

**Regular Meeting of the Board of Trustees  
Riverhead Free Library  
Wednesday, March 11, 2020 6:30 PM – Stage Room**

**PLEASE NOTE: PLEASE SILENCE CELL PHONES DURING THE BOARD MEETING**

**AGENDA**

**Call to Order**

- I. Pledge of Allegiance
- II. Agenda Review & Approval
- III. Approval of the Minutes from the – Regular Meeting February 12, 2020
- IV. Period of Public Expression
- V. Treasurer’s Report (**\*Friedrich**)
  - A. Approval of bills
  - B. Approval of Receipts and disbursements
  - C. Approval of Warrants
    - 1. **20-3-1** General Fund Checking (Peoples)
    - 2. **20-3-2** General Fund Money Market (BNB)
    - 3. **20-3-3** General Fund Payroll (BNB)
  - D.. Approval of Bank Reconciliations – February, 2020
- VI. Correspondence
- VII. Director’s Report
- VIII. Committee Reports (**\* = Chairperson**)
  - A. Personnel (**\* Wilkinson**)
    - Resolution #20-283 Approval to ammend the annual salary of Nicole DeSimone**
    - Resolution #20-284 Approval to hire Isabelle Gonzales as Administrative Assistant**
    - Resolution #20-285 Approval to hire Stephanie McEvoy as Adult & Information Coordinator**
  - B. Building & Grounds & Technology(**\*Bergmann**)
    - Resolution #20-286 Approval to Contract with W.B. Mason & Environamics Symbio to construct a movable wall product**

C. Policy, By-Laws & Objectives (\*O'Hare)

- Resolution #20-287 Approval to revise the Library's Bylaws
- Resolution #20-288 Approval to revise the Library's Unattended Children Policy
- Resolution #20-289 Approval to revise the Library's Personal Day Policy
- Resolution #20-290 Approval to revise the Library's Holiday Policy

D. Finance (\*Friedrich)

Approval of Personnel & Payroll Report - February, 2020

E. Plan of Service (\*Board of Trustees)

IX. LIAISON REPORTS

A. Friends (Wilkison)

B. Suffolk Cooperative Library System (SCLS)

X. Unfinished Business

XI. New Business

- A. I.D./key cards & business cards for Trustees
- B. Library protocols for COVID-19

XII. Period of Board of Expression

XIII. Period of Public Expression

IX. Adjournment

**Dates of Future Meetings:** Wednesday, April 15, 2020 - 6:30 PM - Craft Room  
Wednesday, May 13, 2020 - 6:30 PM - Craft Room  
Wednesday, May 13, 2020 7:30 PM - Grand Room - RFL Annual Association Meeting

**\*Agenda Subject to Change\***