Business**

- a. Future Property Acquisition
Director and Trustees discussed where we stand at this point in regards to the property acquisition. The Director is working with the Planning & Building Department's from Southold Town to review the zoning, and with the Library lawyer to review necessary next steps.

- b. Freedom to Read Policy*
Motion to adopt the Freedom to Read Policy created by the American Library Association to the Library Operations Handbook. Motion to approve was made by Bob McCaughey. The vote was unanimous in favor.
- c. Capital Project – Gutter Installation & Repair Project – Complete & Updated Cost*
The gutter installation was completed on June 9, 2023. The final cost paid from the Capital Account to Michael J. Marra was \$6,685.00. Motion made to approve the final expense by Kathy Perretta. The vote was unanimous in favor.
- d. Capital Project – Paint Church Building, Shutters & Stairs*
Motion to approve Orlando Lopez Painting to paint the church building, shutters and stairs for a total of \$14,400.00 to be paid from the Capital Account.
The motion was made by Richard Jordan. The vote was unanimous in favor.

9. New Business

- a. Reallocate 2022-2023 Budget Lines*
Motion to reallocate money to and from the following budget lines:
\$900.00 from 6321 Network & Technology (Under \$500) to 6331 Printing
\$402.72 from 6170 Fundraising Expenses to 6130 Magazines & Newspapers
\$2,000.00 from 6161 Adult DVD's & \$1,000.00 from 6140 Adult Audiobooks to 7020 Electricity. The motion to approve these reallocations was made by Sara Campbell. The vote was unanimous in favor.
- b. Nursing Mothers in the Workplace Policy*
Motion to adopt the Nursing Mothers in the Workplace Policy to the Employee Handbook was made by Donna Mayne. The vote was unanimous in favor.
- c. Dolly Parton's Imagination Library Policy*
Motion to adopt Dolly Parton's Imagination Library Policy to the Library Operations Handbook was made by Wendy Reeve. The vote was unanimous in favor.
- d. Date Change of Staff Development Day to Thursday, September 21, 2023*
Motion to change Staff Development Day from Thursday, December 7th to Thursday, September 21st which involves closing the Library for the day. Staff Development Day will continue to be in September moving forward. The motion was made by Bob McCaughey..
The vote to approve was unanimous in favor.
- e. Election of New Trustees*
The President called for the election process to commence after asking the present nominee to leave the room. The Committee Chair of the Nominating Committee, Donna Mayne, puts for the names Susan Given, Helen Corso, and Justin Cobis. The President called for

nominations from the floor. Being no other nominations were called, the President declared the nominations closed.

Motion to elect Susan Given, Helen Corso, and Justin Cobis as Trustees for a term of three years beginning at the July 17, 2023 Board Meeting. A motion was made by Donna Mayne. The vote was unanimous in favor.

At completion of the election, Sue Given was invited back into the room and congratulated on her new position.

f. Election of Officers*

Motion to elect Allyson (Wendy) Reeve as President.

Motion made by Richard Jordan. The vote was unanimous in favor.

Motion to elect Kathy Perretta as Vice President.

Motion made by Richard Jordan. The vote was unanimous in favor.

Motion to elect Robert McCaughey as Treasurer.

Motion made by Richard Jordan. The vote was unanimous in favor.

Motion to elect Barbara Best as Secretary.

Motion made by Richard Jordan. The vote was unanimous in favor.

g. Committee Assignments

Trustees were asked to consider committees they would like to work on for a discussion at the July meeting.

10. Public Expression

There was no public expression.

11. Adjournment

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

The meeting adjourned 7:05 p.m.

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

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