
**BOARD OF TRUSTEES
Regular Meeting
Monday, November 20, 2023, 6:00pm
Meeting Minutes**

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

1. Call to Order, President Wendy Reeve
As a quorum was present, the meeting was called to order at 6:02 p.m.
2. Adoption of the Agenda
A 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 October 16, 2023 Minutes, Secretary, Barbara Best
A motion was made to approve the October 16, 2023 minutes by Sue Given. The vote was unanimous in favor.
5. Financial Reports, Director Rosemary Winters
 - a. Review of Treasurer's Report
The Treasurer's report for October was reviewed and discussed by the trustees.
 - b. Review of Multi-Fund Report
The Multi-Fund report for October 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 November 20, 2023 was made by Justin Cobis. The vote was unanimous in favor.

d. Affirmation of Payroll

Gross Wages for October 13, 2023 were \$36,883.47.

Employer Taxes for October 13, 2023 were \$10,496.63.

Gross Wages for October 27, 2023 were \$38,134.33.

Employer Taxes for October 27, 2023 were \$10,770.27.

The motion to approve the payroll for the pay periods October 13 and 27, 2023 was made by Wendy Reeve. The vote was unanimous in favor.

6. Director's Report, Rosemary Winters

A motion to approve the Director's report dated November 20, 2023 was made by Helen Corso. The vote was unanimous in favor.

7. Personnel Report, Rosemary Winters

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

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

a. Investment Committee, Wendy Reeve, Justin Cobis

The Director reviewed the Investment Committee report that was submitted prior to the meeting.

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

Policy Committee, Wendy Reeve, Bob McCaughey, Helen Corso

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

The Director reviewed the R&D report and Final Strategic Plan Survey that were submitted prior to the meeting.

d. 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.

9. Old Business

a. Future Property Acquisition

The Director reviewed latest developments on the purchase negotiations with Mr. Kolb and M&T Bank.

10. New Business

a. SCLS Fiscal Year 2024 Budget

A motion to approve the SCLS Fiscal Year 2024 Budget which includes a 1% member support increase, of which CNSFL is seeing a .05% increase, and a 7% increase on downloadable items (Libby) county-wide, of which CNSFL is seeing a 5% increase was made by Justin Cobis.

The vote was unanimous in favor.

b. Equipment Removal Request

A motion to approve the Equipment Removal Request which encompasses the time period of October 11, 2022 to November 1, 2023, and dated November 20, 2023 was made by Barbara Best.

The vote was unanimous in favor.

c. Computer & Internet Policy

A motion to approve the Computer & Internet Policy as amended was made by Sue Given.

The vote was unanimous in favor.

d. Copyright Protection

The Copyright Protection Policy has been reviewed with no suggested changes.

A motion to approve was made by Justin Cobis. The vote was unanimous in favor.

e. Exhibits and Displays

A motion to approve Exhibits and Displays policy was made by Helen Corso.

The vote was unanimous in favor.

f. Art Show and Exhibit Information

The Art Show & Exhibit Information Policy has been reviewed with no suggested changes. A motion to approve the Art Show & Exhibit Information Policy as stated was made by Wendy Reeve.

The vote was unanimous in favor.

g. Exhibitor's Agreement and Release

The Exhibitor's Agreement and Release Policy has been reviewed with no suggested changes. A

Motion to approve the Exhibitor's Agreement and Release Policy as stated was made by Kathy Perretta. The vote was unanimous in favor.

h. Gifts and Donations

The Gifts and Donations Policy has been reviewed with no suggested changes. Motion to approve the Gifts and Donations Policy as stated was made by Sue Given.

The vote was unanimous in favor.

i. Gifts and Donations Agreement

The Gifts and Donations Agreement Policy has been reviewed with no suggested changes.

Motion to approve the Gifts and Donations Agreement Policy as stated was made by Helen Corso. The vote was unanimous in favor.

j. Tribute Donation

The Tribute Donation Policy has been reviewed with no suggested changes. Motion to approve the Tribute Donation Policy as stated was made by Wendy Reeve.

The vote was unanimous in favor.

k. Homebound Services

The Homebound Services Policy has been reviewed with no suggested changes. Motion to approve the Homebound Services Policy as stated was made by Kathy Perretta.

The vote was unanimous in favor.

l. Change February Meeting Date from February 26 to February 12

Motion to approve changing the February Board of Trustees meeting date from February 26, 2024, to February 12, 2024 was made by Barbara Best. The vote was unanimous in favor.

m. Cancel March 18 Meeting Date

A Motion to cancel the March 18, 2024, Board of Trustees Meeting was made by Wendy Reeve.

The vote was unanimous in favor.

11. Public Expression

There was no public expression.

12. Executive Session

A motion to enter an Executive Session at 7:03 p.m. to discuss the Director's Annual Compensation was made by Sue Given. The vote was unanimous in favor.

A motion to exit Executive Session at 7:32 p.m. was made by Bob McCaughey.

The vote was unanimous in favor.

13. Adjournment

A motion to adjourn was made by Helen Corso. The vote was unanimous in favor.

The meeting adjourned at 6:48 p.m.



PO Box 935 • 27550 Main Road
Cutchogue, New York 11935
PHONE 631-734-6360 FAX 631-734-7010
www.cutchoguelibrary.org

Respectfully submitted,
Barbara Best, Secretary
Approved on: December 18, 2023

Next Trustee Meeting: Monday, December 18, 2023 at 6:00pm
Upcoming Friends of the Library Meeting: Monday, January 8, 2024 at 3:00pm