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

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

1. Call to Order, President Wendy Reeve
As a quorum was present, the meeting was called to order at 6:05 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 November 20, 2023 Minutes, Secretary, Barbara Best
A motion was made to approve the November 20, 2023 minutes by Helen Corso. The vote was unanimous in favor.
5. Financial Reports, Director Rosemary Winters
 - a. Review of Treasurer's Report
The Treasurer's report for November was reviewed and discussed by the trustees.
 - b. Review of Multi-Fund Report
The Multi-Fund report for November 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 December 18, 2023 was made by Justin Cobis. The vote was unanimous in favor.
 - d. Affirmation of Payroll
Gross Wages for November 11, 2023 were \$36,033.76.
Employer Taxes for November 11, 2023 were \$10,195.95

Gross Wages for November 24, 2023 were \$38,284.02.
Employer Taxes for November 24, 2023 were \$10,753.78.
The motion to approve the payroll for the pay periods November 11 and 24, 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 December 18, 2023 was made by Helen Corso. The vote was unanimous in favor.

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

- a. Investment Committee, Wendy Reeve, Justin Cobis
The report is included and was discussed under Old Business.
- b. Nominating Committee, Kathy Perretta, Sue Given
The new Trustees received Trustee onboarding from the Business Manager prior to the Board meeting on December 18 at 5:00pm.
- c. *Policy Committee, Wendy Reeve, Bob McCaughey, Helen Corso*
- d. *Research & Development Committee, B. McCaughey, B. Best, K. Perretta, H. Corso, N. Molofsky*
- e. *Building & Grounds Committee, Barbara Best, Justin Cobis*

8. Old Business

- a. Future Property Acquisition - Financial Plan Review presented by Justin Corbis from the Investment Committee Report. No fomal Board Motion needed at this time.

9. New Business

- a. July 1, 2024 – June 30 2025, Annual Budget Draft
The Director reviewed the July 1 2024 – June 30, 2025 Annual Budget Draft and received input from Trustees. The final budget will be finalized and presented at the January 2024 meeting.
- b. Employee – Year End Compensation
A motion to approve an average “days pay” yearend bonus for the staff employed 6 months or more. This includes 1 per diem employee. The total expense is \$357.33 was made by Helen Corso. The vote was unanimous in favor.

10. Public Expression

There was no public expression.

11. 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.

12. Adjournment



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A motion to adjourn was made by Helen Corso. The vote was unanimous in favor.
The meeting adjourned at 6:48 p.m.

Respectfully submitted,
Wendy Reeve, President
Approved on: January 22, 2024

Next Trustee Meeting: Monday, January 22, 2024 at 6:00pm
Upcoming Friends of the Library Meeting: Monday, January 8, 2024 at 3:00pm