

APPROVED

Minutes
Regular Meeting of the Board of Trustees
Riverhead Free Library
May 8, 2024

Present: Janet O'Hare, President; David Friedrich, Vice-President; William Sandback, Secretary; Carlos Alvarez, Trustee; Ruth Nelson, Trustee; Barbara Ripel, Trustee; Jeff Zeiger, Trustee

Absent: Susan Berdinka, Treasurer; Janet Vuturo, Trustee

Director: Kerrie McMullen-Smith

Assistant Director: Catherine Montazem

Staff: Susan Culver and Steven Taddeo

The regular meeting of the Board of Trustees was called to order on May 8, 2024 at 6:32 pm. The Board was presented with an agenda, board packet and previous minutes.

David Friedrich led those present in the pledge of allegiance.

5.8.24 President O'Hare entertained a motion to approve the agenda.
1646 Motion was moved by David Friedrich and seconded by Ruth Nelson.
Motion Carried.

5.8.24 President O'Hare entertained a motion to approve the minutes of the
1647 regular board meeting of April 10, 2024. Motion was moved by David Friedrich and seconded by Barbara Ripel.
Motion Carried.

PERIOD OF PUBLIC EXPRESSION: None

5.8.24 David Friedrich entertained a motion to approve the bills for the month of
1648 April 2024. Motion was moved by Ruth Nelson and seconded by William Sandback.
Motion Carried.

5.8.24 David Friedrich entertained a motion to approve the receipts and disbursements
1649 for the month of April 2024. Motion was moved by Ruth Nelson and seconded by Carlos Alvarez.
Motion Carried.

5.8.24 David Friedrich entertained a motion to approve warrant **24-5-1** general fund
1650 checking. Motion was moved by Carlos Alvarez and seconded by Barbara Ripel.
Motion Carried.

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5.8.24 David Friedrich entertained a motion to approve warrant **24-5-2** general fund
1651 money market to the payroll account. Motion was moved by Carlos Alvarez
and seconded by Ruth Nelson.

Motion Carried.

5.8.24 David Friedrich entertained a motion to approve warrant **24-5-3** general fund
1652 payroll account. Motion was moved by Carlos Alvarez and seconded by Barbara
Ripel.

Motion Carried.

5.8.24 David Friedrich entertained a motion to approve warrant **24-5-4** capital project
1653 fund account. Motion was moved by Barbara Ripel and seconded by Ruth
Nelson.

Motion Carried.

5.8.24 David Friedrich entertained a motion to approve warrant **24-5-5** capital project
1654 fund Yellow Barn. Motion was moved by William Sandback and seconded by
Barbara Ripel.

Motion Carried.

5.8.24 David Friedrich entertained a motion to approve the bank reconciliation for
1655 April 30, 2024. Motion was moved by Carlos Alvarez and seconded by
Ruth Nelson.

Motion Carried.

CORRESPONDENCE: The Riverhead School District delivered a binder regarding their
upcoming budget. The binder will be kept at our reference desk. The binder is not to leave the
area and the Riverhead School District will pick it up after the budget vote.

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

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

COMMITTEE REPORTS:

PERSONNEL: (Friedrich)

5.8.24 David Friedrich entertained a motion to approve the April 2024 Personnel
1656 and Payroll Report. Motion was moved by Carlos Alvarez and seconded by
Ruth Nelson.

Motion Carried.

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**5.8.24
1657** David Friedrich offered Resolution #24-523 Approval to Hire Dean Romano as a part-time Purchasing Coordinator at the hourly rate of \$27.00 which was seconded by Carlos Alvarez. The vote was all in favor. The Resolution was thereupon Duly Declared Adopted.

**5.8.24
1658** David Friedrich offered Resolution #24-524 Approval to Hire Frank Lapinski as a part-time Security Guard at the hourly rate of \$22.25 which was seconded by Barbara Ripel. The vote was all in favor. The Resolution was thereupon Duly Declared Adopted.

BUILDINGS, GROUNDS & EQUIPMENT: (Zeiger) - Had a meeting with the Friends.

POLICY, BYLAWS & OBJECTIVES: (Sandback) - Nothing to Report

FINANCE: (Berdinka) -

**5.8.24
1659** David Friedrich offered Resolution #24-525 Approval to Retain The Services of Baldessari and Coster LLP for the Annual Audit which was seconded by Carlos Alvarez. The vote was all in favor. The Resolution was thereupon Duly Declared Adopted.

FUNDRAISING: (Alvarez) - Nothing to report.

PLAN OF SERVICE: Nothing to report.

LIAISON REPORTS:

SCLS: (Bergmann) - The SCLS Report was given by Kerrie McMullen-Smith on behalf of Susan Bergmann.

UNFINISHED BUSINESS: None.

New Business: None

PERIOD OF BOARD EXPRESSION: William Sandback asked if statistics are kept on the fax machine usage.

He also asked if the the community is aware that the Library offers fax and copier services. Perhaps basic instructions on how to operate the copy machine could be posted.

PERIOD OF PUBLIC EXPRESSION: None

**5.8.24
1660** President O'Hare entertained a motion to adjourn the May 8, 2024 regular meeting of the Board of Trustees. Motion was moved by David Friedrich and seconded by Barbara Ripel.

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Motion Carried.

The meeting was adjourned at 7:19 pm.

Respectfully submitted,
William Sandback / smc