

APPROVED

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

Present: Jeff Zeiger, President; Mary McDonnell, Vice-President; William Sandback, Secretary; Susan Bergmann, Treasurer; Carlos Alvarez, Trustee; Michael Dubois, Trustee; Janet O'Hare, Trustee; Barbara Ripel, Trustee

Absent: Janet Vuturo, Trustee

Director: Kerrie McMullen-Smith

Assistant Director: Catherine Montazem

Staff: Susan Culver, Steve Taddeo and Dean Romano

Members of the Community: None

The regular meeting of the Board of Trustees was called to order on July 9, 2025 at 6:32 pm. The Board was presented with an agenda, board packet and previous minutes.

Mary McDonnell led those present in the pledge of allegiance.

Jeff Zeiger swore in trustees Carlos Alvarez, Michael Dubois and Janet O'Hare.

7.9.25 President Zeiger entertained a motion to approve the agenda.
1946 Motion was moved by Susan Bergmann and seconded by Mary McDonnell.
Motion Carried.

7.9.25 President Zeiger entertained a motion to approve the minutes of the
1947 regular board meeting of June 11, 2025. Motion was moved by Susan Bergmann and seconded by Carlos Alvarez.
Motion Carried.

PERIOD OF PUBLIC EXPRESSION: None.

7.9.25 Susan Bergmann entertained a motion to approve the bills for the month of
1948 June 2025. Motion was moved by William Sandback and seconded by Barbara Ripel.
Motion Carried.

7.9.25 Susan Bergmann entertained a motion to approve the receipts and
1949 disbursements for the month of June 2025. Motion was moved by Barbara Ripel and seconded by Carlos Alvarez.
Motion Carried.

7.9.25 Susan Bergmann entertained a motion to approve warrant **25-7-1** general fund
1950 checking. Motion was moved by Janet O'Hare and seconded by Barbara

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Ripel.

Motion Carried.

7.9.25 1951 Susan Bergmann entertained a motion to approve warrant **25-7-2** general fund credit card processing account to the general fund checking account. Motion was moved by Barbara Ripel and seconded by Carlos Alvarez.
Motion Carried.

7.9.25 1952 Susan Bergmann entertained a motion to approve warrant **25-7-3** general fund money market to the payroll account. Motion was moved by Mary McDonnell and seconded by Carlos Alvarez.
Motion Carried.

7.9.25 1953 Susan Bergmann entertained a motion to approve warrant **25-7-4** general fund payroll account. Motion was moved by William Sandback and seconded by Barbara Ripel.
Motion Carried.

7.9.25 1954 Susan Bergmann entertained a motion to approve warrant **25-7-5** capital project fund money market. Motion was moved by Barbara Ripel and seconded by Carlos Alvarez.
Motion Carried.

7.9.25 1955 Susan Bergmann entertained a motion to approve the bank reconciliation for June 30, 2025. Motion was moved by Janet O'Hare and seconded by Barbara Ripel.
Motion Carried.

CORRESPONDENCE: A thank you was received from David Friedrich to the Board and Administration for the gifts, faith and trust in him, and for all the hard work everyone put in.

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

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

COMMITTEE REPORTS:

PERSONNEL: (Mary McDonnell) -

Mary McDonnell gave the Personnel and Payroll report.

7.9.25 Jeff Zeiger entertained a motion to approve the June 2025 Personnel

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1956 and Payroll Report. Motion was moved by Susan Bergmann and seconded by William Sandback.
Motion Carried.

7.9.25 Mary McDonnell offered Resolution #25-614 Approval to Hire Emily Fritts as
1957 a part-time Patron Services Clerk at the hourly rate of \$17.98 effective July 15, 2025 which was seconded by Susan Bergmann. The vote was eight in favor and one absent. The Resolution was thereupon Duly Declared Adopted.

BUILDINGS, GROUNDS & EQUIPMENT: (William Sandback) -

7.9.25 William Sandback offered Resolution #25-615 Approval to Contract with
1958 Maximum Security for remote monitoring for a term of 36 months in the amount of \$3,500.00 per month which was seconded by Susan Bergmann. The vote was eight in favor and one absent. The Resolution was thereupon Duly Declared Adopted.

7.9.25 William Sandback offered Resolution #25-616 Approval to Contract with
1959 Island Boilers for the replacement of the boilers in the amount of \$203,000.00 which was seconded by Susan Bergmann. The vote was eight in favor and one absent. The Resolution was thereupon Duly Declared Adopted.

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

FINANCE: (Susan Bergmann) -

7.9.25 Susan Bergmann offered Resolution #25-617 Approval to Retain the Services
1960 of the Law Offices of Volz & Vigliotta, PLLC for the fiscal year beginning July 2025 and ending June 2026 which was seconded by Barbara Ripel. The vote was eight in favor and one absent. The Resolution was thereupon Duly Declared Adopted.

FUNDRAISING: (Janet Vuturo) - Absent

PLAN OF SERVICE: Nothing to report.

LIAISON REPORTS:

SCLS: (Susan Bergmann) - The monthly SCLS report was given by Susan Bergmann.

UNFINISHED BUSINESS: None

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NEW BUSINESS:

7.9.25 President Zeiger entertained a motion to approve the July 2025 to June 2026
1961 Meeting Dates. Motion was moved by Barbara Ripel and seconded by Susan Bergmann.
Motion Carried

7.9.25 President Zeiger entertained a motion to accept the resignation of
1962 Trustee Mitchell Hagler. Motion was moved by Susan Bergmann and seconded by Mary McDonnell.
Motion Carried.

PERIOD OF BOARD EXPRESSION: Mary McDonnell asked who decides what goes on the new digital sign. Discussion ensued.

PERIOD OF PUBLIC EXPRESSION: None.

7.9.25 President Zeiger entertained a motion to adjourn to executive session.
1963 Motion was moved by Barbara Ripel and seconded by Susan Bergmann.
Motion Carried.

The meeting adjourned to executive session at 7:03 pm.

7.9.25 President Zeiger entertained a motion to go into executive session. Motion
1964 was moved by Mary McDonnell and seconded by Susan Bergmann.
Motion Carried.

The executive session was called to order at 7:04 pm.

7.9.25 President Zeiger entertained a motion to adjourn the executive session.
1965 Motion was moved by Barbara Ripel and seconded by Mary McDonnell.
Motion Carried.

The executive session was adjourned at 7:51 pm

7.9.25 President Zeiger entertained a motion to resume the regular
1966 meeting. Motion was moved by Susan Bergmann and seconded by Janet O'Hare.
Motion Carried.

The regular meeting was called to order at 7:51 pm.

7.9.25 President Zeiger entertained a motion to adjourn the July 9, 2025

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1967 regular meeting of the Board of Trustees. Motion was moved by Mary McDonnell and seconded by Susan Bergmann.
Motion Carried.

The meeting was adjourned at 7:52 pm.

Respectfully submitted,
William Sandback / smc