

APPROVED

**Minutes**  
**Regular Meeting of the Board of Trustees**  
**Riverhead Free Library**  
**January 8, 2025**

**Present:** David Friedrich, President; Carlos Alvarez, Treasurer; William Sandback, Secretary; Susan Bergmann, Trustee; Mitchell Hagler, Trustee; Mary McDonnell, Trustee; Barbara Ripel, Trustee; Janet Vuturo, Trustee

**Absent:** Jeff Zeiger, Vice-President

**Director:** Kerrie McMullen-Smith

**Assistant Director:** Catherine Montazem

**Staff:** None

**Members of the Community:** None

The regular meeting of the Board of Trustees was called to order on January 8, 2025 at 6:30 pm. The Board was presented with an amended agenda, board packet and previous minutes.

Mary McDonnell led those present in the pledge of allegiance.

**1.8.25** President Friedrich entertained a motion to approve the amended agenda.  
**1805** Motion was moved by Susan Bergmann and seconded by Carlos Alvarez.  
**Motion Carried.**

**1.8.25** President Friedrich entertained a motion to adjourn to executive session.  
**1806** Motion was moved by Mary McDonnell and seconded by Susan Bergmann.  
**Motion Carried.**

The meeting adjourned to executive session at 6:31 pm.

**1.8.25** President Friedrich entertained a motion to go into executive session. Motion  
**1807** was moved by Susan Bergmann and seconded by Carlos Alvarez.  
**Motion Carried.**

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

**1.8.25** President Friedrich entertained a motion to adjourn the executive session.  
**1808** Motion was moved by Susan Bergmann and seconded by Carlos Alvarez.  
**Motion Carried.**

The executive session was adjourned at 7:29 pm

**1.8.25** President Friedrich entertained a motion to move back to the regular  
**1809** meeting. Motion was moved by Carlos Alvarez and seconded by Janet Vuturo.  
**Vuturo.**

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**Motion Carried.**

The regular meeting was called to order at 7:30 pm.

**1.8.25** President Friedrich entertained a motion to approve the minutes of the  
**1810** regular board meeting of December 11, 2024. Motion was moved by Janet Vuturo and seconded by Carlos Alvarez.

**Motion Carried.**

**PERIOD OF PUBLIC EXPRESSION:** None.

**1.8.25** Carlos Alvarez entertained a motion to approve the bills for the month of  
**1811** December 2024. Motion was moved by Janet Vuturo and seconded by Mary McDonnell.

**Motion Carried.**

**1.8.25** Carlos Alvarez entertained a motion to approve the receipts and disbursements  
**1812** for the month of December 2024. Motion was moved by Barbara Ripel and seconded by Susan Bergmann.

**Motion Carried.**

**1.8.25** Carlos Alvarez entertained a motion to approve warrant **25-1-1** general fund  
**1813** checking. Motion was moved by Susan Bergmann and seconded by Barbara Ripel.

**Motion Carried.**

**1.8.25** Carlos Alvarez entertained a motion to approve warrant **25-1-2** general fund  
**1814** money market to the payroll account. Motion was moved by Janet Vuturo and seconded by William Sandback.

**Motion Carried.**

**1.8.25** Carlos Alvarez entertained a motion to approve warrant **25-1-3** general fund  
**1815** payroll account. Motion was moved by Susan Bergmann and seconded by William Sandback.

**Motion Carried.**

**1.8.25** Carlos Alvarez entertained a motion to approve warrant **25-1-4** capital project  
**1816** fund money market. Motion was moved by Barbara Ripel and seconded by Susan Bergmann.

**Motion Carried.**

**1.8.25** Carlos Alvarez entertained a motion to approve the bank reconciliation for  
**1817** December 31, 2024. Motion was moved by Susan Bergmann and seconded by Janet Vuturo.

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**Motion Carried.**

**CORRESPONDENCE:** None

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

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

**COMMITTEE REPORTS:**

**PERSONNEL:** (Jeff Zeiger) - Absent

**1.8.25** David Friedrich entertained a motion to approve the December 2024 Personnel  
**1818** and Payroll Report. Motion was moved by Susan Bergmann and seconded by Mitchell Hagler.  
**Motion Carried.**

**BUILDINGS, GROUNDS & EQUIPMENT:** (Jeff Zeiger) - Absent

**POLICY, BYLAWS & OBJECTIVES:** (William Sandback) -

**1.8.25** William Sandback offered Resolution #25-567 Approval to accept the revised  
**1819** Disciplinary Action Policy which was seconded by Susan Bergmann. The vote was eight in favor and one absent. The Resolution was thereupon Duly Declared Adopted.

**1.8.25** William Sandback offered Resolution #25-568 Approval to accept a Prenatal  
**1820** Leave Policy which was seconded by Janet Vuturo. The vote was eight in favor and one absent. The Resolution was thereupon Duly Declared Adopted.

**FINANCE:** (Carlos Alvarez) - The Finance Committee will be meeting on January 17th to work on the 2025-2026 budget.

**FUNDRAISING:** (Janet Vuturo) - Janet will be getting together with Susan Berdinka, a former trustee, to work on fundraising.

**PLAN OF SERVICE:** Nothing to report.

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**LIAISON REPORTS:**

**SCLS:** (Susan Bergmann) - The monthly SCLS report was given by Susan Bergmann.

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:** None

**PERIOD OF BOARD EXPRESSION:** Barbara Ripel said she was approached by someone in the community regarding the status of the new Front Entry Way project. A discussion ensued. The Director stated if anyone does have any questions they can always contact her.

**PERIOD OF PUBLIC EXPRESSION:** None.

David Friedrich wished everyone a very happy, healthy and joyous new year.

**1.8.25** President Friedrich entertained a motion to adjourn the January 8, 2025  
**1821** regular meeting of the Board of Trustees. Motion was moved by Carlos Alvarez and seconded by Mary McDonnell.  
**Motion Carried.**

The meeting was adjourned at 7:57 pm.

Respectfully submitted,  
William Sandback / smc