

APPROVED

Minutes
Regular Meeting of the Board of Trustees
Riverhead Free Library
April 9, 2025

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

Absent: Susan Bergmann, Trustee; Barbara Ripel, Trustee

Director: Kerrie McMullen-Smith

Assistant Director: Catherine Montazem

Staff: Susan Culver

Members of the Community: Mike Dubois

The regular meeting of the Board of Trustees was called to order on April 9, 2025 at 6:30 pm. The Board was presented with an amended agenda, board packet and previous minutes.

David Friedrich led those present in the pledge of allegiance.

4.9.25 President Friedrich entertained a motion to approve the amended agenda.
1872 Motion was moved by Janet Vuturo and seconded by Mary McDonnell.
Motion Carried.

4.9.25 President Friedrich entertained a motion to approve the minutes of the
1873 regular board meeting of March 12, 2025. Motion was moved by William Sandback and seconded by Janet Vuturo.
Motion Carried.

PERIOD OF PUBLIC EXPRESSION: Mike Dubois said he is looking forward to working with the Board. David Friedrich wished Mike Dubois well for the next three years and congratulated Carlos Alvarez and William Sandback on their re-election.

4.9.25 Carlos Alvarez entertained a motion to approve the bills for the month of
1874 March 2025. Motion was moved by Mary McDonnell and seconded by William Sandback.
Motion Carried.

4.9.25 Carlos Alvarez entertained a motion to approve the receipts and disbursements
1875 for the month of March 2025. Motion was moved by Janet Vuturo and seconded by Mary McDonnell.
Motion Carried.

4.9.25 Carlos Alvarez entertained a motion to approve warrant **25-4-1** general fund
1876 checking. Motion was moved by William Sandback and seconded by Janet

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Vuturo.

Motion Carried.

4.9.25 Carlos Alvarez entertained a motion to approve warrant **25-4-2** general fund
1877 money market to the general fund checking. Motion was moved by Janet
Vuturo and seconded by Mary McDonnell.

Motion Carried.

4.9.25 Carlos Alvarez entertained a motion to approve warrant **25-4-3** general fund
1878 money market to the capital project fund money market. Motion was moved by
Janet Vuturo and seconded by Mary McDonnell.

Motion Carried.

4.9.25 Carlos Alvarez entertained a motion to approve warrant **25-4-4** general fund
1879 money market to the payroll account. Motion was moved by William Sandback
and seconded by Janet Vuturo.

Motion Carried.

4.9.25 Carlos Alvarez entertained a motion to approve warrant **25-4-5** general fund
1880 payroll account. Motion was moved by Janet Vuturo and seconded by
Mary McDonnell.

Motion Carried.

4.9.25 Carlos Alvarez entertained a motion to approve warrant **25-4-6** capital project
1881 fund money market. Motion was moved by Janet Vuturo and seconded by
Mary McDonnell.

Motion Carried.

4.9.25 Carlos Alvarez entertained a motion to approve the bank reconciliation for
1882 March 31, 2025. Motion was moved by William Sandback and seconded by
Janet Vuturo.

Motion Carried.

CORRESPONDENCE: Lauren Strong, Youth & Family Services Coordinator, received a thank
you note from Long Island Cares for the 301 pounds of food collected in March of 2025.

Director's Report: The Director's Report for March 2025 was given by Director, Kerrie
McMullen-Smith.

Assistant Director's Report: The Assistant Director's Report for March 2025 was given by
Assistant Director, Catherine Montazem.

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COMMITTEE REPORTS:

PERSONNEL: (Jeff Zeiger) -

Jeff Zeiger gave the Personnel and Payroll report.

4.9.25 David Friedrich entertained a motion to approve the March 2025 Personnel
1883 and Payroll Report. Motion was moved by Carlos Alvarez and seconded by Mary McDonnell.
Motion Carried.

4.9.25 Jeff Zeiger offered Resolution #25-587 Approval to Hire Alicia Lopez as a
1884 part-time Youth and Family Services Library Assistant at the hourly rate of \$23.07 which was seconded by William Sandback. The vote was seven in favor and two absent. The Resolution was thereupon Duly Declared Adopted.

4.9.25 Jeff Zeiger offered Resolution #25-588 Approval to Promote Grace Gluszak to a
1885 full-time Processing and Patron Services Clerk at the hourly rate of \$17.46 which was seconded by Carlos Alvarez. The vote was seven in favor and two absent. The Resolution was thereupon Duly Declared Adopted.

BUILDINGS, GROUNDS & EQUIPMENT: (Jeff Zeiger) -

4.9.25 Jeff Zeiger offered Resolution #25-590 Approval to Contract with Maximum
1886 Security for overnight security guard services at an hourly rate of \$37.50 which was seconded by Mitchell Hagler. The vote was seven in favor and two absent. The Resolution was thereupon Duly Declared Adopted.

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

FINANCE: (Carlos Alvarez) -

4.9.25 Carlos Alvarez offered Resolution #25-589 Approval to Transfer \$500,000.00
1887 of unassigned funds from the General Fund to the Capital Project Fund which was seconded by William Sandback. The vote was seven in favor and two absent. The Resolution was thereupon Duly Declared Adopted.

FUNDRAISING: (Janet Vuturo) - Nothing to report

PLAN OF SERVICE: Nothing to report.

LIAISON REPORTS:

SCLS: (Susan Bergmann) - Absent. No report

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UNFINISHED BUSINESS: None

NEW BUSINESS: None

PERIOD OF BOARD EXPRESSION: None

PERIOD OF PUBLIC EXPRESSION: Mike Dubois asked if the Library Budget Vote and the Library Board of Trustee Vote could be on one ballot. Kerrie McMullen-Smith explained that in the past the school district said no but she will ask again if this can be done.

4.9.25 President Friedrich entertained a motion to adjourn the April 9, 2025
1888 regular meeting of the Board of Trustees. Motion was moved by Janet Vuturo and seconded by Carlos Alvarez.
Motion Carried.

The meeting was adjourned at 7:05 pm.

Respectfully submitted,
William Sandback / smc