

APPROVED

**Transcript/Minutes  
Special Meeting of the Board  
Held on Zoom - 2:00PM  
Riverhead Free Library  
February 3, 2021**

**Present:** John Munzel, President; Janet O'Hare, Vice President; David Friedrich, Treasurer; Ruth Nelson, Secretary; Jeff Zeiger, Trustee; Amy Wood, Trustee; Marilyn Banks-Winter, Trustee

**Absent:** Annette Totten, Trustee; Louise Wilkinson, Trustee

**Director:** Kerrie McMullen-Smith

**Assistant Director:** Stephanie McEvoy

**Staff:** Theresa Connolly, Susan Culver

The Special board meeting of the Board of Trustees was called to order via Zoom on February 3rd, 2021 at 2:02PM. The Board was provided with an agenda and board packets.

John M.	Alright I'll call the meeting to order. Pledge of allegiance, I think I'll do the honors today.
David F.	Okay.
All	I pledge allegiance..."
John M.	Okay the agenda. Anyone have a motion to approve the agenda? Or any additions or corrections to that?
Janet O.	I make a motion to approve the agenda.
Marilyn B.	Second.
John M.	All in favor?
All	Aye.
John M.	Opposed? (pause) So carried.
<b>02.03.2021 920</b>	<b>Motion Carried</b>
John M.	Approval of the annual 2021-2022 library budget. Do I have a motion to approve that or was there any discussion on that that was necessary? Do I have a motion to approve that?
David F.	You have to read the motion.
John M.	Okay a second?
Kerrie M.	John, we have to read the resolution and that would be David as the Treasurer. But does anybody have any questions? I do want to point out one

APPROVED

	<p>thing, actually just a couple of things very quickly. I know the finance committee met and this is probably going to be something that you all heard before but just to point out to everybody else. We have a large increase in the non-print materials: the online resources which are the downloadable books. And you can see that increase on the first page. It's listed under library materials print and then non-print. So we took a certain amount of money from the print materials. We took \$36,000 out of print and we put an additional \$12,000 to cover \$48,000 and we're hoping that that will cover the bill. Because it's always a tentative mark of where we will be until we get the final bill. Part of it is based on usage. So if we have as much usage as we did this current year due to COVID then it's going to be a large bill to pay. The other thing I want to point out is under personnel. If you notice the salaries I have a decrease in that line in hopes of not piercing the tax cap we had to keep everything very very tight. And based on the fact that we are still under COVID, I was hoping that the Board would agree that we do not open on Sundays for the next fiscal year. We can save about \$41,000 there by not opening on Sundays. So honestly the way things are going I think that a lot of libraries will still be in that same situation that we are in where we might be open, we might not be, depending on where we are with COVID and what's happening. And I do think the following year I'm hoping that by then it won't be an issue we'll be able to open and it won't be a concern. The other thing I want to point out is on the last page, page three: anticipated revenue. The transfer in of unassigned funds, because we are running on the 2019-2020 budget again, and because we had inadvertently pierced the cap in 2018-2019 and there was \$87,000 left over in unassigned funds, according to the state we had to put that back into the 2019-2020 budget and we added a little money as a cushion. So we didn't run another budget for 2020-2021 so we basically had to do the same thing again. In order to help us not pierce the cap, I'm recommending that we put \$40,000 in unassigned funds there. Reason being that we we're closed for quite some time due to COVID and there was some money left over that we can use for that purpose. And by doing all of these things that I'm pointing out, we stay under the tax cap by a very minimal amount. Where is it...I'm sorry. The tax levy..</p>
David F.	\$16,000.
Kerrie M.	\$16,000 thank you. So does anybody have any questions or comments?
David F.	The only comment I have is we fully discussed these issues at the finance meeting with John and yourself, and all the rest of the finance people were there. And we discussed it in full. And we basically felt that that was the right thing to do. Specifically closing on Sunday. Until next year, hopefully. So, I think a motion is in order to accept these recommendations.
Janet O.	I'll make a motion to accept the budget.
David F.	I'll second the motion.
John M.	All in favor?

**APPROVED**

All	Aye.
John M.	Opposed? (pause) So carried.
<b>02.03.2021 921</b>	<b>Motion Carried</b>
Kerrie M.	Okay so that's resolution #21-314, did you want to read the resolution David? Or no?
David F.	Yes, I do. The approval of the operating budget for 2021-2022. Whereas, this Board of Trustees, having examined the Riverhead Free Library's Proposed Operating budget for 2021-2022 totaling \$4,098,791 hereby approve the operating budget of \$4,098,791 and request a total tax levy of \$3,922,791 the amount to be raised by taxation for the qualified voters of the Riverhead Central School district on Tuesday, April 6th at the Riverhead Free Library, 330 Court Street, Riverhead, New York. Now therefore be it resolved as follows, the Board of Trustees hereby approves the proposed operating budget for the 2021-2022 totaling \$4,098,791. Resolved, that a copy of this resolution be made available in accordance with applicable laws, rules and regulations.
John M.	Do we have a second?
Marylin B.	I'll second.
John M.	All in favor?
All	Aye.
John M.	Opposed? (pause) So carried.
<b>02.03.2021 922</b>	<b>Motion Carried</b>
John M.	Period of Public Expression? Do we have any comments? (pause) Alright then we will adjourn this meeting, do we have a motion to adjourn?
David F.	I make a motion.
Marylin B.	Second.
John M.	All in favor?
All	Aye.
John M.	Opposed? (pause) So carried.
	<b>Meeting adjourned at 2:10PM</b>