

APPROVED

Minutes
Regular Meeting of the Board of Trustees
Riverhead Free Library
April 10, 2024

Present: Janet O'Hare, President; David Friedrich, Vice-President; Susan Berdinka, Treasurer; William Sandback, Secretary; Carlos Alvarez, Trustee; Ruth Nelson, Trustee; Barbara Ripel, Trustee; Janet Vuturo, Trustee; Jeff Zeiger, Trustee

Director: Kerrie McMullen-Smith

Assistant Director: Catherine Montazem

Staff: Susan Culver, Michael Pechenyuk and Steven Taddeo

Community: Susan Bergmann and JoAnna Polistena

The regular meeting of the Board of Trustees was called to order on April 10, 2024 at 6:30 pm. The Board was presented with an agenda, board packet and previous minutes.

David Friedrich led those present in the pledge of allegiance.

4.10.24 President O'Hare entertained a motion to approve the agenda.
1629 Motion was moved by David Friedrich and seconded by Ruth Nelson.
Motion Carried.

4.10.24 President O'Hare entertained a motion to approve the minutes of the
1630 regular board meeting of March 13, 2024. Motion was moved by David Friedrich and seconded by Ruth Nelson.
Motion Carried.

PERIOD OF PUBLIC EXPRESSION: None

4.10.24 Susan Berdinka entertained a motion to approve the bills for the month of
1631 March 2024. Motion was moved by David Friedrich and seconded by Barbara Ripel.
Motion Carried.

4.10.24 Susan Berdinka entertained a motion to approve the receipts and disbursements
1632 for the month of March 2024. Motion was moved by David Friedrich and seconded by Ruth Nelson.
Motion Carried.

4.10.24 Susan Berdinka entertained a motion to approve warrant **24-4-1** general fund
1633 checking. Motion was moved by David Friedrich and seconded by Ruth Nelson.
Motion Carried.

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**4.10.24
1634** Susan Berdinka entertained a motion to approve warrant **24-4-2** general fund credit card account to the general fund checking. Motion was moved by David Friedrich and seconded by Ruth Nelson.

Motion Carried.

**4.10.24
1635** Susan Berdinka entertained a motion to approve warrant **24-4-3** general fund money market account to the payroll account. Motion was moved by David Friedrich and seconded by Ruth Nelson.

Motion Carried.

**4.10.24
1636** Susan Berdinka entertained a motion to approve warrant **24-4-4** general fund payroll account. Motion was moved by David Friedrich and seconded by Ruth Nelson.

Motion Carried.

**4.10.24
1637** Susan Berdinka entertained a motion to approve warrant **24-4-5** capital project fund money market. Motion was moved by David Friedrich and seconded by Ruth Nelson.

Motion Carried.

**4.10.24
1638** Susan Berdinka entertained a motion to approve the bank reconciliation for March 31, 2024. Motion was moved by David Friedrich and seconded by Ruth Nelson.

Motion Carried.

CORRESPONDENCE: A thank you from Cards for Hospitalized Kids was received for the cards the teens sent to the organization. A Thank you was received from Long Island Cares for the 2,101 pounds of food the Library collected for them.

Director's Report: The Director's Report for March 2024 was given by Director, Kerrie McMullen-Smith.

Assistant Director's Report: The Assistant Director's Report for March 2024 was given by Assistant Director, Catherine Montazem.

COMMITTEE REPORTS:

PERSONNEL: (Friedrich)

**4.10.24
1639** David Friedrich entertained a motion to approve the March 2024 Personnel and Payroll Report. Motion was moved by Ruth Nelson and seconded by Barbara Ripel.

Motion Carried.

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- 4.10.24
1640** David Friedrich offered Resolution #24-518 Approves Amendment #1 to The Contract for the Assistant Director which was seconded by Susan Berdinka. The vote was all in favor. The Resolution was thereupon Duly Declared Adopted.
- 4.10.24
1641** David Friedrich offered Resolution #24-519 Approval to Hire Kyle Fichtner as a full-time Youth & Family Services Librarian at the biweekly rate of \$2,057.02 which was seconded by Susan Berdinka. The vote was all in favor. The Resolution was thereupon Duly Declared Adopted.
- 4.10.24
1642** David Friedrich offered Resolution #24-520 Approval to Hire Christine Cassidy as a part-time Youth & Family Services Librarian at the hourly rate of \$30.28 which was seconded by Susan Berdinka. The vote was all in favor. The Resolution was thereupon Duly Declared Adopted.

BUILDINGS, GROUNDS & EQUIPMENT: (Zeiger) - Nothing to report.

POLICY, BYLAWS & OBJECTIVES: (Sandback) A background was given on the resolution being proposed.

- 4.10.24
1643** William Sandback offered Resolution #24-521 Approval to Modify Article VIII, Section I Of The Bylaws which was seconded by David Friedrich. The vote was all in favor. The Resolution was thereupon Duly Declared Adopted.

FINANCE: (Berdinka) - Reviewed the meetings with M&T Bank regarding opening a secured line of credit.

- 4.10.24
1644** Susan Berdinka offered Resolution #24-522 Authorization to Apply For And Open For The Riverhead Free Library A Secured Line Of Credit in the amount of \$100,000.00 which was seconded by David Friedrich. The vote was all in favor. The Resolution was thereupon Duly Declared Adopted.

FUNDRAISING: (Alvarez) - Nothing to report.

PLAN OF SERVICE: Nothing to report.

LIAISON REPORTS:

SCLS: (Bergmann) - The SCLS Report was given by Susan Bergmann.

UNFINISHED BUSINESS: The Board agreed to approve an unpaid leave for Helen Murray.

New Business: None

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PERIOD OF BOARD EXPRESSION: Janet O'Hare expressed elation and thanks at the budget passing and congratulations to Susan, Mitch and Mary the three new trustees. There was a good turn out, more than past years.

PERIOD OF PUBLIC EXPRESSION: Susan Bergmann asked if the work on the railroad had any effect on the voting. Kerrie McMullen-Smith advised that there was no effect and an e-blast was sent out advising patrons of the work being done by the railroad. Jeff Zeiger heard some comments at the vote regarding the spot where the trustee election was held. He also received input on the library needing more Spanish speaking staff and better signage for the service desks.

4.10.24 President O'Hare entertained a motion to adjourn the April 10, 2024
1645 regular meeting of the Board of Trustees. Motion was moved by David Friedrich and seconded by Ruth Nelson.
Motion Carried.

The meeting was adjourned at 7:10 pm.

Respectfully submitted,
William Sandback / smc