

APPROVED

Minutes
Regular Meeting of the Board of Trustees
Riverhead Free Library
JuLY 10, 2024

Present: Janet O'Hare, President; David Friedrich, Vice-President; Susan Berdinka, Treasurer; William Sandback, Secretary; Carlos Alvarez, Trustee; Barbara Ripel, Trustee; Janet Vuturo, Trustee; Jeff Zeiger, Trustee

Absent: Ruth Nelson, Trustee

Director: Kerrie McMullen-Smith

Assistant Director: Catherine Montazem

Staff: Susan Culver and Michael Pechenyuk

Upcoming Trustees: Susan Bergmann and Mitchell Hagler

The regular meeting of the Board of Trustees was called to order on July 10, 2024 at 6:32 pm. The Board was presented with an agenda, board packet and previous minutes.

Susan Berdinka led those present in the pledge of allegiance.

7.10.24 President O'Hare entertained a motion to approve the agenda.
1686 Motion was moved by David Friedrich and seconded by Carlos Alvarez.
Motion Carried.

7.10.24 President O'Hare entertained a motion to approve the minutes of the
1687 regular board meeting of June 12, 2024. Motion was moved by David Friedrich and seconded by Susan Berdinka.
Motion Carried.

PERIOD OF PUBLIC EXPRESSION: None

7.10.24 Susan Berdinka entertained a motion to approve the bills for the month of
1688 June 2024. Motion was moved by David Friedrich and seconded by Barbara Ripel.
Motion Carried.

7.10.24 Susan Berdinka entertained a motion to approve the receipts and disbursements
1689 for the month of June 2024. Motion was moved by David Friedrich and seconded by William Sandback.
Motion Carried.

7.10.24 Susan Berdinka entertained a motion to approve warrant **24-7-1** general fund
1690 checking. Motion was moved by David Friedrich and seconded by Carlos Alvarez.
Motion Carried.

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**7.10.24
1691** Susan Berdinka entertained a motion to approve warrant **24-7-2** general fund credit card to the operating account. Motion was moved by David Friedrich and seconded by William Sandback.

Motion Carried.

**7.10.24
1692** Susan Berdinka entertained a motion to approve warrant **24-7-3** general fund money market to the payroll account. Motion was moved by David Friedrich and seconded by Carlos Alvarez.

Motion Carried.

**7.10.24
1693** Susan Berdinka entertained a motion to approve warrant **24-7-4** general fund payroll account. Motion was moved by David Friedrich and seconded by Carlos Alvarez.

Motion Carried.

**7.10.24
1694** Susan Berdinka entertained a motion to approve warrant **24-7-5** capital project fund account. Motion was moved by David Friedrich and seconded by Carlos Alvarez.

Motion Carried.

**7.10.24
1695** Susan Berdinka entertained a motion to approve the bank reconciliation for June 30, 2024. Motion was moved by David Friedrich and seconded by William Sandback.

Motion Carried.

CORRESPONDENCE: A thank you card was received from trustee, Ruth Nelson, thanking the Library for the clock and expressing her appreciation for serving on the board and working with everyone.

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

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

COMMITTEE REPORTS:

PERSONNEL: (Friedrich)

**7.10.24
1696** David Friedrich entertained a motion to approve the June 2024 Personnel and Payroll Report. Motion was moved by Susan Berdinka and seconded by William Sandback.

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Motion Carried.

BUILDINGS, GROUNDS & EQUIPMENT: (Zeiger) - Nothing to report

POLICY, BYLAWS & OBJECTIVES: (Sandback) - Nothing to report. William suggests reviewing and updating the Bylaws.

FINANCE: (Berdinka) - Nothing to report.

FUNDRAISING: (Alvarez) - Nothing to report.

PLAN OF SERVICE: Nothing to report.

LIAISON REPORTS:

SCLS: (Bergmann) - Nothing to report.

UNFINISHED BUSINESS: Jeff Zeiger asked when the updating of the Bylaws would start. Kerrie McMullen-Smith suggested having Kevin Verbese, The Suffolk Cooperative Library System Director, come in and give a workshop to the trustees. Jeff Zeiger asked about the Bylaws for the current election of officers. Discussions ensued.

NEW BUSINESS:

7.10.24 1697 President O'Hare entertained a motion to approve the July 2024 to June 2025 Meeting Dates. Motion was moved by David Friedrich and seconded by William Sandback.

Motion Carried

President O'Hare administered the Trustee Oath Of Office to Susan Bergmann and Mitchell Hagler.

7.10.24 1698 Barbara Ripel entertained a motion to elect the officers now. Motion was moved by David Friedrich and seconded by Carlos Alvarez

Motion Carried

7.10.24 1699 Carlos Alvarez nominated David Friedrich for President. Barbara Ripel seconded. Vote was unanimous.

Motion Carried

David Friedrich was sworn in as President

7.10.24 David Friedrich nominated Jeff Zeiger for Vice President. Carlos Alvarez

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1700 seconded. Vote was unanimous.
Motion Carried

Jeff Zeiger was sworn in as Vice President

7.10.24 Carlos Alvarez nominated William Sandback for Secretary. David Friedrich
1701 seconded. Vote was unanimous.
Motion Carried

William Sandback was sworn in as Secretary

7.10.24 Jeff Zeiger nominated Carlos Alvarez for Treasurer. Janet Vuturo
1702 seconded. Vote was unanimous.
Motion Carried

Carlos Alvarez was sworn in as Treasurer

PERIOD OF BOARD EXPRESSION: Susan Berdinka expressed how much she enjoyed serving on the Board. Susan Bergmann expressed that she is glad to be back. Janet O'Hare passed around the committee sign up sheet.

PERIOD OF PUBLIC EXPRESSION: None

7.10.24 President O'Hare entertained a motion to adjourn the July 10, 2024
1703 regular meeting of the Board of Trustees. Motion was moved by Susan Berdinka and seconded by Barbara Ripel.
Motion Carried.

The meeting was adjourned at 7:24 pm.

Respectfully submitted,
William Sandback / smc