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Transcript/Minutes
Regular Meeting of the Board
Via Zoom Conference - 6:00 PM
Riverhead Free Library
June 10, 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

Absent: Annette Totten, Trustee

Director: Kerrie McMullen-Smith

Many people joined and exited the virtual meeting at different points in time.

Staff: Pam Cook, Isabelle Gonzalez, Susan Culver, Laura LaSita, Stephanie McEvoy, Patty Geibfried, James Provencher, Robin Ziemacki, David Troyan, Helen Murray, Lauren Strong,

Friends of the Riverhead Library: Rosalie DelQuaglio, President; Marcia Littenberg, Treasurer;

Community members: Amy Wood, Jeff Zeiger, Celeste Hernandez, John Sciachitano, Gerald Nichols, Susan, G Belliti, Joe

The Regular Board Meeting of the Board of Trustees was called to order via Zoom Conference on June 10, 2020 at 6:09 PM. The Board was provided with an agenda, board packets with financials and previous minutes.

John M.	Can I get someone to lead us in the Pledge of Allegiance? John R.?
John R.	Yes, I Pledge Allegiance
John M	Can I have a motion to go into executive session?
Susan B.	I make a motion
David F	Second
John M.	All in favor?
Several	Aye
John M.	Opposed? So Carried 6:13 PM
6.10.20 810	Motion carried
John M.	Can I get a motion to reconvene the regular meeting?
Susan B.	6:33 PM
Kerrie M.	6:33 pm?

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Susan B.	Yes.
David F	I make a motion.
Marylin B.	Second
John M.	All in Favor
Several	Aye
John M.	Opposed? So carried
6.10.20 811	Motion carried
John M.	Can I get a motion for agenda review and approval?
David F.	Yes, I make a motion we accept the agenda review and approval
Marylin B.	Second.
John M.	All in favor?
Several people	Aye.
John M.	Opposed? So carried.
6.10.20 812	Motion carried.
John M.	Um..Kerrie, this is the place to recognize the party members or later?
Kerrie M.	No, that's at the annual meeting, we're gonna go in approval of the minutes that we have for all the meetings in May now.
John M.	All right, item four on the agenda, do we have a motion for the approval of the minutes for the regular meeting of May 13, May 19, May 23, May 25, and May 29?
David F.	Can we do it separately?
Susan B.	No, I don't think so, we could do it all at once.
David F.	I didn't either.
Janet O.	I make a motion that we accept the minutes.
Susan B.	I'll second.

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John M.	All in favor?
Several	Aye
John M.	No opposed? So carried.
6.10.20 813	Motion carried.
John M.	Period of public expression. Anybody want to talk to us? Nobody wants to?
Susan B.	Pam Cook, and...? They're on mute.
Marylin B.	They can still hear.
Janet O.	Keep on going here.
David F.	Rosalie has nothing to say?
Rosalie D.	Me? No, not yet.
Janet O.	That your kitty behind you?
Rosalie D.	Yes, that's my feral cat.
Janet O.	Okay.
John M.	Period of public expression is over, treasurer's report. David?
David F.	Yes, I would like a motion for approval of bills that we submitted from mid-May through June 10th board meeting.
John M.	Is there a second for that motion?
Susan B	I'll second it.
John M.	All in favor?
Several	Aye.
John M.	No opposed? So carried.
6.10.20 814	Motion carried.
David F.	May I have a motion for the approval of receipts and disbursements as indicated in the packet.

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John M.	Is there a second for that motion?
Louise W.	Second
Susan B.	I'll second
John M.	All in favor?
Several	Aye.
John M.	No opposed? So carried.
6.10.20 815	Motion carried
David F.	Okay, approval of warrant number 20-6-1 General Fund Checking and People's United in the amount of \$66,817.16.
John M.	Do we have a second for that motion?
Marylin W., Janet O.	I'll second.
John M.	All in favor?
Several	Aye
John M.	No opposed? So carried.
6.10.20 816	Motion carried
David F.	May I have an approval for the warrant number 20-6-2 General Fund Money Market BNB in the amount of \$150,000.
John M.	Is there a second for that motion?
Louise W.	Second.
John M.	All in favor?
Several people	Aye.
John M.	No opposed? So carried.
6.10.20 817	Motion carried

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David F.	May I have a motion for the approval of warrant number 20-6-3 General Fund Payroll in the amount of \$152,189.34?
John M.	Is there a second for that motion?
Janet O.	I'll second.
John M.	All in favor?
Several people	Aye.
John M.	No opposed? So carried.
6.10.20 818	Motion carried
David F.	May I have a motion for the approval of warrant number 20-6-4, the Capital Project Fund Money Market account in BNB in the amount of \$4000?
John R.	Second.
John M.	All in favor.
Several people	Aye.
John M.	No opposed? So carried.
6.10.20 819	Motion carried
David F.	May I have a motion for the approval of the bank reconciliations for the month of May 2020?
John M.	Do I have a second?
Marylin B.	Second.
John M.	Is there a second to that motion?
Marylin B.	Second.
John M.	All in favor?
Several people	Aye.
John M.	No opposed? So carried.
6.10.20	Motion carried

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820	
David F.	As for information for the board, there are two CDs maturing in July, July 8 and July 27, totaling \$394,565.68, I will negotiate the best rate I can get before they mature. Secondly, the monthly interest earned on the total of \$749,631 in CDs we currently have is \$799.93 a month, averaging about \$9,599 a year to date, which is not bad.
Janet O.	Considering how low the interest rates are.
David F.	What?
Janet O.	I said considering how low the interest rates are.
David F.	Yes. So I'm finished with that.
John M.	Okay, next on the agenda, correspondence.
Kerrie M.	Okay, so I actually have a couple of thank-yous, I have a thank you from Margie Temalowitz, she said "I'm new to Riverhead and actually don't use the library often, I have grandsons in a few other states as well as on Long Island. I enjoy seeing all the programs that you are offering and I must tell you, I'm very impressed with the variety and the number. Actually, I don't see much like it anywhere at any of the other libraries near the rest of my family. Keep up your terrific creative work." So it seems like everyone's very happy with what we've been offering. I have a "thank you so much for allowing us to receive books from you during this pandemic, it was exciting to receive our special literary treats in the mail after providing some simple parameters, bringing a smile to our faces. We appreciate that you made an effort because you made a difference. Sincerely, Doreen and Ron Roces. I have another. "Thank you Riverhead Free Library for the awesome books you sent to my son, he absolutely loved them, it was like they were hand-picked just for him. Be well, Vanessa Krauss."
Janet O.	Nice.
David F.	Very nice!
Kerrie M.	Nice feedback from the community. Okay. That's it for correspondence.
John M.	Okay, Director's Report
Kerrie M.	Yes, my Director's Report. Okay. Over the course of the past few weeks, we have continued to supply and post digital content and virtual programming and share news via Constant Contact and Library Aware for our community.

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We recently added a Google Voice telephone number that our patrons can call Monday through Friday between the hours of 10am and noon, and 3pm and 5pm to speak to one of our adult librarians. At the meeting of the department heads via Zoom, attending the SCLS Director's Conference calls and the East End Directors' virtual meetings each week. We've been planning for a phased reopening of the library, we are currently in Phase One, and plan to open the book drops on June 8, which we did this week, and everything's been going well so far. All returned materials will be quarantined for 72 hours before they are checked back in and put back on the shelf. Phase 2, curbside pickup and patron computer use by appointment should begin on June 15. The library building hours for staff will be Monday, Wednesday and Friday 9-5 and Tuesday and Thursday 12-8 and Saturday 10-3. I know that I wrote in the report originally 10-4, but I want to point out that we want to avoid having to have two separate shifts on Saturday with staff, so we thought by doing it 10-3, a five hour shift to start, it would be much easier to handle. So we're gonna start with 10-3 on Saturday. The curbside pickup and computer appointments will be Monday, Wednesday, Friday 10-4, Tuesday and Thursday 1-7, and Saturday 11-2.

We held an all-staff meeting via Zoom on Friday, May 22 to discuss the plans for the phased reopening of the library, and Robyn Berger-Gaston from Family Service League spoke to the staff about stress management and self-care in the pandemic.

I am recommending Michael Pechenyuk who is currently a temporary clerk become a permanent part-time clerk in Patron Services. I am recommending Stephanie McEvoy become the Assistant Director in addition to the Adult and Information Services Coordinator.

In preparation to reopen the library building, we have met with companies for quotes for the installation of sneeze guards as well as McKenzie Automatic Doors to change the front door entrance and exit configuration.

In addition to PPE for staff, we have ordered basket trucks from U-lines for book returns, and stanchions, and 6x6 wall dividers to encourage social distancing.

Cunningham will complete the cleaning over each, well they did, they completed it on June 8, and we received from Glynis Berry, Vincent Benic and Joel Snodgrass, they all submitted proposals for the Yellow Barn project. Finally, we received our fourth tax levy check from the Riverhead Central School District, and Baldessari and Coster our accounting firm has started preliminary work for our annual audit.

And I just want to say thank you to Marilyn for dropping off a couple of jugs of Microban Cleaner for the library, I really appreciate that, we all do, it's great to have because it's very hard to get our hands on cleaning stuff right now, so thank you.

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John M.	All right. Committee reports. Personnel, Ms. Wilkinson.
Louise W.	Yes, I have two resolutions, and the first one is the approval to hire Michael. Shall I read the whole thing? Yes?
Susan B.	Yeah, okay.
Louise W.	Now therefore be it resolved as follows, the Board of Trustees hereby approves the hiring of Michael Pechenyuk as a permanent part-time Patron Services clerk at the hourly rate of \$15.14, effective June 10, and we authorize 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 the applicable laws, rules and regulations.
David F.	I'll second it. I'll second the motion.
Louise W.	Second. We need a vote, John.
Several	Aye
John M.	All in favor
John M.	Any opposed? So carried.
6.10.20 821	Motion carried
Louise W.	The second personnel resolution is for Stephanie McEvoy. Now therefore be it resolved that the Board of Trustees hereby approves the employment agreement for Stephanie McEvoy, as Adult and Information Services Coordinator/Assistant Director, dated July 1, 2020, and we authorize 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 the applicable rules, laws and regulations.
John M.	Is there a motion to that effect?
David F.	I'll make a motion.
Susan B.	I'll second.
John M.	All right, all in favor?
Several	Aye

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John M.	Any opposed? So carried.
6.10.20 822	Motion carried
Susan B.	Marylin, you're on mute.
Kerrie M.	Marylin, you're muted.
Susan B.	Yes, Marylin, you're muted.
John M.	You're muted. Can you hear us?
Marylin B.	I'm muted in more ways than one. I just wanted to say, I'm gonna say yes to the Assistant Director because you explained to me her credentials and the facts, but I'm still concerned about the 6-month probation period, but my answer, my vote is yes.
John M.	Thank you, next is Buildings and Grounds.
Susan B.	Okay, we met this morning at 11:00am and we discussed the three different proposals that were submitted to us, Vincent and then Glynis then the one that Joel Snodgrass was involved with, Michael Somebody, we did discuss the fact that we would recommend as a committee that we vote to accept either Vincent's or Glynis's proposals to repair and renovate the Yellow Barn. Their prices are within range of each other, they are both certified, and qualified architects, they do have on site building engineers as well as other professional staff that will help us progress this project. So that is the recommendation of the Building and Grounds Committee that we discussed this morning. John Munzel, there's one other issue, did we want to discuss that?
John M.	Yes, please
Susan B.	Okay, you're on.
John M.	Thank you.I've been thinking about the Yellow Barn situation and the Friends, and it occurs to me that if we opened up let's say a retail bookstore so-to-speak, at least the design, about the size of a three-car garage, with the same comforts as the Yellow Barn. I called a friend of mine who's a former builder asking for a ballpark figure as to how much it would cost to build a shell essentially, which the Yellow Barn is, a shell with electricity, and no heat, no insulation, no bathroom facilities, no water, which is the same as the Yellow Barn. He guessed that the cost would be about \$50,000. During that meeting, John Rienzo did a quick search and came up with a figure of \$45,000. And this is very rough, I mean, you know, this could be \$20,000 off one way or another, but the long and short of it is, the building by the way...

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	<p>would be a shell painted yellow just like the Yellow Barn, would be seated right next to the Yellow Barn and provide the bookshelves and areas for people to go in and shop and buy and get the Friends roaring, get them going again. It's a temporary solution, but at least it gets the Friends moving, and gets the books out of the place, gets the books out of Yellow Barn and they can function.</p>
Janet W.	<p>John, are you talking about something modular?</p>
John R.	<p>I'm not talking about anything modular, no, but that's a thought. I just came up with the idea, and I thought in my own head, give me a three car garage and I want you to come up with the cost, without the big boards, and that's the basic idea.</p>
Janet W.	<p>Rather than having something built, is having something brought in like they have the portable classrooms, you've probably seen that type of thing. I mean...</p>
John M.	<p>I don't know that they would fit. See, the need of this, the Friends, as I see it, is that they need a solid building to house the books. I'm not sure those temporary buildings are suited for that, and I don't think that you're gonna save much money on a temporary building as opposed to doing a shell. The shell's foundation is cement, it's gonna be weather tight, so that's my suggestion, and if the Board thinks it's an idea, we ought to proceed, maybe Kerrie, I have some thoughts about what to do after that in terms of moving it forward. Rosalie, what do you think of that?</p>
Rosalie D.	<p>Well, I think it's a good idea. I mean the Yellow Barn as is, is unsafe, and to keep us moving, or them, you know, the moving of the books and selling and making more money to give to the Riverhead Free Library, I think it's a good solution. Of course, I don't know what my Board, you know, my Executive Board would say, but that's my opinion.</p>
John M.	<p>Okay, I'll take it.</p>
Susan B.	<p>Okay, it's a move forward, I think it's a move forward so that the Friends would have a safe dwelling, so be it, to go through the materials, to go through the books, and they would also be able to sell the materials out of that shell, so I think that's why John had mentioned the retail space.</p>
Marylin B.	<p>So it's a retail store.</p>
Susan B.	<p>Yeah basically and storage for the materials out of the Yellow Barn because once that project gets started, it's my belief, it's just a personal belief, that</p>

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	<p>the materials in there are going to have to be, you know, exited from there and put someplace, so I think John Munzel's suggestion is a good one. Rosalie, I understand that you take that back to your executive board for discussion, but I think it's a progressive move and I think that it will give the Friends some sort of resolution where they can start selling again.</p>
Rosalie D.	<p>Right, I will take it back in a very positive way</p>
Susan B.	<p>Yes, yes.</p>
Rosalie D.	<p>Definitely, I think it's a good idea, because that renovation, as is, could take a year or two, and we're out of commission, and I know at one point before I was involved they wanted to look on downtown Riverhead for a storefront, and I opened my mouth and I said, are you crazy? You need security guards. You need your own insurance. It no longer is the Riverhead Library's Building.</p>
David F.	<p>Right.</p>
Rosalie D.	<p>So I kinda nixed that right away but this is another good alternative I think.</p>
Marylin B.	<p>I told the board that if they didn't want it, the AAECF would take it.</p>
Rosalie D.	<p>And I think they pretty much would be on target, on board with that. I know a few would, definitely.</p>
Janet O.	<p>Okay, so we have to go through this whole process of bidding and everything else as far as building something like that?</p>
John M.	<p>Yes, we have to go through all of that process, it's gonna take some time.</p>
Janet O.	<p>Yes.</p>
John M.	<p>If the board is in favor of pursuing this thing, i think the first thing we need Rosalie is the number of linear feat of books and shelving that you need so that we can determine how big the building should be, maybe a 2-car garage or a 3-car garage or a 4-car garage, I have no idea. Kerrie, maybe you could have some staff members look at the layout of the building, so to provide for handicap movement, etc, sales, stuff like that, and somebody, one of the staff, might also contact the town and see what they need in terms of any building permits, etc, so that if we need a variance or anything like that we</p>

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	start moving forward expeditiously. Because the sooner we get functioning in there the better it is for everybody.
David F.	That's true.
Ruth N.	Where would it get placed?
John M.	I'm sorry?
Ruth N.	Would you lose parking space? Where would we put it?
John M.	It's going right next to the Yellow Barn where the dumpster is. If we lose some parking space, that's a small price to pay in my view, we have plenty of parking.
Marylin B.	I agree.
John M.	So it's not a big loss. John, do you have any thoughts?
John R.	Oh, okay. No, I think it's a great idea because the money you're going to spend just on evaluation projects, where you're still gonna have to do some evaluation, this short-circuits 2 years of work. You can go out and decide what you want, you can call the town and see if we need a variance because of the percentage of land that we're currently using, you can get someone to come in and look at the site to decide what would be the place to put it and what services we need to provide to it, of course electricity, drainage, sidewalk, things of that nature
John R.	I mean, I don't see a downside to doing this, and we could still have the Barn and make it so that it's stabilized and it's a symbol of the community even though the Friends are not physically using it as a point of sale.
David F.	Right
Ruth N.	That might be perceived as a permanent solution.
John M.	I don't want to go there.
Susan B.	I think that if we put signage up stating that it's a temporary housing for selling the books and materials, that maybe, because everybody loves the Yellow Barn, that's not an issue, the issue is that we want to make sure our community knows that we are we doing the best we can, for the Friends, so that they can move forward too, because I totally understand the fact that the library only has a certain amount of space. I think that they were a little upset about the fact that we're not open yet, of course, and that we haven't been

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	open, but maybe this structure will help alleviate that and help them to realize that yes, so that now they can start selling again.
Janet O.	I was thinking that maybe in the future once we do get the Yellow Barn up and running because as you say it's a beloved icon of the library, they can use the garage for more storage because they never have enough room in the Yellow Barn anyway, is that correct?
David F.	Right
Rosalie D.	Yes
Susan B.	Yes, I think so.
Marilyn B.	They're gonna be moving in quicker than Atlantis or any of the other museums and that sort of thing, so I think it's a good idea, a great idea, because I was just at my Revitalization Committee and we're having a hard time trying to get Atlantis open. So this is a fast track as far as the Friends are concerned which is a great idea. It's allowing them some income to come in, to be connected with the library and the community, and I wholeheartedly want to see this happen, but it's up to them.
Ruth N.	I have a concern. Initially we were told that a pod would be purchased or rented in order to store the books in the Yellow Barn. I have not seen that pod, and there are still books in the Yellow Barn upstairs, I understand. To me, something seems backwards here. Why can't they sell out of the south library, which is a temporary holding place, I personally feel that the Yellow Barn should not be warehousing books, their job is to sell them, and if it means you have to have sales, yard sales, you know, a whole paper bag full of books for \$2, I don't get this whole concept. To me it sounds like a library adjunct, a second library, I don't get this whole concept. Maybe I just...
Susan B.	Ruth, I think the reason...
David F.	The Yellow Barn is an unsafe facility.
Ruth N.	I understand that, I understand that
David F.	So you have to have a place to sell the books, to make the revenue, to assist the Yellow Barn. And what John's idea is, is a very good one, it's gotta be explored, and it's a cost-effective solution that helps improve our relationship with the Yellow Barn, so I don't see any negatives here.
Susan B.	Ruth, if I could just interject something, when we first started talking about this, when we discovered the building issues with the Yellow Barn, we

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	offered a pod, we offered to hire people to help move materials out of, they were licensed and insured to do that, instead of the Friends doing that, because many of the Friends are just not able to do that, it's not a safe thing for them to do.
Ruth N.	What the heck happened?
Susan B.	I believe it was turned down by the Friends, I don't recall anything else coming of that, even though we offered it, we offered the pod, whatever size pod they needed, and it was not addressed.
David F.	I don't think the old administration did address either a yes or a no to that suggestion.
Rosalie D.	And there is money as far as I know reading over their budget, they did put money aside for the pod, because they have to pay for the pod themselves.
Louise W.	Yes.
Rosalie D.	They were waiting for a direction.
Louise W.	Right an order that the building has to be emptied. That's all they were waiting to hear, in the meantime, they were moving to the shelving that Kerrie had assigned them to.
John M.	Right. The problem is. ..
Marylin B.	Can I point out that it's still available? For the shelving? Still available?
Kerrie M.	Can I point out that it's time to go into our annual meeting so that we have to adjourn this meeting and come back and continue the conversation.
John M.	Do I have a motion to adjourn this meeting to go into the annual meeting? 7:02 PM
Susan B.	I'll make the motion.
Janet O.	Second.
Marylin B.	Second.
John M.	All in favor?
Several	Aye
John M.	Opposed? So carried

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6.10.20 823	Motion Carried
Susan B.	So what are we doing here, are we exiting out of this and going?
Kerrie M.	We stay in this one.
Susan B.	Okay
Ruth N.	We just open it.
Marylin B.	It's just a matter of formality
David F.	We haven't gone through by-laws or finance or anything, are we coming back to that?
Susan B.	We're coming back to that.
David F.	Okay
Louise W.	Shouldn't be longer than an hour.
David F.	Okay.
Ruth N.	So we're meandering.
John M.	All right. We adjourned and I guess the annual meeting is now open.
	<i>There was a break for the annual meeting and then the regular meeting reconvened at 7:11pm</i>
John M.	We're back in session at the regular meeting.
Kerrie M.	Right so we have to call the time on that as well.
Several people	7:11.
Kerrie M.	Right.
John M.	Okay, continuing on the discussion with the retail store idea, I think a couple of things have to be done I mentioned already. Rosalie, we need the linear feet, how many linear feet of bookshelves do you need. Kerrie, some member of the staff could check with the town as to what the requirements might be with regards to building a shell on that site right alongside the building. And also maybe a staff member can determine the width of everything to allow for any handicapped access around the bookcases, et

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	<p>cetera. Is there anything else that we might need preliminarily for this type of structure? Okay, Kerrie, if you could start that, and Rosalie, I don't know how ... if you could get us the linear feet..</p>
Rosalie D.	<p>OK, I'll figure it out.</p>
John M.	<p>Okay, good, the sooner we get this stuff, the sooner you guys could get it back and functioning. So it's, I'd like to move this stuff as quickly as possible, and once we have your linear feet requirements, somebody could design what we need to be built there, and then we could put it out for bids, et cetera, maybe go for a variance if necessary, we gotta get moving, okay, I think that's it for that. Anybody else have any comments they want to make on buildings and grounds?</p>
Susan B.	<p>Did we want to take a vote on the architects, choosing one or the others? Our recommendation from Buildings and Grounds was to eliminate the one that Joel Snodgrass was involved with, but the other two, Glynis Berry and/or Vincent Benic so do we want to do a vote on that?</p>
John M.	<p>I think if we're going with the retail store, that becomes, I think it's premature doing that.</p>
Susan B.	<p>Okay</p>
John M.	<p>Their focus was something totally different than the store idea, so I don't think that's...</p>
Susan B.	<p>I also think that, you know, they can get a better idea of what needs to be done once the materials are out of there, so you know, I agree with you. I just, you know, that Vincent's been hanging on for months and Glynis is also, you know, so interested in doing the project. So I dunno, should we correspond, should Kerrie correspond with them and let them know what we're about right now?</p>
John M.	<p>Definitely.</p>
Susan B.	<p>Because I know Vincent had said that his proposal was good for two months I think. I'm not sure, I don't recall what Glynis had said about how long her proposal was good for.</p>
John M.	<p>You know, having the building empty would be a big help.</p>
Susan B.	<p>Yes</p>
John M.	<p>Have them bid them. Evaluate the thing.</p>

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Ruth N.	But how long would it take to have a shell built? I don't... Wouldn't that take..?
Susan B.	I don't think the shell would take that long at all, maybe a couple of days, it's a very simple structure
John M.	Yes, the shell..
Ruth N.	But we do need to get
John M.	Once we get permits, it should go up fairly quickly.
Susan B.	Absolutely.
John R.	I would suggest that we just let it go, because there is a two month window, which will bring us til what, July 4, Kerrie, I believe, somewhere around there.
Susan B.	Two months? Two months.
John R.	July 4
Kerrie M.	August 4.
Susan B.	Yes
John R.	Okay, August 4, I'm sorry. So you do have time, and before the next board meeting you can do a lot of preliminary work to see if this shell idea is something that's gonna fly financially and permit wise and etc, etc, so you're not really, guess we're putting it off until the next Board Meeting at minimum, but that gives you 30 days to gather further information as far as building this shell, what's involved with it and what the timeframe would be, so I would suggest that we just table it for the moment, let's leave it.
David F.	Let me just clarify something for my own edification. We are, then considering VBA and Studio AB.
Susan B.	Correct
Janet O.	Right
Susan B.	Correct
David F.	We're eliminating SBS
Janet O.	Right

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Kerrie M.	Yes
Ruth N.	What happened to the FPM group
Kerrie M.	They didn't, they're not architects, they're our engineer.
Ruth N.	Oh they are the engineers?
Kerrie M.	They're our engineers, they're not architects, we didn't ask for a proposal from them.
Ruth N.	And we have...
Susan B.	Engineers are not architects, of course, so they wouldn't be submitting a proposal that you know.
Ruth N.	I didn't understand that, but do we have a written report from them?
Kerrie M.	Yes it was in your board packet and it was emailed to you as well.
John M.	Okay.
Ruth N.	Maybe an old board packet, I don't have it in this board packet, I looked through everything.
Kerrie M.	You picked up 2 packets today, one was the old April packet, and one was for tonight.
Ruth N.	Yes, but I didn't look through the April packet, would it be in there?
Susan B.	Yes
Kerrie M.	No it shouldn't be, but I don't know.
Ruth N.	It's not.
Marilyn B.	It's right after the VBA proposal and then the Studio AB is the last .. paperwork
Ruth N.	I have three, SPS, VBA and Studio AB, I don't have anything of..
Kerrie M.	Yes, those are the three, those are the three.
Marilyn B.	Those are the three.
Ruth N.	I have three but,

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Janet O.	Those are the three
Kerrie M.	That's all we got were three
Janet O.	That's it. We're considering the first two but not the third.
David F.	VBA is accepted and Studio AB is accepted. SPS is denied.
John M.	Okay, can we move on to the policy, by-laws and objectives? Janet?
Janet O.	Yes, so we discussed the COVID19 policy, and I think everybody has it in their board packet, so I'm going to recommend that Resolution 20-294, now therefore be resolve as follows, the Board of Trustees hereby approves the adoption of a COVID19 policy into the Library's general policies, effective June 10, 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.
John M.	Is there a second to that motion?
Susan B.	I'll make a second.
John M.	All in favor?
Several	Aye.
John M.	No opposed, so carried. Anything else on bylaws and..?
6.10.20 824	Motion carried
Janet O.	I don't have anything else.
John M.	Okay, then we can close that and go to finance. Mr. Friedrich.
David F.	Hello, okay, I would like a motion for the approval of the Personnel and Payroll Report for May of 2020. Now, let me give you some information on that. There were 20 employees during that period of time that engaged in 113 presentations, which included online presentations, community service meetings, program meetings, various department head meetings, various Zoom meetings, and Friends of the Library meeting. At that time, as I said, there were 20, but there were other employees behind, I guess what they call that, the stage term.
Janet O.	Scenes

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David F.	Behind the stage helping out the content for all of those activities. So I would like a motion to accept the approval of the Personnel and Payroll Report for May of 2020. There was no difference in the number of employees, full-timers 25, part-timers 39, and that did not change.
John M.	Okay, is there a second to that motion?
Janet O.	I'll second.
John M.	All in favor?
Several	Aye.
John M.	Any opposed?. So carried. Okay, next on the agenda, oh, you have another motion there.
6.10.20 825	Motion carried
David F.	Yes, I know, I have a Resolution 20-295 for the approval to retain the Law Offices of Thomas M. Volz, PLLC for Legal Services. Now therefore it is resolved as follows, the Board of Trustees hereby approves to retain the legal services of the Law Offices of Thomas M. Volz, PLLC, for the 2020-20201 Fiscal Year, and authorizes the Board President to execute the agreement on behalf of the library, resolved that a copy of this resolution be made in accordance with the applicable rules, regulations, etc.
John M.	Second please?
Susan B.	Second
John M.	All in favor?
Several	Aye
John M.	Any opposed? So carried.
6.10.20 826	Motion carried
John M.	Plan of service, Is there anything special that we want to do that we haven't covered already? Right. Liaison reports, Friends. Louise?
Louise W.	Nothing really to report. Rosalie's there, they had their elections and I'm sure you are all aware, that's about it. When is your meeting Rosalie, next week?

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Rosalie D.	August. We're doing one in August.
Louise W.	Okay, nothing? Okay.
Rosalie D.	Nothing for July.
David F.	Rosalie, was Rosalie the only member of the executive board that changed?
Louise W.	I'm not sure.
Rosalie D.	Oh, Marcia did, Marcia, you still here?
Marcia	Yes,, I'm still here, so
Rosalie D.	Marcia is now our treasurer.
Louise W.	Okay.
Susan B.	Is there a Vice-President or Secretary?
Marcia	We don't have one now.
Rosalie D.	No
Louise W.	There's an open position for Vice-President.
Susan B.	Oh.
Rosalie D.	We may have a temp, is that what we're calling it, Marcia?
Marcia	Yes
Rosalie D.	A temp? With Mrs. Booker?
Marcia	Mrs. Booker's become the member-at-large to the executive board
Rosalie D.	A member-at-large, but we're trying to convince her until we find one to take that position, and I just love Mrs. Booker.
Susan B.	She's a cool lady.
Rosalie D.	Yep
Marylin B.	Ms. Thelma.
David F.	Thelma? That's a great asset.
Rosalie D.	Yes she is.

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Marilyn B.	Congratulations to all.
David F.	Yes, congratulations.
Rosalie D.	I'll let you know, we have a couple meetings.
Susan B.	Good luck
Rosalie D.	Yes we got a good group
Janet O.	Yes, you'll do fine Rosalie.
Rosalie D.	I have a good group.
Janet O.	You'll do fine.
Rosalie D.	We work very well together.
Janet O.	It'll be great.
John M.	Susan, do you have anything from the Suffolk Cooperative Library Board?
Susan B.	<p>Yes, we just had, on June 3 we had another go-to meeting online. They discussed the testing of returned materials, they will not be limiting interlibrary loans, they felt it was an important part of library service to continue that, the OCLC out in Ohio which is an organization that does a lot of work, technical work for libraries and about libraries, they were talking about a COVID19 policy for testing of materials for returns of one day, three days, five day, and seven days, and they wanted to see if they needed to do any tracing of, if there was any kind of active COVID virus on returned materials, Kevin is looking into that more.</p> <p>The OverDrive online resources that the system governs each summer, is usually they have to present a new ballot of resources and I believe they are doing that.</p> <p>So the other thing is that a lot of the staff is returning, has returned to the SCLS building on a limited basis. Kevin Verbese and Roger Reyes have been there almost full-time throughout, but the people that are hesitant about coming back now, they are requesting, Kevin is requesting that they use some of their vacation time if they want to stay out longer. There are limited hours that staff is returning so it's not like they're gonna be back full-time right away, that's not the case. They are working on a safety plan for staff members.</p> <p>I also noticed on the LILRC web site that there is an opening for marketing person for the LI, the Library Resource Council, the Long Island Library Resource Council. And, so that is housed at the Library System as well. So I</p>

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	<p>believe Erin Hunter, who used to be one of our computer assistants, is working in that part of the building for LILRC, the Long Island Library Resource Council. I don't know if somebody retired or not.</p> <p>One other note, Paul Facciano, who was a very brief director at Riverhead Library, is retiring from Central Islip Library, he's been involved with that library for quite a few years, I actually did work with him many years ago, he will be retiring as Director I believe as of July 1.</p> <p>After that, we went into a discussion about direct access materials, and again Kevin said that is not something they wanted to limit because of wanting to still maintain the quality of library service, so that will be continuing. And after that we went into an executive session about staff, SCLS staff, and that was it.</p> <p>We're hoping for the July meeting, that it will be an in-person meeting. That would be the beginning of July, the first Wednesday in July. Actually, no I'm sorry, it would be July 15, because I believe the first one, the first Wednesday, is not gonna be a good Wednesday for that. So I will hopefully be meeting at the System. I am on the board for the next two and a half years, so if anybody has anything that they would want me to present to the board meeting, I do a report about the libraries that I do represent, Riverhead being one of them, and by all means email me. I can, Kerrie, if not me, can give you my personal email, because I believe that as of June 30, the Riverhead Library email will be, you know, gone for me. So it would be my personal email, and I don't mind doing that at all with my personal email. So if you have anything that you would like me to present to the Library System about what goes on in Riverhead, I would be more than happy to do that, and that's all I have.</p>
Janet O.	So I'm very happy that inter loans are continuing.
Susan B.	Absolutely
Janet O.	I think that's like you know, the meat
Susan B.	Absolutely
John M.	Thank you very much Susan
Susan B.	Thank you John
John M.	Any unfinished business? Silence, ah, that's what I like. New business? More silence, that's what I like. Period of board expression? Anybody have anything they want to put out to everybody?

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Susan B.	I just wanted to thank everyone for allowing me to talk about some of the historic events and policies and procedures that have gone on, having been a part of the Riverhead Library organization since 1996. I was welcomed right from the get go, and it has been you know a very, very enlightening and positive experience for me, and then being able to get on the Board to volunteer. People were asking me how I like that and I said great, we're doing work but I'm not getting paid anymore. So it's kind of funny, but people you know stop me in the community and ask me how the Library's doing, and you know, I'm just very honored to be able to serve for the last few years on the Board. Thank you so much everyone.
Louise W.	Thank you
Janet O.	Thank you Susan
John M.	Thank you
Ruth N.	Could Kerrie speak to the fact of how the library's operating with the staff now that it's back in the building?
John M.	I'm sorry, I missed what you said Ruth
	Think that was in the report right?
Kerrie M.	Yes. That was in the report earlier in the meeting
Ruth N.	Have there been any problems with people not wanting to handle the books or anything like that?
Kerrie M.	No, there hasn't been problems, we haven't been handling any books that have been returned, only just to take them from the drop and put them in the..
Ruth N.	The drop?
Kerrie M.	Put them in the bin and then they wait in the Stage Room for 72 hours, and once they have finished with being quarantined for 72 hours, they will be checked in and then put on the shelf or we fulfill the holds that are out there. So we just started taking books back on Monday, so tomorrow would be when the first batch of books we took in would be checked back in.
Ruth N.	Ok, and will the interloan library books also be held in quarantine for 72 hours before they are returned?

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Kerrie M.	So every, all libraries are quarantining their books for 72 hours. So once they've been quarantined for 72 hours, then they go to System. System's going to be wearing masks and gloves when they handle the items to bring to the appropriate libraries that have requested the items. And then our staff will be wearing gloves and the masks as well to handle those items.
Marylin B.	Can you show us the cool masks that you have Kerrie?
Kerrie M.	Yes, yes,
David	Oh the white one?
Marylin B.	That is so cool.
Kerrie M.	Masks for the staff came in
Janet O.	That's so nice.
Susan B.	And they're washable?
Marylin B.	Mmmhmmm.
Rosalie D.	I need one of those.
Janet O.	Me too.
Marylin B.	We just want to make sure that the patrons that come in, that security checks them to make sure that they are asymptomatic
David F.	They're not coming in until next Wednesday, right?
Marylin B.	I mean. When they do come in, asymptomatic.
Susan B	The public isn't coming in next wednesday, are they Kerrie? no
Kerrie M.	No, Monday Phase II, where we'll have curbside pickup and computer appointments, the bathrooms will be open if anyone needs to come into the building to use the restroom, but that's the extent of it, we won't be having patrons in the building for an extended period of time until Phase III
David F.	Okay
John M.	Okay, anybody
Louise W.	John, I wanted to speak a little bit about Susan, i wanted to thank her for all the help and all the history, but I also felt like she's gonna be a real part and

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	<p>an asset to the board in the position where she is now, and I heard the understanding about the email, and it's almost you know you could have an email, I'm sure they could set it up just for you at Riverhead Library, just to make it so that your library stuff is separate from your personal.</p>
Susan B	<p>If everyone agrees for that, you know, if the Board agrees to that, I'd be happy to do that of course, absolutely, thank you, Louise.</p>
John M.	<p>I like the suggestion</p>
Janet O.	<p>Yes, why not?</p>
Louise W.	<p>Well we're counting on you to be at the meetings to keep us posted as to what is going on from that end.</p>
Susan B.	<p>Absolutely, yes, yes, yes, yes, I don't let go easily, so.</p>
John M.	<p>Okay, anything else from the Board, any expression from the Board. All right, Period of Public Expression, anybody have anything they want to say? Silence is golden. All right. The best part of the meeting, do I have a motion to adjourn?</p>
Janet O.	<p>I make a motion.</p>
John R.	<p>I shall make a motion to adjourn.</p>
John M.	<p>Do I have a second?</p>
Susan B.	<p>Second</p>
John M.	<p>All in favor?</p>
Several	<p>Aye</p>
6.10.20 827	Motion carried
John M.	<p>Opposed? Thank you very much everybody, it was a good meeting. Kerrie did a good job again at the beginning of this...</p>
Susan B.	<p>Absolutely</p>
Susan B.	<p>Kerrie, thank you for everything that you have done, your efforts are so commendable and superior and you have really risen to these challenges that the Library's faced, and you've done a phenomenal job, thank you so much.</p>

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