

APPROVED

Minutes
Special Meeting of the Board of Trustees
Riverhead Free Library
Thursday, April 2, 2020 - 6:15 PM

Present: John Munzel, President; Louise Wilkinson, Vice President; David Friedrich, Treasurer; Janet O'Hare, Secretary; John Rienzo, Trustee; Ruth Nelson, Trustee; Susan Bergmann, Trustee

Absent: Marilyn Banks-Winter, Trustee; Annette Totten, Trustee;

Director: Kerrie McMullen-Smith

Staff: Susan Culver and Isabelle Gonzalez

Friends: Mary Kromhout, President of the Friends of the Riverhead Library and Ron Ondrovic, Vice President of the Friends of the Riverhead Library.

A Special Board Meeting was called to order on Thursday, April 2, 2020, at 6:15 PM via Zoom Conference.

04.02.20
after
764

President John Munzel made a motion to amend the agenda and move to executive session after the regular session. John Rienzo, moved the motion; seconded by Janet O'Hare.

Motion carried

Update on Library Closure: Currently on the website, a notice is posted that the library is closed until further notice. After discussions and latest Governor information, John Rienzo, Trustee suggested that it remains at that. Library notice will remain as is. All agreed.

Staff: Kerrie informed the Board on the assignments the staff have been working on from home. A schedule has been established and each department has been following them. Some examples are:

Youth / Family Services

- Monday - DIY Crafts
- Tuesday - Trivia and Story Hour

Adult / Information Services

- Monday - Healthy Tips and At Home Workouts
- Tuesday - Educational Articles and Distance Learning

Staff Development - staff have assignments they should be working which are:

- Universal Class courses
- KnowB4 platform courses
- Google Docs
- Microsoft Publisher

A list of suggested webinars that the staff will be participating on will be provided to the board.

and With reference to any live events, such as Story Hour, the times are posted on Facebook Live patrons are able to log on.

Business Operations: All the board packets will have all the financial information needed and

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should be sent out next week.

Susan Culver has been going into the building after collecting the mail and has been posting all the bills necessary.

Susan will continue going to the building as needed as the accounting software utilized is not able to run on her home computer due to poor internet connection.

Budget Vote & Trustee Election: The Budget Vote and Trustee Election are postponed. After the Governor dispenses a directive, the board will make a decision on the date to run the vote in June. John Rienzo, Trustee, reminded the board that it should be a date that will allow a 45 days posted notice.

Susan Bergmann mentioned that after attending the SCLS Online Trustee Meeting, she heard that many of the libraries are thinking of running with the same 2019/2020 Budget, a sentiment Kerrie McMullen-Smith had initially suggested.

Should the library run on the 2019/20 Budget, discussions were made regarding possible adjustments that can be made on certain budget lines to reflect the \$92,000 increase listed in the 20/21 Budget.

The prospective two members that will be joining the board will be invited on the next Zoom call in order for them to listen in on the meeting as part of the public.

Period of Board Expression: John Rienzo, Trustee, brought up the issue of Susan's internet access at home. He asked the board's consideration of rectifying Susan's issue with the possibility of fixing her internet provider or router. Susan responded that she is comfortable with going to the office.

Susan Bergmann, Trustee, inquired about salaries being paid to employees during this period. Kerrie responded and informed the board that all employees are being paid for whatever days they are normally scheduled for.

There are two links on the Riverhead Free Library website which features Roger Reyes from SCLS On how to make face shields, it demonstrates the process, material and production. Riverhead Free Library's 3D printer is at SCLS and is helping in the production of the face shields. The quantity production has increased from 79 a day to 200 a day. Roger is receiving calls from around the country about the Suffolk Cooperative Library System assisting Stony Brook University Hospital.

David Friedrich inquired about a phone call he made to the library and it stated that the library is closed with no follow up information. He would appreciate an alternative number to reach Kerrie or Susan. Their mobile numbers will be provided to David.

Period of Public Expression: Ron Ondrovic, Vice President of the Friends of the Riverhead Library, stated that they held their first photography session on Zoom and they shared pictures

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and livened up the spirits of many people.

Mary Kromhout, President of the Friends of the Riverhead Library wished everyone safety and good health to everyone on the call.

John Munzel, informed the board that the executive session will be dial in, not video and not through Zoom. Details have been sent via email to board members.

04.02.20 John Rienzo made a motion to move the Board into executive session at 6:49 pm, seconded by
765 Ruth Nelson. **Motion carried.**

04.02.20 Executive session ended at 7:42 pm with a motion made by John Munzel, seconded by Ruth
766 Nelson. **Motion carried.**

04.02.20 John Munzel made a motion to return to the Special Meeting of the meeting at 7:43 pm,
767 seconded by John Rienzo.

04.02.20 There being no further business to discuss, John Munzel made a motion to adjourn the Special
767 meeting at 7:44 pm, seconded by Susan Bergmann.

Date of future meetings: Wednesday, April 15, 2020 at 6:30 PM

Respectfully Submitted,

Janet O'Hare, Secretary/ ig