

APPROVED

Minutes
Regular Meeting of the Board of Trustees
Riverhead Free Library
March 11, 2020

Present: John Munzel, President; Louise Wilkinson, Vice President; David Friedrich, Treasurer; Janet O'Hare, Secretary; Ruth Nelson, Trustee; Susan Bergmann, Trustee; Annette Totten, Trustee; Marilyn Banks-Winter, Trustee

Absent: John Rienzo, Trustee

Director: Kerrie McMullen-Smith

Two: Staff members were present

Four: Friends members were present

Regular Board Meeting of the Board of Trustees was called to order on March 11, 2020, at 6:30 PM.

John Munzel led those present in the Pledge of Allegiance.

03.11.20 President Munzel entertained a motion to amend the Agenda to include an executive session at the end
746 of the meeting. The motion was moved by David Friedrich; seconded by Louise Wilkinson.
Motion Carried

03.11.20 President Munzel entertained a motion to approve the minutes of the February 12, 2020,
747 Regular Board Meeting. The motion was moved by Susan Bergmann; seconded by David Friedrich.
Motion Carried

Public Expression: Ron Ondrovic brought up that John Collins did not bid on the Yellow Barn project due to the bid bond requirements which John Collins thought were excessive. Kerrie McMullen-Smith stated that she had consulted with the Library's attorney and insurance agent and the requirements were what they wanted to see for the project

03.11.20 David Friedrich made a motion to approve the bills to be paid. The motion was seconded by
748 Louise Wilkinson. **Motion Carried**

03.11.20 David Friedrich made a motion to approve the receipts and disbursements. The motion was
749 seconded by Louise Wilkinson. **Motion Carried**

Ruth Nelson asked if a key describing the accounts could be given to the trustees.

03.11.20 David Friedrich made a motion to include a key. The motion was seconded by Janet O'Hare.
750 **Motion Carried**

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03.11.20 David Friedrich made a motion to approve Warrant #20-3-1 General Fund Checking. The
751 motion was seconded by Marilyn Banks-Winter. **Motion Carried**

03.11.20 David Friedrich made a motion to approve Warrant #20-3-2 General Fund Money Market.
752 The motion was seconded by Janet O'Hare. **Motion Carried**

03.11.20 David Friedrich made a motion to approve Warrant #20-3-3 General Fund Payroll Checking.
753 The motion was seconded by Ruth Nelson. **Motion Carried**

03.11.20 David Friedrich made a motion to approve the bank reconciliations for February, 2020. The
754 motion was seconded by Ruth Nelson. **Motion Carried**

Correspondence: Sandra L Mott wrote to ask the Director and Board of Trustees to recognize Laura La Sita in Senior Services for her years of service and kindness to the patrons. Her mother, Ann Mott, had a question on her tax return prepared at the Library, Laura looked into it and got back to them the next day.

John Rienzo sent a note asking to be relieved from the meeting and a thank you for the gift basket.

Director's Report:

Riverhead Free Library

February 2020

Day to day operations

Personnel

- I recommend Isabelle Gonzales to be hired for the full-time Administrative Assistant position.
- I recommend Stephanie McEvoy to be hired for the Adult & information Services Coordinator position.
- I am recommending full-time Youth and Family Services librarian Nicole DeSimone's annual salary be updated to reflect the contracted union salary schedule.
- Part-time Patron Services clerk, Jessica Farmer had to resign in order to transfer her retirement services to another NYS retirement system. We plan on reinstating her in May.
- Eight staff members attended the Active Shooter workshop on February 5.

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Buildings & Grounds & Technology

- With concerns over COVID-19, we have upgraded our cleaning protocols.
- Adam Saccardi from Lee Zeldin's office has been looking into any grants the Library would be eligible to apply for to help fund the Yellow Barn project. He could not find any funding for the barn as a town landmark but if we applied for NYS and Federal landmark status we would be eligible to apply for certain grants.

Policies & By-laws

Met with the committee on 2/19 and sent changes for review to Tom Volz for the following:

- Updated Personal Days and Holiday policies for the personnel manual.
- Updated Unattended Children's policy.
- Revisions made to RFL By-laws.

Community

- The Library will be partnering with the Town of Riverhead Recreation Department to provide Little Free Libraries at beaches and parks throughout our community. The project will launch this summer.

Finance

- Information required for the NY State Annual Report was submitted on February 28. We have updated our template for our monthly statistics to reflect the information required on the NYS report.
- We received our rebate check from PSEG in the amount of \$36,483.10 for our LED retrofit lighting project. This capital project cost the library \$62,219.00 in material and labor after deducting the rebate check, the total cost of the project to the library is \$25,735.90.

In a comparison from 3/1/18 thru 2/27/19 to 3/1/19 thru 2/27/20 we have saved \$11,385.32 on our electric bill.

Upcoming Events

- Riverhead Teen Art Show Reception on Friday 3/13/20 from 5 to 7 PM.

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Department Reports:

Adult & Information Services

Reference:

- The librarians, clerks and pages have continued their shifting project in the lower stacks to make room for audiovisual materials and the Yellow Barn collection.
- Preparations have been ongoing throughout February for the opening of the Seed Library in early March.
- Kelsey has been joining Tyler during his Wednesday streaming hours on Twitch TV and shadowing his programs. She's also started scheduling one-on-one appointments for digital service and technology questions.
- Lisa has been procuring extra copies of items from high-demand patron requests and holds. Her book discussion "The Water Dancer" was popular. She's also been maintaining LIRR and bus schedules.
- The tabletop gaming program Dungeons and Dragons for new adults has hit a new record of 15 players!
- The new tutoring room is already gaining in demand.
- Notary services and tax assistance remain very high-demand. AARP and VITA have filled to maximum capacity. The museum pass program remains popular.
- The winter reading program is coming to a close for the season.

Outreach:

- In February, Outreach continued our collaboration with People's United Bank to bring the program, Identifying and Avoiding Scams to the Riverhead Free Library. This program advised patrons on the best way to deal with unwanted and potentially dangerous phishing schemes. We are looking forward to continuing our partnership and working with them to bring new and interesting programs to our patrons in the coming months.

Literacy/ESL/Citizenship

- Our Spanish-speaking librarian Patty has helped Spanish speaking patrons with their needs: new cards, translation, copying, faxing, ESL and other programs, reference questions
- ESL classes continue to draw a lot of patrons. Literacy Suffolk is also increasingly popular.

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Local History—James Provencher

- Helped 3 patrons with extensive genealogical research.
- Researched and found obituaries for two patrons.
- Helped patron with Southampton Town GIS for her property in Flanders.
- Attended Active Shooter Training.

Senior Services—Laura LaSita

- There were mostly 6 Tax program days with 3 Volunteer groups, completing taxes for free depending on eligibility near or under \$56,000 gross, mainly.
- Laura and Helen compiled senior services statistics for the Annual Report for Kerrie.
- Ernie Fugina and Maria Grzan said Laura's work with the Seniors is Awesome!!!
- Laura saved April 4th for our Woman's Club Scholarship Interviews for local high school.
- Riverhead Community Calendar, Laura held a meeting to set up a new Google Calendar to list several monthly events in Riverhead for several planners of Riverhead.
- Laura attended the Black History reception.

Buildings & Grounds—Marie LaDonne

- Working on staff door that twice has remained unlocked after the door closes or not open when key card is swiped. I had the lock smith, the electrician and Digital Provisions here to check it out so it doesn't happen again and if it does we'll be more prepared.
- The other important item this month was the Black History event and coordinating that.
- I've called the plumber and he will be in on March 11 to install the new pumps in the elevator shaft.

Adult Programming & Patron Services—Rasheima Alvarado

- Successful Program registration on 2/22
- Positive feedback and repeat request for the movie programs
- Steady attendance of writers' cove, exercise, and cooking programs
- Recruited & Training a new staff member
- Attended SCLS Programmers Showcase for upcoming programming ideas & events
- Networked with East End Programmers
- NYS State Annual Report Statistics Circulation & programming reporting

CIT—Jonathan Moran

- I have the new computer rack for the network completely assembled. I have installed the

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monitor and keyboard tray as well. I'm planning for an upcoming weekend in which I can transfer all of the network equipment into the new rack.

- I have also received the smaller network rack that I plan to install the public network switches into, but I have not gotten it completely assembled yet.

Processing & Receiving—David Troyan

- The magazine subscriptions through WT Cox have resumed. We began to receive the periodicals in mid-February and we're keeping a careful eye on what's coming in and what remains missing or delayed. Thanks to our sales representative for providing some issues (gratis) during this time.
- The audiobook collection needed a boost — so in February we had orders of 24, 11, and 15 for 50 new audiobooks. In addition, our adult DVD collection had orders of 9, 21, and 38 for 60 DVD and Blu-Rays.
- We received many items for programs.
- We cataloged the library's board and card games. We received 10 guitars to be cataloged for use by the Children's Room.
- Knowbe4 Training will resume in April (annual Sexual Harassment Training is mandatory) for staff and after the new Fiscal Year starts for trustees.
- David has assisted with updating the Web Site while Kevin has been out.
- Gen Hettrick catalogued the Navy Notebooks relating to the Grumman Property.
- David attended a program on Improving Technical Services workflows sponsored by LILRC. He also attended Advocacy Day in Albany.

Youth & Family Services—Lauren Strong

- Alex Giresi started as a Youth and Family Services Part-Time librarian trainee
- Lauren and Nicole attended the Advanced Battle competition on Friday, February 28. Our team won the Most Spirited award.
- Lauren did outreach for the Mobile Food Pantry.
- We have weeded all of our children's DVDs
- Lauren and Nicole attended a meeting with the Middle School Guidance Counselors to discuss ways to get more students involved in programs.
- Lauren had a meeting with Danielle Doll, Cultural Affairs Supervisor at *Town of Riverhead* Parks & Rec Department, to discuss ways the library can help with the Story Walk.

Respectfully Submitted,

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Kerrie McMullen-Smith

Library Director

COMMITTEE REPORTS:

PERSONNEL: (*Wilkinson) Three Personnel Resolutions were read:

Resolution #20-283

APPROVAL OF AMEND THE ANNUAL SALARY OF NICOLE DESIMONE

Louise Wilkinson offered the following resolution, which was seconded by David Friedrich

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS, the Board of Trustees hereby approves to amend the bi-weekly salary of Full-Time Youth & Family Librarian Nicole DeSimone to \$2,051.67, effective March 22, 2020, with retro pay from January 6, 2020, and authorizes the Board President to execute the agreement on behalf of the Library.

RESOLVED, that a copy of this resolution be made available in accordance with applicable laws, rules and regulations.

THE VOTE

Banks-Winter YES Bergmann YES Friedrich YES Munzel YES

O'Hare YES Rienzo ABSENT Totten YES

Nelson YES Wilkinson YES

The Resolution Was Thereupon Duly Declared Adopted

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Resolution #20-284

APPROVAL OF ISABELLE GONZALEZ AS FT ADMINISTRATIVE ASSISTANT

Louise Wilkinson offered the following resolution, which was seconded by Marilyn Banks-Winter

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS, the Board of Trustees hereby approves Isabelle Gonzalez as Full-Time Administrative Assistant with a bi-weekly salary of \$1,730.77, effective March 16, 2020, and authorizes the Board President to execute the agreement on behalf of the Library.

RESOLVED, that a copy of this resolution be made available in accordance with applicable laws, rules and regulations.

THE VOTE

**Banks-Winter YES Bergmann YES Friedrich YES Munzel YES
O'Hare YES Rienzo ABSENT Totten YES
Nelson YES Wilkinson Yes**

The Resolution Was Thereupon Duly Declared Adopted

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Resolution #20-285

APPROVAL OF STEPHANIE MCEVOY AS FT ADULT & INFORMATION SERVICES COORDINATOR

Louise Wilkinson offered the following resolution, which was seconded by Ruth Nelson

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS, the Board of Trustees hereby approves Stephanie McEvoy as Full-Time Adult & Information Services Coordinator with a bi-weekly salary of \$2,307.70, effective March 30, 2020, and authorizes the Board President to execute the agreement on behalf of the Library.

RESOLVED, that a copy of this resolution be made available in accordance with applicable laws, rules and regulations.

THE VOTE

Banks-Winter YES Bergmann YES Friedrich YES
Munzel YES O'Hare YES
Rienzo ABSENT Totten YES Nelson YES
Wilkinson YES

The Resolution Was Thereupon Duly Declared Adopted

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**BUILDING & GROUNDS & Technology : (*Bergmann) One Building & Grounds & Technology
Resolution was read:**

Resolution #20-286

APPROVAL TO CONTRACT WB MASON & ENVIRONAMICS SYMBIO MOVABLE WALL PRODUCT

Susan Bergmann offered the following resolution, which was seconded by Janet O'Hare

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS, the Board of Trustees hereby approves to contract with WB Mason & Environamics Symbio to construct and install a movable wall product, effective March 12, 2020, in the amount of \$22,091.28 and authorizes the Board President to execute the agreement on behalf of the Library.

RESOLVED, that a copy of this resolution be made available in accordance with applicable laws, rules and regulations.

THE VOTE

Banks-Winter YES Bergmann YES Friedrich YES

Munzel YES O'Hare YES

Rienzo ABSENT Totten YES Nelson YES

Wilkinson YES

The Resolution Was Thereupon Duly Declared Adopted

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POLICY, BYLAWS AND OBJECTIVES: (*O'Hare) Four Policy, Bylaws & Objectives Resolutions were read:

Resolution #20-287

APPROVAL TO REVISE THE LIBRARY'S BYLAWS

Janet O'Hare offered the following resolution, which was seconded by Susan Bergmann

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS, the Board of Trustees hereby approves to revise the Library's Bylaws, effective March 12, 2020, and authorizes the Board President to execute the agreement on behalf of the Library.

RESOLVED, that a copy of this resolution be made available in accordance with applicable laws, rules and regulations.

THE VOTE

Banks-Winter YES Bergmann YES Friedrich YES

Munzel YES O'Hare YES

Rienzo ABSENT Totten YES Nelson YES

Wilkinson YES

The Resolution Was Thereupon Duly Declared Adopted

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Resolution #20-288

APPROVAL TO REVISE THE LIBRARY'S UNATTENDED CHILDREN POLICY

Janet O'Hare offered the following resolution, which was seconded by Annette Totten

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS, the Board of Trustees hereby approves to revise the Library's Unattended Children Policy, effective March 12, 2020, and authorizes the Board President to execute the agreement on behalf of the Library.

RESOLVED, that a copy of this resolution be made available in accordance with applicable laws, rules and regulations.

THE VOTE

Banks-Winter YES Bergmann YES Friedrich YES

Munzel YES O'Hare YES

Rienzo ABSENT Totten YES Nelson YES

Wilkinson YES

The Resolution Was Thereupon Duly Declared Adopted

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Resolution #20-289

APPROVAL TO REVISE THE LIBRARY'S PERSONAL DAY POLICY

Janet O'Hare offered the following resolution, which was seconded by Susan Bergmann

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS, the Board of Trustees hereby approves to revise the Library's Personal Day Policy, effective March 12, 2020, and authorizes the Board President to execute the agreement on behalf of the Library.

RESOLVED, that a copy of this resolution be made available in accordance with applicable laws, rules and regulations.

THE VOTE

Banks-Winter YES Bergmann YES Friedrich YES

Munzel YES O'Hare YES

Rienzo ABSENT Totten YES Nelson YES

Wilkinson YES

The Resolution Was Thereupon Duly Declared Adopted

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Resolution #20-290

APPROVAL TO REVISE THE LIBRARY'S HOLIDAY POLICY

Janet O'Hare offered the following resolution, which was seconded by Susan Bergmann

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS, the Board of Trustees hereby approves to revise the Library's Holiday Policy, effective March 12, 2020, and authorizes the Board President to execute the agreement on behalf of the Library.

RESOLVED, that a copy of this resolution be made available in accordance with applicable laws, rules and regulations.

THE VOTE

Banks-Winter YES Bergmann YES Friedrich YES
Munzel YES O'Hare YES
Rienzo ABSENT Totten YES Nelson YES
Wilkinson YES

The Resolution Was Thereupon Duly Declared Adopted

FINANCE: (*Friedrich)

03.11.20 David Friedrich made a motion to approve the February, 2020 Personnel & Payroll Report. The motion
755 was seconded by Janet O'Hare. **Motion Carried**

03.11.20 David Friedrich made a motion to approve the Hired and Terminated Employees. The motion was
756 seconded by Marilyn Banks-Winter. **Motion Carried**

PLAN OF SERVICE (*Board of Trustees) will meet April 15th at 5:30 pm

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LIAISON REPORTS: Friends: (*Wilkinson): There was a Friends meeting this week. Louise Wilkinson brought a packet supplied by the Friends to Advocacy Day. It's a history of the Friends and what they do for the Library. Fred Theil may be able to assist the Library with the Gardner Foundation Grant. Louise Wilkinson and Marilyn Banks-Winter met Louis Perez from the Bronx who is in charge of the Library Committee and is looking to assist with library projects in the future. Louise and Marilyn both saw Palumbo at Advocacy Day. Louise has the coupons printed that will be passed out to use as purchases in the Yellow Barn South. The Kiwanis Club of Riverhead is honoring Mary at their May 9th breakfast.

SCLS: Susan Bergmann reported that Kevin Verbesy went to Nashville for the Public Library Directors Conference. Kevin is very tuned into the Corona Virus and what libraries should be doing. The New York State Construction Grant's money is very tight this year. Susan is responsible for a zone of six libraries (Riverhead, Mattituck/Laurel, Cutchogue/New Suffolk, Fishers Island, Southold and Floyd Memorial) for a term of three years. Susan participated in the National Read to School Kids Day. She went to the Reilly Avenue School with another friend and they each read to two second grade classes. The teachers were very proactive about coming into the Yellow Barn. Guidelines and policies for the Sled will be given to the directors. The Sled is booked solid.

Unfinished Business: One bid that was received today from VBA on the Yellow Barn in the amount of \$13,500 plus there could be additional charges. Kerrie had been expecting to get three proposals. Ruth Nelson asked about the historical significance of the building. Susan Bergmann explained the historical significance of the Yellow Barn. Some of the repairs may be able to be covered under the New York State Construction Grant. However, their money is tight this year. The Board will review the bid that was received and Kerrie will work on getting additional bids to be discussed at the next meeting.

New Business: David Friedrich brought up that a Certificate of Deposit comes up for renewal on March 21st. David will contact the bank around the 16th. The renewal amount will be approximately \$145,000.

I.D./key cards - most do not want to have an I.D./key card

Business cards for Trustees - 1,000 general Library Board of Trustees business cards without names on them should be ordered. There should be a signature line on the front and the Board of Trustees email address.

Library protocols for COVID-19 - A packet of information as given out. Kerrie has attended meetings at SCLS with regards to COVID-19. Kerrie informed everyone that flyers from the CDC are posted on the staff bulletin board. Effective today, SCLS has postponed meetings through March 20, postponing all staff visits to offsite locations except for the ILL's and the lending library. They have stopped lending certain items from the lending library such as virtual reality goggles. Most likely the whole lending library will stop for a while, ILL's may be cut back to every other day, no Sled through March 20th. Several larger groups have cancelled programming into the beginning of April. We have beefed up cleaning services, an additional three hours every night for an additional cost of \$1,800 per month. There is hand sanitizer everywhere, extra waste baskets, kleenex, and Lysol wipes and spray for all staff stations. Kerrie has drafted a memo regarding COVID-19 that will go out to the staff tomorrow.

Emergency policies should be considered -Need to consider when the school district closes if the

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Library is going close, program cancellation and meeting room applications.

All soft toys and items that can not be easily cleaned have been put away. Ruth Nelson asked about the area with mat. We can roll up any rugs and items like that. At the meeting, it was advised not to take book donations at this time. For the next two weeks we will not take book donations and see how things go. Might want to consider cancelling programs for the next two weeks.

Kerrie recommends cancelling programs for the next two weeks, waive fines and fees, extend lending time and promote online resources.

The Board stated the closing of the Library due to COVID-19 will be at Kerrie's discretion.

Period of Board Expression:

David Friedrich stated that the board should consider John Rienzo's comments in his email to the Trustees.

Period of Public Expression: Rosalie DelQuaglio, a Friends volunteer, asked if the Library planned on having the Teen Art Show this Friday. Most of the volunteers that will be assisting with the reception are elderly and have concerns about their health with the current situation. At this time the Teen Art Show will still go on and the Library will run it. It's understood that health is the first concern. Ron Ondrovic asked about the May Piano Plus. Mary Kromhout expressed concern because the contract is already out there and the gentleman is coming from Israel. The Library will have to reassess after March 21st whether or not programs will resume and when. Ron Ondrovic asked why the Friend's donations were not shown in the budget. Kerrie said she was advised that it should not go in the budget because we don't know what's going to happen year to year. Ron Ondrovic said that the Friends Wish List was approved in the meeting this week and that they worked very hard to approve what they did with the Yellow Barn not working. A total of \$10,780 approved out of the \$21,000 requested. They decided to fully fund things instead of bits and pieces. They funded the exercise classes fully and the museum passes with the exception of one. They funded one MOMA pass instead of two. Up to five people can use one pass and it's a two day loan. The Friends might look into funding more depending on how things go with the Yellow Barn South. Mary Kromhout said the Friends are looking into alternative fund raisers. As President of the Friends, she strongly urges the Board of Trustees to find someone to fix the barn in a timely fashion. Their goal is to make money for the Library. Please let's work together to get this done.

03.11.20 John Munzel made a motion to adjourn to executive session. The motion was seconded by David
757 Friedrich. **Motion Carried**

The meeting adjourned to executive session at 8:11 PM

The meeting returned to the March 11, 2020 Regular Session at 9:14 PM.

03.11.20 There being no further business to discuss, President John Munzel mad a motion to adjourn the March
758 11, 2020 Regular Meeting of the Board of Trustees. The motion was seconded by Janet O'Hare. **Motion Carried**

The meeting was adjourned at 9:15 PM.

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Respectfully submitted,
Janet O'Hare/smc