

APPROVED

Minutes
Regular Meeting of the Board of Trustees
Riverhead Free Library
February 12, 2020

Present: Louise Wilkinson, Vice President; David Friedrich, Treasurer; Janet O'Hare, Secretary; John Rienzo, Trustee; Ruth Nelson, Trustee; Susan Bergmann, Trustee; Annette Totten, Trustee; Marylin Banks-Winter, Trustee

Absent: John Munzel, President

Director: Kerrie McMullen-Smith

Four: Staff members were present

Four: Friends members were present

Regular Board Meeting of the Board of Trustees was called to order on February 12, 2020, at 6:33 PM.

Ron Ondrovic led those present in the Pledge of Allegiance.

02.12.20 Vice President Wilkinson noted that the agenda needed to be amended to add Resolution 20-282.

733 Vice President Wilkinson entertained a motion to approve the amended agenda. The motion was moved by David Friedrich; seconded by Marylin Banks-Winter.

Motion Carried

02.12.20 Vice President Wilkinson entertained a motion to approve the minutes of the January 8, 2020, Regular Board Meeting. The motion was moved by Janet O'Hare; seconded by David Friedrich.

Motion Carried

02.12.20 Vice President Wilkinson entertained a motion to approve the minutes of the January 29, 2020 Special Board Meeting. The motion was moved by John Rienzo; seconded by David Friedrich. **Motion Carried**

735

Public Expression: Laura LaSita stated that the public is very happy with the Library (looks, staff and programs). This came from the comment cards that the Friends had out on their Love Your Library Week Table.

02.12.20 Vice President Wilkinson entertained a motion to adjourn to executive session. The motion was moved by Susan Bergmann; seconded by Marylin Banks-Winter. **Motion Carried**

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The meeting adjourned to the executive session at 6:39 PM.

02.12.20 Vice President Wilkinson entertained a motion to return to regular session. The motion was moved by Janet O'Hare; seconded by Susan Bergmann. **Motion Carried**

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The meeting returned to the February 12, 2020 Regular Session at 6:53 PM.

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- 02.12.20 738** 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**
- 02.12.20 739** David Friedrich entertained a motion to approve the receipts and disbursements. The motion was moved by John Rienzo; seconded by Annette Totten. **Motion Carried**
- 02.12.20 740** David Friedrich entertained a motion to approve Warrant #20-2-1 General Fund Checking. The motion was moved by Susan Bergmann; seconded by John Rienzo. **Motion Carried**
- 02.12.20 741** David Friedrich entertained a motion to approve Warrant #20-2-2 General Fund Money Market. The motion was moved by Marilyn Banks-Winter; seconded by Susan Bergmann. **Motion Carried**
- 02.12.20 742** David Friedrich entertained a motion to approve Warrant #20-2-3 General Fund Payroll Checking. The motion was moved by Annette Totten; seconded by Susan Bergmann. **Motion Carried**
- 02.12.20 743** David Friedrich entertained a motion to approve the bank reconciliations for January, 2020. The motion was moved by John Rienzo; seconded by Susan Bergmann. **Motion Carried**

Correspondence: None

There was a discussion about a suggestion that was left in the Suggestion Box about having a sign upstairs that identifies the club, when it meets and lets people know about the pictures that the Photography Club has on display downstairs. Kerrie McMullen-Smith suggested that a poster could be made once the poster machine was fixed.

Director’s Report:

Riverhead Free Library

January 2020

Day to day operations

Personnel

- Our Youth & Family Services trainee Maggie Kavanagh has resigned effective 2/21/20. I am recommending part time clerk, Alexandra Giresi, be promoted to part time librarian trainee in the Youth & Family Services Department.
- Tyler Kassten will be leaving for Japan. His last day of work will be March 9, 2020.
- I am recommending James Provencher receive the “Employee Recognition Award” as

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defined in the Collective Bargaining Agreement, Article XI, for assisting in the daily operation of the Reference department, in the absence of a department head.

- Six staff members attended the 35th Annual MLK Jr. Memorial Breakfast sponsored by the First Baptist Church of Riverhead on Monday January 20 at the Hyatt Regency Wind Watch Hotel.
- David Troyan, Barbara Acard and Patty Geibfried will be attending Library Advocacy Day in Albany on 2/25/20.
- All of the department heads are currently gathering statistics for the Annual Report.

Buildings & Grounds & Technology

- The RFP for the Yellow Barn was mailed to the following:
 1. Nemschick Silverman Architects
 2. Vincent Benic Architect
 3. John Tanzi Architects
 4. Steward Preservation Services LLC ---Joel Snodgrass
 5. BBS Architects & Engineers ---Kevin Walsh
 6. John M. Collins

Community

- We have had the poetry, created by the children who participated in the Art Squared program funded by through the grant from the Huntington Arts Council, printed into a hardbound book. The book is available for check out at RFL. The artwork created by the children who participated will be on display at RFL as well.

Finance

- We received the last 10% of the 2019 local library services aid in the amount of \$1,128.00
- We received a grant in aid check for \$13,000.00 with the help of Assemblyman Palumbo. This money will be used for the creation of tutoring space.

Upcoming Events

- AAECF Black History Month Exhibit February 1 thru 29. With reception on February 28.
- Riverhead Teen Art Show Reception on Friday 3/13/20 from 5 to 7 PM

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Department Reports:

Adult & Information Services

Reference:

- Reference has been continuing with a massive weeding and shifting project for the non-fiction section of our collection.
- Collection development has been continuing to replenish the old discards with new and up-to-date resources for our patrons.
- Notary services were very high for this past month. The museum pass program remains popular.
- Tax forms are starting to come in and the free tax assistance programs are extremely popular.
- Audio books have been relocated to the lower stacks.
- We welcome Kelsey Holts as our new Adult and Information Services Digital Librarian.

Outreach:

- The month of January marks the start of outreach programming's Culinary Nutrition Series in collaboration with Stony Brook /Southampton Hospital's Registered Dietician, Paula Montagna, which will continue through May. The first session, Powerful Foods to Boost Immunity, was very well attended. This month outreach also welcomed back Marlyn Garcia as the host of the 'I Can Do This' program. This program provides support and information to those who are housing insecure.
- Outreach programs had 42 attendees for the month of January.

Literacy/ESL/Citizenship

- We welcome back Desiree Passantino in a new capacity as purely an instructor of ESL/ Citizenship Preparation and Basic English Conversation.
- Our ESL/Citizenship programs have been very well attended this month with a total of 91 in attendance.

Career Information Center:

- The Career Center Desk continues to be a busy spot offering many services and opportunities for patrons to utilize the library's photocopiers, fax machines and job search computers for their personal and employment needs.
- Provided bilingual assistance to patrons as needed.

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- Updated and maintains Civil Service Job Listings and test offerings.

Local History—James Provencher

- Research Lawrence Aviation explosion for patron.
- Helped patron obtain death certificate of deceased relative.
- Helped 5 patrons with genealogical research.
- Researched Camp Pa-Qua-Tuck for patron.
- Attended 6 Documents Every Archive Needs program.
- Worked with LILRC Archivist Nicole Menchise on scanning project.
- Researched letter from Eastern Long Island NAACP to DR. Martin Luther King.

Senior Services—Laura LaSita

- The Gentle Movements Series funded partially by the Friends has started with a full class, mindful to relax and move slowly.
- Barbara Goss of The Friends gave Laura 3 boxes of books for the jail and churches.
- Laura attended the Senior Advisory meeting at Town Hall.
- Laura, Kevin and Rasheima planned details with Jo Packard regarding the new Social Security program.
- Laura brought Flanders Senior group Friendship poems and made origami hearts at the Center.
- AARP Appointments filled up already (the earliest ever during any tax season.) Valet Vita had a slow start.
- David F. asked if Sunken Pond could have Senior/Outreach visit again, to talk about the library.
- Inspiring talk was held @ MLK Breakfast Laura attended with Kerrie, Louise, Marilyn, Rasheima, Lauren and David T.
- New Haitian Author, Jacques Dorcelly, planned a book talk with Laura for Saturday, June 6th.
- Knitting class had many attendees, and so we planned more.
- Prof Franco had an Italian basics and internet visits to Italy: e.g. “How to Eat Like an Italian.”
- Artist, Mr. Long is a whimsical teacher and patrons were surprised at how good their art looked (by

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taking just one class.)

- We planned the First Staff Drop-in Craft for the 21st with Lisa Mayer (of Reference) and Laura and it went great!!!

Buildings & Grounds—Marie LaDonne

- moved all the music cds
- removed the cd case
- took down and moved to the lower stacks two rows of bookcases
- cleared the clutter from the side of stage

Adult Programming & Patron Services—Rasheima Alvarado

- High program attendance in the Writers Cove Writing in the New Year program, Movie showings, & Line dancing programs
- Positive feedback and repeat request for Self-defense class
- Strong interest in book discussion – *Your Second Life Begins When You Realize You Already Have One*
- Full house at Meet the Author event with James Daniels *The Must-See Hiking Destinations of Long Island*
- Attended Senior Community Advisory Council & SCLS Circulation Roundtable
- SCLS training on New York state annual reporting circulation statistics

Processing & Receiving—David Troyan

We added 1190 items and discarded 3431 items.

We've had a busy start of the New Year. There has been an increased emphasis to weed the collection in order to relocate the audio books to the lower stacks. Better World Books accepted 45 boxes for January. David attended Decision Center Training at SCLS and learned that this is a valuable tool for statistical analysis for completing the Annual Report. It is especially useful for keeping track of deleted items. David also attend a training session for Circulation Stats with Rashiema at SCLS and attended the Martin Luther King Jr. Breakfast.

Youth & Family Services—Lauren Strong

- Our new Youth and Family Services Librarian Nicole DeSimone started
- Lauren and Nicole started Advanced Battle of the Books meetings
- The Health and Welfare Council of Long Island started offering the Free to Low Cost Health Insurance program twice a month
- Our Teen D&D program is at full capacity and we are starting up a Tween D&D to accommodate a younger patron base.
- We have weeded all of our children's DVDs
- Lauren attended the CAP program at Pulaski

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- Lauren and Nicole finished the first book club with the 5th grade Pulaski students
- We have completed the Art Squared program which was made possible by the Huntington Arts Council Grant.
- Pulaski Street Elementary Schools art teacher Bob Fallot restored guitars with a group of students and donated them to the library. This will allow us to start our Library of Things

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 and Nicole	Pulaski School	1/24/2020	11:30am-12:30 pm	15
Barbara	Head Start	1/6/2019	10 am-12 pm	90
Barbara	Alternatives for Children	1/13/2019		42
Barbara	HB Ward	1/15/2020	9:30-10:30 am	10
Karen	Head Start	12/3/2019	10 am- 12 pm	90
Karen	Kiddie Fit	12/20/2019	10:30-11:30 am	15

Respectfully Submitted,

Kerrie McMullen-Smith

Library Director

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COMMITTEE REPORTS:

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

Resolution #20-280

APPROVAL OF ALEXANDRA GIRESI AS PT YOUTH AND FAMILY SERVICES LIBRARIAN TRAINEE

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 Alexandria Giresi as Part-Time Youth and Family Services Librarian Trainee at an hourly rate of \$23.98, effective February 24, 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 YES Bergmann YES Friedrich YES Munzel ABSENT

O'Hare YES Rienzo YES Totten YES

Nelson YES Wilkinson YES

The Resolution Was Thereupon Duly Declared Adopted

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Resolution #20-281

APPROVAL OF EMPLOYEE RECOGNITION AWARD TO JAMES PROVENCHER

Louise Wilkinson offered the following resolution, which was seconded by Annette Totten

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS, the Board of Trustees hereby approves James Provencher to receive the employee recognition as defined in the collective bargaining agreement, Article IIXI, for assisting in the daily operation of the Reference Department in the absence of a department head. Award amount of \$500, effective February 12, 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 YESt Bergmann YES Friedrich YES Munzel ABSENT
O'Hare YES Rienzo YES Totten YES
Nelson YES Wilkinson Yes

The Resolution Was Thereupon Duly Declared Adopted

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Resolution #20-282

APPROVAL OF DAAIMAH BUFFINS AS PT PROGRAMMING & PATRON SERVICES SENIOR CLERK

Louise Wilkinson offered the following resolution, which was seconded by Janet O'Hare

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS, the Board of Trustees hereby approves Daaimah Buffins as Part-Time Programming & Patron Services Senior Clerk at an hourly rate of \$16.50, effective February 23, 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 YES Bergmann YES Friedrich YES
Munzel ABSENT O'Hare YES
Rienzo YES Totten YES Nelson YES
Wilkinson Yes**

The Resolution Was Thereupon Duly Declared Adopted

BUILDING & GROUNDS & Technology : (*Bergmann)

The committee is hoping to make a decision on the Yellow Barn.

Kerrie McMullen-Smith went over a report provided by Island Elevator. The plumber provided a revised estimate with parts and labor broken out for the pumps to drain the water from the elevator shaft.

- 02.12.20** David Friedrich made a motion which was seconded by Louise Wilkinson to approve the bill from the plumber and move forward with the pump. **Motion Carried**
743

POLICY, BYLAWS AND OBJECTIVES: (*O'Hare) The committee will meet on March 19th at 3 pm.

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FINANCE: (*Friedrich)

- 02.12.20 744** David Friedrich entertained a motion to approve the January, 2020 Personnel Report. The motion was moved by Annette Totten; seconded by Louise Wilkinson. **Motion Carried**

PLAN OF SERVICE (*Board of Trustees) will meet April 15th at 5:30 pm

LIAISON REPORTS: Friends: (*Wilkinson): Louise Wilkinson attended the Friends meeting. Louise will be donating \$100 to the Friends in \$1.00 coupons to get more people to the “Yellow Barn South.” There is a membership challenge going on. An anonymous donor will match up to \$2,500 for the membership challenge. This will expire September 1, 2020. The Friends will need space to store books and a staging area while the Yellow Barn is under construction.

SCLS: Susan Bergmann reported that Kevin Verbesy talked about Advocacy Day. Kevin Verbesy was voted in for five more years. SCLS has a customized bus that acts as a traveling mobile library. This bus can be booked for different events out in the community.

Unfinished Business: Janet O’Hare put a paper in the trustees mail boxes, please return it.

New Business: Janet O’Hare and Louise Wilkinson had a short meeting about getting new board members.

Period of Board Expression: None at this time.

Period of Public Expression: Ron Androvic mentioned that there is a credit union offering Certificate of Deposit rates of 1.6%. David Friedrich responded that the rates vary daily and they want to lock a week before the expiration of the current CD.

- 02.12.20 745** There being no further business to discuss, Vice President Louse Wilkinson entertained a motion to adjourn the February 12, 2020 Regular Meeting of the Board of Trustees. The motion was moved by Janet O’Hare; seconded by Marilyn Banks-Winter. **Motion Carried**

The meeting adjourned at 7:33 PM.

Respectfully submitted,
Janet O’Hare/smc