

APPROVED

Minutes
Regular Meeting of the Board of Trustees
Riverhead Free Library
March 13, 2024

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

Absent: Barbara Ripel, Trustee

Director: Kerrie McMullen-Smith

Assistant Director: Catherine Montazem

Staff: Susan Culver, Lauren Strong and Vivien Cardone

Community: Michael Berdinka, Susan Bergmann, Mary Byrne McDonnell, JoAnna Polistena

The regular meeting of the Board of Trustees was called to order on March 13, 2024 at 6:32 pm. The Board was presented with an agenda, board packet and previous minutes.

Susan Berdinka led those present in the pledge of allegiance.

3.13.24 President O'Hare entertained a motion to approve the agenda.
1616 Motion was moved by David Friedrich and seconded by Ruth Nelson.
Motion Carried.

3.13.24 President O'Hare entertained a motion to approve the minutes of the
1617 regular board meeting of February 13, 2024. Motion was moved by David Friedrich and seconded by Ruth Nelson.
Motion Carried.

PERIOD OF PUBLIC EXPRESSION: None

3.13.24 Susan Berdinka entertained a motion to approve the bills for the month of
1618 February 2024. Motion was moved by David Friedrich and seconded by William Sandback.
Motion Carried.

3.13.24 Susan Berdinka entertained a motion to approve the receipts and disbursements
1619 for the month of February 2024. Motion was moved by David Friedrich and seconded by Ruth Nelson.
Motion Carried.

3.13.24 Susan Berdinka entertained a motion to approve warrant **24-3-1** general fund
1620 checking. Motion was moved by David Friedrich and seconded by Carlos Alvarez.

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Motion Carried.

3.13.24 Susan Berdinka entertained a motion to approve warrant **24-3-2** general fund
1621 money market account to the general fund checking. Motion was moved by
David Friedrich and seconded by Ruth Nelson.

Motion Carried.

3.13.24 Susan Berdinka entertained a motion to approve warrant **24-3-3** general fund
1622 money market account to the payroll account. Motion was moved by
David Friedrich and seconded by Ruth Nelson.

Motion Carried.

3.13.24 Susan Berdinka entertained a motion to approve warrant **24-3-4** general fund
1623 payroll account. Motion was moved by David Friedrich and seconded by Ruth
Nelson.

Motion Carried.

3.13.24 Susan Berdinka entertained a motion to approve warrant **24-2-5** capital project
1624 fund money market. Motion was moved by David Friedrich and seconded by
Ruth Nelson.

Motion Carried.

3.13.24 Susan Berdinka entertained a motion to approve the bank reconciliation for
1625 February 29, 2024. Motion was moved by David Friedrich and seconded by
Ruth Nelson.

Motion Carried.

CORRESPONDENCE: None

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

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

COMMITTEE REPORTS:

PERSONNEL: (Friedrich)

3.13.24 David Friedrich entertained a motion to approve the February 2024 Personnel
1626 and Payroll Report. Motion was moved by Ruth Nelson and seconded by
Susan Berdinka.

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Motion Carried.

BUILDINGS, GROUNDS & EQUIPMENT: (Zeiger) - Nothing to report.

POLICY, BYLAWS & OBJECTIVES: (Sandback) - Received the coordinating memo for the Annual Meeting Date. Suggested putting a policy review date on the calendar.

FINANCE: (Berdinka) - The Finance Committee met with Dime Bank and M&T Bank to discuss a line of credit.

FUNDRAISING: (Alvarez) - Nothing to report.

PLAN OF SERVICE: Nothing to report.

LIAISON REPORTS:

SCLS: (Bergmann) - The SCLS Report was given by Susan Bergmann.

UNFINISHED BUSINESS: None.

New Business:

3.13.24 President O'Hare entertained a motion to accept the 2023 New York
1627 State Annual Statistic Report. Motion was moved by David Friedrich and
seconded by Ruth Nelson.
Motion Carried.

PERIOD OF BOARD EXPRESSION: William Sandback asked if the Library is addressing the new adults as far as programs and items that are trending with this group. Kerrie McMullen-Smith indicated that the Library is but will look into showcasing it better.

PERIOD OF PUBLIC EXPRESSION: Susan Bergmann suggested looking at SCLS member services for new ideas to draw in the new adults. Mary Byrne McDonnell suggested a study space for this demographic and perhaps a cafe. Jeff Zeiger asked how the Library gets new ideas from the public. Discussion ensued.

3.13.24 President O'Hare entertained a motion to adjourn the March 13, 2024
1628 regular meeting of the Board of Trustees. Motion was moved by David Friedrich
and seconded by Ruth Nelson.
Motion Carried.

The meeting was adjourned at 7:10 pm.

Respectfully submitted,

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William Sandback / smc