

Minutes January 24, 2025

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MINUTES of the meeting of
THE BOARD OF TRUSTEES OF THE QUOGUE LIBRARY
The meeting was held in the Quogue Library Board room with Zoom option
on January 24, 2025

The meeting commenced at 8:20am

The following Trustees were present:

Mark Carbone, Wendy Cutler, Meredith Imber, Rich Petrocelli, Barbara Sartorius and Tony Veziris,

PUBLIC ATTENDANCE: None

PRIOR MINUTES: Motion to approve minutes of December 2024: Wendy Cutler

Second: Tony Veziris

TREASURER'S REPORT:

-The library is under budget for the current fiscal period.

-Tony Veziris question: Do we anticipate this continuing and what is the solution?

Response: Expenses fluctuate related to the seasons and this is a slow period.

Managers Report:

-Usage statistics continue to improve.

-Technology and security

The new 5-year security plan quote includes installation of cameras but not CAT wire for the Old School house.

-Question: Pay upfront for 5 years compared to 19,000 per year from Alliance

More research is necessary before moving forward on payment schedules.

-The fire alarm for The Old School House maybe from vaping.

- The Art Committee earned \$10,000 for their recent exhibit.

- The NYS state report is currently being completed.

Meeting was adjourned at 8:54am

Respectfully submitted: Barbara Sartorius

Minutes From the Meeting of the Board of Trustees of the Quogue Library
Friday, February 21, 2025, held in the QL Board Room
The meeting commenced at 8:06 AM
Minutes taken by Mark Carbone

The following trustees were present:

Kathy Lomas	Mark Carbone
Anthony Veziris	Philip McAuliffe
Wendy Cutler	

Library Managing Director, Susan McKenna, was in attendance

Public Attendance: None

Legal Council: None

Treasurer's Report – Rich not present

Managing Director's Report:

Financial Highlights: Profit and Loss vs Actual Summary (July 2024-Jan 2025)

- Programming income over by \$5,000 because of increased participation
- Art Gallery Income: \$27,000 because of Art Sales and November fundraiser
Art Fundraiser will be every other year
- Investment Income is over by \$36,000
- Expenses - Payroll is down due to open positions.
- Programming expenses over due to additional usage
- Overall, operations are favorable
- QLS: Donations are ahead of forecast. A 2020 - 2025 comparison will be presented in July.
Future focus on demographics
- TD Bank Mortgage Review: Need to discuss at next meeting

Staffing:

- New Business Assistant to report directly to the Managing Director. Bookkeeper focusing on making her job more efficient and getting back to her 21 hours a week. The job posting is yet to be put out.
- New adult shelving completed in Adult book area
- Security cameras on hold, still analyzing

Legal Council: Immigration Enforcement came from our legal counsel; is being enforced in NYS libraries

Programming: Third Annual Groundhog Event: 382 attended this year, up from 310 in 2024

- QMC concert on 7/ 25/2025 at 6:30 - PR deadline is March 15, 2025 for Newsletter

Meeting adjourned at 8:35 AM

Next meeting is 3/21/2025 at 8:00AM

2025/2026 Budget Meeting Presentation - Bookkeeper Jo Anne attending

Trustee address list has been updated

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES QUOGUE LIBRARY

March 21, 2025, was held in the QL Board room with Zoom option

The meeting commenced at 8:05

The following Trustees were present:

Mark Carbone	Rich Petrocelli
Geoff Chepiga	Barbara Sartorius
Kathy Lomas	Anthony Veziris

Absent: Wendy Cutler, Meredith Imber and Philip McAuliffe

Also present:

Library Managing Director, Susan Mckenna

Library Bookkeeper, Joanne Kiehl

PUBLIC ATTENDANCE: None

PRIOR MINUTES: Approved

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

TREASURER'S REPORT:

- A review of the 2024-2025 budget identified that telecommunication costs were higher than budgeted otherwise the 2024-2025 budget is in line. 2024-2025 expenses increased by 10.4% matched by 10.4% income.
- The Board reviewed the proposed 2025-2026 budget including a 5.4% increase in the Quogue tax support.
 - o Motion: To request a 5.4% increase in the Quogue Library 2025-2026 Annual Budget.
Proposed: Anthony Veziris
Second: Kathleen Lomas
Vote: All approved
- TD Loan: The non-prepayable 10-year balloon loan amortized at a 20-year fixed rate with maturity date of 5/1/2029.
- Full budget reports will be reviewed quarterly at Board of Trustee meetings. Summary budget reports will be presented at monthly Board of Trustee meetings.

MANAGER'S REPORT:

- Staff changes
 - Eileen Schermeyer retired, 3\11\2025
 - Patrick Larson resigned due to considerable higher pay at another library , 3\15\2025
 - New hires: Emma Walkinson- Tech Assistant
Sarah Hussain- Children's Assistant

- February Director's Meeting: Assemblyman Tommy Schiavoni attended
- Security Camera additions presented.
 - Two new cameras will be added:
 - * One for the Historical Museum, camera cost payable by the QHS, \$2,927.50
 - * One in northeast corner of property due to clearing of brush behind generator
 - The cost of \$16,614 to install the cameras will be done in-house by Kevin, our tech consultant, and Maxx, our library tech employee.
 - o Motion: Request to approve the purchase and installation of 2 security cameras.
 - Proposed: Kathy Lomas
 - Second: Barbara Sartorius
 - Vote: All approved
- Preliminary discussion of library Program scheduling and costs to be used annually.
- Preliminary discussion of library alcohol licenses.
- Preliminary discussion of a policy for program liquor use in the library.

NEW BUSINESS: None

The meeting was adjourned at 9:20am.

Respectfully submitted: Mark Carbone

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES QUOGUE LIBRARY

April 18, 2025, was held in the QL Board room with Zoom option

The meeting commenced at 8:04

The following Trustees were present:

Mark Carbone	Rich Petrocelli
Geoff Chepiga	Barbara Sartorius
Kathy Lomas	Anthony Veziris
Meredith Imber	Philip McAuliffe

Absent: Wendy Cutler

Also present: Library Managing Director, Susan Mckenna

PUBLIC ATTENDANCE: None

PRIOR MINUTES: Approved

TREASURER'S REPORT:

- July 2024-March 2025 budget was presented
- Overall expenses are \$56,300 under budget primarily due to an unfilled full-time position.
- Total income is over budget as a result of additional East Quogue patron income.
- QLS total donations are slightly less than 2024 with 282 total donors.
- The annual 2025-2026 QL Budget presentation will be at the Quogue School May 13th, 7:15pm.
- The Vote for the 2025-2026 QL Budget of \$1,604,862 at the Quogue School, May 20th, 2:00-8:00pm.
- The "Fiscal Year at a Glance" is included in the Newsletter with pertinent statistics, all increased.

MANAGER'S REPORT:

- Federal cuts have not affected the Quogue Library currently. SCLS is anticipating changes.
- East Quogue contract renewal letters will go out in May.
- The Business Assistant Job has been posted, interviews are ongoing.
- Paychex flex time and attendance has been improved.
- 2,000 "Hugs", medication disposal bags, have been dispensed. Highest number for SCLS libraries.
- Algicide has been used on the Library building and roof to prevent degradation of the shingles.
- The Summer Kickoff is scheduled July 5th from 3-6pm. Trustees will man the Welcome table.
- Liquor Permit allocation:

Motion: Liquor Permit Allocation will be reviewed each January

* Proposed: Kathleen Lomas

*Second: Anthony Veziris

*Vote: Unanimous

NEW BUSINESS:

- The creation of a President's Plaque will be explored.

The meeting was adjourned at 9:01am

Respectfully submitted: Mark Carbone

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES QUOGUE LIBRARY

May 16, 2025, was held in the QL Board room with Zoom option

The meeting commenced at 8:03

The following Trustees were present:

Mark Carbone	Wendy Cutler
Geoff Chepiga	Barbara Sartorius
Kathy Lomas	Anthony Veziris
Meredith Imber	Philip McAuliffe

Absent: Rich Petrocelli

Also present: Library Managing Director, Susan Mckenna

PUBLIC ATTENDANCE: None

PRIOR MINUTES:	Motion to approve minutes:	Barbara Sartorius
	Second:	Kathy Lomas
	Approved:	Unanimous

TREASURER'S REPORT:

-No report due to the treasurer in mid-flight out of the country.

MANAGER'S REPORT:

- The SCLS East Quogue contract payment has a new payment schedule, twice a year.
- The insurance dividend of \$4,565 was received.
- The Judy Gruhn designated \$8,000 donation for the Film Feast program was received.
- A thank you note from the staff one-time bonuses was read by Susan.
- Operation expenses are on budget.
- QLS donations to date are \$153,121.50 vs \$152,580 last year with 296 donors for 2024-25.
- The current accounting firm will no longer be providing audit work. We are exploring a replacement firm.
- The Budget vote is on May 20th at the Quogue School from 2:00pm to 8:00pm.
- The ongoing Canasta Club participants will be charged \$10 per class starting in September.
- The security system is targeted to be completed by July.
- Steven Donato, started May 5th as the Business Assistant.
- The dental Insurance plan available to staff changed from Met Life to Guardian. Payment fee is 100% by recipient.
- We are participating in Stony Brook Medicine's book donation drive for mental health patients.
- Southampton Press highlighted QWR Earth Day event that the Quogue Library participated in.

NEW BUSINESS:

- Susan is putting together a 3-person team to write a 3-year \$30,000 Fridolin Charitable Grant stressing community bonding programs with special consideration to support the Film Feast program.
- The Quogue Chamber Music concert will be July 25th at 6:30pm.

EXECUTIVE SESSION:

MEETING ADJOURNED: 8:56AM

The meeting was adjourned at 9:01am

Respectfully submitted: Mark Carbone

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES QUOGUE LIBRARY

June 20, 2025, was held in the QL Board room with Zoom option

The meeting commenced at 8:03

The following Trustees were present:

Mark Carbone	Rich Petrocelli
Geoff Chepiga	Barbara Sartorius
Meredith Imber	Anthony Veziris

Absent: Philip McAuliffe, Kathleen Lomas, Wendy Cutler.

Also present: Library Managing Director, Susan Mckenna

PUBLIC ATTENDANCE: None

PRIOR MINUTES:	Motion to approve minutes:	Meredith Imber
	Second:	Anthony Veiris
	Approved:	Unanimous

TREASURER'S REPORT:

-Selection of new Auditor, Skinnon and Faber:

1. \$12,000 per year for services.
2. \$900 a year for preparing the New York State report.

Motion to approve Auditors Skinnon and Faber	Meredith Imber
Second:	Anthony Veiris
Approved	Unanimous

-Financial summary:

Currently the Library is \$40,000 under budget on expenses and in line with income.
The reason is due to an increase in East Quogue income.

MANAGER'S REPORT:

- Used book sales raised \$215.22
- Foreign Policy Assoc. book sales were \$194.
- Credit Card rewards are \$375.
- A designated \$8,000 grant for the benefit of the Film Feast Committee was received from Judy Gruhn.

NEW BUSINESS:

- Susan is putting together a 3-person team to write a 3-year \$30,000 Fridolin Charitable Grant stressing community bonding programs with special consideration to support the Film Feast program.
- The Quogue Chamber Music concert will be July 25th at 6:30pm.

EXECUTIVE SESSION:

MEETING ADJOURNED: 8:56AM

The meeting was adjourned at 9:01am

Respectfully submitted: Mark Carbone

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES QUOGUE LIBRARY

July,18 2025, was held in the QL Board room with Zoom option

The meeting commenced at 8:10am

The following Trustees were present:

In person:

Mark Carbone	Wendy Cutler
Barbara Sartorius	Anthony Veziris

By Zoom:

Geoff Chepiga	Kathy Lomas
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Absent: Rich Petrocelli, Meredith Imber and Philip McCauliff

Also present: Library Managing Director, Susan McKenna

PUBLIC ATTENDANCE: None

PRIOR MINUTES:	Motion to approve minutes:	Geoff Chepiga
	Second:	Wendy Cutler
	Approved:	Unanimous

TREASURER'S REPORT:

-- Finance: The Library is on track with the 2025-2026 Budget

MANAGER'S REPORT:

-NYS Liquor Authority Permit system has changed, liquor permit applications will only be denied 6 weeks before the date of an event instead of being approved months before the event. The specific license will be mailed several days before the scheduled event.

This procedure is problematic because library publicity is planned 3 months in advance of all events. Susan McKenna and Geoff Chepiga will contact the NYS Liquor Authority to investigate this new procedure.

-Security System: 90% completed including a new camera for surveillance of the Old School House.

-Grounds maintenance increased by \$10,700 due to drought resulting in the need for shrub replacement.

-The Fridolin grant in the amount of \$30,000 over 3 years was approved.

-Annual donations from 316 donors equaled \$157,816 including an \$8,000 designated gift, for FYE 2025.

-QLS net income was \$118,991.17

-Summer Kick Off:

Expenses were \$12,608.91 with 1,116 people attending the day.

Giving tree donations were \$1,915.

2026 Kick Off event Suggestions:

Include a smaller giving Tree specifically for children.

Change grumpy ice cream truck vendor for Good Humor bars.

Charge for raffle tickets.

Outreach:

-Greater collaboration with Quogue Wildlife Reserve.

-Greater collaboration with East Quogue School programs.

Library Statistics:

- Door count increased to 35,801 in 2024/2025 from 28,870 in 2023/2024.
- 46% increase usage of digital services.
- 13% increase attendance in Adult Program.
- 61% increase in web visits to 46,181.
- 11% increase in contacts.

Human Resources:

- Business Assistant position is open.
- IT professional, Max, resigned to take a non-library job but is available as an independent contractor.
- Tech/children's assistant, Bridgit, leaves in August due to relocating out of state.
- Helen Johnnesman is the Children's Assistant replacement.

Board of Trustee's required Continuing Education Program open to the public

- Cybersecurity program given by Chris Feeney on September 21st at 3:00pm

The meeting was adjourned at 9:15am

Respectfully submitted: Mark Carbone

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES QUOGUE LIBRARY

Friday, September 19th was held in the QL Board room with a Zoom option

The meeting commenced at 8:05am

The following Trustees were present:

In person:

Mark Carbone

Kathy Lomas

Barbara Sartorius

Rich Petrocelli

Anthony Veziris

By Zoom:

Geoff Chepiga

Absent: Wendy Cutler, Meredith Imber and Philip McCauliff

Also present: Library Managing Director, Susan Mckenna

PUBLIC ATTENDANCE: None

PRIOR MINUTES:	Motion to approve minutes:	Anthony Veziris
	Second:	Kathy Lomas
	Approved:	Unanimously

TREASURER'S REPORT:

The 2025-2026 budget is on track

MANAGER'S REPORT:

- Donations: The same number of donors contributed with the final figure being \$3,790. Below the previous year.
- The \$30,000 Grant will be distributed evenly over 3 years allotting 25% toward the Film Feast and 75% toward Adult Programming.
- The library may apply for 21 liquor licenses each calendar year. The Film Feast committee will be granted 6 liquor licenses for the fiscal year 2026. The remaining liquor licenses are distributed to the Art Committee, the Author Series and a variety of special Library programs.
- Staff Changes:
 - A replacement full-time technology coordinator was hired.
 - A part-time Business Assistant was hired to support the Bookkeeper and Mng. Director
A cost-effective decision due to salary differences.
 - A replacement part-time Library/Tech Assistant was hired.
- The library is in process of filing for a Digitization Grant with an application deadline in January 2026.
- Building and Grounds:
 - *An unannounced visit from Fire Marshal 7/18/2025. The library passed the inspection.
 - *Heavy use of the exterior porch indicates investigating other heating/cooling sources.
- - *Due to the need for a segregated bookkeeper's office on the second floor we are investigating dividing the Director's office into 2 separate offices.
- Summer Statistics Comparison 2024 to 2025: *Attachment D*

The meeting was adjourned at 8:49am

Respectfully submitted: Mark Carbone

Summer Statistics Comparison

May - August 31st, 2025

Statistics	2024	2025	Percent Increase/Decrease
Adult Programs			
May Attendance	831	905	9%
June Attendance	958	1052	10%
July Attendance	1871	1410	-25%
August Attendance	823	861	5%

Summer Kick Off	949	1210	28%
FPA	234	243	4%
Art Receptions	402	231	-43%
Westhampton Garden Club	170	172	1%
Author Series	201	288	43%
SCLS Summer Tour	213	224	5%
Film Feast	101	59	-42%
Adult Book Club	48	43	-10%
Summer Reading Participants	21	19	-10%
Summer Reading Books Logged	115	111	-3%
Hybrid Program Attendance	234	243	4%
Virtual Program Attendance	394	389	-1%
Total Technology Programs	43	41	-5%
Total Technology Program Attendance	163	65	-60%
Total Adult Attendance	5791	6056	5%

Youth Services Programs			
May Attendance	302	625	107%
June attendance	517	571	10%
July Attendance	988	975	-1%
August Attendance	1004	1107	10%
Teens Attendance (Ages 12-18)	145	100	-31%
Tween Attendance (Ages 6-11)	1549	1543	0%
Child Attendance (Ages 0-5)	718	1017	42%
Summer Reading Participants	113	111	-2%
Summer Reading Books Logged	1077	1394	29%
All Summer Programs			
Total Summer Programs	378	475	26%
Total Summer Program Attendance	7294	8098	11%

Library Services Summary			
LIBRARY VISITORS	11,842	14,212	20%
NUMBER OF HITS TO WEBSITE	20,602	12,847	-38%
WEBSITE VISITORS	8,120	7,326	-10%
WEBSITE CONTACT FORM SUBMISSIONS	35	62	77%
PROGRAM REGISTRATIONS	4523	5168	14%
LOGINS TO PUBLIC TERMINALS	370	338	-9%
TECHNOLOGY ONE-ON-ONE APPOINTMENTS	429	375	-13%

New Materials	955	1,217	27%
New Library Cards	266	117	-56%
East Quogue Contract Renewals	504	469	-7%
Circulation Activity	19,300	18,176	-6%
Online Resources	7027	9,542	36%
Room Reservations	242	251	4%
Newsletters Printed	1805	2010	11%

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES QUOGUE LIBRARY

Friday, October 31, 2025

was held in the Quogue Library board room with a Zoom option

The meeting commenced at 8:02am

The following Trustees were present:

In person:

Mark Carbone

Kathy Lomas

Barbara Sartorius

Philip McCauliff

Anthony Veziris

By Zoom:

Geoff Chepiga

Rich Petrocelli

Absent: Wendy Cutler, Meredith Imber

Also present: Library Managing Director, Susan Mckenna

PUBLIC ATTENDANCE: None

MINUTES: 9/19/2025	Motion to approve minutes:	Kathy Lomas
	Second:	Anthony Veziris
	Approved:	Unanimously

TREASURER'S REPORT: Rich Petrocelli

The 2025 first quarter budget is on track.

- a) Slight increase in income due to increased attendance.
- b) Programming income is up substantially, \$11,140 due to increased programming.
- c) Expenses:
 - a. Payroll is under budget by \$15,000.
 - b. Adam resigned from the Children's Room as anticipated. No replacement was sought during the slower winter season.
- d) Baker & Taylor closed business. They were a major source for library supplies. Replacement TBD.
- e) Other expenses are in line except for Adult Programs are over by \$5,300, offset by income.
- f) To date, total expenses are \$382,000 v \$401,000 budgeted.

MANAGER'S REPORT:

- a) The new accounting firm will file for 990ext.
- b) The 2026 Annual Appeal will be mailed to all of Quogue November 24, 2025.
- c) Human Resources:
 - 1) Adam from the Children's department resigned resulting from a career change.
 - 2) Karl, the library handyman, is out on sick leave for an extended period.
- d) The Family Giving Tree will be implemented this month.
- e) A joint program with the Quogue School is being researched.
 - 1) The program will use the Innovation Lab and focus on science.
 - 2) The extent of the program is to be determined.
 - 3) A combination of grant funding and library funding will support the program.

A. Technology update:

- a) A focus on AI programming will be stressed for the 2026 calendar.
- b) The staff will participate in additional AI training.

B. Building and Grounds:

- a) A plan to winterize the screen porch as a year-round program space is being researched.
 - 1) Estimates from 3 builders are being secured.
 - 2) Requirements include removable glass panels and a dual heater/air unit.
- b) A plan to divide the Directors office into 2 separate offices is under consideration.
 - 1) The library needs 3 private offices and currently only has 2 private secure offices.
 - 1) Offices would be dedicated to the Director, Bookkeeper and Program Chair.
- d) An Independent expert is reviewing the sound system in the Shinnecock room.
- e) The expanded Security system is scheduled for completion this year. The cost is \$21,949.
- f) A Quogue Chamber Music performance has been scheduled for July 24, 2026.

The meeting was adjourned at 8:44am

Respectfully submitted:

Mark Carbone