

APPROVED

Minutes
Regular Meeting of the Board of Trustees
Riverhead Free Library
June 9, 2021

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

Absent: Marilyn Banks-Winter, Trustee

Director: Kerrie McMullen-Smith

Assistant Director: Stephanie McEvoy

Staff: Patty Geibfried

Friends of the Library:

5 Community members were present including Susan Berdinka, David Schmidt and Randy Clemente

The Regular Meeting of the Board of Trustees was called to order on June 9, 2021 at 6:02PM. The Board was provided with an agenda, board packets, and previous meeting minutes.

David Friedrich led those present in a Pledge of Allegiance

6.09.2021 President John Munzel entertained the motion to approve the agenda with the amendment to add resolution #21-339.

982 The motion was moved by Janet O'Hare and seconded by David Friedrich..

Motion Carried.

6.09.2021 President John Munzel entertained the motion to approve the minutes from the regular meeting of May 12, 2021.

983

The motion was moved by David Friedrich and seconded by Ruth Nelson.

Motion Carried.

PERIOD OF PUBLIC EXPRESSION: None at this time.

6.09.2021 David Friedrich entertained a motion to approve the bills for the month of May 2021.

984

The motion was moved by Janet O'Hare and seconded by Louise Wilinon.

Motion Carried.

6.09.2021 David Friedrich entertained a motion to approve the receipts and disbursements for the month of May 2021. The motion was moved by Ruth Nelson and seconded by Janet O'Hare.

985

Motion Carried.

6.09.2021 David Friedrich entertained a motion to approve warrant #21-6-1 General Fund Checking. The motion was moved by Janet O'Hare and seconded by Ruth Nelson.

986

Motion Carried.

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6.09.2021 David Friedrich entertained a motion to approve warrant #21-6-2 General Fund Money
987 Market. The motion was moved by Janet O’Hare and seconded by Ruth Nelson.
Motion Carried.

6.09.2021 David Friedrich entertained a motion to approve warrant #21-6-3 General Fund Payroll.
988 The motion was moved by Janet O’Hare and seconded by Ruth Nelson.
Motion Carried.

6.09.2021 David Friedrich entertained a motion to approve warrant #21-6-4 Capital Project Fund.
989 The motion was moved by Janet O’Hare and seconded by Ruth Nelson.
Motion Carried.

6.09.2021 David Friedrich entertained the motion to approve the bank reconciliations for the month
990 of May 2021. The motion was moved by Janet O’Hare and seconded by Ruth Nelson.
Motion Carried.

CORRESPONDENCE: None

DIRECTOR’S REPORT:

06/09/21

May 2021

Day to day operations

Services & Statistics

- As of May 3, patrons no longer needed to make an appointment to Browse and Borrow.
- We had just over 4,000 patrons visit our library in the month of May.
- Effective June 1, returned materials no longer need to be quarantined.

Community

- Long Island Cares Mobile Food Pantry was at RFL on May 6, and distributed 35 bags of food helping 64 people. They returned on June 3, and distributed 18 bags helping 35 people.
- Island Harvest was in the RFL parking lot on May 17, serving 120 seniors.

Policies & By-laws

- Many libraries in Suffolk County are allowing patrons and staff that are fully vaccinated to enter the library without a face mask. Some libraries are still requiring everyone to wear a mask in the public areas of the library regardless if they have been vaccinated. Those that still require the mask are revisiting their policy on a month to month basis.

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- Please see memo Updated COVID-19 Guidance from Tom Volz and our current COVID-19 policy in your Board packet.

Finance

- RFL received a check on June 1, for \$2,000 a donation from Dime Bank for our Yellow Barn Restoration and Maintenance Project.
- On June 2, we received our fourth and final check for this fiscal year from Riverhead Central School District in the amount of \$953,139.25
- I recommend the approval to renew our contact with the Law Office of Volz & Vigliotta, PLLC.
- I recommend the approval to move \$400,000 from our general fund money market account into two certificates of deposits at \$200,000 each.

Personnel

- I recommend the following for approval
 - a. Stephanie McEvoy's two-year employment contract as the A&I Services Coordinator & Assistant Director.
 - b. Promote Alexandra Giresi to full-time YFS Librarian Trainee.
 - c. Promote John Eickwort to full-time Network & Computer System Administrator.
 - d. Increase Susan Culver's annual salary
 - e. Increase Lauren Strong's annual salary
 - f. Agreement with Jonathan Moran regarding his accrued leave time.
 - g. Hire David Jones as IT consultant.
 - h. Hire Patrick Tuminski as a temporary part-time program & marketing clerk

Future Board Meetings

In September, Rosh Hashanah falls on Monday 9/6 through Wednesday 9/8 and Yom Kippur falls on Wednesday 9/15 and Thursday 9/16. We will need to reschedule the monthly Board meeting for either Thursday 9/9 or Tuesday 9/14.

Upcoming Events

- Yellow Barn Ribbon Cutting Ceremony on Wednesday June 16 at noon.

Assistant Director / Adult & Information Services: Stephanie McEvoy

The adult reference department is recovering from the volume that tax preparation season brings to the reference desk. COVID-19 complicated the process with the impact on the 2020 tax season and modifications to the actual preparation process. In the end due to Laura LaSita’s hard work and the commitment of the volunteer tax preparers 432 tax returns were prepared for qualifying patrons.

Many of the members of the adult reference team are part of the transitions surrounding Laura LaSita’s retirement. Pam will be the tax prep organizer so she has been working diligently to acquire all that is necessary to perform that task next year. Andrea will be organizing some of the services to seniors through our adult outreach efforts. Patty, as the bilingual librarian on staff, will be organizing the ESL programs going forward. Other members of the staff will be assisting in this transition as well.

I have been assisting Kerrie in filling the following positions, P/T computer lab clerk, P/T circulation clerk, P/T bookkeeper and P/T Administrative Assistant. We have conducted numerous interviews, which are ongoing. As Summer Reading creeps up on us the department is working collaboratively with the Programming department to launch another fabulous summer of reading, raffles and prizes.

The Friends have settled back into the Yellow Barn and it appears that the community is showing their support. The Yellow Barn Ribbon Cutting Ceremony will take place on Wednesday, June 16th at 12pm. I invite everyone to please join us, town officials and the supporters of the Yellow Barn.

Electronic Resources Stats

	March 2021	April 2021	May 2021
Database usage	4640	6359	3900
eBook downloads	4023	3815	3749
Audiobook downloads	1758	1743	1777
Video downloads	4	11	14
New Overdrive Users	12	29	15
Universal Class			
New registrants	48	27	49
New Courses	232	126	135

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Videos Watched	4331	3079	3755
Login Sessions	3213	1883	1460
Lessons Viewed	7534	5492	6021
Student submissions	2775	2037	1967
Kanopy			
Visits	759	964	935
Page views	1016	1298	1473
Plays	213	235	253
Minutes	6565	7506	6242
Flipster emagazines	307	290	291
Miscellaneous	March 2021	April 2021	May 2021
Seeds by mail	123 packets	123 packets	116 packets
Tech Time with Kelsey	11 sessions (by phone & in person)	2 sessions (by phone & in person)	5 sessions in person
Museum Passes	0	0	12

Senior Services: Laura LaSita

1. After Kerrie and Stephanie approved and Laura agreed, new appointments were added to VITA and AARP Tax Programs for the public.
2. The AARP extended their tax season with more appointments on Mondays until the end of April and VITA on Saturdays, until May 15th. This was very generous of the tax volunteers and their gift to the community and East End!!!
3. Stephanie, Helen and Laura worked closely with Loretta from AARP and also with Southold staff and tax volunteers.

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4. Laura talked to Imani from Family Service League about places for Covid-19 vaccines and programs to offer vaccination for the homebound.
5. Laura, Imani and Veronica called about vaccines for homebound people
6. Laura attended one of the Town Square zoom meetings for future renovations and gatherings.
7. Laura planned the Spanish classes with Ms. Jennie for May.
8. Laura planned and sent links for the Italian holiday programs with Prof. Franco.
9. Laura and Helen sent links and emails about the Senior Singles and other classes.
10. Laura attended the Job Now and Veterans program online.
11. This was an unusual year and many changes occurred and some subtly and the support from Kerrie and Administration was heartfelt. It was good to have backup!!
12. Thank you to the Board members John, Louise and the group. Louise is very involved in the Woman's Club -thank you from Laura and Helen. Thanks to Marilyn and Amy for checking in also with Seniors. Stephanie said Laura is irreplaceable.
13. Thank you to all the Board members and David F. who brings an idea or a wave, hello.
14. Laura told a small group of the Senior Singles she was retiring and they were sad and glad that Laura will host programs.
15. John S. did not have people emailing him for HIICAP this month.
16. Helen carefully presented the Spring Tulip & Basket Origami class and Laura hosted/recorded it.
17. Laura hosted her Language and Singles programs.
18. The Meditation programs from Laura and Rasheima were a relaxing time, said attendees with leader Charyl, for this month. Sue will return in May.

Computer Lab Statistics

Total Sessions: 581

Total Session Length (Minutes): 21,519

Average Session (Minutes): 37.04

Processing & Receiving: David Troyan

During May Technical Services added 716 items and deleted 1,346 items. Many of the deleted items were from the children's collection and the teen collection. Some items were sent to Better World Books for resale. There were approximately 10 boxes sent to BWB. Rather than dispose of the unwanted books in the dumpster, we first check with the Yellow Barn volunteers to see what they need for their sales. Items not accepted by the Yellow Barn were donated to various organizations throughout the community. We also set aside some discarded books for replacements to the Little Free Libraries throughout town. Collection Development is proceeding apace. Much attention has been paid to liquidating the outstanding POs so that the end of the fiscal year will be as smooth as possible. We will ensure that our patrons have new materials throughout early summer.

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We look forward to the return of a significant number of theatrical releases. Our DVD additions have largely been limited to completing our series collections, TV shows, and streaming offerings. However, at the suggestion of Cassie Rankel — Sr. Technical Service Clerk — and with the endorsement of Administration we decided to add “Binge Boxes” to our collection. A Binge Box is a set of DVDs with a theme. An example is “Never Travel with Tom Hanks” which contains some of his most famous disaster travel movies. Other libraries have processed the materials and we will follow their lead.

Additional work performed: Enhanced the website by adding a better Yellow Barn donation page, and added the scans of the Riverhead High School Yearbooks. Training with Knowbe4 is ongoing; a new sexual harassment course will be launched in June.

Website Stats

· Unique Visitors:	4,708
· Number of Visits:	9,804
· Pages:	62,995
· Hits:	389,998

Youth & Family Services: Lauren Strong

- We look forward to welcoming Alexandra Giresi as the new Youth and Family Services Librarian on July 6, 2021
- Lauren and Barbara have finished going through all books in the 1000 book backpacks. We have ordered new books to fit the themes and will start sending bags back to Tech Services to be processed
- We honored Juniper Mapes Miller for completing 1000 Books before Kindergarten at the Annual Meeting
- Lauren has changed over the storywalk for the second installment of Little Blue Truck.
- Our in-person programs have continued to be a great success. We are getting more patrons to attend and patrons now stay after programs to use our Family Place Area.
- We have updated the toys in our Family Place Area for patrons to play with. All toys are considered hard toys that are easy to wipe down after each use.
- All full-time staff are continuing to attend the Libraries Nourish Trainings. Lauren is attending the Libraries Nourish Task Force Meetings biweekly
- All librarians have participated in 21 virtual visits for Aquebogue Elementary School
- Gabby has prepped all Grab & Go kits for the Summer
- The Children’s Program Room has been completed, and looks wonderful.
- We have weeded and updated our College and Career Center Books in Teens
- Our Long Island Cares Food Donation bin is growing with donations

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- Nicole, Barbara, Karen, and Alex have all been busy planning and recording programs and creating grab & go kits.
- All patrons can now pre-register for the Summer Reading Program
- Lauren was able to integrate a virtual program Page Turners Adventures into Beanstack. Patrons who are registered will now be able to unlock activity badges for each Page Turners Adventure program/craft they complete.

Statistics

Total Youth and Family Services Program Sessions: 22 Held/2 Cancelled

Total Infant Program Sessions: 2 classes/15 attendance

Total Toddler Program Sessions: 3 classes/ 43 attendance

Total Preschool Program Sessions: 4 classes/ 49 attendance

Total Family Program Sessions: 3 class/108 attendance

Total School Age Program Sessions: 5 classes/54 attendance

Total Teen Program Sessions: 4 classes/41 attendance

Teen Volunteers: 0

Community Service Hours Earned: 0

Number of Teens in Loft throughout the Month: 25

Total Youth and Family Services Reference Questions: 388

Patron Services: Chryso Tsoumpelis

Statistics:

- Total checkouts - 4,882
- New Library Cards- 66
- Library Card Renewals - 131
- Over 50 Curbside pick-up appointments
- Approx. 25 total booked appointments weekly
- Over 200 total curbside items

Achievements:

- Over 300 long overdue items returned
- 45 items cleared of “billed” status
- Patron case file follow up/ cleanup
- NOS and billed list searches/ cleaning

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- “In transit too long” list submitted to SCLS
- DA/ILL lists created and invoiced
- Item status cleanup- all “missing” and odd status changed to NOS
- Planning for Mosaic Street Fair
- Planning for new library cards with updated template privileges
- Created Spanish Library Card Applications
- Created dept. invoice and remittance letters

Building, Grounds & Maintenance: Marie LaDonne

- reinforced shelves in barn
- helped empty trailer
- setting up rooms for taxes, board mtg and annual mtg
- went over set up of new postage machine
- barn and tent inspection
- supervised suburban exterminating
- feeding fish and watering plants
- still disinfecting
- fixed boxes for children's room planting and picked up more dirt
- helped take down children program room wallpaper
- got another estimate for parking lot
- direct traffic for food deliveries

Adult Programming & Marketing: Rasheima Alvarado

Programming Summary

- Adult Program virtual attendance/views: 749
- Steadily attended exercise programs
- Positive feedback on in person Kimchi Workshop & Author Talk: Robert Banfelder *The Long Island Serial Killer*
- Positive feedback on Virtual programs Meet the Author: Maria Socolof *The Invisible Key Healing from my Chronic Pain* & Hiking Long Island

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Top programs

1. Scam Alert
2. The Long Island Serial Killer Book Discussion (In person)
3. Kimchi Workshop (In person)

Digital Marketing Analytics

Facebook	Instagram	Twitter	YouTube
16k Impressions	387 Totals Likes	15.7k Tweet impressions	6.1K Impressions
3,934 Reach	1,829 Reach	2,720 Profile visits	255 Unique viewers
36 new followers	5 new followers	20 Mentions	12 returned viewers
801 Post Engagement	3,771 Impressions	1,122 followers	
38 page likes			
749 video views			

Constant Contact

Time Sent	Campaign Name	Opens	Click Rate
5/1/2021 16:50	Programs 5/3 - 5/9	1007	0%
5/3/2021 10:08	Long Island Cares May Schedule	840	0%
5/7/2021 17:02	Friends' Photo Walk 5/13	1022	0%

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5/8/2021 09:03	Programs 5/10 - 5/16	1063	5.8%
5/12/2021 15:36	Social Justice Programs	1236	2.1%
5/13/2021 10:02	E-Newsletter 5/13	926	10.5%
5/15/2021 09:01	Programs 5/17 - 5/23	1020	4.4%
5/22/2021 9:02	Programs 5/24 - 5/30	975	4&%
5/27/2021 10:04	E-Newsletter 5/27	856	6.3%
5/28/2021 17:03	Yellow Barn Ribbon Cutting	992	0%
5/29/2021 9:02	Friends' Photo Walk	859	0%
5/31/2021 10:06	Long Island Cares June Schedule	828	0%

Respectfully submitted,

Kerrie McMullen-Smith

Library Director

COMMITTEE REPORTS

PERSONNEL:(*O'Hare)

6.09.2021 Janet O'Hare moved to approve resolution #21-329: Approval of Employment Agreement for Stephanie McEvoy as Assistant Director. The motion was seconded by **991** David Friedrich.
Motion Carried.

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- 6.09.2021
992** Janet O'Hare moved to approve resolution #21-330: Approval to Promote Alexandra Giresi to FT Librarian Trainee. The motion was seconded by David Friedrich.
Motion Carried.
- 6.09.2021
993** Janet O'Hare moved to approve resolution #21-331 Approval to Promote John Eickwort to Network & Computer Systems Administrator. The motion was seconded by David Friedrich.
Motion Carried.
- 6.09.2021
994** Janet O'Hare moved to approve resolution #21-332 Approval to Increase the Annual Salary of Susan Culver. The motion was seconded by David Friedrich.
Motion Carried.
- 6.09.21
995** Janet O'Hare moved to approve resolution #21-333 Approval to Increase the Annual Salary of Lauren Strong. The motion was seconded by David Friedrich.
Motion Carried.
- 6.09.21
996** Janet O'Hare moved to approve resolution #21-334 Approval of Agreement with Jonathan Moran. The motion was seconded by Ruth Nelson.
Motion Carried.
- 6.09.21
997** Janet O'Hare moved to approve resolution #21-335 Approval to Hire IT Consultant David Jones. The motion was seconded by David Friedrich.
Motion Carried.
- 6.09.21
998** Janet O'Hare moved to approve resolution #21-338 Approval to Hire Patrick Tuminski as Temporary PT Clerk. The motion was seconded by David Friedrich.
Motion Carried.
- 6.09.21
999** Janet O'Hare moved to approve resolution #21-339 Approval to Hire Jennifer Robinson as PT Bookkeeper. The motion was seconded by David Friedrich.
Motion Carried.

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

POLICIES & BYLAWS & OBJECTIVES: (*Nelson)

- 6.09.21
1000** Discussion as to whether face masks should be required in the library. John Munzel made a motion to change policy to masks encouraged but not required and to keep social distancing in place. The motion was seconded by Janet O'Hare. Vote taken resulted in a tie and the Board decided to revisit the library's mask policy at next month's Board meeting.

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FINANCE: (*Friedrich)

6.09.2021 1001 David Friedrich moved to approve resolution #21-336: Approval to Retain the Law Offices of Volz & Vigliotta. The motion was seconded by Louise Wilkinson.
Motion Carried.

6.09.2021 1002 David Friedrich moved to approval resolution #21-337 Approval to Transfer Funds from General Fund Market Account into Certificate of Deposit. The Motion was seconded by Ruth Nelson.
Motion Carried.

6.09.2021 1003 David Friedrich moved to approve the Personnel and Payroll report for the month of May 2021. The motion was seconded by Ruth Nelson.
Motion Carried.

FUNDRAISING: (*O'Hare): As of today, we have sold 56 bricks and 7 plaques for our Yellow Barn fundraiser. The YB ribbon cutting ceremony is on June 16. Stephannie is working on the plaque design and Kerrie is working on getting a mason to lay the bricks. Brick fundraising information is on the home page of our website.

PLAN OF SERVICE: (*Board of Trustees): No discussion

LIAISON REPORTS:

FRIENDS: (*Wilkinson): Friends are happy in Yellow Barn and been busy with book sales. It looks beautiful.

SCLS: No discussion

UNFINISHED BUSINESS:

NEW BUSINESS: Preparing the Calendar for monthly Board meetings. In September, Rosh Hashanah and Yom Kippur fall on Wednesdays. All agreed to meet on Tuesday, September 14, for the September Board meeting.

PERIOD OF BOARD EXPRESSION: John Munzel suggested that the library should establish a legacy club to encourage people to leave a small donation, like 1% of their estate to the library. Munzel would like to do a motion at the next board meeting.

PERIOD OF PUBLIC EXPRESSION: a member of the community, David Schmidt, thanked the Board for allowing him to speak this evening. He has lived and worked in Riverhead Town all his life. He is not judging anyone but wants to know "Why is the Board allowing certain criteria to be taught at the

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library? Where is the line in the sand moving forward? I feel the line should be pulled back or it will affect the community at large in a very dangerous way. This pertains to two events at the Library, Drag Queen Story Hour on 6/4 and LGBT101 on June 15. We are going down a slippery slope. The Board should consider what they allow at the facility.”

Munzel’s response was on a case by case basis. Can't make a generalization.

Mr. Schmidt’s responded that he opposed an agenda that promotes homosexuality and where will the library draw the line?

Munzel responded on a case by case basis.

Community member Randy Clemente spoke next. He stated he has lived in Riverhead since 1980 and thinks David Schmidt brought up a very good point. When you turn on the TV their is cursing, sex, violence and murder.

Munzel responded we are a little library. There is very little we can do in that area.

Mr. Clemete responded, “That’s where you are mistaken. You can make a difference, keep sexuality private. Don’t break down family values.”

Janet O’Hare responded that this is a place where people and families can come together. This is a community library. We think we are doing good work here by keeping the community strong.

Randy Clemente thanked the board for their time and their service.

6.09.2021 President John Munzel entertained the motion to adjourn the June 9, 2021 Regular
1004 Meeting of the Board of Trustees. The motion was moved by Louise Wilkinson and
seconded by Janet O’Hare
Motion Carried.

The Meeting adjourned at 7:32 PM

Respectfully Submitted,
Ruth Nelson / kms