

2023 MINUTES OF THE MEETINGS OF THE BOARD OF TRUSTEES QUOGUE LIBRARY

Saturday, November 25, 2023

Attendees: Barbara Sartorius, Geoff Chepiga, Sally McGrath, Pierre de Saint Phalle, Kathy Lomas, Mark Carbone, Meredith Imber, Philippe McAuliffe, Susan McKenna, Chris Sauerwald
Absent: Kevin Crowe, Rich Petrocelli, Wendy Cutler

Meeting commenced at 8:33 AM

Public Recognition: No one present.

Approval of Minutes: The 10/21/23 minutes were approved.

QL Technology Consultant: Chris Sauerwald, the QL independent technology consultant, brought us up to date on what is going on in the Innovation Lab. Podcast recordings have begun creating an oral history of longtime Quogue residents, in cooperation with the Quogue Historical Society. Two state grants are being applied for including one for Digitization and the other for Innovation, in partnership with the QHS.

Treasurer's Report: See Exhibit I

Managing Director's Report: See Exhibit II. Susan McKenna gave an update on staff and building and grounds. Please note that the library will be closed 1/2/24-1/3/24 for floor refinishing.

Our next meeting is January 20, 2024.

Meeting adjourned at 9:18 AM.

Respectfully submitted,

Sally McGrath, Secretary

Saturday, October 21, 2023

Attendees: Barbara Sartorius, Geoff Chepiga, Sally McGrath, Pierre de Saint Phalle, Wendy Cutler, Kathy Lomas, Mark Carbone, Susan McKenna, Victoria Sartorius, Sarah Adams

Absent: Kevin Crowe, Rich Petrocelli, Meredith Imber, Philippe McAuliffe

Meeting commenced at 8:34AM

Board of Trustee Election Vote: Mark Carbone was voted onto Board of Trustees and welcomed to his first meeting.

Public Recognition: No one present.

Minutes Approved: The 9/16/23 minutes were approved.

Art Committee Presentation: Victoria Sartorius, Art Committee Chair, and

Sarah Adams, committee member, were welcomed to present their work with the library. A spreadsheet (see Exhibit I) was distributed to review the past two years history in the newly reopened Art Gallery. Income to the library generated by sales of artwork has exceeded \$18,000. An upcoming fundraiser selling paintings of local artists is scheduled for Saturday, 11/24/23, from 3-5 pm.

Treasurer's Report: See Exhibit II.

Managing Director's Report: See Exhibit III. Susan McKenna reviewed staff changes. Chris Kolokatsas is now a full-time employee, primarily working with Children's and Youth Services. Chris is finalizing certification as a Notary and for Passport Applications. A staff holiday gathering is scheduled for Dec. 8. The library will be closed January 2, 2024 for staff development day.

Meeting adjourned at 9:18AM. The next board meeting is 11/25/23.

Respectfully submitted,

Sally McGrath, Secretary

Saturday, September 16, 2023

Attendees: Barbara Sartorius, Pierre de Saint Phalle, Wendy Cutler, Geoffrey Chepiga, Philippe McAuliffe, Susan McKenna

Absent: Rich Petrocelli, Kathy Lomas, Meredith Imber, Sally McGrath, Kevin Crowe

Meeting commenced at approximately 8:30 AM. Geoff Chepiga acted as secretary.

Public Recognition: No attendees.

Barbara Sartorius reported on recent discussions with the Quogue school regarding the relationship between the school and the library and the potential to share certain salary costs going forward.

Approval of Minutes: The July 15, 2023 QL Board Meeting Minutes were approved.

Treasurer's Report: The members discussed current funding levels and opportunities to pay down debt obligations.

Legal Report: No updates on prior matters.

Managing Director's Report - See Exhibit I. Susan McKenna discussed the Westhampton High School Special Education work internship program. She also provided staff updates and raised the potential for an additional staff bonus. The Members agreed that that issue should be referred to the Executive Committee.

Programming from summer 2023 was reviewed, and a discussion ensued about programming for summer 2024. The Members discussed timing and substance of year-end annual solicitations on behalf of the Library.

Meeting adjourned at approximately 9:15 AM. The next meeting is scheduled for October 14, 2023.

Saturday, July 15, 2023

Attendees: Barbara Sartorius, Geoff Chepiga, Sally McGrath, Pierre de Saint Phalle, Meredith Imber, Kathy Lomas, Philippe McAuliffe, Susan McKenna, Kevin Verbese

Absent: Kevin Crowe, Wendy Cutler, Rich Petrocelli

Meeting commenced at 8:00AM

SCLS Presentation: Kevin Verbese, Director of the Suffolk County Library System, provided the trustees with a presentation on Trustee Mandatory Continuing Education Requirement. The information shared was very enlightening. See Exhibit I.

Public Recognition: No one present.

Minutes Approved: The 6/17/23 minutes were approved.

Treasurer's Report: See Exhibit II.

Managing Director's Report: Susan McKenna reviewed the successful Family Summer Kickoff on July 8, with over 500 in attendance. See Exhibit III. Donations for Children's Book Plaques was decided to be an ongoing fundraiser.

Meeting adjourned at 9:25AM.

Respectfully submitted, Sally McGrath, Secretary

Saturday, June 17, 2023

Attendees: Barbara Sartorius, Wendy Cutler, Rich Petrocelli, Geoff Chepiga, Sally McGrath, Susan McKenna, Tim Walkman

Absent: Kevin Crowe, Pierre de Saint Phalle, Meredith Imber, Kathy Lomas, Philippe McAuliffe

Meeting commenced at 8:34AM

Public Recognition: No one present.

Minutes Approved: The 5/20/23 minutes were approved.

Treasurer's Report: See Exhibit I. Rich Petrocelli discussed the Income Statement Review and purchased 2 Treasury Bills for 120K to mature in May 2024.

Legal: Geoff Chepiga has looked into our investing rules. We are more flexible than larger libraries. T Bills are good for now. The retainer for our lawyer will be reviewed (See Exhibit II).

Tech Coordinator Report: Tim Walkman has been networking with other East End library tech specialists to share programs and resources.

Managing Director's Report: Susan McKenna (see Exhibit III) brought the board up to date on the summer programs and staffing at the library. The Family Summer Kickoff is planned for July 8 from 3-6 pm.

A motion was made to support online tuition benefit for employee Chris

Kolokotsas for one year, up to 3000/semester. The motion was approved and to be reviewed after 1st semester. See letter in Exhibit IV.

A trustee is needed to replace Sally McGrath as a check signer for the library, as her term has ended.

The next trustees meeting is July 15. Meeting adjourned at 9:25AM.

Respectfully submitted,

Sally McGrath, Secretary

Saturday, May 20, 2023

MINUTES of the meeting of THE BOARD OF TRUSTEES OF THE QUOGUE LIBRARY on May 20, 2023 which was held In the QL Boardroom and via Zoom.

The following trustees were present: Barbara Sartorius, Philippe McAuliffe, Kathy Lomas, Geoff Chepiga, Rich Petrocelli, Meredith Imber, Wendy Cutler

Library Managing Director Susan McKenna was in attendance.

Trustees Kevin Crowe, Sally McGrath and Pierre de St. Phalle were absent.

The meeting commenced at 8:35am.

Public Expression: No attendees

Minutes Approved: The minutes from the April 22, 2023 meeting are pending.

Managing Director's Report: Susan McKenna summarized her report (see Exhibit 1).

Susan was happy to report that The Library Budget proposed budget for the 2023-24 year passed with at 120-17 vote and that the Computer System Software replacement has started. Susan provided staffing changes and positions we need to fill. The board was also updated on Summer Kick-Off activities and the Author Series.

Treasurers Report: Rich reported all finances are in order. (see Exhibit II). A T-bill note is coming due and Rich and Lisa will discuss best steps for investment of these funds.

Legal Report: Geoff reported that there are no pending legal matters to consider.

New Business: A motion was made and approved to merge the traditional summer QLS celebration with the new Summer Kick-Off Event being held of July 8, 2023 from 3:00 - 6:00 pm

A discussion of the outside children's reading area was continued. At this point, it was agreed that enclosing the current porch would provide a alternative reading space for the children.

Meeting was adjourned at 9:14 am. Our next meeting is Saturday, June 17, 2023.

Respectfully submitted,

Kathy Lomas

Acting Secretary in Sally McGrath's absence

Saturday, April 1, 2023

Meeting in Innovation Lab of Quogue Library

Attendees: Barbara Sartorius, Wendy Cutler, Rich Petrocelli, Geoff Chepiga, Meredith Imber, Kathy Lomas, Philippe McAuliffe, Sally McGrath, Susan McKenna, Lisa Weinschenk, Tim Walkman, Kevin

Absent: Kevin Crowe, Pierre de Saint Phalle

Meeting commenced at 8:30AM

Computer System Software Replacement Presentation - Kevin of Net Plus Solutions and Tim Walkman/QL IT Coordinator gave a review of the new software system to replace the VMWare/Dell program that has been problematic (see Exhibit I). This will save the library roughly \$38,000/yr.

Minutes Approved: The 2/18/23 minutes were approved.

2023-2024 Budget Review: See Exhibit II. Rich Petrocelli said that the current budget is in order. The proposed budget reflects a 3.8% increase which includes new building operations, employee retirement contributions and replacing the 3D printer. A motion was made to approve the budget.

Managing Director's Report: Susan McKenna presented a report on East End Library Budgets for 2022-2023 to review how QL compares (see Exhibit III).

The next trustees meeting is April 22. Meeting adjourned at 9:42AM.

Respectfully submitted, Sally McGrath

FEBRUARY 18, 2023

MINUTES of the meeting of THE BOARD OF TRUSTEES OF THE QUOGUE LIBRARY

on February 18, 2023 which was held In the QL Boardroom and via Zoom.

The following trustees were present: Barbara Sartorius Philippe McAuliffe, Kathy Lomas, Geoff Chepiga, Rich Petrocelli Wendy Cutler, Meredith Imber, Library Managing Director Susan McKenna was in attendance.

Absent trustees: Kevin Crowe, Sally McGrath and Pierre de St. Phalle

The meeting commenced at 8:37 am.

Public Expression: No attendees

Minutes Approved: The minutes from the January 21, 2023 board meeting were approved.

Managing Director's Report: Susan updated the board on staffing, the need to purchase some large print books, and plans for the upcoming gala on July 30, 2023. On January 30, 2023 staff completed

Emergency Preparedness Drills, including Code Adam. Next month Kevin will update us on a Network Proposal for moving forward.

Treasurers Report: Rich reported all finances are in order. (see Exhibit II).

Legal Report: Geoff Chepiga reviewed current tax laws regarding charitable donations.

New Business: A motion was made and approved to allow Susan to go forward with yearly employee reviews and increases. A salary budget not to exceed \$800,000 for the coming year was approved.

Meeting was adjourned at 9:18 am. The board went into Executive Session to discuss personnel matters.

Next meeting is Saturday, April 1, 2023.

Respectfully submitted, Kathy Lomas, Acting Secretary in Sally McGrath's absence