

APPROVED

**Minutes**  
**Regular Meeting of the Board of Trustees**  
**Riverhead Free Library**  
**August 9, 2023**

**Present:** Janet O'Hare, President; David Friedrich, Vice-President; Susan Berdinka, Treasurer; William Sandback, Secretary; Carlos Alvarez, Trustee; Ruth Nelson, Trustee; Barbara Ripel, Trustee; Janet Vuturo Trustee; Jeff Zeiger, Trustee

**Director:** Kerrie McMullen-Smith

**Staff:** Susan Culver

The regular meeting of the Board of Trustees was called to order on August 9, 2023 at 6:31 pm. The Board was presented with an amended agenda, board packet and previous minutes.

Ruth Nelson led those present in the pledge of allegiance.

**8.9.23** President O'Hare entertained a motion to approve the amended agenda. Motion  
**1469** was moved by David Friedrich and seconded by Ruth Nelson.  
**Motion Carried.**

**8.9.23** President O'Hare entertained a motion to approve the amended minutes of the  
**1470** regular board meeting of July 12, 2023. Motion was moved by David Friedrich  
and seconded by Ruth Nelson.  
**Motion Carried.**

**PERIOD OF PUBLIC EXPRESSION:** None

The Oath was administered to new trustee Barbara Ripel and signed.

**8.9.23** Susan Berdinka entertained a motion to approve the bills for the month of July  
**1471** 2023. Motion was moved by David Friedrich and seconded by Carlos Alvarez.  
**Motion Carried.**

**8.9.23** Susan Berdinka entertained a motion to approve the receipts and disbursements  
**1472** for the month of July 2023. Motion was moved by David Friedrich and seconded  
by Carlos Alvarez.  
**Motion Carried.**

**8.9.23** Susan Berdinka entertained a motion to approve warrant **23-8-1** general fund  
**1473** checking. Motion was moved by David Friedrich and seconded by Carlos  
Alvarez.  
**Motion Carried.**

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**8.9.23** Susan Berdinka entertained a motion to approve warrant **23-8-2** general fund  
**1474** money market to the general fund operating account. Motion was moved  
by David Friedrich and seconded by Carlos Alvarez.

**Motion Carried.**

**8.9.23** Susan Berdinka entertained a motion to approve warrant **23-8-3** general fund  
**1475** money market to the payroll account. Motion was moved by David Friedrich and  
seconded by Carlos Alvarez.

**Motion Carried.**

**8.9.23** Susan Berdinka entertained a motion to approve warrant **23-8-4** general fund  
**1476** payroll. Motion was moved by David Friedrich and seconded by Carlos Alvarez.

**Motion Carried.**

**8.9.23** Susan Berdinka entertained a motion to approve warrant **23-8-5** Yellow Barn  
**1477** Account. Motion was moved by David Friedrich and seconded by Carlos Alvarez.

**Motion Carried.**

**8.9.23** Susan Berdinka entertained a motion to approve the bank reconciliation for July  
**1478** 31, 2023. Motion was moved by David Friedrich and seconded by Carlos  
Alvarez.

**Motion Carried.**

**CORRESPONDENCE:** None

### **Director's Report**

Riverhead Free Library  
July 2023

08/09/23

### **Day to day operations**

#### **Statistics, Services & Community**

- We had just under 12,000 people visit the library in July.
- Island Harvest served 172 people at RFL in July.
- Long Island Cares was here on July 7, and served 17 families.
- Our patrons donated approximately 400 diapers to a collection box at RFL for Assemblywoman Jodi Giglio's baby formula and diaper drive.

#### **Personnel**

- Full-time YFS librarian, Ashley Thomas, has resigned effective July 31, 2023.
- I recommend we hire Cassandra Slavik as part-time YFS librarian trainee

### **Buildings & Grounds & Technology**

HVAC Upgrades Project:

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EMTEC has completed the Bid Construction documents to approximately 100%. TFMG reviewed the (MEP) Mechanical, Electrical, Plumbing drawings last week and provided comments to EMTEC. TFMG is reviewing the specifications, front end general conditions and bid form that were provided 8/3/23 by EMTEC.

Riverhead DRI Project – New Welcome Center project:

Architect Martin F. Sendlewski submitted the project Site Plan drawings to Riverhead Town for review and approval. TFMG coordinated for EMTEC and KROPP participation in projects - mechanical engineering requirements and furniture and casework requirements. Architect Sendlewski will incorporate EMTEC and KROPP information into his bid documents. A project meeting will be held the week of August 7 to review bid construction documents and review the final push to complete the design phase and enter the bid phase.

Exterior Envelope Caulk Replacement Project:

TFMG is finalizing the bid documents for the Exterior Caulk Replacement Project which is currently Phase 1 of an overall planned “Water Infiltration Mitigation” effort by RFL. This phase will be bid and awarded in August 2023 with expected construction start in September 2023 and completion by early November 2023. Recent basement flooding after heavy rains has resulted in taking a closer look at possible vulnerable conditions and site grading concerns. A meeting is scheduled for 8/9/23 to review rear stairs leading to the basement meeting room, and rear retaining wall and grading for storm water runoff. These items may be given a higher priority for phase 2 of “Water Infiltration Mitigation” projects.

Library Website Project

Library management met with our project manager from Library Market, Valerie Carroll, on Zoom to discuss our expectations for our new website. Our team was given discovery work -- likes and dislikes of other library websites as well as different components we are looking to have on our new site. We will meet with Valerie weekly on Zoom through the fall. We are expecting to launch the new website in January 2024.

### Finance

- We received a check from SCLS for our contract funds disbursement in the amount of \$63,820.65
- Baldessari & Coster will return to RFL on August 31 and September 1 for our annual audit of the 2022-23 fiscal year.
- I recommend we transfer funds in our operating budget from the salaries budget line to the other employee benefits line.

### Assistant Director: Catherine Montazem

In an effort to improve patron experience while attending programs and performances we have been shopping for comfortable, portable chairs. After looking around a bit, we found folding chairs upholstered in vinyl with padded chairs and backs. We have been unable to locate a vendor who has them in stock so we have ordered a set of two so we can try them out before committing to a large purchase.

We are very excited to be hosting a pop-up author event with Elizabeth Castellano on Tuesday, August 15th at 6pm. Her debut novel, *Save What's Left*, is a humorous look at what life is really like in a small, idyllic beach town, and is loosely based on Castellano's experience growing up in New Suffolk. A limited number of books will be available for signing and purchase by local

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bookstore, A Book Place in Riverhead. Good Morning America has chosen her book as their Book Club pick for July 2023.

### **Adult & Information Services: James Provencher**

- The Reference Department co-sponsored a Candid program “Introduction to Finding Grants” on July 11th which had 834 participants from 16 different countries.
- We have distributed 70 seed packets from our Seeds of Knowledge Library this month.
- We had stamped 32 “All Together Now” passports and handed out 21 passports to patrons.

### **Social Media:**

Instagram, 1,366 with 17 new followers with 4,319 impressions

Facebook New Likes: 16

Facebook Followers: 1,420

Twitter Followers: 1,446

### **Electronic Resources Stats:**

	<b>May 2023</b>	<b>June 2023</b>	<b>July 2023</b>
<b>Database usage (WAM Stats)</b>	751	2,291	1,544
eBook downloads	3974	4,295	4,550
Audiobook downloads	2,568	2,593	2,739
Video downloads	0	0	0
New Overdrive/Libby Users	31	44	48
<b>Universal Class</b>			
New registrants	40	52	48
New Courses	189	188	191
Videos Watched	3,460	4,653	4,919
Login Sessions	315	430	411
Lessons Viewed	5,993	7,545	8,072
Student submissions	5,982	7,164	7,826
<b>Kanopy</b>			
Visits	1,740	2,861	2,662
Page views	2,183	3,555	3,444
Plays	228	341	278

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Minutes	7,394	12,500	10,943
Flipster emagazines	226	200	184

Miscellaneous	May 2023	June 2023	July 2023
One-on-One Tech Time	13	21	12
Museum Passes	31	30	22
ENL Attendance	138	103	143
Literacy Suffolk Students Served	25	17	18
Reference Questions	1,749	1,771	1,663
HIICAP	3	1	2
SCORE	2	7	4
Career Advisor	0	0	2
Career Coaching	4	2	5
Candid	0	19	17

**LibraryAware for the month of July:**

Date Sent:	Campaign Name:	Sends:	Opens	Open Rate:
06/30/23	Programs 7/3-7/8	6,170	2,286	37.07%
07/07/23	Programs 7/10-7/15	6,160	2,332	37.87%
07/14/23	Programs 7/17-7/22	6,146	2,264	36.85%
07/21/23	Programs 07/24-7/29	6,131	2,302	37.57%
07/28/23	Programs 07/31-08/05	6,118	2,215	36.22%
07/12/23	Vascular Disease	6,154	2,299	37.37%
07/16/23	Meet the Author Meryl Ain	6,143	2,296	37.41%

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**Adult Programming Report:**

<b>Total Adult &amp; Senior Programs:</b>	<b>July 2023</b>
<b>In Person:</b>	85
<b>Virtual:</b>	34
<b>One-on-One Sessions</b>	33
<b>Total Adult Programs:</b>	119
<b>Total Attendees:</b>	2,476

Our Courtyard Concert Series continued this month with concerts from Damaged Goods and The Flashback Trio. Patrons were visibly enjoying both concerts as there was dancing and much applause. The Chess Club held a well-attended tournament with snacks and prizes. Two new programs that began this month were The Fiction Factory, a workshop for aspiring writers and Classic Cinema Fridays, a viewing and discussion of a classic movie and its original poster. All Together Now, the Adult Summer Reading program, has 89 patrons registered. Registrants entered 219 raffle tickets for our weekly prize drawings this month.

**Processing & Receiving: David Troyan**

Technical Services deleted 554 items and added 486 items in July.

David setup and activated the KnowBe4 training for the Library's annual Sexual Harassment requirement. Two weeks into the training, we have 38% of staff that completed the training. A detailed report was provided to Kerrie at the two-week mark regarding completion. Email notifications are sent as reminders with 14 days and 5 days left in the campaigns.

Weeding: There is always a battle to capture shelf space for new materials at the expense of older items. Using the tools available from Sierra and PALS, David can produce item lists based on set criteria and give them staff to pull from the stacks. David created lists for Audiobooks (i.e., Books on CDS), Music CDs, and DVDs. The lists will be distributed to staff so the physical weeding process can begin in earnest.

Every year we undergo a review of our Standing Orders and our periodical subscriptions. We'll be working on these with Adult Information Services in the next month. (Our subscriptions need to be renewed by September 10 to ensure no breaks in delivery.) Also, we have sent our 2022 Riverhead News-Review issues to be microfilmed.

Cassie completed processing the Children's Learning Activity Kits and the video game controllers. She attended the LILRC Archival Repair classes that were held here. She also attended the CATS Round Table with David. This informal meeting of Technical Services workers gives us an opportunity to brainstorm and hash over some issues facing our

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departments. The issues could be as mundane as where to place genre stickers or as interesting as vendor relationships. It is a great event that both David and Cassie appreciated attending.

In addition to processing the new adult books, Allison has been busy with repairs on the Large Print collection. To make the collection more uniform, she is replacing Large Print stickers. She also was involved with old DVD removals. She also manages the newspapers and magazines.

Finally, Brittany Folkes has found a full-time job as a Physical Therapy Assistant. We are awaiting her formal resignation letter. She has worked for the Library for 8 years – first as a circulation clerk before joining Technical Services. Her work was always excellent. She was a conscientious and dedicated employee. We are all happy that she has found a new career, and wish her well in her future endeavors.

**Website Statistics**

Unique Visitors: 4,637  
Number of Visits: 8,602  
Pages: 53,190  
Hits: 451,636  
Bandwidth: 78.52 GB

**Public Computer Usage Statistics**

Computers: 44  
Sessions: 693  
Minutes: 28,357  
Average Time: 40.92

**Patron Services: Ben Granger**

Total Checkouts	5,708
Total Check Ins	5,785
Renewals	734
Holds	575
New Patrons	79
Curbside Items	1
Curbside Appointments	1
Door Count	11,922
Internal Use	78

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Self-Check Out: Patrons	380
Self-Check Out: Items	430
Notary Appointments	130

### Achievements:

- Continued to help tech services with their project to replace all the old Large Print stickers by putting aside any of the old stickered books that we come across.
- Fixed all of the expiration dates for contract patrons that were inputted improperly, and retrained staff on proper contract patron procedures.
- The Summer Tour is in full swing, and it appears to be a big success! Everyone we have given stamps to seems to be really enjoying the program!
- Raffle Tickets Sent: 29
- Stamps: 258 (circulation desk)

### Youth & Family Services: Lauren Strong

#### Program Statistics

**Total Youth and Family Services Program Sessions:** 52 Held/ 9 Canceled

**Total Infant Program Sessions:** 4 class/ 40 attendance

**Total Toddler Program Sessions:** 2 classes/ 45 attendance

**Total Preschool Program Sessions:** 4 classes/ 69 attendance

**Total Family Program Sessions:** 13 classes/ 244 attendance

**Total School Age Program Sessions:** 6 classes/ 54 attendance

**Total Teen Program Sessions:** 19 classes/ 57 attendance

**Passive Programming Activities:** 5 activities/ 84 attendance

**Teen Volunteers:** 6

**Community Service Hours Earned:** 6

**Number of Teens in Loft throughout the Month:** 121

**Video Game Usage:** 22

#### Reference Questions

**Total Children's Reference Questions:** 506

**Total Teen Reference Questions:** 102

#### **Monthly Focus:**

- We have had 329 children/teens register for Summer Reading
- The Youth and Family Services staff has participated in the Alive on 25 outreach events in July.
- All librarians have been busy facilitating programs that have been well received by our patrons
- We are still preparing grab and go kits for our patrons.
- We have received a lot of positive feedback about our library from patrons visiting with their passports.
- Magic Desktop was installed on 3 of the Children's PCs. This software has a variety of games based on age and theme. Patrons have really enjoyed this new service
- We added Storytime Kits to our collection.



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- Patrons have enjoyed our Summer Specials (The BenAnna Band, Jester Jim, and Petra Puppets).

Respectfully submitted,  
Kerrie McMullen-Smith  
Library Director

Kerrie added that both Tom Volz, the Library's attorney, and Ivan Carrasquillo, The Facilities Management Group, recommend a Request Performance and Payment Bond for contractors used on the projects. The board was in agreement that it should be a requirement.

Barbara Ripel suggested the Tuesday Crew, a group of volunteers that do cabinetry work.

President, Janet O'Hare, suggested holding a Building & Grounds meeting with Ivan Carrasquillo in early September. Vice President, David Friedrich, can not attend in early September and suggested the meeting should be held late August.

### COMMITTEE REPORTS:

#### PERSONNEL: (Friedrich)

**8.9.23** David Friedrich entertained a motion to approve the July 2023 Personnel and  
**1479** Payroll Report. Motion was moved by Ruth Nelson and seconded by Susan Berdinka.  
**Motion Carried.**

**8.9.23** **RESOLUTION # 23-482**  
**1480**

### APPROVAL OF AGREEMENT WITH EMPLOYEE A

**David Friedrich offered the following resolution, which was seconded by Susan Berdinka**

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS**, the Board of Trustees of the Riverhead Free Library hereby approves the Agreement with Employee A, effective August 9, 2023 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.

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**THE VOTE**

**O'Hare Yes Friedrich Yes Berdinka Yes**

**Sandback Yes Alvarez Yes Nelson Yes**

**Ripel Yes Vuturo Yes Zeiger Yes**

**The Resolution Was Thereupon Duly Declared Adopted  
August 9, 2023**

**8.9.23 Resolution #23-483  
1481**

**APPROVAL TO HIRE CASSANDRA SLAVIK AS A YFS PART TIME LIBRARIAN  
TRAINEE**

**David Friedrich offered the following resolution, which was seconded by Carlos Alvarez**

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS**, the Board of Trustees of the Riverhead Free Library hereby approves to hire Cassandra Slavik, as a Youth & Family Services Part Time Librarian Trainee at the hourly rate of \$26.08, effective August 14, 2023 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**

**O'Hare Yes Friedrich Yes Berdinka Yes**

**Sandback Yes Alvarez Yes Nelson Yes**

**Ripel Yes Vuturo Yes Zeiger Yes**

**The Resolution Was Thereupon Duly Declared Adopted  
August 9, 2023**

**BUILDINGS, GROUNDS & EQUIPMENT:** (Zeiger) - All updates given in the Director's Report

**POLICY, BYLAWS & OBJECTIVES:** (Sandback) - Nothing to report

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**FINANCE:** (Berdinka)

**8.9.23**  
**1482**

**RESOLUTION #23-484**

**APPROVAL TO TRANSFER FUNDS FROM THE SALARIES BUDGET LINE TO THE  
OTHER EMPLOYEE BENEFITS BUDGET LINE**

**Susan Berdinka offered the following resolution, which was seconded by David Friedrich**

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS**, the Board of Trustees of the Riverhead Free Library hereby approves the transfer of \$40,000.00 from the Salaries budget line to the Other Employee Benefits budget line, effective August 9, 2023 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**

**O'Hare Yes Friedrich Yes Berdinka Yes**

**Sandback Yes Alvarez Yes Nelson Yes**

**Ripel Yes Vuturo Yes Zeiger Yes**

**The Resolution Was Thereupon Duly Declared Adopted  
August 9, 2023**

**FUNDRAISING:** (Alvarez) - Nothing to report.

**PLAN OF SERVICE:** Nothing to report.

**LIAISON REPORTS:**

**SCLS:** (Bergmann) Nothing to report

**UNFINISHED BUSINESS:** Nothing to report

**NEW BUSINESS:** Nothing to report

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**PERIOD OF BOARD EXPRESSION:** William Sandback expressed that the bench across from the new books is very uncomfortable. David Friedrich brought up that the plants in the atrium were in need of maintenance. Kerrie will make sure it's taken care of.

**PERIOD OF PUBLIC EXPRESSION:** None

**8.9.23** President O'Hare entertained a motion to adjourn the August 9, 2023 regular  
**1483** meeting of the Board of Trustees. Motion was moved by David Friedrich and  
seconded by Ruth Nelson.  
**Motion Carried.**

Meeting was adjourned at 7:00 pm.

Respectfully submitted,  
William Sandback / smc