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**Transcript/Minutes  
Regular Meeting of the Board  
Via Zoom Conference - 6:30 PM  
Riverhead Free Library  
May 13, 2020**

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

**Director:** Kerrie McMullen-Smith

**Staff:** Isabelle Gonzalez, Susan Culver, Laura LaSita, Stephanie McEvoy, Patty Geibfried, James Provencher

**Friends of the Riverhead Library:** Mary Kromhout, President; Ron Ondrovic, Vice President; Linda Prizer, Secretary; Rosalie Del Quaglio, Marcia Littenberg, Laurie Lauterbach, Wayne Cook, Margaret Humanick

**Community members:** Amy Wood, Jeff Zeiger,

The Regular Board Meeting of the Board of Trustees was called to order via Zoom Conference on May 13, 2020 at 6:30 PM. The Board was provided with an agenda, board packets with financials and previous minutes.

John M	First thing we should do is The Pledge of Allegiance. Somebody want to start this Pledge of Allegiance
Kerrie	I am still admitting some people, give it one more minute.
John M	Dave, want to do the Pledge of Allegiance?
David	Alright fine...I pledge allegiance to the flag of the United States of America.....(everyone joins) <b>and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.</b>
John M	David, That was beautifully done.
David	Thank you.
John M	Agenda review and approval. Did everybody look at the agenda? There has to be an addendum, move to executive session at the end. As so amended, do I have a motion to approve?
Susan B	I'll make a motion to approve
Marilyn	Second
<b>05.13.20 787</b>	<b>Motion carried</b>

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John M	As a practical matter and so we don't keep waiting for someone to approve, Janet since you volunteered first, why don't you motion all and Susan why don't you second all.
Susan B	Okay
David	What is that noise?
Marilyn	I hear a lot of feedback
Kerrie	I'm sorry. There is a... I don't know who it is?
Susan B	It's music or talking in the background you got to turn that way down so we can hear you and you can hear us.
John M	I would like to have a motion to approve the minutes from the Regular Meeting of April 15.
Janet	I make a motion to approve the minutes of the Regular Meeting of April 15th
Susan B	Second
John M	So Carried
<b>05.13.20 788</b>	<b>Motion Carried</b>
John M	Approval of the minutes of the Special Meeting of April 27th?
Janet	I make a motion to approve the minutes of a Special Meeting of April 27
Susan B	I second
Board	All in favor.
<b>05.13.20 789</b>	<b>Motion carried.</b>
John M	Approval of the minutes of the Special Meeting of May 5th?
Janet	I make a motion to approve the minutes of a Special Meeting of May 5th.
Susan	Second
Board	All in favor.
<b>05.13.20 790</b>	<b>Motion carried.</b>

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John M	Period of Pubic Expression
Ron O	I have something I'd like to say.
John M	Okay Ron
Ron O	<p>Thank you John..um.... I have written it down because I wanted to be clear. Most know that the library is located on the land formerly known as the Perkins Estate, the only physical reminder of this prominent residence, is the Riverhead Free Library's Perkins Carriage House, affectionately known as the Yellow Barn. Whilst library founders decided to save the Carriage House by moving it to its current location next to the library building. Just a few years ago Riverhead Town recognized the Carriage House as an historic building. Unfortunately this proud old lady is showing her age and requires attention. Today, the Yellow Barn is managed by the Friends, Barbara Goss and her group that I affectionately call the Barnetts. The friends have often reminded the library, book sales are the friends major source of income and a friendly way that the community comes to support the library and get a bargain-basement price at the same time. Many popular programs and clubs are supported by the friends' contributions to the library. Barbara has often told me people will often come just to see the old beams and the history of this historic building and what it represents. No one wants to be the cause of this local treasure's demise. Given all, I just said I want to be on the record that Susan Bergmann, chair of the library board's buildings and grounds committee, followed through on the board's direction and sent me a very encouraging and refreshing update saying in part and I'm quoting her from the .....committee last Friday's meeting. I'm adding my words now... the building committee was a very positive and progressive experience please know that we all understand how necessary it is to begin these repairs as soon as possible needless to say, we the friends, we the Riverhead community anxiously await the committee's recommendation for the expeditiously repair of the Yellow Barn. Thank you.</p>
John M	Anyone else?. What else is going to be heard from the public?
John M	Okay. We'll close the public expression. David, the treasurer's report please?
David	May I have a motion to approve the bills as rendered
Janet	I'll make a motion to approve the bills as rendered.
Susan	Second

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Board	All in favor
John M	So carried.
<b>05.13.20 791</b>	<b>Motion carried</b>
David	I'd like to make a motion for the approval of the receipts and disbursements as rendered.
Janet	I make a motion of the approval of the receipts and disbursements as rendered
Susan	I second
Board	All in Favor
<b>05.13.20 792</b>	<b>Motion Carried</b>
David	I'd like to make a motion for the approval of Warrant Number 20 - 5 - 1 General Fund Checking at United People's in the amount of 383,390.37
Janet	I make a motion to approve the Warrant of 20-5-1
Susan B	Second
Board	All in Favor
<b>05.13.20 793</b>	<b>Motion Carried</b>
David	I'd like to make a motion for Warrant 20- 5-2 General Fund Money Market
Janet	I'll make it,make a motion to approve Warrant 20 - 5 - 2 Money Market
Susan	Second
<b>05.13.20 794</b>	<b>Motion Carried</b>
David	Approval of Warrant Number 20 - 5 - 3 for the General Fund Payroll at BNB
Janet	I make motion for the approval of warrant 20 - 5 - 3
Susan B	I'll second
Board	All in favor

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<b>05.13.20 795</b>	<b>Motion carried</b>
David	Make a motion for the approval of the bank reconciliation as of April 2020
Janet	I make a motion to approve the bank reconciliation as April 2020
Susan B	I'll second
Board	All in favor
<b>05.13.20 796</b>	<b>Motion carried</b>
John M	Next on the agenda is correspondence.
Kerrie	I don't have any correspondence.
John M	Next is the directors report. I hope you have that?
Kerrie	I have that.
John M	Nice.
Kerrie	<p>Day-to-day operations. On in services....</p> <p>The East End libraries will be splitting the cost for public service announcements on WLING. Spots will begin airing tomorrow four times a day for 15 days. The PSA will inform the listeners of all the great services the libraries offer and direct them to visit the East End libraries webpage. This page was created years ago by SCLS and Kelly Harris the director at the Hampton Library, recently updated the information on the page. David, Rasheima, Lauren and Stephanie have been working on ways to increase the easability of usage and appearance of the library's website. I think it looks fantastic. I hope that you all had the opportunity to take a look.</p> <p>The staff continues to supply and post digital content to our website and social media accounts. The posts have been fantastic and we have gotten positive feedback from the community. We continue to offer storytimes, teen trivia and games, and how-to programs all via our website, facebook and Instagram accounts and we are now offering programs on Zoom including chair yoga, and a community circle chat on Mondays beginning in May. We have updated our YouTube account and created a writer's cove blog. The Librarians have been answering reference questions, assisting with digital questions. We continue to have people signing up for temporary cards online</p>

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	<p>and Rasheima updates them into permanent library cards. We are using Constant Contact and Libraryaware to send email messages to our patrons. We've had an abundance of requests for the books in a box offered by SCLS. SCLS just began to offer books for children and teens and the offerings for the adults, I was told as of tomorrow Thursday, they won't have any more books to offer for the adults. Please see the list in your packet of the virtual programs that we've offered in April along with the attendance stats. As you can see we have offered some great programs and we've had some ..... I'm sorry I just had to admit somebody else into the meeting.</p> <p>The department heads continue to attend webinars on Novelist, LibraryAware, LILRC and ALA and staff continue to work on staff development and training assigned and completed during scheduled work hours. The department heads continue to keep records of all assignments and completions. We've had some phenomenal e-resources stats. March was quite an increase because we began the closure on March 15th but April you'll see the usage is up. I think about 40% from where we were and what we would have been last year so we.... definitely because of the closure everybody's taking advantage of our e-resources-- databases, downloading e-books, audiobooks, video downloads on Kanopy and we have had a lot of new registrants for Universal Class. The rest of my report is the department head reports, you have those in your packets. Are there any questions?</p>
Janet	I have taken advantage of the books to download and I really appreciate that since I am quite a reader so thank you.
Marilyn	Quick question about the books in the box are the trustees excluded from that?
Kerrie	I am sorry?
Marilyn	Are the trustees excluded from that or was it for anyone? Because I put in a request for my grands, my teenagers and I haven't received a response back I know that comes through from reference I believe. So I just wanted to follow up before the books are gone that I need to keep these children interested.
Kerrie	Ok I'll follow up
Marilyn	It's wonderful, wonderful as I get great reviews as I have my own you know web posts and everyone is loving everything that the library is doing from still

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	receiving the newsletters and everything that's online. Kudos to all of you for doing what you're doing.
Janet	I agree
Susan	Absolutely
Annette	Yes
John M.	Any other comments from Kerrie's report? Okay. Committee Reports? Mrs Wilkinson?
Louise	I don't believe there was anything regarding personnel, no changes. Kerrie Is that correct? No meetings
Kerrie	Correct
John M	Ms. Bergmann?
Susan B	Yes, Buildings and Grounds. We met twice in the past week, including this afternoon at 1:00. Kerrie sent to all of the Trustees, the revised request for proposals. It's outlined, more focused, there is more information we are asking for. The Board needs to vote on it so we can send them out right away. Marilyn was kind enough to forward us two additional people, architects that are interested in the Yellow Barn repairs and Kerrie will also be back in touch, and has been making attempts to be back in touch with Vincent Benic, as well as Joel Snodgrass, so if the two people we can retain their interest that will be four organizations or companies that we will select from, so the sooner that we approve the request for proposal, then Kerrie can send that out and we can get responses to it. There's also, if you noticed at the end or I believe on the second page of the proposal the revised proposal that we are asking for a little bit more clarification. We also put in a disclaimer that we will not...we won't be covering any of their charges in terms of responding to the proposal that we're asking for and it is more focused and more concise. I believe that one of the things that I, as a committee chair, am recommending is that we make sure that our responses or the responses that we get that there are phases involved in their proposal answered so that we know what is the most? What's the priority? What's the next phase? and what's the next phase? as well as cost, as much as they can. It's much more focused and so that we should definitely vote on tonight if everybody's agreeable. The second thing, Ron I want to thank you for your feedback about my letter, I really tried very hard to be very positive about it and the fact that we are moving quickly as quickly as possible so that we can start the Yellow Barn repairs. We don't want to just do one thing

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	and then let something go,so its all encompassing, so it will be in phases that we will do it in phases, what's the priority,what's most important, as well as the next steps, in the next step and the second thing that Kerrie brought up today for buildings and grounds is that there's a meeting this Friday with Marie and Kerrie, with a gentleman who installed the lucite panels to go in front of the public service desks, reference desks, so people can't get close and can't spread germs.
Marylin	Sneeze guards
Susan B	Yes the sneeze guards. Thank you, Marylin So I am hoping to make that meeting as well at 10 on Friday morning and hopefully he will give us a price for doing it and how fast we can get that done and that will be towards our reopening. That's all I had for buildings and grounds is that right Kerrie? Is there anything else that you need to add to that?
Kerrie	No, I think if you want to move forward with me sending out the revised RFP we just need to make a motion for that.
Susan B	I'd like to make a motion that the board take a vote and approve this revised request-for-proposals so that we can get it out as quickly as possible to the interested parties and hope it's a quick response
Louise	I second that
Susan	Thank you.
John M	We are going to do a roll call on this one if you don't mind

Susan Bergmann	Janet O'Hare	Marilyn Winters	David Friedrich	Ruth Nelson
Yes	Yes	Yes	Yes	Yes
Louise Wilkinson	John Munzel	John Rienzo	Annette Totten	
Yes	Yes	Yes	Yes	

John M	So Carried
<b>05.13.20 797</b>	<b>Motion Carried</b>



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John M	Next on the agenda is the policy and bylaws. Janet?
Janet	Yes, so I think in the board packet everybody saw that we had our lawyer draft up a resolution for us so we can change certain parts of the bylaws just temporarily through June 30th, 2020. Which will help us resolve the issue of electing new board members and not for turning over our old budget into the new budget, the 2019-2020, budget we will offer this time rather than have the new budget offered, so he has written now therefore be resolved that Title Section II Article II Section III Article IV Section III Articles X and XI are amended as effective as of this date expiring on June 30th
John M	Is that a motion I hope?
Susan	It has to be in a special meeting
Kerrie	No, we do not make a motion at this meeting, it has to be in a special meeting. We are just informing the public now that we plan on making the amendments. And then we would hold a special meeting to approve the amendments.
John M	Alright. Finance committee, Dave?
David	Okay. Personnel report as of May 13th, the number of employees as of April 10th was 25 and number of employees as of April 24th, 25 full-time. The part time is at 39 on the 10th and they had 39 on the 24th, showing no change as far as the number of employees is concerned. That's it.
John M	Okay next ...plan of service anybody has any comments regarding that
Susan B	No. Just looking forward to when we can we reopen
John M	Liaison reports, Louise?
Louise	I just had a question about the proposals that are going out. What is the return date? What would be the return date of the proposals?
Kerrie	We don't have that established. We have to take a look at that. The last RFP had a certain amount of time we gave for each thing. It was like a week for each thing so that the RFP went out and we had everything back within a month so we could lay it out like that again.
Louise	Okay
Kerrie	Say by this date we need this, you need to make an appointment by that day and you need to submit by this date.

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Louise	Okay so you'll take care of that
Susan B	Good that's a good time line to follow you know a week for that information and then making appointment to come and look at the Yellow Barn and it was by a certain date those are good things to have time lines on so and to follow what we did before I think that's a really good good way to do that. Do you think so Kerrie?
Kerrie	Sure yes
Louise	Okay so it should be about a month, yes?
Kerrie	Yes
John M	Susan the Suffolk Cooperative Library System? and I have a note here on my screen that my internet connection is unstable
Susan	Don't move around. I don't have much to report as I missed the meeting due to kind of an emergency health issue but there is a meeting this coming Monday at 3'oclock and I will email everyone what went on. Kevin Verbese is doing a phenomenal job of keeping the board members as well as the directors up-to-date on everything that's that's coming down from Albany that might not be included in the Governor's daily report or even weekly report and I do know that the headbands for the face shields that project has been completed. Kerrie, did we get the 3D printer back yet. Did they ship that back?
Kerrie	No, not yet because we're not open to accept it
Susan	Okay. I had asked about other things that were going on with LILRC and um and representing some of the events that were going on in Wyandanch Library and I haven't heard any kind of updates about that. So I will attend the meeting on Monday and I will send out an email to all of the board members to let them know what the most current information and goings on. I believe that the next monthly meeting is the first Wednesday of June whatever date that is so you know I'll send out an email about that or I'll hold on to it for the next monthly trustee meeting in June
David	It's June 3rd
Susan	June 3rd is the first Monday?

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David	Ooo, Im sorry its Wednesday
Susan	So then you know as soon as I get that information after I've attended that meeting I can either send Wednesday or the following Wednesday which would be our regular June meeting. It's up to you guys how do you want the feedback from that? Do you want me to email or do you want me to talk about it in a liaison report?
John M	If you can email at that gives us a chance to review it.
Susan	Okay, okay
John M	Is that it Susan?
Susan	Yes that's it.
John M	Unfinished business, Library Budget Vote
Kerrie	So we actually just need to make a motion at tonight's meeting that we will plan on running our 19/20 budget again for the 2020-2021 fiscal year.
Janet	Okay, so can I make a motion or does anyone have anything to add?
Susan	No.
Janet	Ok so I make a motion that we run our 2019-2020 budget instead of the 2020-2021 budget for the current year, the coming year
Susan	I second that
Board	All in favor
<b>05.13.20 798</b>	<b>Motion carried</b>
John M	New business plan for reopening the library
Janet	I think the document was very good you sent out Kerrie it seems to have some logic to it and it seems to be some planning as far as putting things on the floor and putting the sneeze guards in and doing the drop offs outside so I think I was impressed with that thank you
David	It was very well written and comprehensive
Susan B	Excellent Kerrie, Thank you.

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Kerrie	Thank you. Is there any suggestions or changes that you might consider you know when I when I laid out Staffing services to patrons suggesting that at the beginning our hours be Monday through Friday 9 to 5 when we're just staff in the building and then once we start with the curbside pickup we could be 9 to 5 on Mondays with curbside pickup from 10 to 4 and 10:00 to 4 on Saturday would be our hours with curbside pickup from 11-3. I thought that was a good start and then we can see how it goes from there. You know if we see a need just to do it later in the day and then we can adjust accordingly.
David	Covering all the bases
Janet	I think people are going back to work and that's kind of the time that we want to extend our hours more as far as people coming in the evenings or on the weekends that type of thing.
Ruth	You could have two days early and three days later
Marilyn	I know a couple of people who have books that they want to return and that sort of thing
John M	What's the story with Sunday?
Kerrie	We're not open on Sundays in the summertime. We reopen on Sundays i in October
John M	I'm forgetting the obvious
Kerrie	We would like to reopen the book drop when we can have staff come back into the building because then we can take care of emptying it out and letting it stay for a layover. We can stage the Stage Room for an area to let the books sit for 72 hours before anyone touches them and puts them back on the shelves as soon as we can reopen the book drops we will.
John M	Okay
Susan	I think the two days for the curbside and then add to it you know as we, as you go along, you know. Those those two days are good because Mondays are usually times when people customarily have come into the library after a weekend or after Sunday closure and Saturdays for people who you know will working during the week hopefully we can get back to you know just be opening the entire Library sooner, than later but you

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	know it seems to be a slow go and so it's a watchful thing and I think it's good.
Marilyn	We are Phase 4, and we are planning.
Kerrie	I want to point out that it's not just Monday and Saturday it's Monday through Friday and Saturday I'm just saying that we won't have the building open on Saturday when it's just staff in the building.
Susan	Thank you for clarifying that
Janet	I'm so thinking that you know now that the weather is getting nicer, maybe there could be something outside. You know like a story hour or something like that I don't know if that's a possibility
Kerrie	Yes I did talk about using the pop up tent, our event tent for outdoors to offer services to patrons. I think that will be great you know out in the fresh air is the safest place to be.
Susan	Unless you have asthma with the pollen
Marilyn	Six feet distancing
John M	Okay, Period of Board Expression. Anybody on the Board have anything to comment on?
Kerrie	Can I? Maybe I've covered everything I just want to make sure of the plan for reopening...
Marilyn	And the governor is going to give us more of a understanding as far as deep cleaning of the books or who's going to do that because I know John had given us something
Kerrie	Yes, so I had included in the draft document that Kevin Verbesev had sent and it says that he's waiting for best practices for handling of materials from the Institute of Museum and Library Services. So he's waiting to give definite guidelines as to how we should approach it but as you know we were advised that just to have that layover period of 72 hours right now where we just put the books in a room somewhere and wait. So we're going to start with that and hopefully we'll have some more direction.
Ruth	But someone has to handle them to get them into the room?

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Kerrie	Right. So we are purchasing masks, gloves, protective plastic smocks, infrared wands, so that we are prepared. I don't want any of the staff to feel that they don't have protection when they have to do any part of their job.
Susan	Excellent and it's possible that Kevin will update that on Monday for that meeting that I'll be attending so if that's the case, I'll include that information when I email the trustees about that
Janet	Great
John M	Okay, public expression
Louise	John? Did we finish the period of board expression?
John M	I thought so
Louise	I thought it was Kerrie talking. I had a question about the meeting where the PPP was discussed and voted on. There was a comment made that there were five and they were all in favor of not utilizing that and since the other four were not there they were just going to assume even if they were negative. I just wanted to let you know that my vote would have been positive not negative because I have a more understanding of that but I'm also a little confused because when that came out the bank said we were a municipality not a nonprofit that's my understanding of the way I read that. So is there a choice? Is that true? Are we not a nonprofit? Can we then not raise money? I just need some clarification?
Susan	Kerrie you had spoken with the bank's about us possibly losing our municipality certification
Louise	Correct
Kerrie	I was told by Stanley Gelish of People's, he's our Banker, Al Coster, our accountant and I was advised by Tom Volz as well, that even though we're a nonprofit, when we bank, we bank as a municipality. We get municipality rates and we get collateralization for any money over the \$250,000 that the FDIC doesn't insure. If we were to change our banking status to non-profit then we would lose our collateralization and our municipal rates.
Louise	But I don't understand how we can be both. Just saying.
Susan	I think it's a matter of two different things. I think it's nonprofit not according to the banks, the banks don't consider that they consider us a

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	municipality, I think it's more of a banking criteria than what we actually are
Louise	Okay it doesn't make sense for me yet.
Susan	No. It doesn't make sense but I think that in terms of banking and bank language, I think that that's where the municipality qualification comes in as opposed to the not-for-profit status
Louise	I can see being one or the other but I can't see being both like this side when it's needed and the other one when that sides needed and it just doesn't make sense.
Janet	But if we get a better rate Louise wouldn't we rather go with the municipality as far as the bank goes?
Louise	You don't understand, I said that I would support the municipality that was the first thing I prefaced. Does that make us not a non-profit.?
Susan	No
Louise	Because that is what Kerrie said when she was describing it
Kerrie	No, I never said that. I said we'd lose the status of banking as a municipality. I never said we were not a non-profit.
Louise	I don't understand how you can be both
Susan	Well the nonprofit status comes from the IRS. It comes from the government and we have had that nonprofit status you know before it was even there.
Louise	Seems like forever yes
Susan	Yes because I have seen the original paperwork when the library has been nonprofit so yes we can be both for the banking part of it the banking language is that we are a municipality. But the IRS says that we are a nonprofit so maybe that does that clarify a little bit? I'm not sure either but I think that you know ...
Ruth	It's to our advantage to be a municipality with the bank otherwise you couldn't have more than \$250,000 and know that it was insured

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Louise	Lousie I absolutely understood that. That's what I prefaced this conversation with. I absolutely understood that. I just didn't understand how you can be both.
Susan	I think it is separate but equal but I think that in terms of Banks and banking language that we are and they consider us as a municipality that we qualify for that status . Whereas IRS which is not banks, it's the government and has that... we have the nonprofit through that because when I used to do the grants assistance seeking with people that they had to apply to the IRS to become a non-profit if that's what they wanted. So that's that's away from the banking part of it, that's just what I'm saying it's like two different things but yes obviously.....
Louise	I understand all about nonprofits as I have worked nonprofits but I haven't heard of being both? Okay that's okay
Kerrie	Okay, I think we should, we need to consider the fact that although we are nonprofit the majority of our funds come from tax dollars which is different than a lot of the nonprofits and I think that's why when we bank they consider us to be more like a municipality.
Louise	Yes, yes, a municipality than a nonprofit
Kerrie	Yes, financially
Louise	Yes
John M	I think it's just a bank category you know
Louise	As long as it's legal for backing up, as long as it's legal for us to raise funds because there's been some discussion about fundraising as a nonprofit so can we do that if we're a municipality? You see the Circle?
Susan	I see the circle
John M	You are not a municipality except for the bank
Louise	Okay
Susan	We can do the fundraising as that comes under IRS heading of us being a nonprofit
John M	Anybody else on the Board have anything they want to say?
Mary	Are you having public expression now?



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Susan	Next
John M	I'm about to get there....All right the Board is closed. Period of Public Expression
Mary	<p>Ok, that is my turn, I hope. I want to say thank you to Susan and the buildings and grounds committee for doing their research and I'd like one of the words that you use Susan ...was timelines and I wholeheartedly agree with the timelines and one of the things couple things I have I have a copy of resolution 771 of the Town of Riverhead that was dated October 3rd 2017 that's when the Yellow Barn got its designation as a Town landmark and it was at that time shortly thereafter. That the Friends approached Kerrie and Ron was with me and I believe Louise was there and we had a meeting and we asked for some sort of documentation for the part that we could go and yes I'm going to bring up the hundred thousand dollars again. The hundred-thousand-dollar grant that we could have gotten from an estate. This was almost a done deal you had a 1 and 20 chance of getting the \$100,000 and at the time what we asked of Kerrie and the library was to get documentation together for us to present to the estate and we asked and we asked and we asked and in October of 2019, Kerrie finally I gave us a copy of an engineering report from the FPM group, it was stated October 22, 2018. Okay this was given to Kerrie, it has her name on it and it says conditions and assessment of the Yellow Barn, back in 2018. This is a very thorough document. I hope you all saw it because there's pictures, there's comments, there's assessments and at the end of this is a report that says how much it would cost to fix the yellow barn and the amount,back then, I added it up for everything was \$150,000. Now timeline, I didn't get this. Kerrie did not give it to me or the Board of the Library, I am not picking on Kerrie. I did not get this until October 29th? that was too late to apply for the hundred-thousand-dollar grants. Now I know that you have been working with a virus. You know there's a lot of things going on and you now have two estimates that met or didn't meet criteria for repair of the Yellow Barn.</p> <p>Now why am I saying all of this because you're going out to bid again and you're starting this whole process all over again this is timelines and you keep going over and over and over and I am just wondering what the purpose of this rehashing everything over and over again I can only conclude that the library has A) It has so much money that it doesn't care about grants and things like that, because after all during the same time period, you hired a part-time grant writer and let her go. Riverhead town extended the historical district up to and including the library and our</p>

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	<p>beloved Yellow Barn also known as the Perkins Carriage House but the library failed to act to get money. Now you go back and forth for a bit I can only conclude that A) the library has just so much money that it could initiate repairs without outside funds or B) you just want to go on and on with the same bid process without going any further and my question is what is your intent? Do you really want to fix this building? Because bottom-line A) the community loves this building as Ron said in the beginning many people come to that Yellow Barn to see it as a historical building. Many people come because they love the books, they love our library and they want to feel connected and that kids by their first books there. We have school trips from the Roanoke Avenue School.</p>
John M	<p>Mary, Mary, Can you cut this a little bit short? Because we're going a long time here with this.</p>
Mary	<p>I can cut it short, and that is a very good thing for you to say John, cut the bid process short and get to the fixing process. Thank you.</p>
Marilyn	<p>I just want to interject, I just want to interject as a person coming from the construction field, when I first saw the bids and I heard from The architects and I think he was an engineer I wasn't happy with the process as it was going on. I requested to the Board that there would be three bids because in construction that's what we do.</p>
Ruth	<p>Yes</p>
Mary	<p>Did you see this report? (holding report from FPM group)</p>
Marilyn	<p>I saw that, I saw that I'm sorry I did see that Mary also the RFP needed to be reworked because the two architects that I did submit they have historical backgrounds as far as construction one is from Riverhead and the other one is from Southampton Historical Preservation Committee and I just wanted an even platform so that we would actually have a local... local bids you know and also three bids at least three proposals</p>
Mary	<p>I respect your expertise. My question is and has been: are we going to get past this to the fixing stage?</p>
Marilyn	<p>Well I believe we are because I'm a Riverheadian and I grew up in that Yellow Barn, my children have been in that Yellow Barn, and I used to run a summer enrichment program with my church, The House of Praise, and we used to bring the children there. So yes we are in the process of looking at different ways of getting it done. It's going to get done but we just need everyone's patience. I'm new coming in but there's things that</p>

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	<p>needed to be critiqued as far as construction and wording of an RFP is concerned. So I understand that the funding was there and I understand the funding will be there again I'm hoping that everyone is patient with us with that, but yes I do have a vast interest myself in the in the Yellow Barn because it's part of my history as well of growing up here in Riverhead my family are the Bells, we are the Coopers, We've been here for years and that's that's all I'm saying</p>
Mary	<p>Then you can understand our frustration</p>
Marily	<p>I do. The bottom line is that the trustees are Riverhead as well. So we just need to understand that</p>
John M	<p>Anybody else in the public wants to be heard?</p>
Ron	<p>Yes, John</p>
John M	<p>Ron</p>
Ron	<p>A couple of questions. Can you tell me what your evaluation criteria for the solicitation you have going out.? How are you going to evaluate the responses you are going to get?</p>
Susan	<p>The responses that we that we're looking to get will adhere to the multiphase of what needs to be done first that's why you know where the begins with the submission of a proposal by certain date and then the next deadline is for them to come and actually see the Yellow Barn and then the third part is to actually you know that we select one of them and how soon can we start the necessary, the very prioritized parts of the Yellow Barn that has to be repaired as soon as possible. We all understand this and the thing is that we would not at that point when we sent out the original RFP's that we weren't getting any answers Kerrie was calling everybody and anybody that she knew we were all making suggestions.</p> <p>Marilyn came on board she recommended two more that will be receiving the RFP's and it's a much clearer much more focused cost estimate because they will be viewing the Yellow Barn physically, not just looking at what's on a piece of paper so they can give us guesstimate as much as they can, but that's the thing is that we always, the Library always pretty much required three bids and we hadn't gotten that we'd only gotten two and at one point one of the the bid responses said they viewed the barn and said it was too much. They were not interested in doing it unless I don't know if they changed their mind or not. Once the revised RFP's go out in the mail we're hoping and Kerrie will be in touch with both of the</p>

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	<p>people that are waiting right now that have already submitted. I'm hoping to be able to get the vendor approved at the next board meeting in June so that we can definitely start the repairs and hopefully the whole Covid 19 will be at a phase where they can do the constructions, we are not at that point now, it's just limited stuff. I think you know typically we didn't have enough bids and we were not focused to ask for what we needed. It's like a reference question somebody comes into the library and may ask a question, the librarian has to actually interview them to get that question clarified to give them the best answer.</p> <p>As Marilyn said it's been awhile we are trying to get it focused and done so that we can start the repairs as soon as possible.</p> <p>We understand that there are timelines involved in this and also we want to make sure that who we select is available sooner than later and can start.</p>
Ron	I understand there are three phases: the first phase is evaluation, the second phase is what? Is it actually giving recommendations?
Susan	No, the second phase... are you referring to the RFP's?
Ron	Yes the solicitation
Susan	Yes, the second phase is they have to make an appointment and come and see the actual physical Yellow Barn so that they can make a determination that's the second part of the RFP as to what they would prioritize, whether we agree with it or not and hopefully have some pricing in that too so we can make a better determination.
Ron	What is the first phase?
Susan	The first phase is to reply to the RFP
Ron	Oh, ok, I understand
Susan	The other thing I am talking about is the phases ...once we approve a vendor or an architect and we get started on the repairs as to what needs to get done first.
Ron	So your idea is to do the solicitation. The second one is that they are going to evaluate the barn and the third phase is the construction so you're going to have all three in one solicitation?
Kerrie	No, I want to clarify. I'm looking at the RFP right now

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	<ol style="list-style-type: none"><li>1. Initial inspection and assessment of the structural integrity and safety of the building</li><li>2. Review the inspection findings, determine corrective actions and develop drawings, hereafter called the deliverables, suitable for a qualified construction firm to effect repairs complying with the historical nature and New York State and Riverhead Town construction regulations.</li><li>3. Optional - subject to own approval, team in a qualified construction firm and provide project management necessary to oversee and implement the repair of the Yellow Barn</li></ol>
Ron	That's fine, sounds familiar. My question again let me see if I can clarify it when I say evaluation criteria when you get these bids in, for phases 1 and 2, when you get them back, how are you going to pick who you are going to pick?
Susan	We'll look at their certifications, qualifications, experience and education in restoring historic structures so that they are safe and usable. So that has to do with who we select. We want to make sure yet who we are selecting
Ruth	Isn't there a question on price?
Ron	There you go...
Susan	Yes
Ruth	Number two, I think we have to clarify how we are going to use this building, if this is an older building and it is being repaired. Do we still want to keep the books on the second floor? That may not be the way to go.
Susan	I think that will have...you know
Ruth	If you don't indicate how you want this setup
Susan	I think we need to take this into consideration with that part of it. When they come and view the actual physical structure, they can make a determination right away that it cannot be used for what it's been used for. We don't know that, we're not qualified to make that but that has had some bearing on the summer beams and the shifting that has been going on . That would be part of the submission of the RFP.
Ruth	I think we should make recommendations along those lines.

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Kerrie	We have on the draft of the RFP. The purpose of this project is for a holistic inspection evaluation preparation of statements of work and plans to correct safety and problems existing in the Yellow Barn so that it will be safe for occupants to use the historical structure to sell used books to support library programs. An identifier is required and recommended for remediation of the facility based on current and anticipated needs. To evaluate the Yellow Barn for its intended use as outlined in the RFP the libraries in need of a holistic view of the Yellow Barn.
Ruth	You are missing one point. We have to tell them how we are planning to use that building.
Kerrie	We are. We are saying it right here. We are saying it is going to be used for the sale of books.
Ruth	Yes but do you want only the first floor to be used for the sale of books? And to use the indoor library south for the storage of extra books? Or do we want to store books upstairs that you have been doing which doesn't make sense in an older building
Susan	That's the thing Ruth, when companies respond to our revised RFP and they come in to tour the physical structure and we tell them that this is how it's been used in the past, if this is something we can still do. Is it viable to do that? you know once the repairs are completed is it okay to do that if not then that has to be considered we do need to let the people know what we have in mind, then they can make the recommendations, to us as to what they feel, and then we would choose accordingly.
Ruth	But that's what I'm saying, what do we have in mind? are we planning to store books upstairs on the second floor?
Susan	I think that that's something we can't answer right now.
Ruth	Okay
Ron	Alright if you get back to my point, evaluation is going to be based on price a little bit?
Susan	Yes
Ron	And notifications a little bit?
Susan	Yes
Ron	And qualifications?

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Susan	Yes
Ron	Is there a mix of how much weight each one gets?
David	No
Susan	No
Ron	There has to be, how is a vendor going to know how it is going to...
Susan	We are not bound to accept the lowest bid. We can accept whatever bid we want.
Ron	You need an evaluation criteria and you have to be specific of what they are. I'm questioning as I'm confused. But as long as I know in the mix is price, qualifications and responsiveness to our scope of work
Susan	Yes and the pricing is something that is included now in the revised RFP because it wasn't very clearly stated in the original request for proposal so now it is
Ron	I disagree, but that's okay
Susan	I'm trying to explain the fact, in the initial RFP that were sent out that were responded to ..
Ron	It was an IFB. Look at the wording it says invitation for bid
Kerrie	No it says Invitation for Proposals for the Perkins Carriage House
Susan	So I don't see too much of a difference there you know aside from semantics but the bottom line is we are more focused on cost and qualifications of the person who is bidding to do the work so I think it is more focused and clear now
Ron	I think you're in trouble but that's my own opinion. I'm disappointed and I certainly understand what you're doing. We do what we have to do, and you do what you have to do.
John M	You want to be heard, Laura, you had your hand up before.
Laura LaSita	Yes, can you hear me? Hi good evening I wanted to say as a staff member, department head, thank each of the board members, Kerrie, the administration, the staff for all that they're doing and thank you to the volunteers as well hard-working dedicated to assist the community in new communication in an unprecedented pandemic and sometimes for various

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	people that would be difficult so I just want to say kudos to you Kerrie and to everybody. Thank you.
Kerrie	Thank you Laura
John M	Thank you Laura. Anybody else in the public wishes to be heard? Close that portion of the meeting. Move into the executive session. We have to adjourn this meeting go to executive session
Janet	I move to adjourn this meeting to go into executive
Susan	I second
<b>05.13.20 799</b>	Motion Carried
	7:27pm (Executive Session)