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**BOARD OF TRUSTEES  
Regular Meeting  
Monday, September 18, 2023, 6:00pm  
Meeting Minutes**

Present: Wendy Reeve, President; Kathy Perretta, Vice President (via Zoom); Barbara Best, Secretary;  
Rosemary Winters, Library Director; Helen Corso, Sue Given, Justin Cobis  
Absent: Bob McCaughey, Treasurer

1. Call to Order, President Wendy Reeve  
As a quorum was present, the meeting was called to order at 6:00 p.m.
2. Adoption of the Agenda  
A motion to adopt the agenda was made by Justin Cobis. The vote was unanimous in favor.
3. Public Expression  
There was no public expression.
4. Approval of July 17, 2023 Minutes, Secretary, Barbara Best  
A motion was made to approve the July 17, 2023 minutes by Sue Given. The vote was unanimous in favor.
5. Financial Reports, Director Rosemary Winters
  - a. Review of Treasurer's Report (July & August)  
The Treasurer's reports for July and August were reviewed and discussed by the trustees.
  - b. Review of Multi-Fund Report (July & August)  
The Multi-Fund reports for July and August were 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 September 18, 2023 was made by Barbara Best. The vote was unanimous in favor.
  - d. Approval of Capital Fund  
The Capital Fund was reviewed and discussed by the Trustees. A motion to approve the Capital Fund dated September 18, 2023 was made by Helen Corso. The vote was unanimous in favor.

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e. Affirmation of Payroll

Gross Wages for July 7, 2023 were \$37,542.39.

Employer Taxes for July 7, 2023 were \$10,743.93.

Gross Wages for July 21, 2023 were \$38,728.74.

Employer Taxes for July 21, 2023 were \$10,927.37.

Gross Wages for August 4, 2023 were \$38,714.95.

Employer Taxes for August 4, 2023 were \$11,010.17.

Gross Wages for August 21, 2023 were \$38,481.44.

Employer Taxes for August 21, 2023 were \$10,887.46.

The motion to approve the payroll for the pay periods July 7 & 21, and August 4 & 18, 2023 was made by Sue Given. The vote was unanimous in favor.

6. Director's Report, Rosemary Winters

A motion to approve the Director's report dated September 18, 2023 was made by Wendy Reeve. The vote was unanimous in favor.

7. Personnel Report, Rosemary Winters

A motion to approve the Personnel report dated September 18, 2023 was made by Barbara Best. The vote was unanimous in favor.

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

a. *Investment Committee, Wendy Reeve, Justin Cobis*

b. *Nominating Committee, Kathy Perretta, Sue Given*

c. *Policy Committee, Wendy Reeve, Bob McCaughey, Helen Corso*

d. Research & Development Committee, B. McCaughey, B. Best, K. Perretta, H. Corso, N. Molofsky

- The Committee met on September 7 to edit the survey that will precede the 5-year
- Strategic Plan. The Director distributed the resulting draft which is expected to be completed and presented at the October Meeting.
- The Director distributed the post-secondary school plan authored by Bob McCaughey for review and discussion.
- The potential property purchase and discussion of the counteroffer is covered under *New Business*.

e. Building & Grounds Committee, Barbara Best, Justin Cobis

The Director distributed the B&G report in advance of the meeting and reviewed projects with the trustees.

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9. Old Business

a. Future Property Acquisition

- Drew Kolb offered a bottom-line price as his counteroffer of \$950,000.00. The Board discussed this offer in order to make a decision as to whether or not this is feasible for the library.
- A motion to meet the offer of \$950,000.00 and proceed to the next steps toward the purchase of the property was made by Barbara Best. The vote was unanimous in favor.

10. New Business

a. Dehumidification System Installation – Emergency Capital Project

A motion to retroactively approve the emergency installation of two dehumidification systems to the HVAC system, and retroactively approve a payment of \$10,850.00 from the Capital Account was made by Wendy Reeve. The vote was unanimous in favor.

b. Holiday/Library Closures Update

A motion to approve the addition of Easter Sunday on March 31, 2024 as a Holiday Closure. was made by Sue Given. The vote was unanimous in favor.

c. Transfer \$5,000 from Harold Family Foundation, Inc. to the Capital Account

A motion to approve the transfer of \$5,000.00 donated by the Harold Family Foundation to the Capital Account was made by Helen Corso. The vote was unanimous in favor.

11. Public Expression

There was no public expression.

12. Executive Session

At 7:41 pm, Justin Cobin made a motion to enter Executive Session to discuss a personnel matter.

The vote was unanimous in favor.

At 7:51 pm, Barbara Best made a motion to exit Executive Session.

The vote was unanimous in favor.

13. Adjournment

A motion to adjourn was made by Wendy Reeve. The vote was unanimous in favor.

The meeting adjourned 7:51 p.m.

Respectfully submitted,

Barbara Best, Secretary

Approved on: October 16, 2023

Next Trustee Meeting: Monday, October 16, 2023 at 6:00pm  
Upcoming Friends of the Library Meeting: Monday, October 9, 2023 at 3:00pm