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BOARD OF TRUSTEES
Regular Meeting
Monday, November 18, 2024, 6:00pm
AGENDA

Present: Kathy Perretta, President; Helen Corso, Treasurer; Nan Molofsky, Richard Jordan, Justin Cobis; Rosemary Winters, Library Director.

1. Call to Order, President Kathy Perretta

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

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 October 21, 2024 minutes, Secretary Sue Given

A motion to approve the October 21st, 2024 minutes was made by Richard Jordan. The vote was unanimous in favor.

5. Financial Reports, Director, Rosemary Winters

a. Review of Treasurer's Report

The Treasurer's Report for October was reviewed and discussed.

b. Review of Multi-Fund Report

The Multi Fund Report for October was 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 November 18, 2024 was made by Justin Cobis. The vote was unanimous in favor.

d. Approval of Capital Fund Warrant

The Capital Fund was reviewed and discussed by the Trustees. A motion to approve the Capital Fund Warrant dated November 18, 2024 was made by Nan Molofsky. The vote was unanimous in favor.

e. Affirmation of Payroll

Gross Wages for October 11, 2024 were \$38,802.02.

Employer Taxes for October 11, 2024 were \$10,814.05.

Gross Wages October 25, 2024 were \$38,973.70.

Employer Taxes for October 25, 2024 were \$10,888.74.

A motion to affirm the payroll of the pay periods dated October 11 and October 25, 2024 was made by Helen Corso. The vote was unanimous in favor.

6. **Director's Report**, Rosemary Winters*

A motion to approve the Director's Report dated November 18, 2024, was made by Helen Corso. The vote was unanimous in favor.

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

a. Investment Committee, Justin Cobis, Richard Jordan

The Investment Committee met on Thursday, November 7 for the Annual Fiduciary Review of the Library 403b Plan by Northwest representative, Michael Johnson.

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

c. Policy Committee, Bob McCaughey, Helen Corso

Under *New Business*, the Policy Committee presents the remaining policies from the Library Operations Handbook for approval either as stated, or with varying minor amendments, and puts forth a Code Adam Policy for adoption into the Handbook.

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

Trustees and Director toured the Southold Library on October 26 with Library Director, Caroline MacArthur. Caroline shared her experience with the renovation process. The next tour is scheduled for Tuesday, November 19 at 2:30pm at Quogue Library. Further discussion ensued regarding visiting other gathering places in addition to libraries.

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

North Fork Seal Coating completed the restriping and patchwork parking lot project on November 10.

8. **Old Business** – There is no Old Business.

9. New Business

- a. SCLS Fiscal Year 2025 Budget & Downloads
A motion to approve the SCLS Fiscal Year 2025 Budget and Downloads was made by Richard Jordan. The vote was unanimous in favor.
- b. Policies (reviewed with no recommended changes): Security Camera, Restroom, Conflict of Interest, Open Meetings, Records Retention & Disposition, Anti-Nepotism & Anti-Nepotism Employee Disclosure Form, Whistleblower, Application for Employment, and Code of Ethics
A motion to approve the policies as stated was made by Justin Cobis. The vote was unanimous in favor.
- c. Vulnerable Patron Policy
A motion to approve the Vulnerable Patron Policy as amended was made by Nan Molofsky. The vote was unanimous in favor.
- d. Unattended Child Policy
A motion to approve the Unattended Child Policy as amended was made by Helen Corso. The vote was unanimous in favor.
- e. Tutoring Policy
A motion to approve the Tutoring Policy as amended was made by Justin Cobis. The vote was unanimous in favor.
- f. Sexual Harassment Policy
A motion to approve the Sexual Harassment Policy as amended was made by Richard Jordan. The vote was unanimous in favor.
- g. Schedule of Operations Policy
A motion to approve the Schedule of Operations Policy as amended was made by Helen Corso. The vote was unanimous in favor.
- h. Investment Policy
A motion to approve the Investment Policy as amended was made by Nan Molofsky. The vote was unanimous in favor.
- i. Financial Policy*
A motion to approve the Financial Policy as amended was made by Nan Molofsky. The vote was unanimous in favor.

- j. Airborne Infectious Disease Exposure Prevention Policy & Plan – HERO Act*
A motion to approve the Airborne Infectious Disease Exposure Prevention Policy & Plan – HERO Act as amended was made by Helen Corso. The vote was unanimous in favor.
- k. Code Adam – Report of a Missing Child Policy*
A motion to adopt the Code Adam – Report of a Missing Child Policy into the Library Operations Handbook 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 Executive Session at 6:45pm to discuss the Director’s Evaluation and Annual Compensation was made by Nan Molofsky. The vote was unanimous in favor.

A motion to exit Executive Session at 7:20pm was made by Nan Molofsky. The vote was unanimous in favor.

12. Adjournment

A motion to adjourn the meeting was made by Helen Corso at 7:22pm. The vote was unanimous in favor.

Respectfully submitted,

Nan Molofsky, Trustee

Approved on: December 16, 2024

*Action Items

Next Trustee Meeting: Monday, December 16, 2024 at 6:00pm
Upcoming Friends of the Library Meeting: Monday, December 9, 2024 at 2:00pm