

**Minutes of The Southold Free Library Trustees Meeting.
July 26, 2023**

Meeting opened: 6.30 pm.

Present: Lisa Davidoff (President), Caroline MacArthur (Director) via Zoom, Nicholas Antonucci, Camille Broussard, Thomas Hudgens, Priscilla Reilly, Ann Ristuccia, and Jim Roth.

Public: None

Minutes of June 21, 2023

Approval of the minutes held over to the next to allow correction.

Approval of Warrants

Jim moved to accept. Nick seconded. Approved. Unanimous.

Treasurer's Report

The report was emailed to Board on July 24, 2023.

Director's Report

Caroline reported that the audit has been completed. She reminded all Board members to sign the Conflict-of-Interest Affirmation of Compliance statement and return it to her.

Finance

The Committee reported on the goal to close the renovation account at Dime Bank after the completion of the door replacement project. When the Library received the grant to replace the doors, the grant check was deposited into the Renovation account. The first 50% payment for the project was done by a check made out to North Fork Woodworks drawn from the memorial maintenance account. That money needs to be transferred back into the renovation account to complete payment for the project.

The Committee proposed the following two motions. Both were approved by unanimous vote.

1. Board motion to transfer \$17,026.20 from Memorial Maintenance account to Renovation account to reimburse for the door replacement project.

2, Motion to close the Renovation checking account and deposit all remaining funds into the Memorial Maintenance account.

Fundraising

The annual appeal letter was mailed to all postal patrons on July 20, 2023.

Policy

The Committee updated the following policies and submitted them to the Board for approval. Upon motion the policies were approved by unanimous vote.

- Audit and Control of Funds
- Budget Policy
- Code of Ethics for Library Trustees
- Committees of the Board of Trustees
- Conflict of Interest Compliance
- Nominating Committee
- Open Meetings

Buildings and Grounds

Chair, Nick Antonucci reported on the necessary maintenance issues regarding the entry door and bathroom plumbing. The work on repaving the parking lot will be scheduled. The Committee continued work on long-range planning issues and has contacted possible design consultants for using the library grounds.

Nominating Committee

The two candidates whose terms are set to expire this year have both expressed interest in serving a second term as laid out in the Board rules.

New Business

The Annual Meeting is set for Wednesday, August 9, 2023, at 7:00 p.m. The New York State required Board of Trustee training has been scheduled for the Board meeting on Thursday, September 28.

Old Business

None.

Meeting was adjourned closed at 7:02 PM

Respectfully submitted,
Camille Broussard, *Acting Secretary*

NEXT MEETING to be held on August 9, 2023.

