

**Regular Meeting of the Board of Trustees
Riverhead Free Library
Wednesday, July 12, 2023 6:30 PM - Grand Room**

PLEASE NOTE: PLEASE SILENCE CELL PHONES DURING THE BOARD MEETING

AMENDED AGENDA

Call to Order

- I.** Pledge of Allegiance
- II.** Agenda Review and Approval
- III.** Approval of the Minutes from the June 2023 Regular Meeting
- IV.** Period of Public Expression
- V.** Treasurer's Report (***Chinese**)
 - A. Approval of Bills
 - B. Report of Receipts and Disbursements
 - C. Approval of Warrants
 - 1. 23-7-1** General Fund Checking
 - 2. 23-7-2** General Fund Credit Card Processing Account
 - 3. 23-7-3** General Fund Money Market
 - 4. 23-7-4** General Fund Payroll
 - 5. 23-7-5** Capital Project Fund
 - D. Bank Reconciliation - **June 30, 2023**
- VI.** Correspondence
- VII.** Director's Report
- VIII.** Assistant Director's Report
- IX.** Committee Reports (*** = Chairperson**)
 - A. Personnel (***Friedrich**)
 - **Approval of Payroll and Personnel Report**
 - **Resolution #23-473 Approval to hire Tessa Klahr as a Temporary Part Time YFS Page**
 - **Resolution #23-474 Approval eliminate the Head Custodial Position**
 - **Resolution #23-475 Approval to increase the annual salary of Susan Culver**
 - **Resolution #23-476 Approval to hire Robert P. Haughie, Jr. as the Building Maintenance Manager**

- B. Buildings, Grounds & Equipment (*Zeiger)
 - **Resolution #23-480 Approval to hire The Facilities Management Group for Program Management Services for HVAC Project**

- C. Policy By-Laws & Objectives (*Nelson)
 - **Resolution #23-477 Approval to adopt a Notary Services Policy**
 - **Resolution #23-478 Approval to adopt a Nursing Mothers In The Workplace Policy**
 - **Resolution #23-479 Approval to amend the Whistleblower Policy**
- D. Finance (*Chinese)
 - **Resolution #23-481 Approval to amend the budget and create a new line**
- E. Fundraising (*Berdinka)
- F. Plan of Service (*Board of Trustees)

- X. Liaison Reports
 - A. Friends (*Sandback)
 - B. Suffolk Cooperative Library System (SCLS) (*Bergmann)
- XI. Unfinished Business
- XII. New Business
 - **Approval of Future Meeting Dates**
 - **Swearing in of New Trustees**
 - **Appointment of Board of Trustees Officers (2023-2024)**
 - **New officers to be administered their oath**
- XIII. Period of Board Expression
- XIV. Period of Public Expression
- XV. Executive Session
- XVI. Adjournment

Dates of Future Meetings: August 9, 2023
 September 13, 2023