

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES QUOGUE LIBRARY
January 20th, 2024 was held in the QL Board room at 8:30 am**

The meeting commenced at 8:35

The following Trustees were present:

Mark Carbone
Geoff Chepiga
Wendy Cutler
Pierre de Saint Phalle
Philip McAuliffe
Meredith Imber
Kathy Lomas
Rich Petrocelli
Barbara Sartorius

Library Managing Director, Susan Mckenna was in attendance.

PUBLIC ATTENDANCE: None

MINUTES January 20, 2024: not available - Presentation given Gregg Ferraris/QL Financial Statement Report Review/Fulfilling 2024 Board of Trustee Continuing Education Yearly Requirement.

Respectfully submitted,
Barbara Sartorius

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES QUOGUE LIBRARY
February 24, 2024 was held in the QL Board room at 8:30 am**

The meeting commenced at 8:33

The following Trustees were present:

Kathy Lomas
Rich Petrocelli
Wendy Cutler
Barbara Sartorius
Pierre de Saint Phalle
Philip McAuliffe
Meredith Imber

Absent Philip McCauliff

Library Managing Director, Susan McKenna was in attendance.

PUBLIC ATTENDANCE: None

MINUTES January 20, 2024: not available - *Presentation given Gregg Ferraris/QL Financial Statement Report Review/Fulfilling 2024 Board of Trustee Continuing Education Yearly Requirement.*

TREASURER'S REPORT: Mr. Petrocelli reported the finances are in order.

MANAGING DIRECTOR'S REPORT:

Ms. McKenna presented a proposed payroll budget for the 2024-2025 Library Budget. There was extensive discussion resulting in a request for further clarifying information to be presented at the March meeting.

Mrs. McKenna requested a motion for a budget line item of \$12,000 for the annual Family Summer Kickoff Celebration on July 6, 2024.

Kathleen Lomas moved: The budget for the annual Family Summer Kickoff Celebration will be \$12,000

Wendy Cutler seconded the motion.

Approval of motion: Unanimous

NEW BUSINESS: None

The meeting was adjourned at 9:20. Our next meeting is March 23rd.

Respectfully submitted,
Barbara Sartorius

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES QUOGUE LIBRARY
March 23, 2024 was held in the QL Board room at 8:30 am**

The meeting commenced at 8:35

The following Trustees were present:

Mark Carbone

Geoff Chepiga

Wendy Cutler

Pierre de Saint Phalle

Absent: Philip McAuliffe

Meredith Imber

Kathy Lomas

Rich Petrocelli

Barbara Sartorius

Library Managing Director, Susan Mckenna was in attendance with Bookkeeper, Lisa Weis.

PUBLIC ATTENDANCE: None

MINUTES JANUARY 24, AND FEBRUARY 2-, 2024: Approved

LEGAL REPORT: Mr. Chepiga reported there are no pending legal issues.

MANAGING DIRECTOR PRESENTS PROPOSED BUDGET 2024-2025:

There was an extended discussion of the projected budget.

MANAGER'S REPORT:

A replacement Bookkeeper candidate has been selected and will have a Zoom meeting with Rich Petrocelli. The current Bookkeeper, Lisa, will continue long enough to train the new Bookkeeper.

BOARD WENT INTO EXECUTIVE SESSION AT 9:48:

Extended discussion resolved a 3% increase for the 2024-2025 budget.

Motion by Pierre de Saint Phalle: Propose a 3% increase for the 2024-2025 budget.

Second: Kathy Lomas

Approved: Wendy Cutler

Meredith Imber

Barbara Sartorius

Executive session ended at 10:50

The meeting was adjourned at 10:54

Respectfully submitted,

Barbara Sartorius

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES QUOGUE LIBRARY
April 20, 2024 was held in the QL Board Room - In person and Zoom**

The meeting commenced at 8:32

The following Trustees were present:

Marc Carbone	Kathy Lomas
Pierre de Saint Phalle	Rich Petrocelli
Meredith Imber	Barbara Sartorius
Geoff Chepiga	

Absent : Philip McAuliffe and Wendy Cutler
Library Managing Director, Susan Mckenna was in attendance

PUBLIC ATTENDANCE: None

LEGAL REPORT: Mr Chepiga reported there are no pending legal issues.

TREASURER'S REPORT: Mr. Petrocelli reported the Library is operating within the budget.

MANAGER'S REPORT:

Budget vote presentation May,14, 2024 at Quogue School at 7:15pm and on Library website and a special eblast will be sent out.

Children's Dept: E. Quogue School Engineering Club meets at Quogue Library in the fall, Earth Day Celebration at QWR and updating QL Story Walk

Adult Programming: Pollinator Garden Series planned. Planting more pollinator plants
Tent is going up the week of May 6th.

NEW BUSINESS:

Trustee Election:

Anthony Veziris was nominated to be a Trustee of the Quogue Library by Barbara Sartorius
Seconded by Wendy Cutler
All in favor

Vote to limit Sunday hours to noon to 5:00pm due to lack of Quogue community lack of attendance.
Motion made by Meredith Imber
Second by Geof Chepiga
All in favor

The meeting was adjourned at 9:34am.

Respectfully submitted,
Barbara Sartorius

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES QUOGUE LIBRARY

July 20, 2024 was held in the QL Board room

The meeting commenced at 8:30am

The following Trustees were present:

Marc Carbone	Meredith Imber
Kathy Lomas	Philip McAuliffe
Barbara Sartorius	Anthony Veziris

The following Trustees were absent:

Geoff Chepiga	Wendy Cutler
Rich Petrocelli	

Library Managing Director, Susan Mckenna, was in attendance

PUBLIC ATTENDANCE: None

Minutes Approved: March 16, 2024 **and** April 20, 2024

Treasurer's Report: Exhibit attached

Managing Director's Report: Exhibit attached

New Business: Discussion of general ideas for improvements

1. Plans to increase the attendance of younger patrons to Sunday Author Series
2. Plans to increase shelf space for recently released books and large print books
3. Evaluation of programming costs
4. Adjustment of Trustee meeting dates, TBD

Vote to approve:

1. The Agreement for General and Labor Counsel Services of Volz & Vigliotta, PLLC
 - Motion: Phillippe McAuliffe
 - Second: Kathy Lomas
 - Unanimous approval
2. Quogue Long Range Plan
 - Motion: Marc Carbone
 - Second: Kathy Lomas
 - Unanimous approval

The meeting was adjourned at 9:33am

The next meeting is August 23, 2024 at **8:00am**

Respectfully submitted: Barbara Sartorius

Quogue Library Board of Trustee Meeting
July 20, 2024 at 8:30 am
Managing Director's Report – Susan McKenna

1. **Board of Trustee:**

Welcome new Trustee Anthony Veziris (Tony)

Pierre de Saint Phalle has resigned (Thankful for all his years of service to the QL)

2. **Programs:**

Summer Kick Off – 949 attended/2023 attendance was 510

Summer Author Series – Sunday July 21st at 5:00 Jane Ferguson in conversation with
Nicholas Confessore

3. **Staff**

Head of Youth Services – open position

Service Desk/Tech Assistant Job posted 7/16

New Hire: Karl Hanyo – Head of Building and Grounds

4. **Building and Grounds:**

Fall will be getting quotes for privacy shrubs around the back border of premises.

Tree donation - BV meet with donor – Fall project

Getting price quotes on combining our Security Camera System and Burglar System

New Xerox copy machines installed in new locations

5. **End of Year Fiscal Year Stats (July 2023- June 2024): (attached)**

Bank Balances (attached)

6. **Misc.**

Quogue Library Long Range Plan (attached)

Updated Trustee Contact List

MINUTES from THE MEETING OF THE BOARD OF TRUSTEES QUOGUE LIBRARY

Friday, August 23, 2024 was held in the QL Board room

The meeting commenced at 8:03am

The following Trustees were present:

Rich Petrocelli Barbara Sartorius
Geoff Chepiga Anthony Veziris
Kathy Lomas
Meredith Imber

The following Trustees were absent:

Wendy Cutler Philip McAuliffe
Marc Carbone

Library Managing Director, Susan Mckenna, was in attendance

PUBLIC ATTENDANCE: None

Minutes Approved: Saturday, July 20, 2024

Motion to approve: Rich Petrocelli
Second: Kathy Lomas
Approved: Unanimous

Managing Director's Report:

Programing:

- Suffolk County Parks incentive - free pass to parks available
- New Borrowing opportunity – mostly games right now
- East Quogue Innovation Club is committed for the year
- An Eagle Scout project spearheaded by Charlie Woolway

General:

- An impressive Pollinator Brochure has been created by a volunteer
- Audit is starting
- Waiting for new bookshelves in stack room to replace relocated Biz Hub
- Soap dispensers being installed in bathrooms because soap was being stolen

Finance Fraud:

- A fraudulent Library check in the amount of \$3,500.00 was presented to TD Bank
Due to lack of funds the check was not cashed.

The meeting was adjourned at 8:29am

Next Meetings:

September 27, 2024 at 8:00am
October 18, 2024 at 8:00am
November 15, 2024 at 8:00am

MINUTES from THE MEETING OF THE BOARD OF TRUSTEES QUOGUE LIBRARY

Friday, September 27, 2024 was held in the QL Board room

The meeting commenced at 8:02am

The following Trustees were present:

Geoff Chepiga	Kathy Lomas
Wendy Cutler	Rich Petrocelli
Marc Carbone	Barbara Sartorius
Kathy Lomas	Tony Veziris

Library Managing Director, Susan Mckenna, was in attendance

The following Trustees were absent:

Meredith Imber
Philip McAuliffe

PUBLIC ATTENDANCE: None

Minutes: August 23, 2024
Motion to approve: Rich Petrocelli
Second: Kathy Lomas
Approved: Unanimous

Finance: Rich Petrocelli
Anthony Veziris

Exhibit #1, attached

Discussion of ways to reduce vendor costs.

Motion to: Change budget format to a monthly and year to date format.

Motion to approve: Anthony Veziris

Second: Kathleen Lomas

Approved: Unanimous

Motion to increase 4 credit card holders to \$2,000 with a combined maximum of \$3,500 .00.

Motion to approve: Anthony Veziris

Second: Marc Carbone

Approved: Unanimous

Managing Director's Report:

General:

Exhibit #2: Summer Statistics Comparison May – August 30th, 2024

-Usage statistics, attached.

-Full time staff position for Children's Department is still open.

Part time staff currently cover the department.

- A new IT employee, Maxx was hired to fill an empty position.
- A new Children's Department survey is being designed for "slow season".
- SCLS will increase its premium by 1.5%.
- Quiet Rooms have Quogue card-holder priority but are available to local colleges.
- Books requested through the Library website are retrieved much faster than thru Libby.
- Basement clean-up is scheduled for next month.
- Landscape improvements on the north and east perimeter will be started in October.

Programing:

- The East Quogue Engineering program by LI Science Center for 3rd & 4th graders for 25 children is contracted for the year.
- The Great Give Back program is active and in all NY state libraries.
- "Ospray Watch", the recording of an Ospray nest was very well received.
- Scare Crow decorating frames are currently available for pick up.

New Business:

- A request and Discussion for having a Quogue Chamber Music Recital at the Library.
 - *The Chamber Music Committee would be financially responsible for all costs.
 - *Tickets would be available to the public at an appropriate cost.
 - *July is the optimal month for the concert.

The meeting was adjourned at 9:07am

Next Meetings:

October 18, 2024 at 8:00am
November 15, 2024 at 8:00am

Respectfully submitted: Barbara Sartorius

MINUTES from THE MEETING OF THE BOARD OF TRUSTEES QUOGUE LIBRARY

Friday, October 19, 2024 was held in the QL Board room

The meeting commenced at 8:14am

The following Trustees were present:

Marc Carbone	Meredith Imber
Wendy Cutler	Barbara Sartorius
Geoff Chepiga	Anthony Veziris
Kathy Lomas	

The following Trustees were absent:

Rich Petrocelli Philip McAuliffe

Library Managing Director, Susan Mckenna, was in attendance

PUBLIC ATTENDANCE: None

FINANCE: - Budget attached: Exhibit #1

GENERAL DISCUSSION:

Quogue Chamber Music concert is confirmed for Friday, July 25th, 2025.

MANAGING DIRECTORS REPORT:

Annual Appeal:

- Letter going out January 6, 2025
- Researching on-line method of donation for appeal letters and the website.

Finance:

- Researching alternate methods of paying bills and reducing paperwork.

General discussion:

- *Use of a dedicated Credit Card for major supplier's bills.
- *Direct pay specific recurring bills by TD bank.
- *Financial benefit of credit card to pay bills.

Landscape:

- Review Chip's Evergreen estimate to continue a north and east boarder planting plan.

Motion by Wendy Cutler:

To complete the proposed landscape plan. -

Second: Kathleen Lomas.

- Review of 2 tree donations, 2 trees from Susan Boyle and 1 memorial Magnolia tree donation for Connie Walsh.

Motion by Marc Carbone:

To accept the donations that will be recognized in our publications.

Second: Wendy Cutler.

General:

- A Staff Development Day is scheduled for January.
- Investigating new PA system for inter library use.
- Discussion of Defibulator for the library.
 - *Discussion of Bystander Liability or Good Samaritan acts.

The meeting was adjourned at 8:59am

Next Meetings:

November 15, 2024 at 8:00am

MINUTES from THE MEETING OF THE BOARD OF TRUSTEES QUOGUE LIBRARY

November 15, 2024 was held in the Quogue Library Board Room

The meeting commenced at 8:03am

The following Trustees were present:

Marc Carbone	Philip McAuliffe
Geoff Chepig	Rich Petrocelli
Wendy Cutler	Barbara Sartorius
Meredith Imber	Tony Veziris
Kathy Lomas	

Library Managing Director, Susan Mckenna, was in attendance

PUBLIC ATTENDANCE: None

Minutes Approved: Saturday, October 18, 2024

Motion to approve: Rich Petrocelli

Second: Kathy Lomas

Approved: Unanimous

Managing Director's Report:

Staff:

Children's Librarian position is open

Innovation lab technician quit and the internal staff will cover her 5 hour shift

Staff Development Day to include "Good Samaritan" training

General:

Vanguard plan is in effect at 4.5%

The Annual Appeal will be mailed January 6th

Create VENMO for on-line donations

Discussion of buying a defibrillator for the library

A child collapsed while at the Promethean board and 911 was called

The library should get the police record.

Financials: Ideas to streamline bookkeeping

Have more bill payments online

Investigate a designated credit card with limit specifically for major supplier's bills

Investigate TD Bank's auto pay for specific bills.

Grounds:

To complete the boarder planting plan Chips Evergreen estimate, including sprinklers was presented.

Motion: by Wendy Cutler

"Accept Chip's Evergreen plan and Briarcliffe sprinkler estimate"

Second: Kathy Lomas

Meeting adjourned 8:59

Next Meeting: January 24, 2025