

APPROVED

**Minutes
Regular Meeting of the Board of Trustees
Riverhead Free Library
June 12, 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, Steven Taddeo, Michael Pechenyuk, Lauren Strong, James Provencher, Thomas Donlon, Dean Romano, Cheryl Armstrong

Upcoming Trustees: Susan Bergmann, Mary McDonnell, Mitchell Hagler

The regular meeting of the Board of Trustees was called to order on June 12, 2024 at 6:33 pm. The Board was presented with an agenda, board packet and previous minutes.

Janet O'Hare led those present in the pledge of allegiance.

6.12.24 President O'Hare entertained a motion to approve the amended agenda.
1661 Motion was moved by David Friedrich and seconded by Ruth Nelson.
Motion Carried.

6.12.24 President O'Hare entertained a motion to approve the minutes of the
1662 regular board meeting of May 8, 2024. Motion was moved by David Friedrich and seconded by William Sandback.
Motion Carried.

PERIOD OF PUBLIC EXPRESSION: None

6.12.24 Susan Berdinka entertained a motion to approve the bills for the month of
1663 May 2024. Motion was moved by David Friedrich and seconded by Carlos Alvarez.
Motion Carried.

6.12.24 Susan Berdinka entertained a motion to approve the receipts and disbursements
1664 for the month of May 2024. Motion was moved by David Friedrich and seconded by Barbara Ripel.
Motion Carried.

6.12.24 Susan Berdinka entertained a motion to approve warrant **24-6-1** general fund
1665 checking. Motion was moved by David Friedrich and seconded by Ruth Nelson.
Motion Carried.

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**6.12.24
1666** Susan Berdinka entertained a motion to approve warrant **24-6-2** general fund money market to the operating account. Motion was moved by David Friedrich and seconded by Ruth Nelson.

Motion Carried.

**6.12.24
1667** Susan Berdinka entertained a motion to approve warrant **24-6-3** general fund money market to the payroll account. Motion was moved by David Friedrich and seconded by Ruth Nelson.

Motion Carried.

**6.12.24
1668** Susan Berdinka entertained a motion to approve warrant **24-6-4** general fund payroll account. Motion was moved by David Friedrich and seconded by Ruth Nelson.

Motion Carried.

**6.12.24
1669** Susan Berdinka entertained a motion to approve warrant **24-6-5** capital project fund account. Motion was moved by David Friedrich and seconded by Ruth Nelson.

Motion Carried.

**6.12.24
1670** Susan Berdinka entertained a motion to approve the bank reconciliation for May 31, 2024. Motion was moved by David Friedrich and seconded by Barbara Ripel.

Motion Carried.

CORRESPONDENCE: None

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

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

COMMITTEE REPORTS:

PERSONNEL: (Friedrich)

**6.12.24
1671** David Friedrich entertained a motion to approve the May 2024 Personnel and Payroll Report. Motion was moved by Ruth Nelson and seconded by Susan Berdinka.

Motion Carried.

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- 6.12.24
1672** David Friedrich offered Resolution #24-526 Approval to Hire Melissa Sutter as a full-time Reference Coordinator at the bi-weekly rate of \$2,692.31 which was seconded by Ruth Nelson. The vote was all in favor. The Resolution was thereupon Duly Declared Adopted.
- 6.12.24
1673** David Friedrich offered Resolution #24-527 Approval to Hire Joseph Maiorana as a part-time Substitute Librarian at the hourly rate of \$30.28 which was seconded by Barbara Ripel. The vote was all in favor. The Resolution was thereupon Duly Declared Adopted.
- 6.12.24
1674** David Friedrich offered Resolution #24-528 Approval to Increase the Annual Salary of Business Manager Susan Culver to the bi-weekly rate of \$3,057.70 which was seconded by Ruth Nelson. The vote was all in favor. The Resolution was thereupon Duly Declared Adopted.
- 6.12.24
1675** David Friedrich offered Resolution #24-529 Approval to Increase the Annual Salary of Patron Services Coordinator Benjamin Granger to the bi-weekly rate of \$1,851.93 which was seconded by Ruth Nelson. The vote was all in favor. The Resolution was thereupon Duly Declared Adopted.
- 6.12.24
1676** David Friedrich offered Resolution #24-530 Approval to Increase the Annual Salary of Building Maintenance Manager Robert Haughie to the bi-weekly rate of \$2,750.00 which was seconded by Ruth Nelson. The vote was all in favor. The Resolution was thereupon Duly Declared Adopted.
- 6.12.24
1677** David Friedrich offered Resolution #24-531 Approval to Increase the Annual Salary of Adult Information Services Coordinator James Provencher to the bi-weekly rate of \$2,887.50 which was seconded by Ruth Nelson. The vote was all in favor. The Resolution was thereupon Duly Declared Adopted.
- 6.12.24
1678** David Friedrich offered Resolution #24-532 Approval to Increase the Annual Salary of Youth & Family Services Coordinator Lauren Strong to the bi-weekly rate of \$2,968.27 which was seconded by Ruth Nelson. The vote was all in favor. The Resolution was thereupon Duly Declared Adopted.
- 6.12.24
1679** David Friedrich offered Resolution #24-533 Approval to Increase the Annual Salary of Head of Security John O'Sullivan to the bi-weekly rate of \$639.36 plus an hourly rate of \$26.64 which was seconded by Ruth Nelson. The vote was all in favor. The Resolution was thereupon Duly Declared Adopted.
- 6.12.24
1680** David Friedrich offered Resolution #24-534 Approval to Increase the Annual Salary of Head of Security Steven Taddeo to the bi-weekly rate of \$639.36 plus an hourly rate of \$26.64 which was seconded by Ruth Nelson. The vote was

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all in favor. The Resolution was thereupon Duly Declared Adopted.

BUILDINGS, GROUNDS & EQUIPMENT: (Zeiger)

**6.12.24
1681** Jeff Zeiger offered Resolution #24-535 Approval to Hire RENU Contracting & Restoration for the General Construction Work for the HVAC Project which was seconded by David Friedrich. The vote was all in favor. The Resolution was thereupon Duly Declared Adopted.

**6.12.24
1682** Jeff Zeiger offered Resolution #24-536 Approval to Hire Central Air Corporation for the Mechanical Construction Work for the HVAC Project which was seconded by David Friedrich. The vote was all in favor. The Resolution was thereupon Duly Declared Adopted.

**6.12.24
1683** Jeff Zeiger offered Resolution #24-537 Approval to Purchase a Desk & Cabinets from Health and Educational Equipment Corp. for the Welcome Center which was seconded by David Friedrich. The vote was all in favor. The Resolution was thereupon Duly Declared Adopted.

**6.12.24
1684** Jeff Zeiger offered Resolution #24-538 Approval to Hire RENU Contracting & Restoration to Repurpose Office Space which was seconded by David Friedrich. The vote was all in favor. The Resolution was thereupon Duly Declared Adopted.

POLICY, BYLAWS & OBJECTIVES: (Sandback) - Nothing to Report

FINANCE: (Berdinka) - Susan Berdinka gave an update on opening a secured line of credit.

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: None.

NEW BUSINESS: None

PERIOD OF BOARD EXPRESSION: Susan Berdinka expressed how much she enjoyed serving on the Board.

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PERIOD OF PUBLIC EXPRESSION: None

6.12.24 President O'Hare entertained a motion to adjourn the June 12, 2024
1685 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 7:01 pm.

Respectfully submitted,
William Sandback / smc