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**BOARD OF TRUSTEES**  
**Regular Meeting**  
**Monday, January 22, 2024, 6:00pm**

**Meeting Minutes**

Present (via Zoom): Wendy Reeve, President; Kathy Perretta, Vice President (via Zoom); Bob McCaughey, Treasurer; Barbara Best, Secretary; 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 Helen Corso. The vote was unanimous in favor.
3. Public Expression  
There was no public expression.
4. Approval of December 18, 2023 Minutes, Secretary, Barbara Best  
A motion was made to approve the December 18, 2023 minutes by Kathy Perretta. The vote was unanimous in favor.
5. Audit Review, Presented by Al Coster (*New Business*)
6. Financial Reports, Director Rosemary Winters
  - a. Review of Treasurer's Report  
The Treasurer's report for December, 2023 was reviewed and discussed by the trustees.
  - b. Review of Multi-Fund Report  
The Multi-Fund report for December, 2023 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 January 22, 2024 was made by McCaughey. The vote was unanimous in favor.
  - d. Affirmation of Payroll

Gross Wages for December 6, 2023 were \$37,748.80.  
Employer Taxes for December 6, 2023 were \$10,786.65.

Gross Wages December 22, 2023 were \$37,374.81.

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Employer Taxes for December 22, 2023 were \$10,626.17.

Bonus Payroll

Gross Wages for December 20, 2023 were \$3,560.77.

Employer Taxes for December 20, 2023 were \$544.80.

The motion to approve the payroll for the pay periods December 6, 20, and 22 was made by Barbara Best. The vote was unanimous in favor.

7. Director's Report, Rosemary Winters

A motion to approve the Director's report dated January 22, 2024 was made by Helen Corso. The vote was unanimous in favor.

8. Personnel Report, Rosemary Winters

A motion to approve the Personnel report dated January 22, 2024 was made by Wendy Reeve. The vote was unanimous in favor.

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

a. Investment Committee, Wendy Reeve, Justin Cobis

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*

d. *Building & Grounds Committee, Barbara Best, Justin Cobis*

10. Old Business

a. Future Property Acquisition

A motion to approve \$950,000.00 plus closing costs payment from library capital account to Drew Kolb for the purchase of 27700 Main Road, Cutchogue on July 1, 2024 or directly after was made by Justin Cobis. The vote was unanimous in favor.

11. New Business

a. July 1, 2024 – June 30, 2025, Annual Budget, Budget Vote Date & Budget Hearing

The Director reviewed the final July 1, 2024 – June 30, 2025 Annual Budget with the Trustees.

A motion to approve the

- July 1, 2024 – June 30, 2025 Annual Budget which includes a 3.57% Tax Levy Increase and a 3.60% Increase Overall
- April 2, 2024 Budget Vote from 2:00-8:00pm
- March 21, 2024 Budget Hearing at 5:30pm

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

b. Opening Motions\*

The Directory distributed the Opening Motions Resolution of the Cutchogue New Suffolk Free Library Board of Trustees Dated January 22, 2024 in advance of the meeting and it is also enclose as an addendum. A motion to approve the Opening Motions was made by Wendy Reeve. The vote was unanimous in favor.

c. Liquidate M&T CD at maturation 4/25/2024\*

A motion to liquidate the M&T CD at maturation on 4/25/2024 to purchase 27700 Main Road, Cutchogue on 7/1/2024 or directly thereafter was made by Kathy Perretta. The vote was unanimous in favor.

d. Deposit \$5,000.00 grant from R.K. Mellon Foundation to Capital Account\*

A motion to deposit \$5,000.00 grant from the R.K. Mellon Foundation to the Capital Account to be utilized for an Environmental Assessment of 27700 Main Road, Cutchogue was made by Sue Given. The vote was unanimous in favor.

12. Public Expression

There was no public expression.

13. Adjournment

A motion to adjourn was made by Bob McCaughey. The vote was unanimous in favor.  
The meeting adjourned 6:59 p.m.

Respectfully submitted,  
Barbara Best, Secretary  
Approved on: February 12, 2024

Next Trustee Meeting: Monday, February 12, 2023 at 6:00pm  
Upcoming Friends of the Library Meeting: Monday, February 12, 2023 at 3:00pm

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**Resolution of the Board of Trustees  
Cutchogue New Suffolk Free Library  
January 22, 2024**

WHEREAS, the arrival of the new calendar year imposes a duty upon the Board of Trustees to review and reauthorize certain contracts and accounts essential for the transaction of business by the Cutchogue New Suffolk Free Library; and

WHEREAS the Board of Trustees desires to accomplish this review and reauthorization expeditiously at its first meeting of the new year; and

WHEREAS the Board of Trustees has adopted this method for memorializing its decision in regard to these matters;

NOW THEREFORE BE IT

RESOLVED THAT the Trustees of the Cutchogue New Suffolk Free Library do hereby authorize the Library Director to review and reauthorize professional services to be provided by the following individuals:

1. Volz & Vigliotta, PLLC, Attorney at Law
2. Al Coster, Certified Public Accountant of Baldessari and Coster, LLP, Auditor
3. Definiti as Actuarial/Administrator of our 403(b) Plan
4. Joseph P. Price Agency, Inc./Cook Maran, Insurance agent; and be it further

RESOLVED THAT the Trustees of the Cutchogue New Suffolk Free Library do hereby authorize the continuation of the following accounts at these financial institutions:

1. Dime Community Bank
  - a. Capital Exp. Mmkt #1380000008
  - b. Capital Savings#\*\*\*\*\*2072
  - c. Operating Mmkt #1380000636
  - d. Operating Checking #1300011978
  - e. Director's Checking #1300012356
  - f. Safety Deposit Box #40
2. M&T Bank
  - a. Business Interest Checking Account #000610039604
  - b. Security Certificate of Deposit Account #4090002744 – Maturing 4/25/24
3. Morgan Stanley
  - a. MSBPNA, Preferred Savings Account #425-039380-023

RESOLVED THAT the Trustees of the Cutchogue New Suffolk Free Library do hereby authorize the continuation of the following business credit cards:

1. Mastercard with Bank of America Business Card, Account # ending in 3194, with a limit of \$5,000 – to be retained by the Library Director
2. Mastercard with Bank of America Business Card, Account # ending in 5638, with a limit of \$3,000 – to be retained by Head of Youth Services; and be it further
3. Mastercard with Bank of America Business Card, Account # ending in 9721, with a limit of \$5,500 – to be retained by the Adult Programmer Librarian
4. Mastercard with Bank of America Business Card, Account # ending in 9313, with a limit of \$2,000 – to be retained by the Young Adult Services Librarian
5. Mastercard with Bank of America Business Card, Account # ending in 8250, with a limit of \$1,500 – to be retained by the Head of Adult Services Librarian; and be it further

RESOLVED THAT the Trustees of the Cutchogue New Suffolk Free Library do hereby authorize the maintenance of:

1. A Petty Cash Account in the amount of \$400,
2. A Cash Register in the amount of \$250,
3. A maximum balance in the Director's Checking Account of \$2,000; and be it further

RESOLVED THAT the Trustees of the Cutchogue New Suffolk Free Library do hereby designate a procedure when necessary to transfer money that requires two (2) signatures of the following officers: Board President, Vice President, Treasurer, Secretary or Director; and it is further

RESOLVED THAT the Trustees of the Cutchogue New Suffolk Free Library do hereby continue to authorize The Suffolk Times for Library news, and be it further

RESOLVED THAT the Trustees of the Cutchogue New Suffolk Free Library, having approved the foregoing resolution at a duly constituted meeting held on January 22, 2024, where a quorum was present, do hereby authorize the President to attest to the passage of this resolution by affixing her signature hereto.

IN WITNESS WHEREOF, I, Allyson Reeve, President of the Board of Trustees of the Cutchogue New Suffolk Free Library, hereby affix my signature this 22nd day of January 2024.

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Allyson Reeve, President