
BOARD OF TRUSTEES
Regular Meeting
Monday, December 16, 2024, 6:00pm
AGENDA

Present: Kathy Perretta, President; Nan Molofsky, Richard Jordan, Bob McCaughey, Sue Given (via Zoom); Rosemary Winters, Library Director.

1. Call to Order, President Kathy Perretta

As a quorum was present, the meeting was called to order at 5:58pm.

2. Adoption of the Agenda

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

3. Public Expression

There was no public expression.

4. Approval of November 18, 2024 minutes, Secretary Sue Given

A motion to approve the November 18th, 2024 minutes was made by Nan Molofsky. The vote was unanimous in favor.

5. Financial Reports, Director, Rosemary Winters

a. **Review of Treasurer's Report**

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

b. **Review of Multi-Fund Report**

The Multi Fund Report for November 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 December 16, 2024 was made by Bob McCaughey. The vote was unanimous in favor.

d. **Affirmation of Payroll**

Gross Wages for November 8, 2024 were \$38,850.46.

Employer Taxes for November 8, 2024 were \$10,868.60.

Gross Wages November 22, 2024 were \$38,843.90.
Employer Taxes for November 22, 2024 were \$11,236.74.

A motion to affirm the payroll of the pay periods dated November 8 & November 22, 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 December 16, 2024, was made by Bob McCaughey. The vote was unanimous in favor.

7. **Personnel Report**, Rosemary Winters*

A motion to approve the Personnel Report dated December 16, 2024, was made by Richard Jordan. The vote was unanimous in favor.

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

- a. Investment Committee, Justin Cobis, Richard Jordan
Under *New Business*, the Committee recommends a year end bonus for staff. Report included in Board Packets.
- b. Nominating Committee, Kathy Perretta, Sue Given
Trustees, Kathy Perretta and Nan Molofsky notified the Board that they will be fulfilling another term starting at the July 2025 meeting. As a reminder to the Board, Nan is fulfilling the end of Barbara Best's term, in July of 2025 she will be embarking on her first full term.
- c. Policy Committee, Bob McCaughey, Helen Corso
Under *New Business*, the Committee requests a minor amendment to the Lending Periods, Fines & Fees Policy.
- d. Research & Development Committee, B. McCaughey, K. Perretta, H. Corso, N. Molofsky
The next Library Tour is scheduled for Rogers Memorial for Tuesday, December 17 at 1:00pm.
- e. *Building & Grounds Committee, Justin Cobis, Richard Jordan*

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

10. **New Business**

a. Employee – Year End Compensation*

The Investment Committee presented a year end bonus equating to 5-days pay for all regular staff working 6 months or more as of December 31, 2024, and a lump sum bonus for one

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.

standout per diem clerk. This is possible due to forfeiture funds that must be used by year end due to changing regulations.

A motion to approve the year end bonus was made by Richard Jordan. The vote was unanimous in favor.

b. July 1, 2025 – June 30, 2026 Annual Budget Draft

The Director presented a draft budget for July 1, 2025 – June 30, 2026. A finalized budget will be presented at the January meeting.

c. Lending Periods, Fines & Fees Policy Amendment*

The Policy Committee requests approval for an amendment to the Lending Periods, Fines & Fees Policy which changes the days to pick up a hold for Museum Passes & Library of Things from 3 days and 14 days respectively to 1 day.

A motion to approve the Lending Periods, Fines & Fees Policy as amended was made by Sue Given. The vote was unanimous in favor.

d. 27700 Main Road Tax Bill*

Due to the purchase date of 27700 Main Road, Cutchogue, the Library is required to pay the tax bill. The Director applied for tax exemption, and anticipates approval for the following year. A motion to approve paying the tax bill from the capital account was made by Bob McCaughey. The vote was unanimous in favor. A request was made to follow up with the library attorney to appeal.

11. **Public Expression** – There was no public expression.

12. **Adjournment**

A motion to adjourn the meeting was made by Kathy Perretta at 6:52pm. The vote was unanimous in favor.

Respectfully submitted,

Nan Molofsky, Trustee

Approved on: January 27, 2025

*Action Items

Next Trustee Meeting: Monday, January 27, 2025 at 6:00pm

Upcoming Friends of the Library Meeting: Monday, January 13, 2025 at 2:00pm