

APPROVED

**Minutes
Regular Meeting of the Board of Trustees
Riverhead Free Library
May 12, 2021**

Present: John Munzel, President; Janet O'Hare, Vice President; David Friedrich, Treasurer; Ruth Nelson, Secretary; Marylin Banks-Winter, Trustee; Jeff Zeiger, Trustee; Amy Wood, Trustee; Louise Wilkinson, Trustee; Annette Totten, Trustee

Director: Kerrie McMullen-Smith

Assistant Director: Stephanie McEvoy

Staff: Susan Culver, Theresa Connolly

Friends of the Library: Marcia Littenberg, Rosalie Delquaglio

10 Community members were present including Dr. Jim Banks

The Regular Meeting of the Board of Trustees was called to order on May 12, 2021 at 7:15PM. The Board was provided with an agenda, board packets, and previous meeting minutes.

Louise Wilkinson led those present in a Pledge of Allegiance

05.12.2021 President John Munzel entertained the motion to approve the agenda.
966 The motion was moved by David Friedrich and seconded by Marylin Banks-Winter.
Motion Carried.

5.12.2021 President John Munzel entertained the motion to approve the minutes from the regular
967 meeting of April 14, 2021.
The motion was moved by Janet O'Hare and seconded by David Friedrich.
Motion Carried.

PERIOD OF PUBLIC EXPRESSION:

Dr. Jim Banks gave a presentation on the African American Educational and Cultural Festival. He described the organization's mission and goals. He explained the activities and sub-sections of the organization. Dr. Banks also spoke in depth about the different programs the organization is involved in, such as the promotion of diversity in schools. He thanked the Riverhead Free Library for their support.

5.12.2021 David Friedrich entertained a motion to approve the bills for the month of April 2021.
968 The motion was moved by Marylin Banks-Winter and seconded by Janet O'Hare.
Motion Carried.

5.12.2021 David Friedrich entertained a motion to approve the receipts and disbursements for the
969 month of April 2021. The motion was moved by Janet O'Hare and seconded by Marylin Banks-Winter.
Motion Carried.

5.12.2021 David Friedrich entertained a motion to approve warrant #21-5-1 General Fund

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970 Checking. The motion was moved by Marylin Banks-Winter and seconded by Janet O'Hare.
Motion Carried.

5.12.2021 David Friedrich entertained a motion to approve warrant #21-5-2 General Fund Money
971 Market. The motion was moved by Janet O'Hare and seconded by Marylin Banks-Winter.
Motion Carried.

5.12.2021 David Friedrich entertained a motion to approve warrant #21-5-3 General Fund Payroll.
972 The motion was moved by Ruth Nelson and seconded by Louise Wilkinson.
Motion Carried.

5.12.2021 David Friedrich entertained a motion to approve warrant #21-5-4 Capital Project Fund.
973 The motion was moved by Janet O'Hare and seconded by Ruth Nelson.
Motion Carried.

5.12.2021 David Friedrich entertained a motion to approve warrant #21-5-5 Yellow Barn
974 Restoration Fund. The motion was moved by Janet O'Hare and seconded by Marylin Banks-Winter.
Motion Carried.

5.12.2021 David Friedrich entertained the motion to approve the bank reconciliations for the month
975 of April 2021. The motion was moved by Ruth Nelson and seconded by Marylin Banks-Winter.
Motion Carried.

CORRESPONDENCE: None

DIRECTOR'S REPORT:

Riverhead Free Library

5/12/21

April 2021

Day to day operations

Services & Statistics

- We had 2,869 patrons visit our library in the month of April. This includes Browse & Borrow, use of the copier and fax machines and the computer lab.
- Effective May 1, the Library hours for Saturday returned to 9 am to 5 pm and the quarantine time for returned library materials is currently 24 hours.
- Effective May 3, patrons no longer need to make an appointment to Browse and Borrow.

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Community

- Long Island Cares Mobile Food Pantry was at RFL on April 1 and served 45 families.
- Island Harvest was in the RFL parking lot on April 19, serving 129 seniors.

Policies & By-laws

- New York State standards for association libraries require we have a Disaster Recovery Plan. RFL has had an Emergency Preparedness Manual which is a very similar document. The Draft Disaster Recovery Manual in your Board packets meets all the standards for NY State and I am recommending it be approved by the Board.
- The draft of our amended by-laws as well as the nominations and elections policy which includes the process for absentee ballots are in the Board packet for the Board's approval.

Finance

- RFL received a check on April 19, for \$2,000 a donation from People's United Bank for our Yellow Barn Restoration and Maintenance Project and Dime Bank, formerly BNB, has made the commitment to donate \$2,000.
- On May 4, we received a refund check in the amount of \$30,182.79 from the NY State Department of Labor for overpaying unemployment Insurance.
- I recommend that the Board approves the transfer of \$73,494.00 a surplus from the 2019-2020 fiscal year, be transferred from the General fund to the Capital fund.

Personnel

- One of our clerks, Daiamah Buffins, has resigned and I am recommending Michael Pechenyuk be promoted to full-time circulation clerk position.
- One of our computer clerks, John Dillon has resigned and we are currently canvassing for that position.
- As of 5/4, our Network Systems Administrator, Jonathan Moran, is no longer employed at RFL.
- The Director's Administrative Assistant, Theresa Connolly has resigned her last day at RFL will be 5/21/21.

Upcoming Events

- Senior Services Coordinator, Laura LaSita's retirement party will be at RFL on Friday 5/28/21 from 2 to 4 pm.

Electronic Resources Stats

| | February 2021 | March 2021 | April 2021 |
|-----------------------|----------------------|-------------------|-------------------|
| Database usage | 3168 | 4640 | 6359 |

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| | | | |
|----------------------------|------|------|------------------|
| eBook downloads | 3810 | 4023 | 3815 |
| Audiobook downloads | 1606 | 1758 | 1743 |
| Video downloads | 6 | 4 | 11 |
| New Overdrive Users | 24 | 12 | 29 |
| Universal Class | | | |
| New registrants | 96 | 48 | 27 |
| New Courses | 146 | 232 | 126 |
| Videos Watched | 2610 | 4331 | 3079 |
| Login Sessions | 2753 | 3213 | 1883 |
| Lessons Viewed | 4493 | 7534 | 5492 |
| Student submissions | 1955 | 2775 | 2037 |
| Kanopy | | | |
| Visits | 1081 | 759 | 964 |
| Page views | 1415 | 1016 | 1298 |
| Plays | 203 | 213 | 235 |
| Minutes | 6179 | 6565 | 7506 |
| | | | |
| Flipster eMagazines | 327 | 307 | Not yet reported |

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| Miscellaneous | February 2021 | March 2021 | April 2021 |
|------------------------------|-----------------------------------|------------------------------------|-----------------------------------|
| Seeds by mail | Spring 2021 | 123 packets | 115 packets |
| Tech Time with Kelsey | 5 sessions (by phone & in person) | 11 sessions (by phone & in person) | 2 sessions (by phone & in person) |
| Museum Passes | 0 | 0 | 0 |

Assistant Director / Adult & Information Services: Stephanie McEvoy

As tax season winds down, I would like to give a shout out to Laura LaSita and Helen Murray for their hard work and dedication to the tax preparation services that RFL provides. It requires a lot of work and they and the reference staff do a great job. The volunteer tax preparers give generously of their time and we are very lucky to have the relationships that Laura has cultivated.

The Adult department welcomes Phatima Mitchell as a part-time librarian trainee. She brings enthusiasm and creativity and I believe that she will be an asset to the team. As Laura prepares to retire I have re-distributed many of the senior services to outreach and to other adult librarians. Laura leaves big shoes to fill but I trust that the Adult staff will rise to the occasion and provide excellent services to the seniors in the community.

The ladies behind the reference desk have made excellent contributions to the Yellow Barn Restoration Project fundraising efforts by way of answering questions about the Yellow Barn, creating bookmarks, promotional material, donation forms and social media posts. It has really been a team effort and they are a dedicated team.

The interior work is complete in the Yellow Barn and the Friends have begun bringing the books back into the barn. A ribbon cutting ceremony is being planned. I am very grateful to Martin Sendlewski for the time he donated to the project and for his recommendation of LoCascio Construction, who made the construction a painless process.

Senior Services: Laura LaSita

- The AARP offered more appointments on Mondays until the end of April and VITA with their Saturdays, until May 15. This is the most generous of the Tax volunteers as their gift to the community and East End!!!
- Laura talked to Imani from Family Service League about places for vaccines and ones for homebound.

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- Laura and Helen planned the Spanish classes with Ms. Jennie for May.
- Laura and Helen sent links and emails about the Senior Singles and other classes.
- Laura attended the Job Now and Veterans program online.
- The VITA that was remote was busy.
- Laura and Helen were given compliments from the patrons for free tax appointments.
- The Tax people were patient, efficient and patrons continued to compliment them year after year!!
- Laura was sent several notes, chocolate and a library donation from new patron Margie for books.
- John S. did not have people emailing him for HIICAP this month.
- The AARP volunteers thanked our library staff!!!
- Laura hosted her Language and Singles programs.
- The Meditation programs from Laura and Rasheima were a relaxing time, said attendees with leader Charyl, for this month. Sue will return in May.
- Helen helped and listened to patrons, staff and her supervisor, and offered thoughts.
- Island Harvest brought food for Veterans and seniors and the community was relieved.

Computer Information Services:

Computer Lab Statistics

Total Sessions: 576

Total Session Length: 19,768 Minutes

Average Session Length: 34 Minutes

Processing & Receiving: David Troyan

- Added 676 new items and deleted 1,580 items.
- Technical Services was very active this month doing maintenance on the collections. This is, of course, in addition to our ordering and collection development.
- The Adult Services and Youth and Family Services departments have been undergoing significant weeding and maintenance projects that impact our daily work. Young Adult had 180 discards — of which 10 boxes have been prepared for Better World Books — and Children's had 237 discards and 167 fixes/repairs. All Technical Services staff — Gen Hettrick, Cassie Rankel, Brittany Folkes, and David — worked on the deletions. Cassie scanned and packed the items for Better World Books. The genres/sections that were changed or fixed (e.g. labels and retaping) Large Print, Children's, Local Author, Local Author, Graphic Novel, and Music CDs. This effort was led by Cassie with assists from Brittany and Gen. The philosophy of the department is to make material accessible and to make the collection look nice on the shelf. The efforts of the staff this month achieved both fronts. Kudos to the staff.
- This work allowed David to spend time on the website. He worked on organizing the minutes and agendas within the file manager, but more importantly spent time developing the Yellow Barn Restoration website.
- David and Cassie attended a virtual meeting for Sierra.

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Website Stats

- Unique Visitors: 4,458
- Number of Visits: 9,488
- Pages: 69,670
- Hits: 423,889

Youth & Family Services: Lauren Strong

- Lauren and Barbara are working on revamping our 1,000 Book Before Kindergarten bags. Each bag will now be themed based.
- We have had 1 girl complete 1,000 Books Before Kindergarten
- The StoryWalk was a huge success. Both parents and children loved hearing about the birds from Sweetbriar Nature Center and enjoyed reading the book and completing activities through the preserve
- Our in-person programs have been a great success. Parents and children are having a wonderful time coming in again.
- All full-time staff are continuing to attend the Libraries Nourish Trainings. Lauren is attending the Libraries Nourish Task Force Meetings biweekly
- Lauren went to Riverhead Middle School to speak to a 7th grade class about the Libby app
- Gabby has prepped multiple grab and go kits
- Lauren and Marie took down the wallpaper in the Children's Program Room
- We have been in contact with colleges to update our College and Career Board. We have also updated our study books for Regents exams and other NYS tests.
- We have finished weeding books from Juvenile Fiction, YA Fiction, YA Non-Fiction
- We started our collection of food for Long Island Cares for the Mobile Food Pantry
- Nicole, Barbara, Karen, and Alex have all been busy planning and recording programs and creating grab & go kits.
- Lauren has been in contact with the School Media Specialist from Riverhead High School to connect Sora to our Overdrive. This will allow students more access to library materials.
- Lauren finished setting up the Beanstack site for Summer Reading.

Statistics

Total Youth and Family Services Program Sessions: 19 Held/2 Cancelled

Total Infant Program Sessions: 0 classes/ 0 attendance

Total Toddler Program Sessions: 7 classes/ 92 attendance

Total Preschool Program Sessions: 2 classes/ 19 attendance

Total Family Program Sessions: 3 class/38 attendance

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Total School Age Program Sessions: 1 classes/15 attendance

Total Tween Program Sessions: 2 classes/24 attendance

Total Teen Program Sessions: 4 classes/32 attendance

Teen Volunteers: 7

Community Service Hours Earned: 10

Number of Teens in Loft throughout the Month: 0

Total Youth and Family Services Reference Questions: 508

Youth and Family Services Communication Summary

| E-Blasts Sent | Unique Opens | Open Rate | Unique Views | View Rate | Total Clicks |
|----------------------|---------------------|------------------|---------------------|------------------|---------------------|
| 4 | 2527 | 18.67% | 72 | .53% | 108 |

Patron Services: Chryso Tsoumpelis

Statistics:

- Total checkouts - 5,448
- New Library Cards- 83
- Library Card Renewals - 171
- Over 100 curbside pick-up appointments
- Over 300 total curbside items
- Over 2,800 daily patron visits

Achievements:

- Library Card renewal eblast created and sent out, leading to an increase in Library card renewals by over 140%
- Account resolution and improved material management
- DA/ILL Bi-Annual research, reports, and record cleanup
- Lost in Transit Bi-Annual research, reports, and record cleanup
- Missing items found and replaced into circulation
- “In transit too long” list cleaned and updated
- New Curbside statistics list implemented
- Collection cleanup and weeding

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- Many billed accounts resolved

Building, Grounds & Maintenance: Marie LaDonne

Most of the month was taken up with the barn project, the alarm companies, the pavers and getting estimates, emptying the barn and now refilling. We got the folding chairs to use for programs in the tent and looked for a place to store them. Removed some equipment from the garage to put the chairs there.

Adult Programming & Marketing: Rasheima Alvarado

- Adult program virtual attendance/views -1,063
- Steadily attended exercise programs
- Positive feedback on exercise programs & African drumming program
- Top programs
 1. East End Presents Copperline Concert
 2. East End Presents Resonating Earth Concert with Carolyn Enger
 3. East End Presents Museum of Bad Art: Doppelgangers

Constant Contact

| Time Sent | Campaign Name | Opens | Click Rate |
|--------------------|-----------------------------------|-------|------------|
| 4/29/2021 10:03 | E-newsletter 4/29/2021 | 823 | 7.80% |
| 4/24/2021 9:08 | Programs 4/26 - 5/2 | 942 | 4% |
| 4/22/2021 17:02 | May - June 2021 Newsletter | 1303 | 20.60% |
| 4/22/2021 15:03 | Food Drive 4/23 cancelled | 997 | 0% |
| 4/22/2021 10:06 | E-newsletter 4/22/2021 | 786 | 8.10% |
| 4/20/2021 17:02 | Food Drive 4/23 | 902 | 0% |
| 4/17/2021 12:01 | Island Harvest Sr. Food April '21 | 963 | 0% |

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| | | | |
|-----------------|----------------------------|------|--------|
| 4/17/2021 9:02 | Programs 4/19 - 4/25 | 1031 | 3.50% |
| 4/13/2021 10:04 | Friends Photo Walk 4/17/21 | 1145 | 0% |
| 4/12/2021 9:03 | Giglio Pet Food Drive | 906 | 0% |
| 4/10/2021 9:02 | Programs 4/12 - 4/18 | 1353 | 7.10% |
| 4/8/2021 10:06 | E-newsletter 4/8/2021 | 825 | 9.20% |
| 4/3/2021 9:02 | Programs 4/5 - 4/11 | 1080 | 4.20% |
| 4/1/2021 9:03 | E-newsletter 4/1/2021 | 921 | 11.40% |


Facebook

- 13 Page likes
- 7,277 Reach
- 14 new followers
- 1,217 Engagement
- 26k Impressions
- 1,935 video views

The Riverhead Free Library
April 4, 2021 4:58 PM(UTC-04:00)

The historic Yellow Barn, which has been part of the Riverhead Free Library offerings for decades, is in major need of renovation and needs your help to keep it lasting many more years! We will be accepting donations via mail and at our circulation desk. No amount is too small!

#YellowBarn #RememberingRiverhead #thisisriverhead #community




NEEDS YOUR HELP

5 - Like

The Riverhead Free Library
April 2, 2021 1:58 PM(UTC-04:00)

Celebrate International Children's Book Day with some stories from Ms Barbara!

#stories #internationalchildrensbookday




10 - Like
1 Comments

The Riverhead Free Library
April 1, 2021 11:45 AM(UTC-04:00)

Next week is National Library Week 2021 with the theme of Welcome to Your Library! The Freeport Memorial Library has this event with the New York Times bestselling author Viola Shipman open to out-of-district patrons!

Celebrate National Library Week with N.Y. Times Best Selling Author, Viola Shipman



14 - Like
4 Comments

Instagram Insights

- 586 Totals
- Likes

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- 2,400 Reach
- 14 new followers
- 4,991 Impressions

Top posts



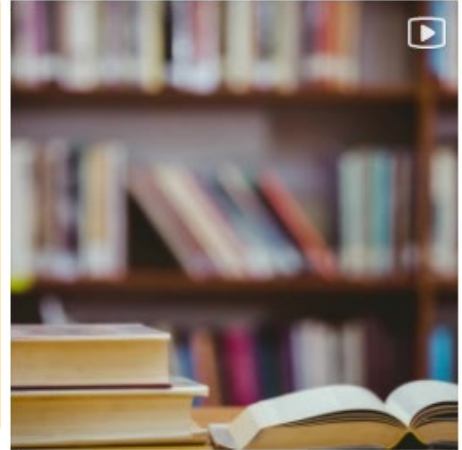
Posted : April 13, 2021 4:03 PM

No caption to display



Posted : April 9, 2021 2:02 PM

Are you ready for a new seed list? Get ready to check out 3 seed packets a week per household with your Riverhead Free Library card! #rfl #seedlibrary



Posted : April 4, 2021 10:05 AM

Today is #NationalLibraryWeek ! Celebrate by tagging us in a post about why you love the library! #rfl #NYLibraryWeek

Twitter

- 17k Tweet impressions
- 2,702 Profile visits
- 16 Mentions
- 4 new followers

Top Tweet earned 826 impressions

Today is #NationalLibraryWeek ! Celebrate by tagging us in a post about why you love the library! #rfl #NYLibraryWeek #NYLibraryOutreachDay pic.twitter.com/QVEeHIG0Zt



2 7



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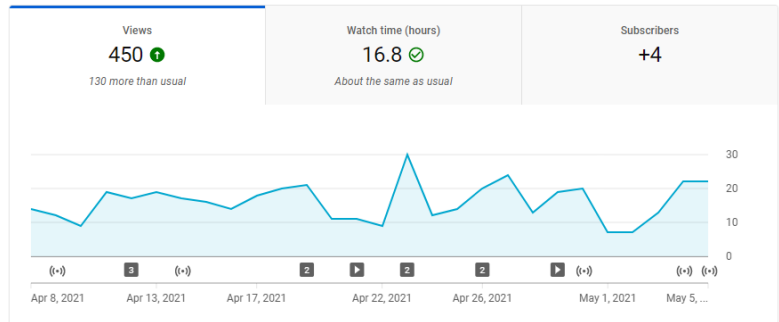
RiverheadFreeLibrary @RivFreeLibrary · Apr 21
 Have you wondered about the history of Earth Day?



Your channel got 450 views in the last 28 days

YouTube

- 8.1k impressions
- 283 Unique viewers
- 14 returned viewers



Respectfully submitted,

Kerrie McMullen-Smith

Library Director

COMMITTEE REPORTS

PERSONNEL:(*O’Hare)

5.12.2021 Janet O’Hare moved to approve resolution #21-324: Approval to Promote Michael
976 Pechenyuk to Full Time Clerk. The motion was seconded by David Friedrich.
Motion Carried.

BUILDINGS & GROUNDS & TECHNOLOGY: (*Banks-Winter)

Marylin Banks-Winter reported on the construction updates to the Yellow Barn’s interior. The Friends are currently restocking the shelves inside the barn. The focus date for the exterior work will be in the Fall. The interior phase of the project is complete and the next phase of the project is contingent on fundraising.

POLICIES & BYLAWS & OBJECTIVES: (*Nelson)

5.12.2021 Ruth Nelson moved to approve resolution #21-326: Approval to Revise the Library’s
977 Bylaws. The motion was seconded by Janet O’Hare.
Motion Carried.

5.12.2021 Ruth Nelson moved to approve resolution #21-327: Approval to Adopt a Disaster
978 Response Plan. The motion was seconded by David Friedrich.
Motion Carried.

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5.12.2021 Ruth Nelson moved to approve resolution #21-328: Approval to Adopt the Nominations and Elections Policy. The motion was seconded by David Friedrich.
979
Motion Carried.

FINANCE: (*Friedrich)

5.12.2021 David Friedrich moved to approve resolution #21-325: Approval to Transfer Surplus from the 2019-2020 General Operating Fund. The motion was seconded by Marylin Banks-Winter.
980
Motion Carried.

5.12.2021 David Friedrich moved to approve the Personnel and Payroll report for the month of April 2021. The motion was seconded by Marylin Banks-Winter.
981
Motion Carried.

FUNDRAISING: (*O'Hare)

Janet O'Hare reported on the Yellow Barn fundraising efforts. The donations have grown substantially with a number of plaques, large bricks and bricks sold in the past month. Janet O'Hare thanked David Friedrich for sending out letters to potential donors. She also thanked Martin Sendlewski for his efforts working on the barn.

PLAN OF SERVICE: (*Board of Trustees): None

LIAISON REPORTS:

FRIENDS: (*Wilkinson):

The Friends are now in their recruitment month for new members. Louise Wilkinson encouraged audience members to become Friends. She reported that all members of the Board are now also members of the Friends.

SCLS: None

UNFINISHED BUSINESS: None

NEW BUSINESS: None

PERIOD OF BOARD EXPRESSION: Janet O'Hare encouraged everyone present to become a Friend of the library. She also encouraged members to purchase a memorial brick.

PERIOD OF PUBLIC EXPRESSION: Monique Genchi asked what the Friends of the Library was. Marcia Littenberg (President of the Friends) explained the goal of the Friends to support the library.

5.12.2021 President John Munzel entertained the motion to adjourn the May 12, 2021 Regular

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- 981 Meeting of the Board of Trustees. The motion was moved by Janet O'Hare and seconded by Marylin Banks-Winter.
Motion Carried.

The Meeting adjourned at 7:57PM