
**BOARD OF TRUSTEES
Regular Meeting
Monday, September 16, 2024, 6:00pm**

Meeting Minutes

Present: Kathy Perretta, President; Bob McCaughey, Vice President; Helen Corso, Treasurer; Sue Given, Secretary; Rosemary Winters, Library Director, Justin Cobis, Nan Molofsky.

1. Call to Order, President Kathy Perretta
As a quorum was present, the meeting was called to order at 6:03 pm Kathy welcomed Nan Molofsky to the Board.
2. Adoption of the Agenda
A motion to adopt the agenda as amended was made by Bob McCaughey. The vote was unanimous in favor.
3. Public Expression
There was no public expression.
4. Approval of the July 15, 2024 Minutes, Secretary, Sue Given
A motion to approve the July 15th, 2024 minutes was made by Justin Cobis. The vote was unanimous in favor.
5. Financial Reports, Director Rosemary Winters
 - a. Review of Treasurer's Report
The Treasurer's report for July and August were reviewed and discussed.
 - b. Review of Multi-Fund Report
The Multi-Fund report for July and August were reviewed and discussed.
 - 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 September 16, 2024 was made by Sue Given. The vote was unanimous in favor.
 - d. Approval of Capital Fund Warrant
The Capital Fund Warrant was reviewed and discussed by the Trustees. A motion to approve the Capital Fund Warrant dated September 16, 2024 was made by Bob McCaughey. The vote was unanimous in favor.

e. Affirmation of Payroll

Gross Wages for July 5, 2024 were \$38,336.48 Employer Taxes for July 5, 2024 were \$10,790.68

Gross Wages for July 19, 2024 were \$39,339.27 Employer Taxes for July 19, 2024 were \$10,922.41

Gross Wages for August 2, 2024 were \$38,767.36 Employer Taxes for August 16, 2024 were \$10,789.12

Gross Wages for August 16, 2024 were \$38,398.53 Employer Taxes for August 16, 2024 were \$10,720.17

Gross Wages for August 30, 2024 were \$38,539.11 Employer Taxes for August 30, 2024 were \$10,754.07

A motion to approve the payroll for the pay periods July 5 & 19 and August 2, 16 & 30, 2024 was made by Nan Molofsky. The vote was unanimous in favor.

6. Director's Report, Rosemary Winters

A motion to approve the Director's Report dated September 16, 2024 was made by Helen Corso. The vote was unanimous in favor.

7. Personnel Report, Rosemary Winters

A motion to approve the Personnel Report dated September 16, 2024 was made by Sue Given. The vote was unanimous in favor.

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

a. *Investment Committee, Justin Cobis, Richard Jordan*

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

c. Policy Committee, Bob McCaughey, Helen Corso

The policy committee has reviewed and approved, with no revisions, the following Library policies: Notary Services, Local History Center, Lost and Found, and Maintenance of Public Order.

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

The Research and Development Committee met to discuss the Strategic Plan. The committee plans to present the completed Plan at the October meeting.

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

The Director distributed the Building and Grounds report in advance of the meeting which included updates on the elevator, carpet cleaning, piano leg repair and fence installation around the newly acquired property. Additionally, the Library will be receiving reimbursement of the 2% Peconic Bay Tax paid at closing. Upon receipt, \$18,750.00 will be returned to the Capital Fund.

9. Old Business

There was no old business to discuss.

10. New Business

a. Notary Services, Local History Center, Lost and Found, and Maintenance of Public Order Policies

A motion to approve the polices as stated was made by Nan Molofsky. The vote was unanimous in favor.

b. Meeting Space and Application and Agreement for Use of Meeting Space Policies

A motion to approve the policies as stated was made by Helen Corso. The vote was unanimous in favor.

c. Library Programs Policy

Motion to approve the Library Programs Policy as amended was made by Bob Mccaughey. The vote was unanimous in favor.

d. Independent Contractor Program Contract Policy

Motion to approve the Independent Contractor Program Contract Policy was made by Justin Cobis. The vote was unanimous in favor.

e. Release & Waiver of Liability

Motion to adopt the Release and Waiver of Liability form was made by Nan Molofsky. The vote was unanimous in favor.

f. Office Equipment Services Policy

Motion to approve the Office Equipment Services Policy as amended was made by Sue Given. The vote was unanimous in favor.

g. Patron Conduct Policy

Motion to approve the Patron Conduct Policy as amended was made by Helen Corso. The vote was unanimous in favor.

h. Assurances Form - NYS Construction Grant

Motion to approve the Assurances Form as part of the NYS Construction Grant was made by Sue Given. The vote was unanimous in favor.

i. Fence Installation - Capital Project

Motion to approve the Fence Installation Capital Project by Christopher Michael Woodworks amounting to \$25,600.00 to be paid from the Capital Account was made by Justin Cobis. The project will be completed by June 30, 2025 in accordance with the grant. The vote was unanimous in favor.

j. Trustee List July 2024 - June 2025

An updated Trustee List was distributed to Trustees.

11. Public Expression

There was no public expression.

12. Executive Session

A motion to enter Executive Session to discuss a personnel matter was made by Bob McCaughey at 7:08pm.

Motion to exit Executive Session was made by Helen Corso at 7:14pm.

13. Adjournment

A motion to adjourn was made by Sue Given. The vote was unanimous in favor. The meeting adjourned 7:18 p.m.

Respectfully submitted,

Sue Given, Secretary

Approved on: October 21, 2024

Next Trustee Meeting: Monday, October 21, 2024 at 6:00 pm
Upcoming Friends of the Library Meeting: Monday, October 7, 2024 at 2:00 pm