

**Regular Meeting of the Board of Trustees  
Riverhead Free Library  
Wednesday, June 11, 2025 6:30 PM - Craft Room**

**PLEASE NOTE: PLEASE SILENCE CELL PHONES DURING THE BOARD MEETING**

**AMENDED AGENDA**

**Call to Order**

- I** Pledge of Allegiance
- II** Agenda Review and Approval
- III** Executive Session - Legal Matter
- IV** Approval of the Minutes from the May 14, 2025 Regular Meeting
- V** Period of Public Expression
- VI** Treasurer's Report (\***Carlos Alvarez**)
  - A. Approval of Bills
  - B. Report of Receipts and Disbursements
  - C. Approval of Warrants
    - 1. **25-6-1** General Fund Checking
    - 2. **25-6-2** General Fund Money Market
    - 3. **25-6-3** General Fund Money Market
    - 4. **25-6-4** General Fund Money Market
    - 5. **25-6-5** General Fund Money Market
    - 6. **25-6-6** General Fund Payroll
    - 7. **25-6-7** Capital Project Fund Money Market
  - D. Bank Reconciliation - **May 31, 2025**
- VII** Correspondence
- VIII** Director's Report
- IX** Assistant Director's Report
- X** Committee Reports (\* = **Chairperson**)
  - A. Personnel (\***Jeff Zeiger**)
    - **Approval of Payroll and Personnel Report**
    - **Resolution #25-608 Approval to Promote Gabrielle Chambers**
    - **Resolution #25-613 Approval to Hire Kelsey Donnelly**
  - B. Buildings, Grounds & Equipment (\***Jeff Zeiger**)
    - **Resolution #25-609 Approval To Contract with Garland Fire Systems**
  - C. Policy By-Laws & Objectives (\***William Sandback**)

- **Resolution #25-610 Approval to Accept the Amended Gifts and Donations Policy**
- **Resolution #25-611 Approval to Amend Article III Section 3 and Article VI Section 2 of the RFL Bylaws**

D. Finance (\***Carlos Alvarez**)

- **Resolution #25-612 Approval to Retain the Services of Baldessari and Coster LLP for the Annual Audit**

E. Fundraising (\***Janet Vuturo**)

F. Plan of Service (\***Board of Trustees**)

**XI**

Liaison Reports

A. Suffolk Cooperative Library System (**SCLS**) (\***Susan Bergmann**)

**XII**

Unfinished Business

**XIII**

New Business - Nomination and Election of Officers

**XIV**

Period of Board Expression

**XV**

Period of Public Expression

**XVI**

Adjournment

**Dates of Future Meetings:** July 9, 2025

## **RESOLUTION # 25-613**

### **APPROVAL TO HIRE KELSEY DONNELLY AS A PART-TIME PATRON SERVICES CLERK**

\_\_\_ offered the following resolution, which was seconded by \_\_\_

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS**, the Board of Trustees of the Riverhead Free Library hereby approves to hire Kelsey Donnelly, as a part-time Patron Services Clerk at the hourly rate of \$17.46, effective June 16, 2025 and authorizes the Board President to execute the agreement on behalf of the library.

**Resolved**, that a copy of this resolution be made available in accordance with applicable laws, rules and regulations.

### **THE VOTE**

Friedrich \_\_\_ Zeiger \_\_\_ Alvarez \_\_\_

Sandback \_\_\_ Bergmann \_\_\_

McDonnell \_\_\_ Ripel \_\_\_ Vuturo \_\_\_