

APPROVED

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

Present: David Friedrich, President; Jeff Zeiger, Vice-President; Carlos Alvarez, Treasurer; William Sandback, Secretary; Mitchell Hagler, Trustee; Mary McDonnell, Trustee; Barbara Ripel, Trustee; Janet Vituro, Trustee

Absent: Susan Bergmann, 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 November 13, 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.

11.13.24 President Friedrich entertained a motion to approve the amended agenda.
1760 Motion was moved by Mary McDonnell and seconded by Mitchell Hagler.
Motion Carried.

11.13.24 President Friedrich entertained a motion to approve the minutes of the
1761 regular board meeting of October 9, 2024. Motion was moved by Mary McDonnell and seconded by William Sandback.
Motion Carried.

PERIOD OF PUBLIC EXPRESSION: None.

11.13.24 Carlos Alvarez entertained a motion to approve the bills for the month of
1762 October 2024. Motion was moved by Janet Vituro and seconded by Mary McDonnell.
Motion Carried.

11.13.24 Carlos Alvarez entertained a motion to approve the receipts and disbursements
1763 for the month of October 2024. Motion was moved by William Sandback and seconded by Mary McDonnell.
Motion Carried.

11.13.24 Carlos Alvarez entertained a motion to approve warrant **24-11-1** general fund
1764 checking. Motion was moved by Janet Vituro and seconded by Mary McDonnell.
Motion Carried.

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**11.13.24
1765** Carlos Alvarez entertained a motion to approve warrant **24-11-2** general fund money market to the payroll account. Motion was moved by William Sandback and seconded by Mary McDonnell.

Motion Carried.

**11.13.24
1766** Carlos Alvarez entertained a motion to approve warrant **24-11-3** general fund payroll account. Motion was moved by Janet Vuturo and seconded by Mary McDonnell.

Motion Carried.

**11.13.24
1767** Carlos Alvarez entertained a motion to approve warrant **24-11-4** capital project fund money market. Motion was moved by Mary McDonnell and seconded by William Sandback.

Motion Carried.

**11.13.24
1768** Carlos Alvarez entertained a motion to approve the bank reconciliation for October 31, 2024. Motion was moved by Janet Vuturo and seconded by Mary McDonnell.

Motion Carried.

CORRESPONDENCE: Kerrie McMullen-Smith reported that a letter was received from the Riverhead Water District. The correspondence will be looked into by John Micolli the Library's Facilities Consultant.

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

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

COMMITTEE REPORTS:

PERSONNEL: (Jeff Zeiger)

**11.13.24
1769** David Friedrich entertained a motion to approve the October 2024 Personnel and Payroll Report. Motion was moved by Carlos Alvarez and seconded by Mitchell Hagler.

Motion Carried.

**11.13.24
1770** Jeff Zeiger offered Resolution #24-553 Approval to hire Natalie D. Raccuglia as a full-time Marketing & Social Media Assistant at the Library Assistant hourly rate of \$22.88 which was seconded by William Sandback. The vote was eight in

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favor and one absent. The Resolution was thereupon Duly Declared Adopted.

BUILDINGS, GROUNDS & EQUIPMENT: (Jeff Zeiger)

11.13.24 Jeff Zeiger offered Resolution #24-554 Approval to contract with Signarama for a
1771 digital message board for the new front entrance in the amount of \$38,590.00 which was seconded by Carlos Alvarez. The vote was eight in favor and one absent. The Resolution was thereupon Duly Declared Adopted.

11.13.24 Jeff Zeiger offered Resolution #24-555 Approval to contract with G. C. Environ-
1772 mental to remove the fuel tank in the amount of \$8,610.00 which was seconded by Carlos Alvarez. The vote was eight in favor and one absent. The Resolution was thereupon Duly Declared Adopted.

11.13.24 Jeff Zeiger offered Resolution #24-556 Approval to contract with Parsons
1773 Comercial LLC for flooring for the new welcome center in the amount of \$5,226.65 which was seconded by Mary McDonnell. The vote was eight in favor and one absent. The Resolution was thereupon Duly Declared Adopted.

11.13.24 Jeff Zeiger offered Resolution #24-560 Approval to contract with Cunningham
1774 Duct Cleaning for rooftop HVAC cleaning post construction in the amount of \$20,595.00 which was seconded by Janet Vuturo. The vote was eight in favor and one absent. The Resolution was thereupon Duly Declared Adopted.

POLICY, BYLAWS & OBJECTIVES: (William Sandback) - William Sandback is starting to review the policies and bylaws and will be scheduling a meeting.

FINANCE: (Carlos Alvarez)

11.13.24 Carlos Alvarez offered Resolution #24-557 Approval to commit \$500,000.00 of
1775 unassigned funds to the main entrance courtyard and parking lot renovation which was seconded by Mary McDonnell. The vote was eight in favor and one absent. The Resolution was thereupon Duly Declared Adopted.

11.13.24 Carlos Alvarez offered Resolution #24-558 Approval to transfer \$29,347.00 from
1776 the Capital Project Fund to the General Fund for capital expenses paid from the General Fund which was seconded by Mitchell Hagler. The vote was eight in favor and one absent. The Resolution was thereupon Duly Declared Adopted.

FUNDRAISING: (Janet Vuturo) - Met with Susan Berdinka to discuss some fundraising ideas.

PLAN OF SERVICE: Nothing to report.

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LIAISON REPORTS:

SCLS: (Susan Bergmann) - Absent, no report.

11.13.24 Jeff Zeiger offered Resolution #24-559 Approval to accept the 2025 Suffolk
1777 Cooperative Library System's operating budget which was seconded by Mitchell Hagler. The vote was eight in favor and one absent. The Resolution was thereupon Duly Declared Adopted.

UNFINISHED BUSINESS: None

NEW BUSINESS:

Mitchell Hagler said 88.3 FM offered free air time to the Library.

PERIOD OF BOARD EXPRESSION: None

PERIOD OF PUBLIC EXPRESSION: None.

11.13.24 President Friedrich entertained a motion to adjourn to executive session
to discuss staff association contract negotiations.
1778 Motion was moved by Mitchell Hagler and seconded by William Sandback.
Motion Carried.

The meeting adjourned to executive session at 7:03 pm.

11.13.24 President Friedrich entertained a motion to go into executive session. Motion
1779 was moved by Barbara Ripel and seconded by Janet Vuturo.
Motion Carried.

The executive session was called to order at 7:06 pm.

11.13.24 President Friedrich entertained a motion to adjourn the executive session.
1780 Motion was moved by William Sandback and seconded by Barbara Ripel.
Motion Carried.

The executive session was adjourned at 8:14 pm.

11.13.24 President Friedrich entertained a motion to move back to the regular
1781 meeting. Motion was moved by William Sandback and seconded by Barbara Ripel.
Motion Carried.

The regular meeting was called to order at 8:14 pm.

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11.13.24 President Friedrich entertained a motion to adjourn the November 13, 2024
1782 regular meeting of the Board of Trustees. Motion was moved by William Sandback and seconded by Barbara Ripel.

Motion Carried.

The meeting was adjourned at 8:15 pm.

Respectfully submitted,
William Sandback / smc