

BOARD OF TRUSTEES
Regular Meeting
Monday, January 27, 2025 6:00 pm

Meeting Minutes

Present: Bob McCaughey, Vice President; Helen Corso, Treasurer; Sue Given (via Zoom), Secretary; Rosemary Winters, Library Director, Justin Cobis, Richard Jordan

1. Call to Order, Vice President, Bob McCaughey

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

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 the December 16, 2024 Minutes

A motion to accept the December 16, 2024 minutes was made by Richard Jordan. The vote was unanimous in favor.

5. Financial Reports, Director, Rosemary Winters

a. Review of the Treasurer's Report

The Treasurer's report for December was reviewed and discussed.

b. Review of the Multi Fund Report

The Multi Fund report for December was reviewed and discussed.

c. Approval of the General Fund Warrant

The General Fund Warrant was reviewed and discussed by the Trustees. A motion To accept the General Fund Warrant dated January 27, 2025, amounting to \$122,258.97 was made by Justin Cobis. The vote was unanimous in favor.

d. Approval of the Capital Fund Warrant

The Capital Fund Warrant was reviewed and discussed by the Trustees. A motion to accept the Capital Fund Warrant dated January 27, 2025, amounting to \$4,256.94 was made by Richard Jordan. The vote was unanimous in favor.

e. Affirmation of Payroll

Gross Wages for December 6, 2024 were \$40,280.44
Employer Taxes for December 6, 2024 were \$11,365.02

Gross Wages for December 20, 2024 were \$41,261.78
Employer Taxes for December 20, 2024 were \$11,822.20

Bonus Payroll

Gross Wages for December 19, 2024 were \$18,473.58
Employer Taxes for December 19, 2024 were \$4,893.60

Motion to accept the payroll for the pay periods dated December 6 & 20, 2024 and the bonus payroll on December 19, 2024 was made by Richard Jordan. The vote was unanimous in favor.

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

A motion to accept the Director's Report dated January 27, 2025 was made by Bob McCaughey. The vote was unanimous in favor.

7. **Personnel Report**, Rosemary Winters

A motion to accept the Personnel Report dated January 27, 2025 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*

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

c. *Policy Committee, Bob McCaughey, Helen Corso*

d. Research and Development Committee, B.McCaughey, K. Peretta, H. Corso, N. Molofski

Strategic Plan Goal #3 is currently being targeted. Develop and Maintain an Exceptional Facility.

First objective will be to address maintenance needs of the Library building and grounds by creating a 12 month preventative maintenance schedule as well as a cleaning plan that addresses daily, monthly and

seasonal cleaning needs.

Second objective of this goal is to develop a physical plant that reflects the changing role of the library building. Surveys will be sent to staff, Trustees and Friends. After all surveys are completed we will seek community input.

The Committee recently toured the Rogers Memorial Library in Southampton. The library is currently renovating their space adding a cafe, teen space, tech labs and more. They are a very spacious facility with many opportunities for expansion. They also have Cooper Hall, a second building used for small group programming. Additional library tours will be scheduled.

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

There were several maintenance issues which needed to be addressed. Mark Finnerty of East Bay Group LLC, who is assisting with the objective of establishing a preventative maintenance schedule is reaching out for proposals to assist the library in making a 1/3/5 year building plan for budgeting purposes.

9. Old Business

There was no old business to discuss

10. New Business

a. July 1-2025-June 30, 2026 Annual Budget, Budget Vote and Budget Hearing Date

The Director reviewed the July 1, 2025 - June 30, 2026 Annual Budget and discussed with the Trustees. There were minimal changes from the draft budget presented in December.

Part of determining the tax levy limit involves using estimated PILOT funds. The Library receives PILOT payments from LIPA and North Fork Recycling, and the LIPA payment, which is the larger of the two and cannot be counted on from year to year, and therefore is not included in the determination of the levy limit. Depending on this number, the levy limit can be impacted. It is the intention of the Board of Trustees to maintain a budget below the tax levy limit, and the proposed July 1, 2025 - June 30, 2026 budget does just that, but out of an abundance of caution to ensure the tax cap compliance with the NYS

comptroller, a motion was made by Justin Cobis to approve exceeding the tax levy limit imposed on the July 1, 2025 -June 30, 2026 budget only in the event the PILOT funds are insufficient. Approval is not given to pierce the cap for any other reason that the PILOT fund shortfall.

The vote was unanimous in favor.

Helen Corso made a motion to approve the July 1, 2025 - June 30, 2026 Proposed Annual Budget, Budget Vote Date of April 8, 2025 from 2-8 PM and Budget Hearing Date of Wednesday, March 26 at 5:30 PM.

The vote was unanimous in favor.

b. Opening Motions

Motion to approve the Annual Opening Motions was made by Bob McCaughey. The Opening Motions document is included in the minutes as an addendum. The vote was unanimous in favor.

c. Capital Project - Fish Tank

Motion to approve the installation of a fish tank by Matthew Parsons of Live Art Aquariums in the Juvenile Department, amounting to \$2,950.00 and an additional budget of \$250.00 for fish and plants to be paid from the Capital Account was made by Helen Corso. The vote was unanimous in favor.

d. Cancellation of February 24 and May 19, 2025 Meeting

Motion to cancel the February 24, and May 19, 2025 meetings was made by Justin Cobis. The vote was unanimous in favor.

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

12. **Adjournment**

A motion to adjourn the meeting at 7:03 was made by Helen Corso. The vote was unanimous in favor.

Respectfully submitted,

Sue Given, Secretary

Approved on: March 25, 2025

Next Trustee Meeting: Monday, March 17, 2025 at 6:00 pm

Addendum

**Resolution of the Board of Trustees
Cutchogue New Suffolk Free Library
January 27, 2025**

WHEREAS, the arrival of the new calendar year imposes a duty upon the Board of Trustees to review and reauthorize certain contracts and accounts essential for the transaction of business by the Cutchogue New Suffolk Free Library; and

WHEREAS the Board of Trustees desires to accomplish this review and reauthorization expeditiously at its first meeting of the new year; and

WHEREAS the Board of Trustees has adopted this method for memorializing its decision in regard to these matters;

NOW THEREFORE BE IT

RESOLVED THAT the Trustees of the Cutchogue New Suffolk Free Library do hereby authorize the Library Director to review and reauthorize professional services to be provided by the following individuals:

1. Volz & Vigliotta, PLLC, Attorney at Law
2. Al Coster, Certified Public Accountant of Baldessari and Coster, LLP, Auditor
3. Definiti as Actuarial/Administrator of our 403(b) Plan
4. Joseph P. Price Agency, Inc./Cook Maran, Insurance agent; and be it further

RESOLVED THAT the Trustees of the Cutchogue New Suffolk Free Library do hereby authorize the continuation of the following accounts at these financial institutions:

1. Dime Community Bank
 - a. Capital Exp. Mmkt #1380000008
 - b. Capital Savings#*****2072
 - c. Operating Mmkt #1380000636
 - d. Operating Checking #1300011978
 - e. Director's Checking #1300012356
 - f. Safety Deposit Box #40
2. M&T Bank
 - a. Business Interest Checking Account #000610039604
3. Morgan Stanley
 - a. MSBPNA, Preferred Savings Account #425-039380-023

RESOLVED THAT the Trustees of the Cutchogue New Suffolk Free Library do hereby authorize the continuation of the following business credit cards:

1. Mastercard with Bank of America Business Card, Account # ending in 3194, with a limit of \$6,000 – to be retained by the Library Director
2. Mastercard with Bank of America Business Card, Account # ending in 5638, with a limit of \$5,000 – to be retained by Head of Youth Services; and be it further
3. Mastercard with Bank of America Business Card, Account # ending in 9721, with a limit of \$5,500 – to be retained by the Adult Programmer Librarian
4. Mastercard with Bank of America Business Card, Account # ending in 9313, with a limit of \$4,000 – to be retained by the Young Adult Services Librarian
5. Mastercard with Bank of America Business Card, Account # ending in 8250, with a limit of \$1,500 – to be retained by the Outreach Services Librarian; and be it further

RESOLVED THAT the Trustees of the Cutchogue New Suffolk Free Library do hereby authorize the maintenance of:

1. A Petty Cash Account in the amount of \$400,
2. A Cash Register in the amount of \$250,
3. A maximum balance in the Director's Checking Account of \$2,000; and be it further

RESOLVED THAT the Trustees of the Cutchogue New Suffolk Free Library do hereby designate a procedure when necessary to transfer money that requires two (2) signatures of the following officers: Board President, Vice President, Treasurer, Secretary or Director; and it is further

RESOLVED THAT the Trustees of the Cutchogue New Suffolk Free Library do hereby continue to authorize The Suffolk Times for Library news, and be it further

RESOLVED THAT the Trustees of the Cutchogue New Suffolk Free Library, having approved the foregoing resolution at a duly constituted meeting held on January 27, 2025, where a quorum was present, do hereby authorize the President to attest to the passage of this resolution by affixing her signature hereto.

IN WITNESS WHEREOF, I, Katherine Perretta, President of the Board of Trustees of the Cutchogue New Suffolk Free Library, hereby affix my signature this 27th day of January 2025.

Katherine Perretta, President