

BOARD OF TRUSTEES
Regular Meeting
Monday, July 15, 2024, 6:00pm

Meeting Minutes

Present: Kathy Perretta, President; Bob McCaughey, Vice President; Helen Corso, Treasurer; Barbara Best, Secretary; Rosemary Winters, Library Director; Sue Given; Justin Cobis, Richard Jordan

1. Call to Order, President Kathy Perretta

As a quorum was present, the meeting was called to order at 5:59 p.m.

2. Adoption of the Agenda

A motion to adopt the agenda as amended was made by Helen Corso. The vote was unanimous in favor.

3. Public Expression

There was no public expression.

4. Approval of the June 17, 2024 Minutes, Secretary, Barbara Best

A motion to approve the June 17, 2024 minutes was made 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 June 2024 were reviewed and discussed by the trustees.

b. Review of Multi-Fund Report

The Multi-Fund report for June 2024 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 July 15, 2024 was made by Bob Mcaughey. The vote was unanimous in favor.

d. Approval of Capital Fund Warrant

The General Fund Warrant was reviewed and discussed by the Trustees. A motion to approve the General Fund Warrant dated July 15, 2024 was made by Helen Corso. The vote was unanimous in favor.

6. Affirmation of Payroll

Gross Wages for June 7, 2024 were \$37,593.35.

Employer Taxes for June 7, 2024 were \$10,353.70.

Gross Wages June 21, 2024 were \$46,262.18.

Employer Taxes for June 21, 2024 were \$13,582.94.

The mission of the Cutchogue New Suffolk Free Library is to promote lifelong learning through the acquisition, organization and preservation of information and through offering services in an environment that will support the community's educational, cultural, recreational, and professional interests.

A motion to approve the payroll for the pay periods June 7 and 21, 2024 was made by Richard Jordan. The vote was unanimous in favor.

7. Director's Report, Rosemary Winters

A motion to approve the Director's report dated July 15, 2024 was made by Barbara Best. The vote was unanimous in favor.

8. Personnel Report, Rosemary Winters

A motion to approve the Personnel report dated July 15, 2024 was made by Bob McCaughey. The vote was unanimous In favor.

9. Committee Reports (Italicized Committees are currently inactive)

a. Investment Committee, Justin Cobis

b. Nominating Committee, Kathy Perretta, Sue Given

Elections and Committee Assignments are noted under New Business

c. Policy Committee, Bob McCaughey, Helen Corso

The announcement of the property acquisition letter for the community is noted under New Business.

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

e. Building & Grounds Committee, Justin Cobis, Richard Jordan

The director distributed the B&G report in advance of the meeting, which included updates on the elevator, security cameras, carpet cleaning, ramp, lawn care, and grass clipping disposal, and upcoming projects (lighting in the front entry, carpet replacement, and roof)

10. Old Business

- Property Acquisition

The closing date for 27700 Main Road, Cutchogue is Thursday, July 25th at 1:00pm. The property is currently being used for Wednesday Outdoor Storytimes. Starting July 15, book donations will be stored and sorted in the garage with the intention of using the garage for the sale.

11. New Business

a. Election of New Trustee

A motion to elect Nan Molofsky as trustee fulfilling Barbara Best's vacancy starting at the September 2024 Board Meeting, was made by Barbara Best. The vote was unanimous in favor.

b. Election of Officer - Secretary

A motion to elect Sue Given as Secretary fulfilling Barbara Best's vacancy starting at the September 2024 Board Meeting, was made by Barbara Best. The vote was unanimous in favor.

c. Committee Assignments

The trustees discussed their respective committee assignments.

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d. Cancellation of August Meeting

A motion to cancel the August 19, 2024 meeting was made by Sue Given. The vote was unanimous in favor.

e. 2025 Board Meeting Schedule

A motion to approve the 2025 Board Meeting Schedule was made by Justin Cobis. The vote was unanimous in favor.

f. 2025 Friends Meeting Schedule

The director distributed the 2025 Friends Meeting Schedule in advance of the meeting.

g. 2025 Holiday/Library Closure Schedule

A motion to approve the 2025 Holiday/Library Closure Schedule was made by Justin Cobis. The vote was unanimous in favor.

h. Community Announcement

A motion to approve the community announcement of the property acquisition was made by Helen Corso. The vote was unanimous in favor.

12. Public Expression

There was no public expression.

13. Adjournment

A motion to adjourn was made by Richard Jordan. The vote was unanimous in favor.

The meeting adjourned 6:48 p.m.

Respectfully submitted,

Barbara Best, Secretary

Approved on: _____

Next Trustee Meeting: Monday, September 16, 2024 at 6:00 pm

Upcoming Friends of the Library Meeting: Monday, August 12, 2024 at 3:00 pm