

APPROVED

Minutes
Regular Meeting of the Board of Trustees
Riverhead Free Library
January 8, 2020

Present: John Munzel, President; Louise Wilkinson, Vice President; John Rienzo, Trustee; David Friedrich, Treasurer; Janet O'Hare, Secretary; Ruth Nelson, Trustee

Absent: Susan Bergmann, Trustee; Annette Totten, Trustee; Marylin Banks-Winter, Trustee

Director: Kerrie McMullen-Smith

Five: Staff members was present

Three: Friends members were present

Regular Board Meeting of the Board of Trustees was called to order on January 8, 2020, at 6:30 PM.

Janet O'Hare led those present in the Pledge of Allegiance.

- 01.08.20 720** President Munzel entertained a motion to approve the agenda. The motion was moved by Ruth Nelson; seconded by Louise Wilkinson.

Motion Carried

- 01.08.20 721** President Munzel entertained a motion to approve the minutes of the December 11, 2019, Regular Board Meeting. The motion was moved by Louise Wilkinson; seconded by David Friedrich.

Public Expression: Ron Androvic from the Friends spoke about how they met with a gentleman about the Yellow Barn. He expressed that they might not need to take out all of the shelves from the barn for it to be repaired.

- 01.08.20 722** John Munzel entertained a motion to adjourn to executive session. The motion was moved by Louise Wilkinson; seconded by David Friedrich. **Motion Carried**

The meeting adjourned to executive session at 6:46 PM.

- 01.08.20 723** John Munzel entertained a motion to adjourn to regular session. The motion was moved by Louise Wilkinson; seconded by David Freidrich. **Motion Carried**

The meeting returned to the January 08, 2020 Regular Session at 7:00 PM.

- 01.08.20 724** Jonathan Moran, Computer Information Technology Coordinator, spoke about entering into an agreement with Lightpath for an internal circuit upgrade. If we upgrade to fiber optic cable with eRate discounts, we would be spending \$140-\$150 less per year than what we are currently paying to Optimum if we switched to the fiber optic cable.

Jonathan also discussed that soon we will be able to accept credit/debit payments with the Square system at the Circulation desk. He also mentioned that we will be purchasing a mobile Square terminal for events.

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- 01.08.20 725** David Friedrich entertained a motion to approve the bills to be paid. The motion was moved by Janet O'Hare; seconded by Ruth Nelson. **Motion Carried**
- 01.08.20 726** David Friedrich entertained a motion to approve the receipts and disbursements. The motion was moved by Louise Wilkinson; seconded by Ruth Nelson. **Motion Carried**
- 01.08.20 727** President Munzel entertained a motion to approve Warrant #20-1-1 General Fund Checking. The motion was moved by Janet O'Hare; seconded by Ruth Nelson. **Motion Carried**
- 01.08.20 728** President Munzel entertained a motion to approve Warrant #20-1-2 General Fund Money Market. The motion was moved by Louise Wilkinson; seconded by Ruth Nelson. **Motion Carried**
- 01.08.20 729** President Munzel entertained a motion to approve Warrant #20-1-3 General Fund Payroll Checking. The motion was moved by Janet O'Hare; seconded by Ruth Nelson. **Motion Carried**
- 01.08.20 730** President Munzel made a motion to approve the bank reconciliations for December, 2019. The motion was moved by Louise Wilkinson; seconded by Janet O'Hare. **Motion Carried**

Correspondence: The Director read a holiday card from Joanna Polistena wishing everyone a Happy Holiday and thanking us for all of our wonderful programs. She donated money for a tree to be planted in one of our National Forests in the Library's name.

Parkview Community Inc. sent us a letter wishing us Happy Holidays and a \$200 check as a thank you for assisting in planning space for their monthly meetings.

Director's Report:

Day to day operations:

Personnel

- With Rosalie DelQuaglio's retirement I am recommending Susan Culver become the Business Manager.
- I recommend we hire Michael Pechenyuk as a temporary part time clerk.

Buildings & Grounds & Technology

- I am recommending RFL has Lightpath upgrade our internal circuit to fiber optic cable.
- I am recommending we implement the square payments platform to accept credit/debit payments.
- I would like to set a date to have the Friends of RFL begin transferring some of the books in the Yellow Barn to the location inside the Library for book sales so I can hire the temps to assist with the move. The Library will pay for the temps to do the work.

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Community

- Over 125 PJ's and books were donated for the Woman's Club outreach to our youth.
- We collected 60 hats, 33 scarves, and 74 pairs of gloves on our mitten trees. All of these donations went to the Southampton Head Start and the Riverhead Head Start.

Finance

- We received our quarterly tax payment from RCSD \$953,139.25

Upcoming Events

- RFL will host and Active Shooter/ Active Danger Workshop given by SCLS on February 5th at 10AM.
- AAECF Black History Month Exhibit February 1 thru 29. With reception on February 28.

Department Reports:

Computer & Information Technology – Jonathan Moran

- Attended webinar regarding e-rate filing process.
- Conducted interviews for replacement clerk in the Adult Lab.
- Worked with David to determine the methods and practices that he used regarding staffing the Adult Computer Lab.
- Completed desk and PC moves for the Programming Department.
- Began researching potential solutions for building a VPN tunnel to allow for the option to connect to the internal network from home for essential personnel.
- Began reaching out to software and hardware vendors to introduce myself and establish a rapport.
- Working on rebuilding two PC's for the OPAC machines that are currently down in the library.
- Working on creating documentation and checklists for new hire and outgoing employees in order to streamline processes and create better security for the library.
- I am also finalizing the information for the PoS project, as well as the upgrade to fiber optic cable for the RFL internal circuit.

Buildings & Grounds—Marie LaDonne

I moved three desks, put up bookshelves, and set up Patron Services office

turn left sign in front of building- the post broke got new post dug it out reattached sign, it looked a little shabby so I redid all of the lettering just have to redo edging and back with better weather

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Programming & Marketing—Rasheima Alvarado

- Held the annual Holiday Reception & Author Fair with 10 talented top New York Authors with wonderful refreshments and piano accompaniment
- Hosted a highly voted Holiday movie marathon
- Sent out the newly formatted newsletter
- Merged with Circulation to become Programming & Patron Services!!!
- Holiday Magic essential oil helped relieve stress this holiday season

Processing & Receiving—David Troyan

- We added 676 new items, and deleted 2228 items for December.
- There was a big push to weed the collection in order to make room in the lower stacks (to relocate other materials) and in the Children's Room (to free shelf space for additions). We deleted 2223 materials — mostly adult non-fiction and children's fiction. We were fortunate to pack and send 20 boxes to Better World Books. Since the Yellow Barn is not staffed during this season, we distributed discarded books to PBMC Skilled Nursing Facility, Riverhead Dialysis Center, and Senior Centers. Our discarded media was placed on the cart near Circulation for sale to patrons. These sales benefit the Friends.
- David is continuing to explore ways to better pace the ordering of materials.
- We are proud that we added a new class of materials to our collection: Wonderbooks — self-reading books that help children learn to read — are processed, placed on shelves, and being checked out.

Adult & Information Services—Christine Clifton

Department projects continue with weeding duplicate items from fiction and large print; deleting multiple · Helen and Laura attended a Stony Brook University Senior Focus Group with doctoral student and social worker, Jennifer Hyk. She posed the questions, which was held at our library. She invited local professionals, whose focus is on the Senior Citizen population. It was enriching and we agreed that isolation and transportation are major factors that affected seniors.

- Laura. as the Program leader for a newly proposed Town Committee meeting, planned for December 13th to discuss a title and goals. Laura was asked to lead this new group with assist from Shirley and Kelly/Ray and local groups. Only one person said that they could attend and so Laura requested a meeting in January and asked that participants, send ideas by email too. older bestsellers to make room on the shelves and organizing the oversize collection.

December saw a sizable jump in downloads over last year with many patrons requesting help downloading the Libby app on their devices.

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Marissa Bellone (page) has moved from the Teen department to Reference.

We have included various reference resources such as our A-Z databases, highlighting our Small Engine Repair Center in the January – February Newsletter.

Census help is also advertised and patrons will be able to obtain assistance in both Spanish and English in the coming year.

Our homepage will feature a link to the NYS Court system which allows patrons to access much needed legal research and resources and in addition reference help they are referred to the Riverhead Courts Law Library where they can obtain additional free one on one help and access legal databases free of charge and may obtain free printouts on items required.

Local History—James Provencher

- Assisted patron with the history and listings of automotive race tracks on Long Island.
- Helped patron with photograph of head stone and obit.
- Helped patron find 1964 C&R Duck Farm film on migrant housing filmed in Riverhead.
- Met with patron about possible local photograph collection donation and another patron came in and donated 1976 main street Riverhead parade photographs.

Senior Services—Laura LaSita

- Laura planned Free Tax help, 6 days per week, for the first time (last year it was 5 days) and new · Kristen on staff from PBMC rehabilitation picked up 20 discarded copies of a Jcalendar.
- Laura of Seniors was asked to visit St. Johns in the spring for an Outreach talk.
- Helen wrote the 250 approx. Sierra program records for the Tax and Senior online registrations, for which they both edited.
- Laura attended the Holiday Luncheon for the Woman's Club of Riverhead and it was festive!
- Laura helped Rasheima prepare for the Author Fair. There was piano music played at various times too.
- Laura wrote Congratulation cards to retirees from The Friends and distributed them at the Retirement Dinner party at J & R's. The retirees made a difference in our community
- Rosalie will help the Woman's Club, as our new Treasurer.
- Rosalie you were a multitalented gift to our library for finances and creative hospitality!!!!
- Kevin, Christopher, Laura and Helen planned with Jo Packard the next 2 major outreach programs. One is for Medicare enrollees and the other on Social Security, both for new members.

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- Laura attended a Riverhead meeting to network for Alzheimer's. Laura mentioned that we planned a March craft for caregivers and will host an Alzheimer's Association dinner at RFL in April.
- Helen continued to write contracts and send some correspondence. She made many reminder calls. We will need help making calls in the New Year for taxes.
- The Italian classes were happy to meet again and hear Franco teach basics.
- Driving classes, Medicare, Tai Chi and Falun Dafa had attendees and those who signed up for more.
- Kristen on staff from PBMC rehabilitation picked up 20 discarded copies of a James Patterson novel for patients.

Youth & Family Services—Lauren Strong

- Lauren, Maggie, Ken, and Alex are working on Advanced Battle of the Books.
- The new table purchased from Lakeshore has been well received by all of our patrons
- We hosted our annual Gingerbread Decorating for families of all ages with Swan Bakery.
- Our Teen D&D program is at full capacity and we are hoping to expand to accommodate more teens.
- Lauren attended the Distinguished Speaker Series workshop at Middle Country Library
- Lauren met with Liz Keller from Riverhead Recreation to discuss ways we can partner for programming for youth in the community.
- The library and Riverhead Rec will be working with Riverhead Building Supply to put up 10 Little Free Library in the Riverhead Town parks. (More information will be provided on this at a later date)

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Outreach Visits

Name of Staff Member	Name of Place Visited	Date	Time	Total Attendance
Karen	Bright and Early Discoveries	12/6/2019	10 am-12 pm	50
Lauren	Pulaski School	12/13/2019	10-11 am	15
Barbara	Head Start	12/2/2019	10 am-12 pm	90
Karen	Head Start	12/3/2019	10 am- 12 pm	90
Karen	Kiddie Fit	12/20/2019	10:30-11:30 am	15

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COMMITTEE REPORTS:

PERSONNEL: (*Wilkinson) Two Personnel Resolutions were read:

Resolution #20-275
APPROVAL FOR SUSAN CULVER AS THE BUSINESS MANAGER
Louise Wilkinson offered the following resolution, which was seconded by David Friedrich

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS, the Board of Trustees hereby approves Susan Culver as the full-time Business Manager at a bi-weekly salary of \$1,923.08, effective January 13, 2020, and authorizes the Board President to execute the agreement on behalf of the Library.

RESOLVED, that a copy of this resolution be made available in accordance with applicable laws, rules and regulations.

THE VOTE

Banks-Winter Absent Bergmann Absent Friedrich YES Munzel YES

O'Hare YES Rienzo YES Totten Absent

Nelson YES Wilkinson Yes

The Resolution Was Thereupon Duly Declared Adopted

Resolution #20-276
APPROVAL TO HIRE MICHAEL PECHENYUK AS TEMPORARY PART-TIME CLERK
Louise Wilkinson offered the following resolution, which was seconded by David Friedrich

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS, the Board of Trustees hereby approves the hiring of Michael Pechenyuk as a temporary part-time clerk at the hourly rate of \$15.14, effective January 9, 2020, and authorizes the Board President to execute the agreement on behalf of the Library.

RESOLVED, that a copy of this resolution be made available in accordance with applicable laws, rules and regulations.

THE VOTE

Banks-Winter Absent Bergmann Absent Friedrich YES Munzel YES

O'Hare YES Rienzo YES Totten Absent

Nelson YES Wilkinson Yes

The Resolution Was Thereupon Duly Declared Adopted

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BUILDING & GROUNDS : (*Rienzo) One Building & Grounds Resolution was read:

**Resolution #20-277
AUTHORIZES THE APPROVAL OF THE INTERNAL CIRCUIT UPGRADE**

John Rienzo offered the following resolution, which was seconded by Louise Wilkinson

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS, the Board of Trustees hereby authorizes the upgrading of our internal circuit to fiber optic cable and into a three year service contract with Lightpath and authorizes the Board President to execute the agreement on behalf of the Library.

RESOLVED, that a copy of this resolution be made available in accordance with applicable laws, rules and regulations.

THE VOTE

**Banks-Winter Absent Bergmann Absent Friedrich YES
Munzel YES O'Hare YES
Rienzo YES Totten Absent Nelson YES
Wilkinson Yes**

The Resolution Was Thereupon Duly Declared Adopted

BUILDINGS AND GROUNDS COMMITTEE MEETING ON TUESDAY JANUARY 7, 2020

John Rienzo reported to the Board that the B & G Committee recommends spending the money to have an evaluation of the Yellow Barn done.

POLICY, BYLAWS AND OBJECTIVES: (*O'Hare) Nothing to report at this time.

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FINANCE: (*Friedrich) One Finance Resolution was read:

Resolution #20-278

AUTHORIZES THE APPROVAL TO ACCEPT THE AUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2019

Ruth Nelson offered the following resolution, which was seconded by Louise Wilkinson

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS, the Board of Trustees hereby authorizes the acceptance of the Audited Financial Statements for the Year Ended June 30, 2019, as prepared by Baldassari & Coster LLP and authorizes the Board President to execute the agreement on behalf of the Library.

RESOLVED, that a copy of this resolution be made available in accordance with applicable laws, rules and regulations.

THE VOTE

**Banks-Winter Absent Bergmann Absent Friedrich YES Munzel YES O'Hare YES
Rienzo YES Totten Absent Nelson YES Wilkinson Yes**

The Resolution Was Thereupon Duly Declared Adopted

01.08.20 731 David Friedrich entertained a motion to approve the December, 2019 Personnel Report. The motion was moved by Ruth Nelson; seconded by Louise Wilkinson. **Motion Carried**

PLAN OF SERVICE (*Board of Trustees) There was a public meeting held at 5:30 pm on January 8, 2020 for Long Range Planning

LIAISON REPORTS: Friends: (*Wilkinson): Nothing to report.

SCLS: The Director announced that Susan Bergmann has been elected to serve on the SCLS Advisory Board to represent the North Fork in Zone 1.

Unfinished Business: Kerrie will send an email for initial scope of work to be performed on Yellow Barn.

New Business: Members for ad hoc committee were appointed. The members of this committee are Janet O'Hare, David Friedrich and Louise Wilkinson.

Period of Board Expression: None at this time.

Period of Public Expression: Ron Androvic mentioned the Photo Club will be having their reception and invited everyone to join.

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01.08.20 There being no further business to discuss, President Munzel entertained a motion to adjourn the
732 January 8, 2020 Regular Meeting of the Board of Trustees. The motion was moved by John Rienzo;
seconded by Louise Wilkinson. **Motion Carried**

The meeting adjourned at 7:57 PM.

Respectfully submitted,
Janet O'Hare/ls