

**APPROVED**

**Minutes  
Regular Meeting of the Board of Trustees  
Riverhead Free Library  
March 12, 2025**

**Present:** David Friedrich, President; Jeff Zeiger, Vice-President; Carlos Alvarez, Treasurer; William Sandback, Secretary; Susan Bergmann, Trustee; Mitchell Hagler, Trustee; Mary McDonnell, Trustee; Barbara Ripel, Trustee; Janet Vuturo, 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 March 12, 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.

**3.12.25** President Friedrich entertained a motion to approve the amended agenda.  
**1856** Motion was moved by Barbara Ripel and seconded by Mary McDonnell.  
**Motion Carried.**

**3.12.25** President Friedrich entertained a motion to approve the minutes of the  
**1857** regular board meeting of February 12, 2025 and the special board meeting of February 20, 2025. Motion was moved by Janet Vuturo and seconded by Susan Bergmann.  
**Motion Carried.**

**PERIOD OF PUBLIC EXPRESSION:** None.

**3.12.25** Carlos Alvarez entertained a motion to approve the bills for the month of  
**1858** February 2025. Motion was moved by Barbara Ripel and seconded by Susan Bergmann.  
**Motion Carried.**

**3.12.25** Carlos Alvarez entertained a motion to approve the receipts and disbursements  
**1859** for the month of February 2025. Motion was moved by Mary McDonnell and seconded by Susan Bergmann.  
**Motion Carried.**

**3.12.25** Carlos Alvarez entertained a motion to approve warrant **25-3-1** general fund  
**1860** checking. Motion was moved by Susan Bergmann and seconded by Barbara Ripel.  
**Motion Carried.**

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- 3.12.25  
1861** Carlos Alvarez entertained a motion to approve warrant **25-3-2** general fund credit card processing to the general fund checking. Motion was moved by Mitchell Hagler Bergmann and seconded by Barbara Ripel.  
**Motion Carried.**
- 3.12.25  
1862** Carlos Alvarez entertained a motion to approve warrant **25-3-3** general fund money market to the payroll account. Motion was moved by Mary McDonnell and seconded by Susan Bergmann.  
**Motion Carried.**
- 3.12.25  
1863** Carlos Alvarez entertained a motion to approve warrant **25-3-4** general fund payroll account. Motion was moved by Barbara Ripel and seconded by Mitchell Hagler.  
**Motion Carried.**
- 3.12.25  
1864** Carlos Alvarez entertained a motion to approve warrant **25-3-5** capital project fund money market. Motion was moved by Janet Vuturo and seconded by Barbara Ripel.  
**Motion Carried.**
- 3.12.25  
1865** Carlos Alvarez entertained a motion to approve the bank reconciliation for February 28, 2025. Motion was moved by William Sandback and seconded by Susan Bergmann.  
**Motion Carried.**

**CORRESPONDENCE:** None

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

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

### **COMMITTEE REPORTS:**

**PERSONNEL:** (Jeff Zeiger) -

Jeff Zeiger gave the Personnel and Payroll report.

- 3.12.25  
1866** David Friedrich entertained a motion to approve the February 2025 Personnel and Payroll Report. Motion was moved by Carlos Alvarez and seconded by Barbara Ripel.  
**Motion Carried.**

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**3.12.25** Jeff Zeiger offered Resolution #25-583 Approval to Hire Sophia McCaughey as a  
**1867** part-time Library Assistant at the hourly rate of \$23.07 which was seconded by Mitchell Hagler. The vote was nine in favor. The Resolution was thereupon Duly Declared Adopted.

**3.12.25** Jeff Zeiger offered Resolution #25-584 Approval to Hire Isabella Yanotti as a  
**1868** part-time Library Clerk at the hourly rate of \$17.46 which was seconded by Mitchell Hagler. The vote was nine in favor. The Resolution was thereupon Duly Declared Adopted.

**3.12.25** Jeff Zeiger offered Resolution #25-586 Approval to Renew the Assistant  
**1869** Director, Catherine Montazem's, Contract which was seconded by Carlos Alvarez. The vote was nine in favor. The Resolution was thereupon Duly Declared Adopted.

### **BUILDINGS, GROUNDS & EQUIPMENT:** (Jeff Zeiger) -

**3.12.25** Jeff Zeiger offered Resolution #25-585 Approval to Contract with Interactive  
**1870** AV-IT Corp. for the new AV System in the Grand Room in the amount of \$58,073.00 which was seconded by Susan Bergmann. The vote was nine in favor. The Resolution was thereupon Duly Declared Adopted.

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

**FINANCE:** (Carlos Alvarez) - Nothing to report

**FUNDRAISING:** (Janet Vuturo) - Nothing to report

**PLAN OF SERVICE:** Nothing to report.

### **LIAISON REPORTS:**

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

**UNFINISHED BUSINESS:** Mary McDonnell thanked Janet and Jeff for their work on the Ad-Hoc Committee. Everyone worked hard interviewing and checking references for the applicants for the upcoming trustee election.

**NEW BUSINESS:** Nothing

**PERIOD OF BOARD EXPRESSION:**

**PERIOD OF PUBLIC EXPRESSION:** None.

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**3.12.25** President Friedrich entertained a motion to adjourn the March 12, 2025  
**1871** regular meeting of the Board of Trustees. Motion was moved by Barbara  
Ripel and seconded by Carlos Alvarez.  
**Motion Carried.**

The meeting was adjourned at 6:46 pm.

Respectfully submitted,  
William Sandback / smc