

APPROVED

Minutes
Regular Meeting of the Board of Trustees
Riverhead Free Library
October 9, 2024

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

Absent: Susan Bergmann, Trustee

Director: Kerrie McMullen-Smith

Assistant Director: Catherine Montazem

Staff: Susan Culver and Steve Taddeo

Members of the Community: None

The regular meeting of the Board of Trustees was called to order on October 9, 2024 at 6:34 pm. The Board was presented with an agenda, board packet and previous minutes.

Mary McDonnell led those present in the pledge of allegiance.

10.9.24 President Friedrich entertained a motion to approve the agenda.
1746 Motion was moved by Barbara Ripel and seconded by Janet Vuturo.
Motion Carried.

10.9.24 President Friedrich entertained a motion to approve the minutes of the
1747 regular board meeting of September 11, 2024. Motion was moved by Barbara Ripel and seconded by Carlos Alvarez.
Motion Carried.

PERIOD OF PUBLIC EXPRESSION: None.

10.9.24 Carlos Alvarez entertained a motion to approve the bills for the month of
1748 September 2024. Motion was moved by Barbara Ripel and seconded by Mary McDonnell.
Motion Carried.

10.9.24 Carlos Alvarez entertained a motion to approve the receipts and disbursements
1749 for the month of September 2024. Motion was moved by Mary McDonnell and seconded by William Sandback.
Motion Carried.

10.9.24 Carlos Alvarez entertained a motion to approve warrant **24-10-1** general fund
1750 checking. Motion was moved by William Sandback and seconded by Barbara Ripel.
Motion Carried.

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**10.9.24
1751** Carlos Alvarez entertained a motion to approve warrant **24-10-2** general fund money market to the capital project fund money market. Motion was moved by Barbara Ripel and seconded by Janet Vuturo.

Motion Carried.

**10.9.24
1752** Carlos Alvarez entertained a motion to approve warrant **24-10-3** general fund credit card to the general fund checking. Motion was moved by Barbara Ripel and seconded by Mary McDonnell.

Motion Carried.

**10.9.24
1753** Carlos Alvarez entertained a motion to approve warrant **24-10-4** general fund money market to the payroll account. Motion was moved by Barbara Ripel and seconded by Mary McDonnell.

Motion Carried.

**10.9.24
1754** Carlos Alvarez entertained a motion to approve warrant **24-10-5** general fund payroll account. Motion was moved by Barbara Ripel and seconded by William Sandback.

Motion Carried.

**10.9.24
1755** Carlos Alvarez entertained a motion to approve warrant **24-10-6** capital project fund money market. Motion was moved by Mary McDonnell and seconded by Barbara Ripel.

Motion Carried.

**10.9.24
1756** Carlos Alvarez entertained a motion to approve the bank reconciliation for September 30, 2024. Motion was moved by Barbara Ripel and seconded by Janet Vuturo.

Motion Carried.

CORRESPONDENCE: Kerrie McMullen-Smith read correspondence received from NYSDOT regarding the paving of Route 25.

Director's Report: The Director's Report for September 2024 was given by Director, Kerrie McMullen-Smith. David Friedrich asked if there has been any response regarding hiring a treasurer? Kerrie McMullen-Smith replied that she has been researching the matter.

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

COMMITTEE REPORTS:

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PERSONNEL: (Jeff Zeiger)

10.9.24 Jeff Zeiger entertained a motion to approve the September 2024 Personnel
1757 and Payroll Report. Motion was moved by Carlos Alvarez and seconded by
 Janet Vuturo.
 Motion Carried.

10.9.24 Jeff Zeiger offered Resolution #24-552 Approval to Promote Sean O'Brien to a
1758 part-time Youth & Family Services Librarian at the hourly rate of \$30.28
 which was seconded by William Sandback. The vote was eight in favor and one
 absent. The Resolution was thereupon Duly Declared Adopted.

BUILDINGS, GROUNDS & EQUIPMENT: (Jeff Zeiger) - Nothing to add to the director's report..

POLICY, BYLAWS & OBJECTIVES: (William Sandback) - William Sandback is looking to have a committee meeting to review the Library's policies before the next board meeting.

FINANCE: (Carlos Alvarez) - Nothing to report.

FUNDRAISING: (Janet Vuturo) - Nothing to report.

PLAN OF SERVICE: Nothing to report.

LIAISON REPORTS:

SCLS: (Susan Bergmann) - Absent, no report.

UNFINISHED BUSINESS:

Regarding the subject of responding to emails which was brought up during the September board meeting, Mitchell Hagler suggested adding a read receipt.

NEW BUSINESS:

Jeff Zeiger brought up that Kevin Verbesey indicated during the trustee workshop that there are things the Library can do to make the payables process easier such as paying utilities and other recurring payments by ACH.

PERIOD OF BOARD EXPRESSION:

Regarding library statistics: Mitchell Hagler is impressed by the increase in the Suffolk Literacy and ENL numbers. Mary McDonnell questioned the fluctuation in numbers for example in electronic resources.

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PERIOD OF PUBLIC EXPRESSION: None.

10.9.24 President Friedrich entertained a motion to adjourn the October 9, 2024
1759 regular meeting of the Board of Trustees. Motion was moved by Barbara Ripel
and seconded by Mitchell Hagler.
Motion Carried.

The meeting was adjourned at 7:15 pm.

Respectfully submitted,
William Sandback / smc