

APPROVED

**Minutes
Regular Meeting of the Board of Trustees
Riverhead Free Library
September 11, 2024**

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

Absent: Janet Vuturo, Trustee

Director: Kerrie McMullen-Smith

Assistant Director: Catherine Montazem

Staff: None

Members of the Community: None

The regular meeting of the Board of Trustees was called to order on September 11, 2024 at 6:31 pm. The Board was presented with an agenda, board packet and previous minutes.

David Friedrich led those present in the pledge of allegiance.

A moment of silence was observed for those fallen on 9/11.

9.11.24 President Friedrich entertained a motion to approve the agenda.
1724 Motion was moved by Susan Bergmann and seconded by Barbara Ripel.
Motion Carried.

9.11.24 President Friedrich entertained a motion to approve the minutes of the
1725 regular board meeting of August 14, 2024. Motion was moved by Susan Bergmann and seconded by Barbara Ripel.
Motion Carried.

PERIOD OF PUBLIC EXPRESSION: None.

9.11.24 Carlos Alvarez entertained a motion to approve the bills for the month of
1726 August 2024. Motion was moved by Mary McDonnell and seconded by William Sandback.
Motion Carried.

9.11.24 Carlos Alvarez entertained a motion to approve the receipts and disbursements
1727 for the month of August 2024. Motion was moved by William Sandback and seconded by Susan Bergmann.
Motion Carried.

9.11.24 Carlos Alvarez entertained a motion to approve warrant **24-9-1** general fund
1728 checking. Motion was moved by William Sandback and seconded by Barbara

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Ripel.

Motion Carried.

9.11.24 Carlos Alvarez entertained a motion to approve warrant **24-9-2** general fund
1729 money market to the general fund checking. Motion was moved by Susan Bergmann and seconded by Mary McDonnell.

Motion Carried.

9.11.24 Carlos Alvarez entertained a motion to approve warrant **24-9-3** general fund
1730 money market to the payroll account. Motion was moved by Susan Bergmann and seconded by Barbara Ripel.

Motion Carried.

9.11.24 Carlos Alvarez entertained a motion to approve warrant **24-9-4** general fund
1731 payroll account. Motion was moved by Barbara Ripel and seconded by Mary McDonnell.

Motion Carried.

9.11.24 Carlos Alvarez entertained a motion to approve warrant **24-9-5** capital project
1732 fund money market account. Motion was moved by Susan Bergmann and seconded by William Sandback.

Motion Carried.

9.11.24 Carlos Alvarez entertained a motion to approve the bank reconciliation for
1733 August 31, 2024. Motion was moved by Barbara Ripel and seconded by Susan Bergmann.

Motion Carried.

CORRESPONDENCE: None

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

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

COMMITTEE REPORTS:

PERSONNEL: (Jeff Zeiger)

9.11.24 David Friedrich entertained a motion to approve the August 2024 Personnel
1734 and Payroll Report. Motion was moved by Carlos Alvarez and seconded by William Sandback.

Motion Carried.

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- 9.11.24
1735** Jeff Zeiger offered Resolution #24-543 Approval to Hire Joann M. White as a full-time Marketing & Program Coordinator at the bi-weekly rate of \$2,692.31 which was seconded by Susan Bergmann. The vote was eight in favor and one absent. The Resolution was thereupon Duly Declared Adopted.
- 9.11.24
1736** Jeff Zeiger offered Resolution #24-544 Approval to Promote Pamela Cook to a full-time Reference Coordinator at the bi-weekly rate of \$2,692.31 which was seconded by Carlos Alvarez. The vote was eight in favor and one absent. The Resolution was thereupon Duly Declared Adopted.
- 9.11.24
1737** Jeff Zeiger offered Resolution #24-545 Approval to Hire Ashley Kenter as a part-time Youth & Family Services Clerk at the hourly rate of \$16.79 which was seconded by Mary McDonnell. The vote was eight in favor and one absent. The Resolution was thereupon Duly Declared Adopted.
- 9.11.24
1738** Jeff Zeiger offered Resolution #24-546 Approval to Hire Lila N. Bowe as a part-time Patron Services Clerk at the hourly rate of \$16.79 which was seconded by Susan Bergmann. The vote was seven in favor, one absent and one (Hagler) abstained . The Resolution was thereupon Duly Declared Adopted.
- 9.11.24
1739** Jeff Zeiger offered Resolution #24-547 Approval to Hire Jayden T. Braxton as a part-time Patron Services Clerk at the hourly rate of \$16.79 which was seconded by Susan Bergmann. The vote was eight in favor and one absent. The Resolution was thereupon Duly Declared Adopted.
- 9.11.24
1740** Jeff Zeiger offered Resolution #24-548 Approval to Hire Grace E. Gluszak as a part-time Patron Services Clerk at the hourly rate of \$16.79 which was seconded by Susan Bergmann. The vote was eight in favor and one absent. The Resolution was thereupon Duly Declared Adopted.
- 9.11.24
1741** Jeff Zeiger offered Resolution #24-549 Approval to Hire Debra A. Myers as a part-time Patron Services Clerk at the hourly rate of \$16.79 which was seconded by Carlos Alvarez. The vote was eight in favor and one absent. The Resolution was thereupon Duly Declared Adopted.
- 9.11.24
1742** Jeff Zeiger offered Resolution #24-550 Approval to Hire Natalie D. Raccuglia as a full-time Library Clerk at the hourly rate of \$16.79 which was seconded by Susan Bergmann. The vote was eight in favor and one absent. The Resolution was thereupon Duly Declared Adopted.

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BUILDINGS, GROUNDS & EQUIPMENT: (Jeff Zeiger)

Jeff Zeiger asked what the process is for tank remediation. Kerrie McMullen-Smith advised that a consultant was called in and they recommended three companies to come take a look, do testing and give their recommendations.

POLICY, BYLAWS & OBJECTIVES: (William Sandback) -

Bill Sandback spoke about how the committee will start to review and update policies. There will be a trustee workshop next week with Kevin Verbese, of Suffolk Cooperative Library System.

FINANCE: (Carlos Alvarez) -

9.11.24 Carlos Alvarez offered Resolution #24-551 Authorization to Increase the
1743 Application Amount of a Secured Line of Credit for the Riverhead Free Library which was seconded by Susan Bergmann. The vote was eight in favor and one absent. The Resolution was thereupon Duly Declared Adopted.

FUNDRAISING: (Janet Vuturo) - Absent. No report.

PLAN OF SERVICE: Nothing to report.

LIAISON REPORTS:

SCLS: (Susan Bergmann) - Susan Bergmann gave the SCLS Report.

UNFINISHED BUSINESS:

9.11.24 President Friedrich entertained a motion to approve the Assurances for the State
1744 Aide for Library Construction Grant. Motion was moved by Susan Bergmann and seconded by Mary McDonnell.
Motion Carried.

NEW BUSINESS:

William Sandback asked if there are alarms on the pumps in the stairwells outside the building. The Director will look into it.

PERIOD OF BOARD EXPRESSION:

David Friedrich asked that board trustees respond within a day to emails. He also asked that board trustees be more active in responding to motions during the meetings. Mary McDonnell brought up the new building next to the Library– construction is stalled.

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PERIOD OF PUBLIC EXPRESSION: None.

9.11.24 President Friedrich entertained a motion to adjourn the September 11, 2024
1745 regular meeting of the Board of Trustees. Motion was moved by Carlos Alvarez
and seconded by Mary McDonnell.

Motion Carried.

The meeting was adjourned at 7:23 pm.

Respectfully submitted,
William Sandback / smc