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**Transcript/Minutes
Regular Meeting of the Board
Held on Zoom - 6:30PM
Riverhead Free Library
October 14, 2020**

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

Absent: Marilyn Banks-Winter, Trustee; Louise Wilkinson, Trustee

Director: Kerrie McMullen-Smith

Assistant Director: Stephanie McEvoy

Staff: Susan Culver, Theresa Connolly, Patricia Giebfried

Friends of the Riverhead Library: Marcia Littenberg, President

Community members: Identified as “iPhone”

The regular board meeting of the Board of Trustees was called to order via Zoom on October 14, 2020 at 6:30PM. The Board was provided with an agenda, board packets and previous meeting minutes.

John M.	Let me call the meeting to order. Ruth you want to do the pledge of allegiance?
David F.	Excuse me? All I’m getting is a telephone symbol here.
Ruth N.	For Amy?
Janet O.	No Amy is...
Kerrie M.	No, I think that's Annette. Annette is that you? (pause) I don’t- I can’t hear her, I don’t know if she muted herself.
John M.	Well look, Ruth why don’t you do the pledge of allegiance?
Ruth N.	Alright. Shall we stand or should we just sit?
David F.	Stand.
Ruth N.	Stand? Alright.
John M.	I’ve got to get up but that’s fine.
All	I pledge allegiance...”
John M.	Okay. Any comments on the agenda?
David F.	Yes.
Kerrie M.	Yes.
David F.	We have an addition to the agenda, John. I’d like to- I would like a motion

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	to amend the agenda to include warrant #20-10-4 capital fund money market BNB. May I have a second?
Ruth N.	I second it.
John M.	Okay. All in favor?
All	Aye.
John M.	All opposed? (pause) So carried.
10.14.20 872	Motion Carried
John M.	Now there's a change to the executive session - I'm sorry we're going to add an additional executive session. So we ought to amend the minutes to reflect that. Do I have a motion to amend (muffled) amend the minutes so we have an additional executive session?
Janet O.	I'll make the motion.
David F.	I'll second it.
John M.	All in favor?
All	Aye.
John M.	Opposed? (pause) So carried.
David F.	I have another correction. Page three, the reverse of it- bottom paragraph.
Ruth N.	Page three of what?
Kerrie M.	That's the minutes. But we're still doing the res- we're still doing the agenda.
John M.	We're still doing the agenda. So...I think we're done with the agenda.
David F.	Excuse me because I thought you were on approval for minutes.
John M.	No. Now you can do it.
David F.	Okay I have a correction to the uh minutes...
Kerrie M.	Okay we- we have to make a motion, please let's make a motion to approve the agenda.
John M.	I thought we did. I'm sorry.
David F.	We did. I'll second it.
Ruth N.	I move we approve the agenda.

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David F.	Second.
John M.	All in favor?
All	Aye.
John M.	Opposed? (pause) So carried.
10.14.20 873	Motion Carried
John M.	Approval of the minutes for the meeting of September 9th.
David F.	There's a correction to the minutes. On the reverse of page three. Just go one, two, three, and you get the reverse. The bottom paragraph where it says DF: David Friedrich. The figure should be \$66,000 not 1,600.
Ruth N.	Sixty-six.
David F.	Thousand. And the figure should be changed from 8,000 to 6,000. Last line.
Kerrie M.	6,000?
David F.	Right.
Kerrie M.	Okay.
John M.	Do we have a motion to approve the minutes with those changes?
Ruth N.	I move to approve the minutes.
David F.	I'll second it.
John M.	All in favor?
All	Aye.
John M.	Opposed? (pause) So carried.
10.14.20 874	Motion Approved
John M.	Period of public expression. (pause) Ah blessed silence. Okay next one - period, period of- I'm sorry- treasurer's report.
David F.	Okay here we go. I'd like a motion for the approval of bills for the month of September of 2020.
Janet O.	I'll make a motion to approve the bills.
John M.	Alright, Janet can you make a motion after each one of those things so we don't waste a lot of time waiting?

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Janet O.	Yes sir, I can.
John M.	Ruth, do you want to do the second?
Janet O.	Ruth?
Ruth N.	Excuse me?
Janet O.	Be the second person.
Ruth N.	I second it.
Janet O.	Okay, good.
John M.	All in favor?
All	Aye.
John M.	Opposed? (pause) So carried.
10.14.20 875	Motion Carried
David F.	I would like a motion for the approval of receipts and disbursements for the month of September, 2020.
Janet O.	I make a motion to approve the receipts and disbursements.
Ruth N.	And I second it.
John M.	All in favor?
All	Aye.
John M.	Opposed? (pause) So carried.
10.14.20 876	Motion Carried
David F.	The approval of warrants. I would like a motion for the approval of warrant #20-10-1 general fund checking people's bank.
Janet O.	I make a motion to approve the warrant.
Ruth N.	I second it.
John M.	All in favor?
All	Aye.
John M.	Opposed? (pause) So carried.

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10.14.20 877	Motion Carried
David F.	I would like a motion for the approval of warrant #20-10-2 general fund money market BNB Bank.
Janet O.	I make a motion to approve the general fund money market bank.
Ruth N.	I second it.
John M.	All in favor?
All	Aye.
John M.	Opposed? (pause) So carried.
10.14.20 878	Motion Carried
David F.	I would like a motion to approve warrant #20-10-3 general fund payroll BNB.
Janet O.	I make a motion to approve general fund payroll.
Ruth N.	I second it.
John M.	All in favor?
All	Aye.
John M.	Opposed? (pause) So carried.
10.14.20 879	Motion Carried
David F.	I would like a motion to approve warrant #20-10-4 for capital fund money market BNB.
Janet O.	I make a motion to approve that warrant.
Ruth N.	I second it.
Janet O.	Ruth?
Ruth N.	I second it.
John M.	All in favor?
All	Aye.
John M.	Opposed? (pause) So carried.

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10.14.20 880	Motion Carried
David F.	I would like a motion for the approval of the bank reconciliations for the month of September 2020.
Janet O.	I make a motion for the approval of the bank recs for September 2020.
Ruth N.	I second it.
John M.	All in favor?
All	Aye.
John M.	Opposed? (pause) So carried.
10.14.20 881	Motion Carried
John M.	Correspondence?
Kerrie M.	Yes. Correspondence. I received in the mail today from Tuthill-Mangano funeral home that they are doing a free paper shredding event on Sunday October 25th from 9-12 in their funeral home parking lot. And they sent us flyers so we have them on the community bulletin board and the staff bulletin board. I'm going to put them out at the browse and borrow- not browse and borrow- the curbside pickup too, so we have them for patrons when they pick up their books and their materials.
John M.	Any other correspondence or is that it?
Kerrie M.	That's it.
John M.	Okay. Next item: Director's report.
Kerrie M.	Yes. So we served about 1,750 people for the month of September for Browse and Borrow which is actually a very excellent number. So I'm very happy to see more and more people know that we're open and they're coming in to check out materials in person. And we did add some chairs around the building as well for when people do come in, if they need to sit for a little while they can. We continue to offer the curbside pickup and computer services, and we plan to discontinue the use of laptops outside and open up the computer lab next week. We continue to share news via Constant Contact and Library Aware with the community, and we're doing virtual programming as well. The first author talk at the library since we closed for COVID-19 was held outside on September 19th. As part of our Social Justice Program Series, and in conjunction with AAECF, author Ama Karikari-Yawson led an important discussion and read her book, <i>The Talk</i> , to approximately 40 people who attended. The program was recorded and you can view it - I think it's on YouTube? Stephanie is that right is it on YouTube?

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Ruth N.	(phone rings) Hello?
Kerrie M.	We also had a social action day of stories where different staff members read children's books regarding different topics for social action, and we've had 219 views on YouTube on that as well. We co-hosted at the Sound Avenue Nature Preserve on Friday night a spooky story walk with the town and we also had Quogue Wildlife there showing creatures in the night. And we had a really nice turnout and it was really nice. It was in the season with Halloween coming around the corner it was a lot of fun. We served 128 seniors at the free senior food distribution from Island Harvest on September 14th, and on September 16th we recognized two children for completing 1,000 books before Kindergarten. The Friends of the Library awarded the two five-year-old children with brand new bicycles.
John M.	Great.
Kerrie M.	On October 2nd we received our first payment for the 2020-2021 fiscal year for library services in the amount of \$9,553-
Janet O.	No
Kerrie M.	No- \$953,139.29. And Al Coster from Coster and Baldessari will attend our November board meeting to give our annual review audit - audit review-sorry. For staff, I am recommending John Eickwort for the part-time network and systems technician position effective October 19th, and I am recommending Theresa Connolly for the part-time administrative assistant position effective September 21st. We are currently looking for a new head of circulation. And as far as Buildings and Grounds goes Carrick's trimmed the trees and removed the bushes around the transformer on the front lawn and it looks much better. And they also removed a very large bush in front of the Yellow Barn which also- if you've been on the grounds it looks really great. You can see the barn now. And that is it for my Director's report.
John M.	Thank you very much Kerrie. Stephanie, the Assistant Director's report?
Kerrie M.	(pause) Steph you have to unmute yourself.
Stephanie M.	Sorry. Sorry about that. So reporting on the progress with the Yellow Barn: Martin was away for two of the last four weeks since we met last. So before he went away - or right after he went away-we met onsite with a representative from his office and a contractor who looked over the things that might be needed at the Yellow Barn. And it was set that there would be another appointment with the Building and Grounds committee and the architect and Richard Wines from the preservation committee on, hopefully next week we haven't set a date, I haven't heard back from them with a date but I have inquired a couple of times and Martin just returned from vacation so I'm expecting that in the next few days I should have a date that I can pass on to the Buildings and Grounds committee so that we can coordinate, that. So for now the annex project is budgetary- budgetarily complete for now and we're going to just do a little bit of exploration to how we could use those funds being the budget is going- ticking up to see how much work

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	we could get done at the Yellow Barn for that money.
Ruth N.	What do you mean by budgetarily complete?
Stephanie M.	Well the budget as I had set it out just of all the estimates that we got and there was an adjustment to the cost of the building and I - Kerrie did you send that google sheet?
Kerrie M.	I shared it with the B and G committee.
Stephanie M.	Yes okay. So everything that we know of is budgeted for and we're at around \$70,000.
David F.	Mm-hm.
Stephanie M.	So it came to a discussion at the Buildings and Grounds meeting that it would maybe be good- wise for us to see what we can do- that's a lot of money to spend on something that's temporary. So we wanted to just explore what would be- what kind of repairs would be needed. So the architect is going to do a cost analysis for us and give us an idea, an itemized list of what needs to be done and how much it's going to cost. And I hope to have that by the next meeting.
David F.	That's to rehab the Yellow Barn correct?
Stephanie M.	Yes.
David F.	From the ground up?
Stephanie M.	Yes.
David F.	Okay.
Stephanie M.	So...
John M.	Anything else Stephanie?
Stephanie M.	No that's all.
John M.	Okay, thank you. Committee reports? Ms. O'Hare you have anything for personnel?
Janet O.	I have the two resolutions. For the hires.
Ruth N.	Oh right yes.
Janet O.	Resolution #20-307 to hire John Eickwort as part-time network and systems technician. Therefore it be resolved as follows the Board of Trustees hereby approves the hiring of John Eickwort, part-time network and systems technician at the hourly rate of 22.67 effective October 19th and authorizes the Board president to execute the agreement on behalf of the library. Do I have a motion?

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David F.	I'll make the motion.
John M.	Alright.
Ruth N.	I'll second.
John M.	Second?
Ruth N.	Yes.
David F.	We got it. We got it.
John M.	All in favor?
All	Aye.
John M.	Opposed? (pause) So carried. Next one.
10.14.20 882	Motion Carried
Janet O.	Resolution # 20-308 now therefore it be resolved as follows the Board of Trustees hereby approves the hiring of Theresa Connolly as a part-time administrative assistant at the hourly rate of \$20.00 effective September 21st, 2020 and authorizes the Board president to execute the agreement on behalf of the library. Motion?
David F.	I'll make a motion.
Ruth N.	I'll second it.
John M.	All in favor?
All	Aye.
John M.	Opposed? (pause) So carried.
10.14.20 883	Motion Carried
Ruth N.	One question. What is part-time? Is that a definitive number of hours? Or a range?
Kerrie M.	Theresa---Theresa is currently working 28 hours a week.
Ruth N.	Okay. And the other fellow? John?
Kerrie M.	John will be working between 21 and 28 depending on the week.
Ruth N.	Okay thank you.
David F.	Full-time begins at 30 doesn't it?

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Kerrie M.	35.
David F.	35, okay.
Kerrie M.	Yes the part-timers are cut off at 28 so we don't have anybody between the 28 and the 35 mark.
David F.	Thank you for the information
Ruth N.	Thank you.
John M.	Is that it for the personnel?
Janet O.	Yes.
John M.	Thank you. Buildings and Grounds? Marylin is not here, Stephanie do you have anything on that?
Stephanie M.	Nothing more than what I -what I already reported.
John M.	Okay, Policy and Bylaws.
Ruth N.	We've no - not had a meeting. No changes.
John M.	Okay. Finance?
David F.	Okay. The approval of the- I would like a motion for the approval of the personnel and payroll report for September 2020. Let me give you a breakdown of it. New hires there were two. As far as resigned or terminated: zero. Staff development there were 11 employees involved. Covering 39 programs over nine various communication sources which include obviously Zoom, webinar, webjunction etc. That included also meetings and seminars that were attended over Zoom or a conference call. Relative to the number of employees paid for the period in September on the 11th and the 25th at full time of 25 which remained unchanged by month end. And you had part-time number of 33 which remained unchanged at the end of the month. So I'd like a motion to accept the personnel and payroll report.
Janet O.	I'll make the motion to accept the personnel and payroll report.
Ruth N.	I'll second it.
John M.	All in favor?
All	Aye.
John M.	Opposed? (pause) So carried.
10.14.20 884	Motion Carried
John M.	Anything else?

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David F.	Nothing else.
John M.	Okay. Plan of service. I don't have anything special planned. Nothing in that category. Liaison reports, Friends? Friends. Anybody want to talk from the Friends on the liaison report? (pause) I guess not.
Janet O.	I thought Marcia- Marcia was here, right?
Marcia L.	I'm here. But I can't be a liaison- you want me to be a liaison to the Board? That's fine.
Janet O.	You could just maybe summarize if there's any new developments in the Friends?
Marcia L.	Okay. We have a meeting coming up on Monday the 19th at 1 o'clock which I invite the Board to attend via Zoom. We're going through the library adult services so we- we can send you a link. If you're a member of the Friends, you would already get this on Mailchimp. If you're not a member of the Friends I encourage all members of the Board to become members of the Friends. We work for the same ends. So the biggest thing we're doing right now is we're just revising the bylaws to make it possible to have both meetings and votes through a virtual format. Rather than meeting face to face so that... We're just updating our technology, no other changes to the bylaws at all. And of course you know we've had some switch arounds with officers but you knew that last time so I'm the new President and Linda Prizer is serving both as a Vice President and as a Secretary and she's assisted by Laurie Lauterbach, as a Vice President Assistant. And I'm assisted by Vanie Tuthill as Treasurer. Vanie does all the work. I just sign the official documents because she's a Florida resident. I would very much um - oh and the photography club has a new president Adele Wallach has taken over. Ron Overton actually decided to step down so Adele Wallach is the new President of the photography club. Androvic I said his name wrong - Androvic. We are going to give some books out at the Halloween Parade on Friday the 30th. There's some kids coming to the library and we will be giving out little books as prizes. The next bicycle award will take place in June. So not until then. So I would love somebody from the Board to report on what is going on with the Yellow Barn because our members are very concerned, particularly people who work in the Yellow Barn. We will officially close the sales at the Yellow Barn outside on the 31st of October so we will continue to use the Yellow Barn South which is really the lower stacks of the library. And what we'd like to do, what we're going to plan on is having a couple of ads for current books so that people who walk in or are browsing outside know that this exists and these current bestsellers are there for sale. That's it.
Janet O.	Thank you Marcia.
John M.	Thank you. Anything else? How about the Suffolk Library System? Did we hear anything from Sue on that?
Kerrie M.	I invited Susan Bergmann to the meeting but she was unable to attend

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	<p>tonight. She said that she didn't have anything new to report. I can tell you that SCLS did get a small grant to promote Census - you know for everybody to complete the Census and then the date was extended through the end of October so we received a package today with face masks for our staff that are on the front lines to wear that say "complete the Census" and hand sanitizers to give out. And then we got an email that the President changed the date to October 15th so we just have tomorrow to use these items that SCLS sent to promote. Hurry up and do the Census if you haven't done it already.</p>
John M.	Anything else?
Kerrie M.	No, that's it.
John M.	<p>Okay thanks. Unfinished business. Anybody have any unfinished business? (pause) No? Okay. New business. Nobody has any new business? (pause) Period of Board expression. Anybody on the Board want to say anything? The silence is deafening.</p>
Ruth N.	John, just one question. The people who are working outside with the laptops they'll be going into that one room that we reserve for the laptops, is that where they will be?
Kerrie M.	They will go back downstairs into the adult computer lab that's a very large room-.
Ruth N.	Downstairs?
Kerrie M.	Yes downstairs in the lower stacks. There are twenty computers set up normally so we're just doing it every other computer so that everyone is six feet apart. So there will be ten usable computers for the public.
John M.	Anything else? (pause) Alright, period of public expression?
Marcia L.	Could I be the official liaison from the Friends to the Board of Trustees?
John M.	I'm sorry what- I didn't understand what you said Marica.
Marcia L.	Could I be the liaison from the Friends to the Board of Trustees? Could I attend your meetings? I mean I can attend but could I be official, more officially the liaison from the Friends to you? We don't have it going the other way anymore.
John M.	Well, Louise was doing that wasn't she?
Marcia L.	Yes but she hasn't.
Kerrie M.	She didn't attend the last Friends meeting.
John M.	Well as far as I'm concerned that's great Marcia. Yes, do it.
Marcia L.	Thank you. Yes I mean I can do- I can't vote I just report.

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John M.	Attend, yes. That's great. Okay thank you Marcia.
Marcia L.	Sure.
John M.	Next we're going to go into an executive session
Marcia L.	Okay I'm gone.
Janet O.	Okay, thank you Marcia.
Marcia L.	Bye.
Kerrie M.	Bye.
John M.	Thank you.
Kerrie M.	John you have to make- John? You have to make a motion to go into the executive session. Ask for a motion and get a second.
John M.	Somebody make a motion to go into executive session.
David F.	I make a motion we go into the executive session.
Ruth N.	(muffled) Executive session, correct?
Janet O.	I second.
John M.	Yes, okay. All in favor?
All	Aye.
John M.	Opposed? (pause) So carried.
	Meeting adjourned for an executive session at 6:57PM.
	A motion was made by Janet O. to adjourn for the second executive session.
	The motion was seconded by David F.
	1st executive session adjourned at 7:45 PM
	A motion was made by Janet O. to adjourn.
	It was seconded by David F.
	2nd executive session adjourned at 8:35PM