

APPROVED

**Minutes  
Regular Meeting of the Board of Trustees  
Riverhead Free Library  
December 13, 2024**

**Present:** David Friedrich, President; Jeff Zeiger, Vice-President; Carlos Alvarez, Treasurer; Susan Bergmann, Trustee; Barbara Ripel, Trustee; Janet Vuturo, Trustee

**Absent:** William Sandback, Secretary; Mitchell Hagler, Trustee; Mary McDonnell, Trustee

**Director:** Kerrie McMullen-Smith

**Assistant Director:** Catherine Montazem

**Staff:** Susan Culver

**Members of the Community:** None

The regular meeting of the Board of Trustees was called to order on December 13, 2024 at 12:00 pm. The Board was presented with an amended agenda, board packet and previous minutes.

Kerrie McMullen-Smith led those present in the pledge of allegiance.

**12.13.24** President Friedrich entertained a motion to approve the amended agenda.  
**1783** Motion was moved by Janet Vuturo and seconded by Susan Bergmann.  
**Motion Carried.**

**12.13.24** President Friedrich entertained a motion to approve the minutes of the  
**1784** regular board meeting of November 13, 2024. Motion was moved by Susan Bergmann and seconded by Barbara Ripel.  
**Motion Carried.**

**PERIOD OF PUBLIC EXPRESSION:** None.

**12.13.24** Carlos Alvarez entertained a motion to approve the bills for the month of  
**1785** November 2024. Motion was moved by Barbara Ripel and seconded by Susan Bergmann.  
**Motion Carried.**

**12.13.24** Carlos Alvarez entertained a motion to approve the receipts and disbursements  
**1786** for the month of November 2024. Motion was moved by Susan Bergmann and seconded by Janet Vuturo.  
**Motion Carried.**

**12.13.24** Carlos Alvarez entertained a motion to approve warrant **24-12-1** general fund  
**1787** checking. Motion was moved by Susan Bergmann and seconded by Barbara Ripel.  
**Motion Carried.**

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- 12.13.24  
1788** Carlos Alvarez entertained a motion to approve warrant **24-12-2** general fund money market to the general fund checking. Motion was moved by Barbara Ripel and seconded by Susan Bergmann.  
**Motion Carried.**
- 12.13.24  
1789** Carlos Alvarez entertained a motion to approve warrant **24-12-3** general fund money market to the payroll account. Motion was moved by Susan Bergmann and seconded by Barbara Ripel.  
**Motion Carried.**
- 12.13.24  
1790** Carlos Alvarez entertained a motion to approve warrant **24-12-4** general fund payroll account. Motion was moved by Susan Bergmann and seconded by Janet Vuturo.  
**Motion Carried.**
- 12.13.24  
1791** Carlos Alvarez entertained a motion to approve warrant **24-12-5** capital project fund money market. Motion was moved by Susan Bergmann and seconded by Barbara Ripel.  
**Motion Carried.**
- 12.13.24  
1792** Carlos Alvarez entertained a motion to approve the bank reconciliation for November 30, 2024. Motion was moved by Susan Bergmann and seconded by Barbara Ripel.  
**Motion Carried.**

**CORRESPONDENCE:** None

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

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

**COMMITTEE REPORTS:**

**PERSONNEL:** (Jeff Zeiger)

- 12.13.24  
1793** David Friedrich entertained a motion to approve the November 2024 Personnel and Payroll Report. Motion was moved by Susan Bergmann and seconded by Barbara Ripel.  
**Motion Carried.**

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**12.13.24  
1794** Jeff Zeiger offered Resolution #24-561 Approval to promote Gabrielle Chambers to a part-time Librarian Trainee at the hourly rate of \$26.08 which was seconded by Susan Bergmann. The vote was six in favor and three absent. The Resolution was thereupon Duly Declared Adopted.

**12.13.24  
1795** Jeff Zeiger offered Resolution #24-565 Approval of the Ratified Collective Bargaining Agreement for July 1, 2024 through June 30, 2028 which was seconded by Susan Bergmann. The vote was six in favor and three absent. The Resolution was thereupon Duly Declared Adopted.

**12.13.24  
1796** Jeff Zeiger offered Resolution #24-566 Approval of Longevity, Vacation Holiday and Salary Schedule for Non-Union Staff for July 1, 2024 through June 30, 2028 which was seconded by Barbara Ripel. The vote was six in favor and three absent. The Resolution was thereupon Duly Declared Adopted.

### **BUILDINGS, GROUNDS & EQUIPMENT:** (Jeff Zeiger)

**12.13.24  
1797** Jeff Zeiger offered Resolution #24-562 Approval to contract with Visual Information Services Corp. for a digital message board for the new front entrance in the amount of \$32,483.00 which was seconded by Susan Bergmann. The vote was six in favor and three absent. The Resolution was thereupon Duly Declared Adopted.

**12.13.24  
1798** Jeff Zeiger offered Resolution #24-563 Approval to contract with W. B. Mason for movable glass walls for the makerspace in the amount of \$25,912.10 which was seconded by Barbara Ripel. The vote was six in favor and three absent. The Resolution was thereupon Duly Declared Adopted.

**12.13.24  
1799** Jeff Zeiger offered Resolution #24-564 Approval to contract with Laser Industries, Inc. for the main entrance courtyard and parking lot renovation in the amount of \$260,295.00 which was seconded by Carlos Alvarez. The vote was six in favor and three absent. The Resolution was thereupon Duly Declared Adopted.

**POLICY, BYLAWS & OBJECTIVES:** (William Sandback) - Absent

**FINANCE:** (Carlos Alvarez) - Nothing to report.

**FUNDRAISING:** (Janet Vuturo) - Nothing to report.

**PLAN OF SERVICE:** Nothing to report.

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**LIAISON REPORTS:**

**SCLS:** (Susan Bergmann) - The monthly SCLS report was given by Susan Bergmann.

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:** None

**PERIOD OF BOARD EXPRESSION:** Barbara Ripel asked how the collection of plastic was going for the Trex bench. Kerrie McMullen-Smith said that the Library has collected 636 pounds plus of plastic so far.

**PERIOD OF PUBLIC EXPRESSION:** None.

**12.13.24** President Friedrich entertained a motion to adjourn to executive session.  
**1800** Motion was moved by Susan Bergmann and seconded by Barbara Ripel.  
**Motion Carried.**

The meeting adjourned to executive session at 12:41 pm.

**12.13.24** President Friedrich entertained a motion to go into executive session. Motion  
**1801** was moved by Susan Bergmann and seconded by Barbara Ripel.  
**Motion Carried.**

The executive session was called to order at 12:42 pm.

**12.13.24** President Friedrich entertained a motion to adjourn the executive session.  
**1802** Motion was moved by Susan Bergmann and seconded by Barbara Ripel.  
**Motion Carried.**

The executive session was adjourned at 1:32 pm.

**12.13.24** President Friedrich entertained a motion to move back to the regular  
**1803** meeting. Motion was moved by Carlos Alvarez and seconded by Susan Bergmann.  
**Motion Carried.**

The regular meeting was called to order at 1:32 pm.

**12.13.24** President Friedrich entertained a motion to adjourn the December 13, 2024  
**1804** regular meeting of the Board of Trustees. Motion was moved by Barbara Ripel and seconded by Carlos Alvarez.

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**Motion Carried.**

The meeting was adjourned at 1:32 pm.

Respectfully submitted,  
William Sandback / smc