

APPROVED

Minutes
Special Meeting of the Board of Trustees
Riverhead Free Library
March 21, 2020

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

Absent: David Friedrich, Treasurer; Annette Totten, Trustee; Marilyn Banks-Winter, Trustee

Late Arrival: Ruth Nelson, Trustee 11:43 AM via phone

Director: Kerrie McMullen-Smith

No Staff members were present

No patrons were present

The Special Board Meeting of the Board of Trustees was called to order on March 21, 2020, at 11:26 AM via Zoom Conferencing.

03.21.20 759 President Munzel made a motion to approve the Agenda. The motion was seconded by Janet O’Hare. **Motion Carried**

03.21.20 760 President Munzel made a motion that the Library will remain closed until further notice. The motion was seconded by Susan Bergmann. **Motion Carried**

Business Operations & Staff: Kerrie McMullen-Smith, Susan Culver and Jonathan Moran have been going into the building. Mail and UPS delivery have been stopped. David Troyan will be in on Monday for the UPS delivery and Kerrie & Sue will be going in as well. Kerrie and Sue can access ADP remotely to prepare payroll. The mid-month checks will be ready by Wednesday or Thursday and arrangement will be made for signature.

Kerrie sent an email to the staff asking them to work remotely. She received pushback from the union president. Anthony DeLuca from Tom Volz’s office, suggested that an MOA be prepared outlining that the staff is being asked to do things from home that they would normally do at work. John Rienzo felt the Library should proceed with the MOA.

John Rienzo asked if Marie is going in to monitor the building. Kerrie responded that Marie is going in every few days to check on the building.

Rasheima is sending emails regarding programs via Constant Contact to the patrons who have their emails in their patron record in Sierra. All Department Heads have been pitching in and doing everything they can under the circumstances. The newsletter will be cut to eight pages. Janet O’Hare asked if Bridge Services were feasible. Kerrie said if we can then we definitely will. Janet O’Hare mentioned that the elderly are used to having their material. Are home bound deliveries possible?

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Kerrie said home bound deliveries were stopped a long time ago. Curbside deliveries and sending material through the mail was discussed.

Cleaning: The cleaning had been increased but when the Library closed it was changed to Monday, Wednesday & Friday. Being as we have a contract, the Library might have to honor the terms of the contract. Perhaps they can deep clean room by room each night. Kerrie will speak to the cleaning company to determine if we have to stick to the contract and we will go on from there.

Budget Vote & Trustee Election: There was a discussion about the upcoming budget vote and trustee election on April 7th. Different possibilities were discussed such as staying with last year's numbers and not holding a vote or it could be run in June but there is the possibility that it will be voted down. The figures will need to be reviewed to see how that would work. John Rienzo doesn't think that they have the authority to cancel the election. A public notice was made about the election. It was decided to wait and discuss further in a Special Board Meeting on Thursday at 6 PM via Zoom Conferencing.

Additional Business: Ruth Nelson asked what happens on Zoom after the 40 minutes on the free version. Kerrie joined for \$14.99 per month so time is not a concern and the meetings are recorded. John Munzel suggested looking into amending the bylaws for these kinds of meetings. Ask Kevin Verbesy to get language regarding electronic meetings for the Bylaws. Kerrie will update the message to the community that the Library will be closed until further notice.

03.21.20 761 There being no further business to discuss, President John Munzel made a motion to adjourn the March 21, 2020 Special Meeting of the Board of Trustees. The motion was seconded by Susan Bergmann.
Motion Carried

The meeting was adjourned at 12:15 PM.

Respectfully submitted,
Janet O'Hare/smc