

APPROVED

**Minutes
Regular Meeting of the Board of Trustees
Riverhead Free Library
October 8, 2025**

Present: Jeff Zeiger, President; Mary McDonnell, Vice-President; Susan Bergmann, Treasurer; Michael Dubois, Trustee; Janet O'Hare, Trustee; Janet Vuturo, Trustee

Absent: William Sandback, Secretary; Carlos Alvarez, Trustee; Barbara Ripel, Trustee

Director: Kerrie McMullen-Smith - Absent

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 October 8, 2025 at 6:30 pm. The Board was presented with an agenda, board packet and previous minutes.

Mary McDonnell led those present in the pledge of allegiance.

10.8.25 President Zeiger entertained a motion to approve the agenda.
2008 Motion was moved by Susan Bergmann and seconded by Michael Dubois.
Motion Carried.

10.8.25 President Zeiger entertained a motion to approve the minutes of the
2009 regular board meeting of September 10, 2025. Motion was moved by Mary McDonnell and seconded by Susan Bergmann.
Motion Carried.

PERIOD OF PUBLIC EXPRESSION: None.

10.8.25 Susan Bergmann entertained a motion to approve the bills for the month of
2010 September 2025. Motion was moved by Janet Vuturo and seconded by Michael Dubois.
Motion Carried.

10.8.25 Susan Bergmann entertained a motion to approve the receipts and
2011 disbursements for the month of September 2025. Motion was moved by Michael Dubois and seconded by Janet Vuturo.
Motion Carried.

10.8.25 Susan Bergmann entertained a motion to approve warrant **25-10-1** general fund
2012 checking. Motion was moved by Michael Dubois and seconded by Janet Vuturo.
Motion Carried.

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Susan Bergmann asked if the remaining warrants could be read at once and then a motion be made to approve them. It was agreed.

Susan Bergmann read warrants: 25-10-2 general fund money market account to the capital project fund money market account, 25-10-3 general fund money market account to the payroll account, 25-10-4 general fund payroll and 25-10-5 capital project fund money market.

10.8.25 Susan Bergmann entertained a motion to approve the above warrants. Motion
2013 was moved by Michael Dubois and seconded by Janet Vuturo.
Motion Carried.

10.8.25 Susan Bergmann entertained a motion to approve the bank reconciliations for
2014 September 30, 2025. Motion was moved by Mary McDonnell and seconded by
Michael Dubois.
Motion Carried.

CORRESPONDENCE: None

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

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

COMMITTEE REPORTS:

PERSONNEL: (Mary McDonnell) -

Mary McDonnell gave the newly formatted Personnel and Payroll report for September 2025.

10.8.25 Jeff Zeiger entertained a motion to approve the September 2025 Personnel
2015 and Payroll Report. Motion was moved by Susan Bergmann and seconded by
Michael Dubois.
Motion Carried.

BUILDINGS, GROUNDS & EQUIPMENT: (William Sandback) -

10.8.25 Mary McDonnell offered Resolution #25-627 Approval to Purchase
2016 eleven Lenovo Thincentre desktop computers from Adept Technology
Consulting, Inc. in the amount of \$13,823.04 which was seconded by Janet
O'Hare. The vote was six in favor and three absent.
The Resolution was thereupon Duly Declared Adopted.

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10.8.25 Mary McDonnell offered Resolution #25-628 Approval to Contract with WB
2017 Mason for furniture and millwork for the Browsing Room in the amount of \$78,008.67 which was seconded by Susan Bergmann. The vote was six in favor and three absent.
The Resolution was thereupon Duly Declared Adopted.

POLICY, BYLAWS & OBJECTIVES: (William Sandback) - Absent

FINANCE: (Susan Bergmann) - Nothing to report.

FUNDRAISING: (Janet Vuturo) - Janet Vuturo and Janet O'Hare are working on two possible fund raisers, selling bricks and cook books.

PLAN OF SERVICE: Nothing to report.

LIAISON REPORTS: SCLS: (Susan Bergmann) - Encouraged the board to review the SCLS Draft FY 2026 Budget that is in the board packet. Also Susan will be ending her term on the SCLS board at the end of the year. Going forward from the first of the year, the SCLS report will be sent to Kerrie McMullen-Smith, Director for her to report at the Library board meetings.

UNFINISHED BUSINESS: None

NEW BUSINESS: None

PERIOD OF BOARD EXPRESSION: None

PERIOD OF PUBLIC EXPRESSION: None.

10.8.25 President Zeiger entertained a motion to adjourn the October 8, 2025 regular
2018 meeting of the Board of Trustees. Motion was moved by Susan Bergmann and seconded by Mary McDonnell.
Motion Carried.

The meeting was adjourned at 7:18 pm.

Respectfully submitted,
William Sandback / smc