

APPROVED

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

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

**Absent:** Carlos Alvarez, Trustee; Susan Bergmann, Treasurer

**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 September 10, 2025 at 6:35 pm. The Board was presented with an agenda, board packet and previous minutes.

Mary McDonnell led those present in the pledge of allegiance.

**9.10.25** President Zeiger entertained a motion to approve the amended agenda.  
**1986** Motion was moved by Barbara Ripel and seconded by Janet O'Hare.  
**Motion Carried.**

**9.10.25** President Zeiger entertained a motion to approve the minutes of the  
**1987** regular board meeting of August 13, 2025. Motion was moved by Michael Dubois and seconded by Janet Vuturo.  
**Motion Carried.**

**PERIOD OF PUBLIC EXPRESSION:** None.

**9.10.25** Mary McDonnell entertained a motion to approve the bills for the month of  
**1988** August 2025. Motion was moved by Barbara Ripel and seconded by Janet O'Hare.  
**Motion Carried.**

**9.10.25** Mary McDonnell entertained a motion to approve the receipts and  
**1989** disbursements for the month of August 2025. Motion was moved by Michael Dubois and seconded by Janet Vuturo.  
**Motion Carried.**

**9.10.25** Mary McDonnell entertained a motion to approve warrant **25-9-1** general fund  
**1990** checking. Motion was moved by Barbara Ripel and seconded by Janet O'Hare.  
**Motion Carried.**

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- 9.10.25 1991** Mary McDonnell entertained a motion to approve warrant **25-9-2** general fund money market account to the capital project fund money market account. Motion was moved by Janet O'Hare and seconded by Michael Dubois.  
**Motion Carried.**
- 9.10.25 1992** Mary McDonnell entertained a motion to approve warrant **25-9-3** general fund credit card account to the general fund checking. Motion was moved by Michael Dubois and seconded by Janet O'Hare.  
**Motion Carried.**
- 9.10.25 1993** Mary McDonnell entertained a motion to approve warrant **25-9-4** general fund money market to the payroll account. Motion was moved by Barbara Ripel and seconded by Michael Dubois.  
**Motion Carried.**
- 9.10.25 1994** Mary McDonnell entertained a motion to approve warrant **25-9-5** general fund payroll account. Motion was moved by Barbara Ripel and seconded by Janet Vuturo.  
**Motion Carried.**
- 9.10.25 1995** Mary McDonnell entertained a motion to approve warrant **25-9-6** capital project fund money market. Motion was moved by Michael Dubois and seconded by Barbara Ripel.  
**Motion Carried.**
- 9.10.25 1996** Mary McDonnell entertained a motion to approve the bank reconciliation for August 31, 2025. Motion was moved by Barbara Ripel and seconded by William Sandback.  
**Motion Carried.**

**CORRESPONDENCE:** None

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

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

### **COMMITTEE REPORTS:**

**PERSONNEL:** (Mary McDonnell) -

## **APPROVED**

Before giving the Personnel and Payroll Report, Mary McDonnell reported that the Personnel Committee is looking to give the report a new format. Making it more informative. Mary McDonnell gave the Personnel and Payroll report for August 2025.

**9.10.25** Jeff Zeiger entertained a motion to approve the August 2025 Personnel  
**1997** and Payroll Report. Motion was moved by Barbara Ripel and seconded by Michael Dubois.  
**Motion Carried.**

**9.10.25** Mary McDonnell offered Resolution #25-625 Approval to Hire Kristie Malkasian  
**1998** as a substitute Librarian at the hourly rate of \$32.43 effective September 11, 2025 which was seconded by Michael Dubois. The vote was seven in favor and two absent. The Resolution was thereupon Duly Declared Adopted.

**9.10.25** Mary McDonnell offered Resolution #25-626 Approval to Hire Christopher A.  
**1999** Mezzapelle as a part-time floating page at the hourly rate of \$16.50 effective September 22, 2025 which was seconded by Michael Dubois. The vote was seven in favor and two absent. The Resolution was thereupon Duly Declared Adopted.

### **BUILDINGS, GROUNDS & EQUIPMENT:** (William Sandback) -

**9.10.25** William Sandback offered Resolution #25-623 Approval to Contract with  
**2000** Signarama for a way finding sign in the amount of \$1,950.00 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) -

**9.10.25** William Sandback offered Resolution #25-624 Approval to Update the Adult  
**2001** and Youth Services Program Contracts which was seconded by Michael Dubois. The vote was seven in favor and two absent. The Resolution was thereupon Duly Declared Adopted.

**FINANCE:** (Susan Bergmann) - Business Manager Susan Culver, reported in Susan Bergman's absence that a CD with M&T will be maturing on September 17th.

**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:**

**9.10.25 2002** President Zeiger entertained a motion to accept the Assurances required for the New York State Construction Grant Application. Motion was moved by Barbara Ripel and seconded by Michael Dubois.  
**Motion Carried.**

The Town of Riverhead America 250th Anniversary was discussed.

Jeff Zeiger reported M&T Bank is interested in holding a Scamming Program at the Library.

The last day for the Yellow Barn will be October 10th.

**PERIOD OF BOARD EXPRESSION:** None

**PERIOD OF PUBLIC EXPRESSION:** None.

**9.10.25 2003** President Zeiger entertained a motion to adjourn to executive session. Motion was moved by Barbara Ripel and seconded by Michael Dubois.  
**Motion Carried.**

The meeting adjourned to executive session at 7:13 pm.

**9.10.25 2004** President Zeiger entertained a motion to go into executive session. Motion was moved by Barbara Ripel and seconded by Michael Dubois.  
**Motion Carried.**

The executive session was called to order at 7:15 pm.

**9.10.25 2005** President Zeiger entertained a motion to adjourn the executive session. Motion was moved by Barbara Ripel and seconded by Michael Dubois.  
**Motion Carried.**

The executive session was adjourned at 7:47 pm

**9.10.25 2006** President Zeiger entertained a motion to resume the regular meeting. Motion was moved by Barbara Ripel and seconded by Janet O'Hare.  
**Motion Carried.**

The regular meeting was called to order at 7:47pm.

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**9.10.25** President Zeiger entertained a motion to adjourn the September 10, 2025  
**2007** regular meeting of the Board of Trustees. Motion was moved by Mary McDonnell  
and seconded by Barbara Ripel.  
**Motion Carried.**

The meeting was adjourned at 7:48 pm.

Respectfully submitted,  
William Sandback / smc