

APPROVED

Minutes
Regular Meeting of the Board of Trustees
Riverhead Free Library
December 10, 2025

Present: Mary McDonnell, Vice-President; William Sandback, Secretary; Carlos Alvarez, Trustee; Michael Dubois, Trustee; Janet O'Hare, Trustee; Barbara Ripel, Trustee; Janet Vuturo, Trustee

Absent: Jeff Zeiger, President; Susan Bergmann, Treasurer

Director: Kerrie McMullen-Smith

Assistant Director: Catherine Montazem

Staff: Susan Culver, Dean Romano and Steve Taddeo

Members of the Community: None

The regular meeting of the Board of Trustees was called to order on December 10, 2025 at 6:30 pm. The Board was presented with an amended agenda, board packet and previous minutes.

Mary McDonnell led those present in the pledge of allegiance.

12.10.25 Vice-President McDonnell entertained a motion to approve the amended agenda.
2038 Motion was moved by William Sandback and seconded by Janet O'Hare.
Motion Carried.

12.10.25 Vice-President McDonnell entertained a motion to approve the minutes of the
2039 regular board meeting of November 12, 2025. Motion was moved by Barbara Ripel and seconded by Michael Dubois.
Motion Carried.

PERIOD OF PUBLIC EXPRESSION: None.

ANNUAL AUDIT REPORT: Al Coster from Baldessari & Coster LLP gave the Annual Audit Report to the Board.

12.10.25 William Sandback entertained a motion to approve the bills for the month of
2040 November 2025. Motion was moved by Barbara Ripel and seconded by Michael Dubois.
Motion Carried.

12.10.25 William Sandback entertained a motion to approve the receipts and
2041 disbursements for the month of November 2025. Motion was moved by Carlos Alvarez and seconded by Janet O'Hare.
Motion Carried.

12.10.25 William Sandback entertained a motion to approve the following warrants:

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2042 25-12-1 General Fund checking in the amount of \$377,355.25, 25-12-2 General Fund money market to the General Fund operating account in the amount of \$400,000.00, 25-12-3 General Fund money market to the Payroll account in the amount of \$250,000.00, 25-12-4 General Fund Payroll in the amount of \$248,277.32 and 25-12-5 Capital Project Fund money market in the amount of \$15,950.00. Motion was moved by Mary McDonnell and seconded by Janet O'Hare.
Motion Carried.

12.10.25 William Sandback entertained a motion to approve the bank reconciliations for
2043 November 30, 2025. Motion was moved by Janet O'Hare and seconded by Barbara Ripel.
Motion Carried.

CORRESPONDENCE: The Library received notification from the NYS Department of Transportation that work will be one on Route 25 by Elton Street. This should not affect the Library.

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

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

COMMITTEE REPORTS:

PERSONNEL: (Mary McDonnell) -

Mary McDonnell gave the Personnel and Payroll report for November 2025.

12.10.25 Mary McDonnell entertained a motion to approve the November 2025 Personnel
2044 and Payroll Report. Motion was moved by Janet O'Hare and seconded by Barbara Ripel.
Motion Carried.

12.10.25 Mary McDonnell offered Resolution #25-635 Approval to Amend Resolution
2045 #25-629 Approval to Hire Zachary Svendsen as a Library Technology Specialist at the biweekly rate of \$3,615.38 effective December 1, 2025 which was seconded by Janet O'Hare. The vote was seven in favor and two absent. The Resolution was thereupon Duly Declared Adopted.

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BUILDINGS, GROUNDS & EQUIPMENT: (William Sandback) -

12.10.25 William Sandback offered Resolution #25-636 Approval to Contract
2046 with Belfor Property Restoration for the renovations of the Library's restrooms in the amount of \$362,355.00 which was seconded by Michael Dubois. The vote was seven in favor and two absent. The Resolution was thereupon Duly Declared Adopted.

POLICY, BYLAWS & OBJECTIVES: (William Sandback) - William reviewed the trustee training held after the last meeting and would like feedback from the trustees on the current bylaws. Mary McDonnell suggested establishing a Long-Range Planning Committee be placed on the January Agenda.

FINANCE: (Susan Bergmann) - Absent. Nothing to report per William Sandback.

FUNDRAISING: (Janet Vuturo) - Nothing to report

PLAN OF SERVICE: Nothing to report.

LIAISON REPORTS: SCLS: (Susan Bergmann) - Absent.

UNFINISHED BUSINESS: None

NEW BUSINESS: None

PERIOD OF BOARD EXPRESSION: Janet O'Hare and the Board thanked Susan Culver for her assistance with having a good annual audit.

PERIOD OF PUBLIC EXPRESSION: None.

12.10.25 Vice-President McDonnell entertained a motion to adjourn the December 10,
2047 2025 regular meeting of the Board of Trustees. Motion was moved by Barbara Ripel and seconded by Michael Dubois.
Motion Carried.

The meeting was adjourned at 8:10 pm.

Respectfully submitted,
William Sandback / smc