

---

**BOARD OF TRUSTEES  
Annual Meeting  
Monday, June 17, 2024, 6:00pm**

**Meeting Minutes**

Present: Wendy Reeve, President; Kathy Perretta, Vice President; Bob McCaughey, Treasurer; Barbara Best, Secretary; Helen Corso, Sue Given, 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 6:00 p.m.
2. Adoption of the Agenda  
A motion to adopt the agenda as amended was made by Sue Given. The vote was unanimous in favor.
3. Public Expression  
There was no public expression.
4. Approval of the May 20, 2024 Minutes, Secretary, Barbara Best  
A motion to approve the May 20, 2024 minutes was made by Bob McCaughey. The vote was unanimous in favor.
5. Financial Reports, Director Rosemary Winters
  - a. Review of Treasurer's Report  
The Treasurer's report for May 2024 were reviewed and discussed by the trustees.
  - b. Review of Multi-Fund Report  
The Multi-Fund report for May 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 June 17, 2024 was made by Kathy Perretta. The vote was unanimous in favor.

d. Affirmation of Payroll

Gross Wages for May 10, 2024 were \$31,137.46.  
Employer Taxes for May 10, 2024 were \$8,196.08.

Gross Wages for May 24, 2024 were \$31,259.00.  
Employer Taxes for May 24, 2024 were \$8,260.07.

A motion to approve the payroll for the pay periods May 10 and 24, 2024 was made by Kathy Perretta. The vote was unanimous in favor.

6. Director's Report, Rosemary Winters

A motion to approve the Director's report dated June 17, 2024 was made by Barbara Best. The vote was unanimous in favor.

7. Personnel Report, Rosemary Winters

A motion to approve the Personnel report dated June 17, 2024 was made by Justin Cobis. 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  
Policy Committee, Wendy Reeve, Bob McCaughey, Helen Corso  
The committee activity is noted under New Business.

c. Policy Committee, Wendy Reeve, Bob McCaughey, Helen Corso  
The committee is actively working on the letter to the community regarding the property acquisition.

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

e. Building & Grounds Committee, Barbara Best, Justin Cobis  
The director distributed the report in advance of the meeting. Approval for expenditures is covered under New business.

9. Old Business

a. Property Acquisition

The Director reached out to the lawyer to organize a closing date. Due to the owner being out of town, the closing date will tentatively be the week of July 22<sup>nd</sup>. The Director will reach out to signers upon learning more definitive information.

10. New Business

a. Election of New Trustees

A motion to elect Richard Jordan & Bob McCaughey as trustee for a term of three years beginning at the July 15, 2024 board meeting was made by Barbara Best. The vote was unanimous in favor.

b. Election of Officers

A motion to elect Kathy Perretta as President was made by Wendy . The vote was unanimous in favor.

A motion to elect Robert (Bob) McCaughey as Vice President was made by Kathy Perretta. The vote was unanimous in favor.

A motion to elect Helen Corso as Treasurer was made by Sue Given. The vote was unanimous in favor.

A motion to elect Barbara Best as Secretary was made by Helen Corso. The vote was unanimous in favor.

c. Committee Assignments

Committee Assignments were discussed by the board.

d. Reallocate 2023-2024 Budget Lines

A Motion to reallocate \$1,000.00 from 7010 Phone to 7060 Maintenance was made by Justin Cobis. The vote was unanimous in favor.

e. Motion to approve Capital Project - Elevator Repair

A motion to approve \$8,700.00 plus the cost of shipping payment from Capital to *All Island Elevator* to repair and install a new oil pump, the deposit amounts to \$6,500.00, with the remainder to be paid upon project completion, was made by Kathy Perretta. The vote was unanimous in favor.



PO Box 935 • 27550 Main Road  
Cutchogue, New York 11935  
PHONE 631-734-6360 FAX 631-734-7010  
[www.cutchoguelibrary.org](http://www.cutchoguelibrary.org)

- 
- f. Motion to transfer \$500,000.00 to the Operating Account from the Capital Account  
A motion to approve a transfer of \$500,000.00 from the Operating Account to the Capital Account in preparation for the property acquisition was made by Barbara Best. The vote was unanimous in favor.

11. Public Expression

There was no public expression.

12. Adjournment

A motion to adjourn was made by Helen Corso. The vote was unanimous in favor.  
The meeting adjourned 6:49 p.m.

Respectfully submitted,  
Barbara Best, Secretary  
Approved on: July 15, 2024

Next Trustee Meeting: Monday, July 15, 2024 at 6:00pm  
Upcoming Friends of the Library Meeting: Monday, July 8, 2024 at 2:00pm