

APPROVED

Minutes
Regular Meeting of the Board of Trustees
Riverhead Free Library
August 14, 2024

Present: David Friedrich, President; Jeff Zeiger, Vice-President; Carlos Alvarez, Treasurer; William Sandback, Secretary; Mitchell Hagler, Trustee; Mary McDonnell, Trustee; Janet Vuturo, Trustee

Absent: Susan Bergmann, Trustee and Barbara Ripel, Trustee

Director: Kerrie McMullen-Smith

Assistant Director: Catherine Montazem

Staff: Susan Culver

Library Attorney: Tom Volz

Members of the Community: Susan Berdinka, John McAuliff and Janet O'Hare

The regular meeting of the Board of Trustees was called to order on August 14, 2024 at 6:30 pm. The Board was presented with an agenda, board packet and previous minutes.

David Friedrich led those present in the pledge of allegiance.

8.14.24 President Friedrich entertained a motion to approve the agenda.
1704 Motion was moved by Carlos Alvarez and seconded by Janet Vuturo.
Motion Carried.

President Friedrich administered the Trustee Oath Of Office to Mary McDonnell.

8.14.24 President Friedrich entertained a motion to go into executive session
1705 to discuss the staff association contract negotiations. The motion was moved by Carlos Alvarez and seconded by Janet Vuturo.
Motion Carried.

The meeting adjourned to executive session at 6:32 pm.

8.14.24 President Friedrich entertained a motion to go into executive session. Motion
1706 was moved by Carlos Alvarez and seconded by Janet Vuturo.
Motion Carried.

The executive session was called to order at 6:32 pm.

8.14.24 President Friedrich entertained a motion to adjourn the executive session.
1707 Motion was moved by Janet Vuturo and seconded by Carlos Alvarez.
Motion Carried.

The executive session was adjourned at 8:15 pm.

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**8.14.24
1708** President Friedrich entertained a motion to move back to the regular meeting. Motion was moved by Carlos Alvarez and seconded by Janet Vuturo.
Motion Carried.

The regular meeting was called to order at 8:22 pm.

**8.14.24
1709** President Friedrich entertained a motion to approve the minutes of the regular board meeting of July 10, 2024. Motion was moved by Carlos Alvarez and seconded by Janet Vuturo.
Motion Carried.

PERIOD OF PUBLIC EXPRESSION: None.

**8.14.24
1710** Carlos Alvarez entertained a motion to approve the bills for the month of July 2024. Motion was moved by Mary McDonnell and seconded by William Sandback.
Motion Carried.

**8.14.24
1711** Carlos Alvarez entertained a motion to approve the receipts and disbursements for the month of July 2024. Motion was moved by Mary McDonnell and seconded by Janet Vuturo.
Motion Carried.

**8.14.24
1712** Carlos Alvarez entertained a motion to approve warrant **24-8-1** general fund checking. Motion was moved by Janet Vuturo and seconded by Mary McDonnell.
Motion Carried.

**8.14.24
1713** Carlos Alvarez entertained a motion to approve warrant **24-8-2** general fund money market to the payroll account. Motion was moved by William Sandback and seconded by Janet Vuturo.
Motion Carried.

**8.14.24
1714** Carlos Alvarez entertained a motion to approve warrant **24-8-3** general fund payroll account. Motion was moved by Janet Vuturo and seconded by Mary McDonnell.
Motion Carried.

**8.14.24
1715** Carlos Alvarez entertained a motion to approve warrant **24-8-4** capital project fund money market account. Motion was moved by William Sandback and seconded by Janet Vuturo.
Motion Carried.

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**8.14.24
1716** Carlos Alvarez entertained a motion to approve warrant **24-8-5** capital project fund Yellow Barn Checking. Motion was moved by Janet Vuturo and seconded by William Sandback.
Motion Carried.

**8.14.24
1717** Carlos Alvarez entertained a motion to approve the bank reconciliation for July 31, 2024. Motion was moved by Janet Vuturo and seconded by Mary McDonnell.
Motion Carried.

CORRESPONDENCE: None

Director's Report: The Director's Report for July 2024 was given by Director, Kerrie McMullen-Smith.

Assistant Director's Report: The Assistant Director's Report for July 2024 was given by Assistant Director, Catherine Montazem.

COMMITTEE REPORTS:

PERSONNEL: (Jeff Zeiger)

**8.14.24
1718** Jeff Zeiger entertained a motion to approve the July 2024 Personnel and Payroll Report. Motion was moved by Carlos Alvarez and seconded by William Sandback.
Motion Carried.

**8.14.24
1719** Jeff Zeiger offered Resolution #24-539 Approval to Promote Dean Romano to a full-time Purchasing Coordinator at the bi-weekly rate of \$2,307.69 which was seconded by Carlos Alvarez. The vote was seven in favor and two absent. The Resolution was thereupon Duly Declared Adopted.

**8.14.24
1720** Jeff Zeiger offered Resolution #24-540 Approval to Promote Alexandra Jiggetts to a full-time Clerk at the hourly rate of \$16.79 which was seconded by Carlos Alvarez. The vote was seven in favor and two absent. The Resolution was thereupon Duly Declared Adopted.

**8.14.24
1721** Jeff Zeiger offered Resolution #24-541 Approval to Promote Bonnie Zellner to a full-time Librarian Trainee at the bi-weekly rate of \$1,837.62 which was seconded by Carlos Alvarez. The vote was seven in favor and two absent. The Resolution was thereupon Duly Declared Adopted.

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BUILDINGS, GROUNDS & EQUIPMENT: (Jeff Zeiger)

8.14.24 Jeff Zeiger offered Resolution #24-542 Approval to Contract with Digital
1722 Provisions for Additional Cameras in the amount of \$9,509.68 which was
seconded by Carlos Alvarez. The vote was seven in favor and two absent. The
Resolution was thereupon Duly Declared Adopted.

POLICY, BYLAWS & OBJECTIVES: (William Sandback) - A review of the policies and the
bylaws will be started. The board wishes to amend the bylaws to add a nominating committee.

FINANCE: (Carlos Alvarez) - The closing on the line of credit has been postponed.

FUNDRAISING: (Janet Vuturo) - Nothing to report.

PLAN OF SERVICE: Nothing to report.

LIAISON REPORTS:

SCLS: (Susan Bergmann) - Absent no report.

UNFINISHED BUSINESS: None.

NEW BUSINESS: None.

PERIOD OF BOARD EXPRESSION: None.

PERIOD OF PUBLIC EXPRESSION: None.

8.14.24 President Friedrich entertained a motion to adjourn the August 14, 2024
1723 regular meeting of the Board of Trustees. Motion was moved by Carlos Alvarez
and seconded by William Sandback.
Motion Carried.

The meeting was adjourned at 8:45 pm.

Respectfully submitted,
William Sandback / smc