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**Transcript/Minutes
Regular Meeting of the Board
Held on Zoom - 6:30PM
Riverhead Free Library
February 10, 2021**

Present: John Munzel, President; Janet O’Hare, Vice President; David Friedrich, Treasurer; Ruth Nelson, Secretary; Marilyn Banks-Winter, Trustee; Amy Wood, Trustee; Louise Wilkinson, Trustee

Absent: Jeff Zeiger, Trustee; Annette Totten, Trustee

Director: Kerrie McMullen-Smith

Assistant Director: Stephanie McEvoy

Staff: Susan Culver, Patricia Giebfried, Theresa Connolly, David Troyan

SCLS Trustee : Susan Bergmann

Community Members: Identified as “User’s Iphone”

The regular board meeting of the Board of Trustees was called to order via Zoom on February 10, 2021 at 6:30PM. The Board was provided with an agenda, board packets and previous meeting minutes.

John M.	Pledge of allegiance, Janet I can see you so would you?
Janet O.	Sure.
All	I pledge allegiance...”
John M.	Thank you. Agenda review and approval. Does anybody have any comments on the agenda? (pause) Good. Can I have a motion to approve the agenda?
Marilyn B.	I make a motion to approve the agenda.
Ruth N.	I second.
John M.	All in favor?
All	Aye.
John M.	Opposed? (pause) So carried.
02.10.2021 923	Motion Carried
John M.	Okay thank you, we now have to review the minutes from the meeting of January 13th. Are there any corrections to that?
Ruth N.	Where?
Kerrie M.	There are no corrections.
John M.	Do we have a motion to approve those?

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Ruth N.	I move to approve the minutes of January 13th, the regular meeting of January 13th.
Marylin B.	Second.
John M	Thank you, all in favor?
All	Aye.
John M.	Opposed? (pause) So carried.
02.10.2021 924	Motion Carried
John M.	Next one: the special meeting of January 19th.
Ruth N.	I move to accept the minutes of the special meeting of January 19th.
Marylin B.	Second.
John M.	All in favor?
All	Aye.
John M.	Opposed? (pause) So carried.
02.10.2021 925	Motion Carried
John M.	Period of Public Expression. (pause) Next one. David, you're up.
Janet O.	No, no no.
David T.	I think there's a period of Board Expression?
Kerrie M.	No.
Janet O.	No, David Troyan is going to present.
Kerrie M.	Yes. David Troyan is going to present for his department tonight for Technical Services.
John M.	My agenda doesn't show that so I'll take your word for it. Anybody have anything they want to say about anything? Okay can we move on to the Period of Public Expression?
Janet O.	Yes John we've been through that. David is going to give his presentation now. Okay?
John M.	Yes that's what I meant.
Janet O.	That's item five.

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Marylin B.	Technical Services.
John M.	No I understand that, go ahead. David you want to do the honors?
David T.	<p>Okay, thank you all for having me tonight. It's always a pleasure to talk about what we do and how we do it. Although we're a smaller department, we're vital to support the library's mission. The primary purpose is to make the library resources available to patrons and staff. And we do this by ordering all the materials, processing them, entering them into a database, and then physically integrating them into our collection. We are also responsible for managing the links to our virtual collection on our website. And I do some of the website development. Our importance can be understood by stating that we interact with each department within the library on almost a daily basis. And we work closely with many people and groups at SCLS and beyond through other counties. So I am the department coordinator, I began my most recent tenure at RFL in 2018. And I took over Technical Services in 2019. But I was an employee here between 1994 and 2001 during the most recent building expansion. And in addition to holding a Masters in Library Science, I have advanced degrees in Computer Science and Applied Math. And as you'll see later this is why I gravitate towards analytics. So now onto the staff which I think is the best group of people in the library. The department has one senior clerk, and forgive me if it sounds as though I'm reading this, but years ago I introduced someone to the Board and I only skimmed the surface of what they actually did. So I wrote down more thorough descriptions here. So our one senior clerk is Catherine Rankel, she began at the library in 2014. After working at Circulation she moved over to Technical Services. And she processes children's material, magazines, newspapers, and also does a lot of re-processing work that the librarians want. She recently began building carts for order of DVDs and books on CD. She submits a P.O. under my signature, and she eventually orders all of that material. She also works on the Teen and Children's collections doing the same thing. Lauren puts her items in carts and Cassie checks there are no duplicates and conflicts like that. She enters all of that into the system so people can put holds and the librarians know what is coming. She has the great chance of integration between circulation and cataloguing and technical services. And actually she is in many ways the de facto liaison. She's the one who gets a call from circulation to add a barcode or change something and she's excellent at what she does. And she has tremendous accuracy and recall in her job tasks. Genevieve Hettrick has been an employee since 1984. She orders the adult books, again she places the records in the database on a temporary basis so people can place holds. She's the catalog and contact for System and she ensures that we have all of the items on the New York Times bestseller list. Her knowledge of publishing and the reading trends of the Riverhead community is an asset for the library. And she has done outstanding work for so long, and she is a big positive for our department . Brittany Folkes is also on our staff; she has been an employee since 2015, and like Cassie she began work at the Circulation Department before coming over to Technical Services. Now her job is to receive the items. So when the order</p>

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is placed and arrives, she unpacks the boxes, separates them and checks off that we received them. When people order the items you have to have different people check the items in, that is a requirement from the auditors. So that's her initial job, and after that she processes the adult material, the reference and the circulating material. She also helps wherever we need it, processing materials. Let's see so this position requires care, attention to detail, she is fabulous at her job also. And I considered making a formal matrix of who does what and more importantly who backs up what job but it's really unnecessary because we can all do it and we all pitch in where we can. I've done newspapers, magazines, covering the books is a bit of a challenge for me but Brittany and Cassie can do it. They take the books and make the collection really nice. So now I've gone over a lot of this already Brittany also accepts and distributes daily mail delivery. We do a lot of the cleanup of the database. Cassie and Brittany just did old items that were still registered as new. So that stuff went back a long time people forgot or missed it the first go around so they tend to clean up that when the processing is slow. I am the PALS Coordinator so any issues with PALS or electronic databases, I'm the one they reach out to, the System reaches out to me, again I do the metrics, I work on web development and KnowBe4 training. Daily, we close out the cash drawer from the night before and prepare daily deposit slips and also we manage the copy money bringing rolls of coins and prepare that deposit slip also. So I talked about ordering what we do and how it's divided up. Supplies - I do most of the Amazon purchases. So I do the Amazon and if someone else puts it in I am one of the people who approve it. I also administer the library's supply of PPE which is mostly gloves and masks and actually today I ordered ten boxes of extra-large gloves. Okay so now, these are some of the tools I've developed to help us manage the electronic carts that are ordered that are the vehicle for us to order things. Books on CD and adult materials. And because we moved from a journal-based system where the librarians would check off a journal to a cart it requires a little adaptation, and these are some of the visualization tools that I've created. It's just excel spreadsheets. So another thing that I'm interested in is items added to the collection. Our state annual report is coming up soon. So we will have to summarize this for the state. Now you'll notice that the material added has been down since 2019. Mostly because of the pandemic and we didn't order for 2 1/2 months when we were closed, and when we came back there were other issues that prevented us from ordering a larger mass of materials. So hopefully we will get back to a high level and if you notice you can look at this chart and see that the adult fiction is down a lot, and adult nonfiction is up from 2019, but down from 2018. Also the videos: adult and juvenile is a challenge because the studios are not producing new movies. So it's a lot of backfill, a lot of series, like TV shows or british dramas. Now this is an example of a workflow that is on my to-do list. And it just shows how we receive materials. The blue is for Cassie and myself and Gen ordering materials and the green is Brittany's main job, so you can see here the segregation of jobs. But I won't go through this. I plan to document it and produce additional workflows at a later time. So Friday, January 29th was a very good day, we received a lot of books, a

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lot of materials, and I put it up here to show how they're received and processed. So the books with a slip of paper inside them is how we open it up and go through it. So the paper indicates where it's from, how much it costs and all that goes into the Sierra database. Now if you're a careful reader of my monthly report, you'll see that I noted that in December we worked on the travel section and in January we worked on the genealogy. And these are things that Cassie did. On Stephanie's suggestion, she pulled out all the travel books and created a space for them downstairs, she put stickers on the books, made it neat, made it beautiful and made it so people who are interested in travel could go right there, browse, choose their books, and it really is stunning. I'm quite proud. The genealogy section if you'll notice is a section on the main floor, between Laura LaSita's glass office, and the reference desk. And really I should have taken a before picture because it really was unattractive. Meaning there's labels all over the place, the books are dirty, it was as though the books had been moved from their original place to there without much emphasis on cleanliness or the way it looks. Cassie took this on, and made it again beautiful, uniform, the stickers are nice. The books were cleaned up, they were dirty and old and now it's a thing to be proud of in our library. Especially in such a visible place as the main floor near reference. So now I enter all of this data into my spreadsheet. Kanopy: which is our streaming video service, you can see in this monthly plot how it increased naturally, and then the pandemic hit, where the red arrow is, and all of a sudden it jumped up. This is videos played per month, and you can see the first half was a steep incline and then it leveled off at the second half. The yellow trend line I only eye-balled it. I didn't do any linear regression on it, but you can see how this is very useful. Next, I plotted daily Kanopy minutes skewed which is slightly different, and this just gives you an idea on what daily data looks like. And I do this for the web page and other things as well. That arrow indicates when the pandemic hit, so we had seen the spike after that also. Now the website: there are some other descriptive statistics. Unique views, number of pages visited and hits. It's a little obtuse so I wrote some descriptions here. But the idea is that you can look at this and see that we are down considerably in visits and unique visitors but pages viewed is up, hits are down. Below that you can see January 2019 and January 2020. These are entry points into the website. So people go right to the newsletter 671 times and 572 times in the month, which I think is impressive. So these are the types of statistics that come from the website. And again I have months and months of data. So now on to the web development so that's another hat I wear, we use Joomla as our content management system. The web browser we have is SCLS, that's good because it is inside their firewall. Our goal is to migrate from Joomla to wordpress. Because wordpress is the industry standard, a lot of people use wordpress, you can find different seminars easily. I think Joomla is more of a European type of company, so it's a bit harder to get help locally. And there's a large selection of add-ons that are specifically developed for wordPress. Now this year I did some enhancements to the website. I did the live chat, the Facebook feed, Constant Contact, I made a variety of COVID related pages, and I revamped the online forms. We had been using a program called fox contact which is European, so you had to

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	<p>renew through Europe and that's a pain with a credit card. So I've begun to convert it to 01234 forms and it seems to be working nicely. Now one other thing that we've been doing recently is I've been looking at whether or not it's good to buy series, because of all the series to fill in. So here's an example of a series that are five years long, and you can see the yellow are the years that we have and the white are the years that we're missing. Now the series that are in the brackets on the right hand side, if you look at the usage which is in yellow steadily decreases over time. So a lot of people are hyped up and we had 190 with Breaking Bad the first season, and then it steadily declined to 90 at season five. And it's a trend that's very frequently visible if you look at the top entry: Orphan Black, we have 61 the first year to ten the last. So we probably shouldn't backfill as much as we have been. So I think that gives you a very brief whirlwind tour of the stuff we do. It's very hard because we're, I don't want to say we're a boring department but we're a department that handles material. We receive the material and we get it out as soon as we can to the people so that our patrons can be happy and satisfied and use our materials. And all of the numbers are used to support the mission of getting things to people and enhancing our collection development. And making sure, again, that people get what they want. So are there any questions? Or would you like me to go over something in particular?</p>
Marylin B.	<p>I just want to thank you David because it's a very sophisticated and high-tech presentation. I didn't know that your division does all of that. And I appreciate you giving us detailed information. As far as the collection, are those patron requests? Or is there a list?</p>
David T.	<p>Stephanie receives all the patron requests, and deems them appropriate or if we should get them through interlibrary loan. So the patron requests that we get have been vetted already and it varies between month to month. But we get a lot of patron requests for videos, fiction, and books on CD.</p>
Marylin B.	<p>Okay, thank you.</p>
John M.	<p>Anybody else have any questions or comments?</p>
Kerrie M.	<p>Thank you David.</p>
Janet O.	<p>Thank you.</p>
David T.	<p>Okay now I am a member of Riverhead Rotary, so if any Board member or staff member would like to come and attend the meeting you're more than welcome. Just let me know.</p>
Kerrie M.	<p>Thank you.</p>
David T.	<p>Okay, I'll leave now and if you have any questions just stop by or send me an email.</p>
John M.	<p>Okay, thank you David. I think we are now up to the Treasurer's report, there we are. David?</p>

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David T.	Okay.
David F.	Good evening everyone.
Janet O.	Hello.
David F.	I would like a motion for the approval of bills for January 2021.
Janet O.	I'll make a motion.
John M.	Second? No second? come on guys.
Marylin B.	Second.
John M.	Alright. All in favor?
All	Aye.
John M.	Opposed? (pause) So carried.
02.10.2021 926	Motion Carried
David F.	May I have a motion for the approval of receipts and disbursements for the month of January 2021?
Louise W.	I make a motion.
Marylin B.	Second.
John M.	All in favor?
All	Aye.
John M.	Opposed? (pause) So carried.
02.10.2021 927	Motion Carried
David F.	May I have a motion for the approval of warrant #21-2-1 general fund checking in the amount of \$453,576.11?
John M.	Anybody make the motion?
Janet O.	I'll make a motion.
Louise W.	Second.
John M.	All in favor?
All	Aye.

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John M.	Opposed? (pause) So carried.
02.10.2021 928	Motion Carried
David F.	May I have a motion for the approval of warrant #21-2-2 general fund money market, \$147,000 to the payroll account?
Janet O.	I make a motion.
Louise W.	Second.
John M.	All in favor?
All	Aye.
John M.	Opposed? (pause) So carried.
02.10.2021 929	Motion Carried
David F.	May I have a motion for the approval of warrant #21-2-3 general fund payroll in the amount of \$147,385.34 ?
Janet O.	I make the motion.
Louise W.	Second.
John M.	All in favor?
All	Aye.
John M.	Opposed? (pause) So carried.
02.10.2021 930	Motion Carried
David F.	May I have a motion for the approval of resolution #21-2-4 capital fund project in the amount of \$2,900?
Janet O.	I make a motion.
Louise W.	Second.
John M.	All in favor?
All	Aye.
John M.	Opposed? (pause) So carried.
02.10.2021 931	Motion Carried

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David F.	May I have a motion for the approval of bank reconciliations for January 2021?
Janet O.	I make a motion.
Louise W.	Second.
John M.	All in favor?
All	Aye.
John M.	Opposed? (pause) So carried.
02.10.2021 932	Motion Carried
John M.	Next on the agenda is correspondence, Kerrie do we have any correspondence?
Kerrie M.	Yes I have two. I have from Antoinette Merenda: "I'm thankful for the Libby app and have been using that, amazing how many books I've read during COVID, not just novels. I think you will enjoy Wacky Auntie Pilates. We need humor during this time". And then I have a comment card from a patron: "Daaimah was a fantastic representation of everything an employee is supposed to represent. Smart, nice, helpful and fast. Even with the mask on I knew she was smiling!" and that was from Max Saffer.
John M.	That was very nice. Next on the agenda is the Director's Report.
Kerrie M.	Yes. Okay. So for January out of an abundance of caution we were closed on January 6th and 7th due to a possible COVID-19 exposure. And we had two holidays in January that we observed. So with the combination of those few days that we were closed, we had 1,844 patrons visit our library for the month of January. And this includes Browse and Borrow, use of the copier and fax machines and use of the computer lab. We had Long Island Cares mobile food pantry at RFL on February 4th, from 11AM until noon, and served 28 families with 64 bags of food. We were one of the highest distribution sites for that time of the month. Island Harvest Senior mobile food distribution was at RFL on February 8th, and they helped 66 people and their families on that day. Part-time technical services clerk Olivia Serpicio has resigned and part-time Youth and Family Services librarian Ken Godberson is no longer working at RFL. Part-time bookkeeper Kerry Cooper has resigned, and I am recommending my part-time administrative assistant, Theresa Connolly, be promoted to full-time and take on the job duties of the part-time bookkeeper. I am recommending a retirement incentive be offered to all those employees that have 35 or more years of service at RFL. Our 2021-2022 proposed budget tax levy information was sent to the Deputy Superintendent of Schools for the Riverhead Central School District. Our budget vote and trustee election will be held at RFL on Tuesday, April 6th. And the deadline for new trustee applications is March 5, 2021. We are no longer a

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	<p>yellow microcluster zone, effective February 2nd Governor Cuomo said Riverhead is no longer part of the zone. So we have increased our Browse and Borrow appointments to 30 minutes, and our computer use appointments to an hour. This became effective on Wednesday, February 3rd. And we will be offering AARP one-on-one tax appointments on Mondays and Fridays. And Vita tax assistance on Saturdays and virtual tax assistance with the Health and Welfare Council of Long Island. And we are one of three libraries in Suffolk to offer the virtual tax assistance program. Our hours of operation will be extended effective March 1st to Monday through Friday 9AM to 7 PM. We are currently only open until 5PM. And Saturday 10am-3pm. And I hope that we continue to move in a positive direction. And one last thing is that close to closing time today, Martin Sendlewski delivered some paperwork for the Yellow Barn. It is something that I need to sign and have notarized for the town of Riverhead. And he said that he's preparing a letter and getting the electrical certificate from the electrician and once we have all of the paperwork and the checks back to him he will be able to finalize the building permit. So that is the most recent update on the Yellow Barn rehab. And that's my report.</p>
John M.	Thank you very much. Assistant Director's report, Stephanie?
Stephanie M.	Okay, at my previous job which was at the Westhampton Free Library, we didn't do tax services. So I was very happy to get the opportunity to be the one who coordinated a lot of the procedures and finalized a lot of the things with the providers from AARP and Vita and the Health and Welfare Council. So I did spend a decent amount of time doing that. And it was a great opportunity for me to learn, so I was thankful for that. We did start those services this week, yesterday actually. Monday was the first day we had in-house appointments. And tomorrow will be our first Friday so things are hectic but everything is going well so far. I also have been working with Kerrie on the Yellow Barn so she gave you that update. And I also have been working with the correctional facility still. They've opened up the Yaphank facility now to our resources. So we had a total of 200 cards that we issued to the Riverhead location and in the past five days, I've done another 50 cards for the Yaphank location. So they really are utilizing the resources and it's going great. They're doing job training, and they're doing GED preparation.
	(inaudible)
Stephanie M.	I'm sorry?
Marylin B.	Susan has to mute her phone.
Stephanie M.	Oh I'm sorry, so they are very excited about it and so are we. So, that's it.
Janet O.	That's great news.
John M.	Thank you very much. Committee reports, Ms. O'Hare?

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Janet O.	I have two resolutions in front of me.
John M.	Right.
Janet O.	Which I will read. First is approval of Theresa Connolly as full-time administrative assistant. Congratulations Theresa. Now therefore be it resolved as follows: the Board of Trustees hereby approves Theresa Connolly as full-time administrative assistant with a bi-weekly salary of \$1,400.00, effective February 10, 2021, 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.
John M.	Do we have a second?
Ruth N.	I second that motion.
John M.	Thank you. All in favor?
All	Aye.
John M.	Opposed? (pause) So carried.
02.10.2021 933	Motion Carried
John M.	Congratulations Theresa.
Janet O.	Welcome aboard.
Theresa C.	Thank you.
Janet O.	Okay. Resolution #21-316, approval of retirement incentive. Now therefore be it resolved as follows: the Board of Trustees hereby approves the following retirement incentive: All employees shall be permitted to participate in an early retirement incentive if they meet the following conditions: Thirty-five (35) or more years of service to the Riverhead Library as of March 15, 2021; Interested members must submit to the Director no later than March 15, 2021 an irrevocable letter of intent to retire from the Riverhead Library (and the Retirement System, where applicable) with a retirement date that is on or before May 28, 2021; Full-time employees who retire pursuant to this incentive will receive a payment of Seven Thousand, One Hundred Forty-One and 21/100 (\$7,141.21) Dollars, less withholdings; Part-time employees who retire pursuant to this incentive will receive a prorated amount of the full-time employee payment to reflect the part-time employee's status as such; Payment of the incentive will be in one lump sum within thirty (30) days of the employee's date of retirement; Members who retire pursuant to this incentive will participate, to the extent they are eligible, in

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	Retirement Benefits as set forth by Board policy [or collective bargaining agreement,] as applicable; and the incentive shall sunset May 28, 2021. Resolved, that a copy of this resolution be made available in accordance with applicable laws, rules and regulations.
John M.	Beautifully done. Do we have a second please?
Marylin B.	Second.
John M.	Okay all in favor?
All	Aye.
John M.	Opposed? (pause) So carried.
02.10.2021 934	Motion Carried
John M.	While we're on personnel not that it's directly related, has anybody heard from Jeff or Annette Totten? They are not here tonight. (pause) Nobody heard from them? Okay just curious. The next report is Buildings and Grounds. Ms. Banks?
Marylin B.	Okay, hi. I'm glad to see that the Yellow Barn resolution was passed on January 19th. Thank you so much for that. Kerrie already gave her report as far as the update of Martin sending in the contract. And I'm thankful for Stephanie and Kerrie for putting a little fire on Martin to get those things to us in time for our Board meeting. Kerrie had mentioned also about the current that was leaking in the Yellow Barn and the underground service that needs to be rectified. I advised Kerrie to ask our electrician that when he digs up the underground burial wire that he drops in two inch pipe so that in the future we'll already have that in there. I trust John from Soundview. We've worked with them before. And it will be less costly for us if he drops that in when he goes in to fix the wire. So basically that's my report because Kerrie already gave everything already.
Ruth N.	I have a question. Is there a discharge of that electricity through the ground? I mean is that a hazard in any way?
Marylin B.	It's not a hazard, but there is a break from the burial wire not being protected with conduit. And I think that's the problem that's occurring right now. So that needs to be rectified and if he puts in PVC pipe, then there won't be a problem. It's protected.
Ruth N.	Good, thank you.
Janet O.	Kerrie I saw that there was a container over by the Yellow Barn today, and that the door was opened, so I'm assuming that some things are getting moved over?
Kerrie M.	Yes. Barbara's been very busy, and we've had a couple of our staff

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	members helping her move boxes of books from the Barn into the container.
Stephanie	Yes, I'm sorry I forgot to mention that.
Janet O.	Great, great. Thanks Marilyn, thank you for your expertise, you're really great with Buildings and Grounds, it's so great to have you.
John M.	Thank you.
Marilyn B.	I'm not alone. Trust me. Stephanie and Kerrie are right there with me.
Janet O.	I know. But they're getting paid okay, you're not.
Marilyn B.	That's true. But if they want to bring over a little incentive that would be fine.
Ruth N.	Well it's Valentines day coming up!
Marilyn B.	Yes, right there you go. I love chocolate. Go ahead John, sorry.
John M.	Policy and bylaws?
Ruth N.	We've had no meeting, does anyone have any issues they want to bring up to me, and to the committee?
Janet O.	I think at some point we should probably go over the bylaws. Maybe there might be a tweak here or there Ruth that we feel that we want to do?
Ruth N.	Alright I will look them over.
Ruth N.	Alright review the bylaws for next time.
Janet O.	Yes, exactly.
John M.	Okay, thank you. Next, David finance
David F.	Personnel and Payroll report for January 2021 there were no new hires. There were two resignations or terminated employees. In addition to that we had 16 employees who, in addition to their normal duties, attended 37 programs, meetings and seminars via LILRC, Zoom, pre-recorded video, webinar and conference calls. Number of employees as of January 15th full-time was 26, as of the 29th it was also 26. Part-time as of the 15th of January was 31, as of January 29th was 32. That is the end of that report.
John M.	Thank you very much David. Plan of service, trustees. Anybody have any comments or anything they want to say? (pause) Okay Liaison reports, Friends?
Louise W.	Yes. I was unable to attend the meeting but I did get a catch up. And I also ran into Barbara when she was working with one of our employees boxing up books. They had already finished one whole back wall, and started a

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	<p>second row. So I don't know how far she has gotten since, but I know she is definitely working. The Friends meeting resulted in the formation of a fundraising committee. That's going to be fundraising.</p>
John M.	<p>Hold it. That's their job to fundraise.</p>
Louise W.	<p>But they've never had anyone in charge of fundraising. To just concentrate on fundraising activities. They've had a President and a Vice President but mostly they're dealing with programs.</p>
John M.	<p>Okay.</p>
Louise W.	<p>They have one or two fundraising events.</p>
John M.	<p>Right. I didn't want to get in a conflict between the library and the Friends.</p>
Louise W.	<p>There is no conflict, the Friends fundraise. I am now, officially as of today, the fundraising person for the Friends.</p>
John M.	<p>Okay.</p>
Louise W.	<p>I'm a little concerned and I'll speak about that later. But we already have at least two fundraising events planned if you will. Things to happen. I think I sent an email saying that the thermometer has already been ordered. And I have to touch base with him. I'm not sure when they can put it in.</p>
John M.	<p>Louise, shouldn't the library be ordering the thermometer? Not the Friends? It's a library building, it's a library project.</p>
Louise W.	<p>You want me to request permission to have it built? I thought we would be saving money if the fundraising committee...</p>
John M.	<p>That's fine, but it's got to go through that chain.</p>
Louise W.	<p>Absolutely. I wanted to get pictures of it so before I ask permission, you would be able to see it.</p>
John M.	<p>Okay, great.</p>
Louise W.	<p>So it needed to be constructed in order for you to see what it's going to look like. He's got some drawings going, and then I want to know what it's going to be made of, and we talked about the frozen ground. That's as far as I got.</p>
John M.	<p>Okay I just...</p>
Louise W.	<p>Is that acceptable John?</p>
John M.	<p>I'm not sure. The responsibility is with the library. And if you're acting on behalf of the library that's fine. If you're acting on behalf of the Friends, I</p>

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	don't think that's proper.
Louise W.	I was acting on behalf of the library. Because at that point, I only started today as chairperson.
John M.	I just hope we have a clear delineation.
Louise W.	Right. I only have 91 days, John, and then you don't have to worry about what I am.
John M.	Me too.
Ruth N.	I have a question, do you have a goal with this thermometer or is it just a thermometer? What is the goal?
Louise W.	Well I would think the goal would be \$100,000. That's what I suggested.
David F.	That's not enough.
Louise W.	Because that way we may have a way of covering all of the expenses.
John M.	David, you had a comment.
David F.	I think that's not enough, I think it should be about \$150,000.
Louise W.	I can tell them to change it.
David F.	Excuse me? May I finish? That would cover the entire Yellow Barn, interior, exterior, you would also be in a position where you would have a fund for maintenance for years to come. You go for \$100,000 that would not cover the Yellow Barn for the interior and exterior. It's not enough.
John M.	Alright so we have to discuss. Buildings and Grounds should discuss what they are going to do with the thermometer.
Louise W.	That's the thing, we need a photo first.
John M.	I'm sorry?
Louise W.	I said that's the thing we need a photo and a mockup first.
John M.	That shouldn't be a problem but basically, that's up to the Buildings and Grounds. And you guys can work it out with Louise as to who's doing that. Marilyn?
Marilyn B.	Yes I was going to say that if we could just hold off because we need to get the numbers of what it's going to cost outside. You know, to do the exterior of the building. So they will have a better idea of what the fundraising costs will be. What our goal will be to reach. So we could meet and it will be fine. But we just have to wait to get numbers and between Kerrie and Stephanie we need to wait to get numbers from Martin as far as the cost of the exterior.

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John M.	Marylin if you could work with Louise on that, and not only that but the entire project in terms of the thermometer and whatever else is needed. But you'll work together on that I hope.
Marylin B.	Yes. Well David is on there and so is Jeff on our Buildings and Grounds. So we'll have a meeting. First I want to be able to get the contract signed on the interior. We want to do that but we'll definitely have a meeting because I know we need to move forward with fundraising. That's first and foremost so that we'll have the money ready when it's time to do the exterior come Spring.
John M.	Great. Anybody else have any comments regarding that or thoughts? Susan, Suffolk Cooperative Library System.
Susan B.	Okay first of all the library system's fiscal year runs from January to December, to the end of December. So we recently had our insider elections of officers. We have three new Board members on and three just went off. There are only three committees: personnel, budget and advisory committees. Which trustees are being assigned to at least one of each. There weren't any advisory reports from the different zones because of the holidays and also COVID is still very much an issue where now staff members are testing positive so that the buildings have been locked down and then cleaned and then reopened. The government budget cuts: New York State government budget cuts are sizable this year. The overall budget for funding for library aid went from 91.6 million to 87 million reflecting a 5% cut. And the New York State construction grant programs is listed at 14 million which was the same as last year however last year's construction grant program was cut 20 million so they expect to keep that at the same 14 million. There are a lot of budget issues and information that was presented to us the library advocacy day is February 26th, It's all online and there are sign up registrations if anyone wants to sign up to attend different workshops or different presentations. And I can forward that to Kerrie that Kevin sent me. I don't know if you already have it Kerrie or not for library advocacy day?
Kerrie M.	Yes.
Susan B.	You do, okay so I don't have to send that. The next thing is that the library systems statistics summary: the renewal percentages are up. The circulation statistics of course are down. It's now trending in a one in four in a positive direction. SCLS is keeping lists of what libraries are closing because of COVID and other issues. So Kerrie I'm sure that Kevin has forwarded that to you as well because he's so good about networking the information. The audiobooks, believe it or not went down. But the books went up when libraries started reopening. Online programs are very interesting because logins are not just county-wide or state -wide. They are nation-wide and international-wide. There are people logging on to the online programs as long as they are not limited to that particular library, from all over the world which is pretty impressive. Libraries are still trading ideas and working with collaborations on online programs which

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	<p>is really great to hear. And other than that the financial reports, everything looks operational, everything looks good. The library system itself they recently put in a new HVAC system. And when the building was closed, they had other issues with mold and also I believe the electrical system had to be upgraded so they're all onboard with that. Everything has been paid for. Kerrie do you know if SLED has started going around yet? I thought they had but it wasn't mentioned at the past meeting. Do you know if the book mobile SLED has gone around yet?</p>
Kerrie M.	<p>Not that I'm aware of.</p>
Susan B.	<p>Yes. Because I know I did hear that the person who was in charge of it was no longer there. Also because SCLS has let go almost if not all of their part-time employees. They have hired some delivery people back. But they don't expect to be rehiring much more. So they've had to redistribute a lot of job descriptions and job responsibilities. The staff up there is fantastic, there hasn't been one complaint. I guess they are really still happy to have their jobs. But the union has also not received any complaints from staff about the reorganization and restructuring of responsibilities. So other than that it was a good meeting. We'll miss the people who went off the Board. Francis Bell she was fantastic, she always gave a lot of great ideas and she's gone off the Board now. So I just finished my first year there and it's been pretty interesting. And we haven't gotten the committee assignments yet but I'm sure we will soon. So other than that that's my report.</p>
John M.	<p>Thank you very much.</p>
Janet O.	<p>Thank you.</p>
David F.	<p>Thank you.</p>
Susan B.	<p>You're welcome.</p>
John M.	<p>Any unfinished business? (pause) none, how nice. New business: I'd like to create an ad-hoc committee. A committee for the nominating of potential members. Can I have a motion to do that please?</p>
Louise W.	<p>I make a motion that you form an ad-hoc committee.</p>
John M.	<p>Thank you, second?</p>
Marylin B.	<p>Second.</p>
John M.	<p>All in favor?</p>
All	<p>Aye.</p>
John M.	<p>Opposed? (pause) So carried.</p>
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John M.	And the next committee we should do is a Yellow Barn fundraising committee. We should form that also. Do I have a motion to form a Yellow Barn fundraising committee?
Louise W.	John, when can we have discussion about that?
John M.	Pardon?
Louise W.	When can we have discussion about forming a committee? For fundraising?
John M.	As soon as someone makes the motion to move it forward.
Marylin B.	I make a motion to form a Yellow Barn fundraising committee.
John M.	And a second?
Ruth N.	Second.
John M.	Okay. Discussion.
Louise W.	Why do we need a fundraising committee coming out of the Board of Trustees? When some of us don't participate anyway in a lot of things, and try to make it as short as possible. It's like another assignment when we could work together with the fundraising committee formed by the Friends.
John M.	The problem is, from my viewpoint, you're getting a blurring of the lines of responsibilities. The fundraising from the Yellow Barn frankly is not the business of the Friends. It's a library project.
Louise W.	But you just said, not five minutes ago, that the intent of the Friends is to fundraise what the library needs and wants.
John M.	Yes, that's what the Friends do.
Louise W.	What?
John M.	That's what the Friends do.
Louise W.	Okay. So that means that they are going to be contributing to the Yellow Barn. Why do we need a second committee? All of us are overwhelmed for the most part anyway. Why don't those people that want to fundraise participate with the Friends? Or a committee that the Friends form?
John M.	How are the Friends going to do anything different than what the library does? What I'm saying is they have their sales and stuff like that, that's fine, that's wonderful.
Louise W.	But you didn't listen to what I said five minutes ago. When I said that they

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	now have an organized fundraising committee that's going to raise funds for the library especially the Yellow Barn. There may be an event, just like with everything else, where they want to donate the bikes. So they would have a fundraiser, and that might even go to donating the bikes.
John M.	There doesn't have to be any special thing for the Friends to do that.
Ruth N.	My concern is that...
Marylin B.	Go ahead Ruth.
Ruth N.	There is a considerable amount of money involved if you're talking about \$150,000. Are they going to set up a special bank account for this? I mean this is a lot of money.
David F.	No, we are. We are.
Ruth N.	We are?
David F.	Yes.
John M.	This is a library project.
Ruth N.	Well then it would be a library project and they would be part of it.
David F.	We own the building. We own the building so it's our responsibility to set up a Yellow Barn fundraising committee for the sole purpose of rehabilitating the Yellow Barn. Simple as that. When the Friends set up their own fundraising committee, my idea was, or I thought the purpose of them doing that and making Louise chairperson would be solely to raise funds for the Yellow Barn itself.
Louise W.	That was it.
David F.	Is that the purpose?
Louise W.	That was the intent. But what am I going to do, do battle for the next year or so with whoever is on your fundraising committee?
David F.	You're not doing battle.
Marylin B.	It should be a collaboration.
Ruth N.	Collaboration, correct.
Marylin B.	It should be a collaboration between the library and the Friends. We're trying to establish a good merge with both.
Janet O.	Rapport.
Marylin B.	Friendship with both. So I feel personally that I don't have a lot of time to spend (as I had emailed to everyone before) on the fundraising part, as I

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	am running for office. So I would appreciate that we all work together.
David F.	Marylin, the fundraising part should be part of the finance committee not Buildings.
Ruth N.	I agree.
Marylin B.	Well it would be both.
David F.	No it's not both. Excuse me, the Finance committee is going to control the donations that come in, put them into the bank, set up the banking systems and set up the monitor for the funds. Prepare all of the reports necessary, and make sure every dollar is accounted for.
Ruth N.	Correct, david.
Marylin B.	Right, but the only way that you're going to know about what finance you need to achieve, or whatever the goal is is from the Buildings and Grounds once we get the money contract from the builders.
Ruth N.	That's the goal Marylin, that's the goal.
Marylin B.	Right, that's the goal.
Ruth N.	But when a person makes a donation of \$100, to whom do they make it out to?
Marylin B.	That's controlled by the finance committee. I understand that.
David F.	It's controlled by the library in the finance committee.
Marylin B.	Right.
David F.	Because we don't want any questions relative to where did the funds go?
Ruth N.	Correct.
David F.	Okay? We're going to be sitting with paperwork that will prove where every dime went.
Marylin B.	Right.
David F.	That's why whatever the Friends want to do in fundraising that's fine. Let them do their own financial controls and we'll do ours. And this way there will be no problem.
Louise W.	David I believe that there's never been a problem with the Friends' finances.
David F.	I'm not saying there is. But you handle your own donations and we'll handle ours. And this way our records will be complete and as far as I'm concerned, your records will be complete. It depends on your accounting

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	procedures.
Louise W.	You're creating a split again.
David F.	No I'm not. No.
Louise W.	Yes you are.
David F.	No, this is too large an expense, too large a project.
Louise W.	I have never been on a Board of Trustees where I've been asked to fundraise as a Trustee. That's the first thing that hit me with this. Never. You have all the PTOs and all of the schools, no Board of Education member has to sit and fundraise. Or have their own committee. That's unheard of. So I don't understand where this is coming from.
Ruth N.	Louise I think the problem here is it's a question of where do the funds go? If I write a check out, do I write it out to the Friends of the library? Or do I write it out to the Riverhead Library? And I think that's the distinction that has to be made. The money, I believe, has to be directed to the library. The Friends will be active in doing this and they'll set up programs which we can also cooperate with. I may be wrong but...
Louise W.	But Ruth, they've never had to before separate. So I have to talk to them about that, that's number one. Certainly they have already given Kerrie money. That was shuffled through.
Ruth N.	Yes.
Louise W.	I mean that's what they've been doing for many many many years. So I don't know that there has ever been a problem with a bounced check or a question of donation or you know, anything like that.
John M.	We're talking about a whole different thing.
David F.	We're not discussing that.
Janet O.	But we have to fix our own building, right?
David F.	That's right.
Janet O.	I mean isn't that what we're talking about?
John M.	That we have to control the money that goes into that building.
Janet O.	Right, the maintenance. So that building is our responsibility.
John M.	Yes.
David F.	That's correct. And the rehab is our responsibility too. Our end of it.
Janet O.	It's like if something happened in the main library and there was some

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	sort of repair that had to be done, we'd have to take that on, correct?
John M.	Right.
Louise W.	Right. So this would be direct money to save the Yellow barn, money for the Yellow Barn.
John M.	No it shouldn't.
Marylin B.	Well is this going to be for the Yellow Barn and other expenses?
Ruth N.	No, it's going to be for the Yellow Barn.
Marylin B.	Just for the Yellow Barn, okay.
David F.	The purpose of this fundraising committee Marylin is for the rehabilitation and the maintenance of the Yellow Barn for years to come. In other words, you do the interior, you do the exterior you got it all done. Then you have money leftover that goes into a special account, and that maintains that building for who knows how long. Now the Friends of the Yellow Barn on the other hand, they raise funds, that's true. But they can raise funds directly for the maintenance of the Yellow Barn, directly for the interior and exterior of the Yellow Barn, but they can also raise funds through their book sales for other things too. Applicable to the Friends of the Library. The specific purpose on this fundraising committee is the Yellow Barn.
Marylin B.	The Yellow Barn is the goal. So you know that's understood.
David F.	That's the only reason we're having a Yellow Barn fundraising committee is the Yellow Barn. And that's why we should control that. And we should control the financial moderation of it. And the monitoring of it.
Ruth N.	But the Friends should be an arm of that committee. They should be part of that committee.
Marylin B.	I agree.
David F.	I didn't say they shouldn't. But we should be in control of the committee. The trustees themselves are in control of that committee.
John M.	Can I suggest that the Finance committee and the Buildings and Grounds committee have a joint meeting to resolve any of these issues?
Kerrie M.	John, you really can't do that because then you have a quorum. You have enough Board members there for a regular Board meeting.
John M.	Well, we'll kick somebody out. Well my suggestion is that the two committees have to resolve this situation. Now how we do that is the question. Buildings and Grounds can have a meeting, and Finance can have a separate meeting in that case. And then report to each other. Or

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	report to the Board or whatever. But I think all of these discussions are very important, but they have to be resolved via the committees. And then reported to the Board. So if we can have, perhaps Marylin?
Marylin B.	Yes I recommend that each one of the Board heads meet with each other.
John M.	You can have the Finance people get together?
Marylin B.	Yes, David and I and Louise can meet and discuss this later.
Ruth N.	I would agree to that. I think you need more input in terms of what each person in the group would do.
Marylin B.	Exactly.
Ruth N.	In terms of activities. What we would plan to provide as opposed to what the Friends would plan to provide.
Marylin B.	Right. And I know that Jeff wanted to be instrumental in the fundraising. So I just want to make sure that he's involved.
Louise W.	It still makes much more sense to have one committee planning the events. Maybe having one account, bank account that does make sense but for both groups to have access to. David and our treasurer in the Friends.
Janet O.	No.
Kerrie M.	You can't co-mingle funds with two different 501s. You can't do that.
Louise W.	It just makes no sense to have a fundraising committee coming out of the library. We talked about that four or five years ago. I don't know if Kerrie remembers. Susan, remember? It just, it makes no sense.
John M.	Well that's a proposal that the committee is coming out of the library.
Susan B.	Could I just say something when it comes time for public expression about this?
John M.	Go ahead.
Susan B.	Well it's not Public Expression yet, should I still go ahead?
John M.	Go ahead.
Susan B.	Okay. It's always been the Friends have fundraised for the library. Because of course the library governs the Friends ultimately. However, Kerrie is absolutely right. You can't have two 501c3s doing what each one is doing. Therefore, the library, and Louise is correct in this, four or five years ago we discussed the library doing fundraising. But this library doesn't do fundraising. Even when we had our last expansion and all the other big projects that went on. The library itself does not do fundraising. That's the Friends. So if the Friends, however they want to construct it

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	<p>and set up their bank account doing that for that particular purpose that's fine. Ultimately those funds would get pushed over to the library itself. The library should not really be so involved with the Friends' fundraising. However there should be one representative from the trustees or administration who is in on those meetings just as a liaison.</p>
Louise W.	<p>That's what I've been for a couple of years.</p>
Susan B.	<p>You have. We did discuss quite a lot four or five years ago that the Friends are the ones that do the fundraising. The library owns the building, the Yellow Barn and the library itself, but the Friends are the ones that contribute to the library. So it should be left that however the Friends decide to fundraise, whether they set up a committee or they set up one person to do it, however they do it as long as there is a person from either the trustees or administration in on the meeting. I'm not saying they should say anything, or not say anything or contribute or not contribute. Because it does involve with the library itself it does involve Finance and Buildings and Grounds. However that's getting too muddled. So the basic, it should stay separate in my estimation, because the library doesn't do fundraising. The Friends do the fundraising. There are libraries in our system for example Shelter Island is one I believe, Sag Harbor is another where the library itself fundraises. They have a big tent in the summertime out on the beach and they fundraise you know sell all kinds of things that are donated and that goes right into the library itself. That's not involving Friends. So the Friends are ultimately governed by the library. Because the library owns the building and you know buildings etc. But however the Friends want to fundraise, as long as it's on the up and up of course it's going to be, they always have been. But they're the ones that did the bags, the bookbags that we sold. And they did of course the books. But it should be kept separate, because Kerrie is right there's two 501c3's involved here. So it was always that the library does not do fundraising.</p>
Kerrie M.	<p>So let me just put a little something out there because I spoke with Tom Volz about this and because we are a 501c3 and this is a capital project, we can fundraise for that.</p>
Susan B.	<p>Okay.</p>
Kerrie M.	<p>If we have a specific goal for some type of capital improvement and we let the community know and we open up an account, and we say this is specific fundraising for this end. Then we can do that. So that's different from the fundraising the Friends does when they support all our programs and 1,000 books before Kindergarten, that's completely different fundraising for the library.</p>
Janet O.	<p>Well this is also a big number too. I mean this isn't just like a little fundraising, this is \$150,000 so that's a little bit different Susan than just like fundraising you know. It's big. It's big. So maybe we do have to ask the public for money.</p>
Ruth N.	<p>I have another question though. There is no line in our budget with</p>

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	regards to maintenance of the Yellow Barn or repair of the Yellow Barn.
Kerrie M.	Not specific to the Yellow Barn, it's just building maintenance. You know Buildings and Grounds and Maintenance. And that's part of the Buildings and Grounds.
Susan B.	That covers that, yes it does.
Janet O.	It's the umbrella over everything.
Ruth N.	Well has anything been done over the years with regards to Yellow Barn repair and maintenance?
Kerrie M.	Not really, no.
Susan B.	That's why we're in the mess we are.
David F.	That's the purpose of what we're doing now.
Marylin B.	What we're doing now.
David F.	That's right. I think John should be the one who decides who's on the Yellow Barn fundraising committee representing the library.
John M.	I was just about to do that.
Kerrie M.	Well you have the motion but you didn't vote yet on that motion just to point out. Okay?
John M.	All in favor?
David F.	As head of finance, can I make the motion?
John M.	We have a motion on the table.
Marylin B.	I think I already made the motion
David F.	You did?
John M.	We have a motion on the table for the formation of two committees. Finance and fundraising.
Janet O.	Ad-hoc.
Kerrie M.	Ad-hoc.
John M.	Ad-hoc. So all in favor of the forming of those committees?
John M., Janet O., Ruth N., David F., Amy W., Marylin B.	Aye.

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John M.	Opposed?
Louise W.	John, I want to oppose. You put them in one lump, you put the ad-hoc and the Yellow Barn as one vote. Didn't we already vote on the ad-hoc?
David F.	Yes we already approved that.
Ruth N.	On the finance.
Louise W.	Can we have a straight vote on the Yellow Barn fundraising committee coming out of the trustees?
David F.	Coming out from the library.
Louise W.	The trustees.
John M.	I didn't hear all that you said. Could you repeat please?
Louise W.	Who me? I said can we have a straight vote? Just about the Yellow Barn fundraising committee? You lumped them both together.
John M.	The creation of one?
David F.	Yes. The creation.
John M.	Alright. Somebody want to move to create a Yellow Barn fundraising committee?
David F.	I make a motion.
Janet O.	We've already...
Ruth N.	I think we need more discussion, I think David wants to bring up another point.
David F.	I would like to make a motion that we design a Yellow Barn fundraising committee as appointed by the President of the Board of Trustees of the Riverhead Free Library.
John M.	Do I have a second?
Janet O.	Second.
John M.	Alright. I hope there is no further discussion. All in favor?
John M., Janet O., Ruth N., David F., Amy W., Marilyn B.	Aye.
John M.	Opposed?
Louise W.	Nay.

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John M.	Okay one nay. So carried.
02.10.2021 936	Motion Carried
John M.	I'm going to appoint on the ad-hoc committee, nominating committee: myself, Janet and David. And for the fundraising committee, I want to appoint Louise, Jeff and Ruth and Marylin. So if you guys can get together and start talking about what you want to talk about, that will move us forward in many respects.
Ruth N.	Could you repeat the names please? On each committee? Who is on the fundraising committee for the Yellow Barn?
John M.	Fundraising committee for the Yellow Barn is..
David F.	Representing the library.
Ruth N.	Representing the library right.
John M.	Right. Marylin, Jeff, Ruth and Louise.
Louise W.	Okay.
John M.	And the ad-hoc committee.
David F.	Would that be a I'm sorry wouldn't Louise's presence on that committee be a conflict of interest because she's representing the Friends?
Louise W.	I have 90 days.
Susan B.	Well you're actually asking her to represent both by being at that meeting.
Louise W.	But I did that as a liaison.
Susan B.	Yes.
Louise W.	I've been representing the Friends for years.
Ruth N.	Shouldn't David be on that committee too because he's the head of finances?
John M.	I'm sorry, don't I have David? I thought I had David on there, I'm sorry.
Susan B.	You did.
David F.	No he had me on the ad-hoc committee; he didn't mention my name for the Yellow Barn.
John M.	I thought I had, let me start over again.
Louise W.	Okay.

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John M.	Nominating committee: Myself, Janet and David. David would you prefer to be on the fundraising committee? David?
David F.	Yes.
John M.	Okay so let me shift that.
Marylin B.	Well I was going to say can Jeff report back to David? So Jeff is on the Finance committee as well as the Buildings and Grounds?
Janet O.	Right so that would be David, Jeff, Ruth and Louise.
John M.	David, Jeff, Ruth and Louise
Janet O.	Louise you'd be okay with that for 90 days right?
John M.	With the fundraising yes, that would be the fundraising.
Louise W.	I'm not sure if we can have four of us? Is that a quorum?
Janet O.	Five is a quorum.
John M.	Five is a quorum.
Louise W.	So four is okay.
Ruth N.	Marylin is not on it?
Janet O.	Marylin, no.
Marylin B.	No, and I need to recuse myself anyway because I'm running for office, so.
John M.	What office are you running for?
Marylin B.	I'll let you know later.
John M.	Okay. Alright I think we did that one. Period of Board Expression. Anybody want to say anything in addition? (pause) Period of Public Expression? (pause) no. Okay. Do I have a motion to adjourn?
Janet O.	I make a motion to adjourn.
John M.	Thank you, a second?
Marylin B.	Second.
John M.	All in favor?
All	Aye.
John M.	Opposed (pause) So carried.

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	Meeting Adjourned at 8:00PM
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