

APPROVED

**Minutes**  
**Regular Meeting of the Board of Trustees**  
**Riverhead Free Library**  
**November 8, 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

**Assistant Director:** Catherine Montazem

**Staff:** Susan Culver

The regular meeting of the Board of Trustees was called to order on November 8, 2023 at 6:35 pm. The Board was presented with an agenda, board packet and previous minutes.

Barbara Ripel led those present in the pledge of allegiance.

**11.8.23** President O'Hare entertained a motion to approve an amended agenda.  
**1523** Motion was moved by David Friedrich and seconded by William Sandback.  
**Motion Carried.**

**11.8.23** President O'Hare entertained a motion to approve the minutes of the  
**1524** regular board meeting of October 11, 2023. Motion was moved by David Friedrich and seconded by Susan Berdinka.  
**Motion Carried.**

**PERIOD OF PUBLIC EXPRESSION:** None

**11.8.23** Susan Berdinka entertained a motion to approve the bills for the month of  
**1525** October 2023. Motion was moved by David Friedrich and seconded by Carlos Alvarez.  
**Motion Carried.**

**11.8.23** Susan Berdinka entertained a motion to approve the receipts and disbursements  
**1526** for the month of October 2023. Motion was moved by David Friedrich and seconded by Carlos Alvarez.  
**Motion Carried.**

**11.8.23** Susan Berdinka entertained a motion to approve warrant **23-11-1** general fund  
**1527** checking. Motion was moved by David Friedrich and seconded by William Sandback.  
**Motion Carried.**

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- 11.8.23  
1528** Susan Berdinka entertained a motion to approve warrant **23-11-2** general fund money market account to the payroll account. Motion was moved by David Friedrich and seconded by William Sandback.  
**Motion Carried.**
- 11.8.23  
1529** Susan Berdinka entertained a motion to approve warrant **23-11-3** general fund payroll account. Motion was moved by David Friedrich and seconded by Carlos Alvarez.  
**Motion Carried.**
- 11.8.23  
1530** Susan Berdinka entertained a motion to approve warrant **23-11-4** capital project fund money market. Motion was moved by David Friedrich and seconded by William Sandback.  
**Motion Carried.**
- 11.8.23  
1531** Susan Berdinka entertained a motion to approve the bank reconciliation for October 31, 2023. Motion was moved by David Friedrich and seconded by Barbara Ripel.  
**Motion Carried.**

**CORRESPONDENCE:** Kerrie McMullen-Smith read a thank you from her and her husband for the donation the Library Board gave in memory of her mother-in-law to the Huntington's Disease Foundation.

### Director's Report

**Riverhead Free Library  
11/08/23**

**October 2023**

**Day to day operations**

### Statistics, Services & Community

- We had just over 12,000 people visit the library in October.
- Island Harvest served 217 people this month. Long Island Cares served 14 families this month with the Mobile Food assistance program.
- RFL had a booth at the Riverhead Country Fair. The Youth Services and Adult Department librarians and clerks participated. Karen, Tom, and Cher read stories and gave away prizes and information to all that stopped by.

### Personnel

- Full-time Adult & Information Services librarian, Kelsey Holts, has resigned effective 11/17/23.

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- I recommend the following:
  - We promote Bonnie Zellner to part-time Adult & Information Services librarian trainee.
  - We make temporary YFS page Tessa Klahr, a permanent employee.
  - We hire Alexandra Jiggets and Viktor Paris as part-time Patron Services clerks.

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

I recommend we purchase our HVAC equipment / roof top units from Trane / OMNIA partners.

Sendlewski Architects is finalizing the bid documents for our DRI Front Entrance and Welcome Center project.

### **Policies & By-Laws**

I recommend we update our Purchasing policy.

### **Fundraising**

We launched our annual appeal in our November/December newsletter. To date we have received \$5,492.00.

### **Assistant Director: Catherine Montazem**

RFL hosted its annual job fair with the Suffolk County Department of Labor on October 18th. There were over 30 local organizations and businesses at the event, many of the employers conducted onsite interviews of qualified candidates. We drew over 100 community members to the event which is a level we haven't seen since before the pandemic.

We continue to meet weekly to work on our new website. We have completed the design elements and web forms for the main page and are currently working on finishing up the dynamic content and the pages for Kids & Families, Teens, and Adults.

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

- The close out of our Seed Library season (March 7th -October 6th)ended with handing out a total of 1,161 seed packets.
- The Catholic Health Services Mobile Clinic served 53 Patrons on October 12th.
- The Liverpool Shuffle Concert had an attendance of 120 patrons. A big Thank You to the Friends of the Riverhead Free Library for sponsoring that concert.

### **Social Media:**

Instagram, 1,406 with 14 new followers with 5,774 impressions

Facebook New Likes: 11

Facebook Followers: 1,477

Twitter Followers: 1,506

### **Electronic Resources Stats:**

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	<b>Aug 2023</b>	<b>Sept 2023</b>	<b>Oct 2023</b>
<b>Database usage (WAM Stats)</b>	2,065	1,321	N/A at time of report
eBook downloads	4,583	7,054	4,495
Audiobook downloads	2,770	2,677	2,816
New Overdrive/Libby Users	34	41	38
<b>Universal Class</b>			
New registrants	63	45	46
New Courses	315	241	244
Videos Watched	6,230	6,791	7,841
Login Sessions	546	547	654
Lessons Viewed	10,080	11,208	12,741
Student submissions	9,693	10,723	12,197
<b>Kanopy</b>			
Visits	2,548	2,815	2,676
Pages	3,140	3,743	3,310
Plays	266	329	304
Minutes	10,756	13,002	11,860
<b>Flipster emagazines</b>	267	200	N/A at time of report

<b>Miscellaneous</b>	<b>Aug 2023</b>	<b>Sept 2023</b>	<b>Oct 2023</b>
<b>One-on-One Tech Time</b>	20	12	15
<b>Museum Passes</b>	36	33	27
<b>ENL Attendance</b>	36	126	189

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<b>Literacy Suffolk Students Served</b>	8	63	147
<b>Reference Questions</b>	1,741	1,641	1,596
<b>HIICAP</b>	0	3	1
<b>SCORE</b>	5	3	3
<b>Career Advisor</b>	2	1	0
<b>Career Coaching</b>	6	0	2
<b>Candid</b>	4	4	8
<b>Books by Mail</b>	11	15	17

**LibraryAware for the month of October:**

<b>Date Sent:</b>	<b>Campaign Name:</b>	<b>Sends:</b>	<b>Opens</b>	<b>Open Rate:</b>
<b>09/29/23</b>	<b>Programs 10/02-10/7</b>	<b>5,979</b>	<b>2,305</b>	<b>38.55%</b>
<b>10/06/23</b>	<b>Programs 10/09-10/14</b>	<b>5,970</b>	<b>2,279</b>	<b>38.19%</b>
<b>10/13/23</b>	<b>Programs 10/15-10/21</b>	<b>5,963</b>	<b>2,272</b>	<b>38.11%</b>
<b>10/20/23</b>	<b>Programs 10/22-10/28</b>	<b>5,953</b>	<b>2,269</b>	<b>38.12%</b>
<b>10/27/23</b>	<b>Programs 10/29-11/04</b>	<b>5,943</b>	<b>2,201</b>	<b>37.05%</b>
<b>10/15/23</b>	<b>Job Fair (SC DOL)</b>	<b>5,960</b>	<b>2,334</b>	<b>39.16%</b>
<b>10/20/23</b>	<b>Volunteer Fair</b>	<b>5,956</b>	<b>2,304</b>	<b>38.69%</b>

<b>Hoopla</b>	<b>Aug 2023</b>	<b>Sept 2023</b>	<b>Oct 2023</b>
Audiobook	7	34	34
Bingepasses	3	8	6
Comics	1	3	0

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EBooks	2	20	26
Movies	5	17	9
Music	4	9	5
Television	0	21	22
<b>Total</b>	<b>22</b>	<b>112</b>	<b>102</b>

**Adult Programming Report:**

<b>Total Adult &amp; Senior Programs:</b>	<b>October 2023</b>
<b>In Person:</b>	114
<b>Virtual:</b>	40
<b>One-on-One Sessions</b>	146
<b>Total Adult Programs:</b>	154
<b>Total Attendees:</b>	2,386

On Sunday, October 15, we kicked off the Sunday Afternoon Concerts and Specials with a concert by The Liverpool Shuffle who played to a packed house. The remainder of Sunday afternoons in October were filled with Winter Brook's Metaphysical Mania and Robert Viagas' presentation of Haunted Theatres of Broadway. Patron feedback for both programs was highly complementary.

**Processing & Receiving: David Troyan**

The library added 731 new items and deleted 1,813 items.

There were three adult circulating book purchase orders submitted to Ingram. The total number ordered was 175. Technical Services set a goal of one purchase order per week of adult circulating books. Of course, this is in addition to standing orders from B&T and Cengage. We are paying closer attention to publication dates trying to have a two week window between publication and order submittal. The books seem to arrive quicker and the POs can be liquidated more timely. Last year, Christmas-related novels were ordered a bit too late for the season. This year the collection development team has been placing the books in electronic carts and they've been ordered promptly. We are glad these seasonal novels are added to our

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collection timed better to meet holiday demand. As was mentioned last month, workflows are always being refined based on many factors.

Ordering self-published books can be problematic because they are difficult to catalog even for experts at SCLS. We're working on developing tighter controls for these items.

The staff of the YFS Department has been weeding their collection. October saw significant weeding of the Parenting Collection and the Nonfiction Collection. Most of the 1,813 discarded items that deviated from the recent average are from these collections. Many items were well-used and worn.

David has begun to pull the Audiobooks from the shelves based on the condition of the case. His staff labels the items with a sticker detailing last use, total checkouts, date added to the collection, and number of libraries holding the same item. Librarians will review the pulled items for weeding. Once this is done, we can use "create lists" in Sierra to further weed this collection.

### Website Statistics

Unique Visitors:	4,567
Number of Visits:	8,470
Pages:	52,744
Hits:	468,461
Bandwidth:	91.11 GB

### Public Computer Usage Statistics

Computers:	44
Sessions:	877
Minutes:	31,931
Ave Time:	36.41

### Building and Maintenance Manager: Rob Haughie

- Setup and breakdown of all daily programs.
- Setup and breakdown of special events.
  - Board Meeting
  - Liverpool Shuffle concert
- Maintain plants in the vestibule on a weekly basis.
- Empty change machines for copiers on a weekly basis.
- Continue to clean out and organize the garage.
- Met with a technician from Suburban Exterminating regarding monthly service.
- Met with Emtec regarding the HVAC project.
- Met with a representative from the Suffolk County Board of elections regarding the library as a polling place on Election Day.
- Met with Kevin from Sake regarding the countertop in the Craft Room.
- Met with a representative from Wesco Lighting regarding Atrium.

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- Waiting on quotes for the staff entrance door, caulking project, and snow and ice removal for the library's parking lot.

**Patron Services: Ben Granger**

Total Checkouts	4,949
Total Check Ins	5,083
Renewals	431
Holds	529
New Patrons	99
Curbside Items	31
Curbside Appointments	4
Door Count	12,376
Internal Use	173
Self Check Out: Patrons	216
Self Check Out: Items	253
Notary Appointments	TBD

**Achievements:**

- Interviews were conducted for the part time position, made available by Bonnie's move to reference.
- Preliminary arrangements have been made for the upcoming Pajama/Children's Book Drive, run by the Women's Club of Riverhead with Helen Murray as coordinator, set to start on November 1st.
- Circulation staff participated in the yearly Halloween Parade by giving out candy to the costumed kids.

**Youth & Family Services: Lauren Strong**

**Program Statistics**

**Total Youth and Family Services Program Sessions:** 32 Held/ 12 Canceled

**Total Infant Program Sessions:** 2 class/ 21 attendance

**Total Toddler Program Sessions:** 2 classes/ 42 attendance

**Total Preschool Program Sessions:** 2 classes/ 14 attendance

**Total Family Program Sessions:** 4 classes/ attendance

**Total School Age Program Sessions:** 5 classes/ 63 attendance

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**Total Teen Program Sessions:** 16 classes/ attendance  
**Passive Programming Activities:** 4 activities/ 91 attendance  
**Teen Volunteers:** 28  
**Community Service Hours Earned:** 27  
**Number of Teens in Loft throughout the Month:** 96  
**Video Game Usage:** 33

### Reference Questions

**Total Children's Reference Questions:**

**Total Teen Reference Questions:**

### **Monthly Focus:**

- Our new part-time librarian Stefanie started. She is a wonderful addition to our department.
- We finished up our Getting Ready for College series with the Eastern Suffolk Boces Literacy Zone.
- We collected 102 coats for our Great Give Back coat drive.
- The teens decorated 15 tote bags that were filled with essential items for individuals staying at Maureen's Haven.
- Lauren weeded the parent collection, and is working on reorganizing the collection.
- Lauren has been working on creating content for the new website.
- Staff has been assisting with weeding non-fiction.
- Our librarian trainee Sean will be starting a Tween lego challenge using both of our Lego robots.
- We had our first in person food program this month with Chef Rob. Children were able to make Jack Skellington cupcakes, and it was very well received by families.

**Respectfully submitted,  
Kerrie McMullen-Smith  
Library Director**

### **COMMITTEE REPORTS:**

#### **PERSONNEL:** (Friedrich)

**11.8.23** David Friedrich entertained a motion to approve the October 2023 Personnel  
**1532** and Payroll Report. Motion was moved by Susan Berdinka and seconded by Carlos Alvarez.  
**Motion Carried.**

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**11.8.23  
1533**

**RESOLUTION # 23-496**

**APPROVAL TO PROMOTE BONNIE ZELLNER TO PART TIME ADULT &  
INFORMATION SERVICES LIBRARIAN TRAINEE**

**David Friedrich offered the following resolution, which was seconded by William Sandback**

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS**, the Board of Trustees of the Riverhead Free Library hereby approves to promote Bonnie Zellner, to a part time Adult & Information Services Librarian Trainee at the hourly rate of \$26.08, effective November 13, 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  
November 8, 2023**

**11.8.23  
1534**

**Resolution #23-497**

**APPROVAL TO MAKE TEMPORARY PART-TIME PAGE, TESSA KLAHR, A  
PERMANENT PART-TIME YOUTH & FAMILY SERVICES PAGE**

**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 make temporary part-time page, Tessa Klahr, a

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permanent part-time Youth & Family Services page at the hourly rate of \$15.00, effective November 13, 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  
November 8, 2023**

**11.8.23 Resolution #23-498**

**1535**

**APPROVAL TO HIRE ALEXANDRA JIGGETTS AS A PART-TIME PATRON  
SERVICES CLERK**

**David Friedrich offered the following resolution, which was seconded by Barbara Ripel**

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS**, the Board of Trustees of the Riverhead Free Library hereby approves to hire Alexandra Jiggetts, as a part-time Patron Services clerk at the hourly rate of \$16.79, effective November 21, 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**





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**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS**, the Board of Trustees of the Riverhead Free Library hereby approves the execution of the proposal, in the amount of \$405,178.00, to purchase HVAC equipment from Trane/Omnia, effective November 8, 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  
November 8, 2023**

**11.8.23 Resolution #23-502  
1539**

**APPROVAL TO COMMIT TO PURCHASE WITH TRANE/OMNIA THE EQUIPMENT  
AND INSTALLATION OF A BUILDING AUTOMATION SYSTEM**

**Jeff Zeiger 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 execution of the proposal, in the amount of \$170,000.00, to purchase and install a Building Automation System from Trane/Omnia effective November 8, 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**

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**Sandback Yes Alvarez Yes Nelson Yes**

**Ripel Yes Vuturo Yes Zeiger Yes**

**The Resolution Was Thereupon Duly Declared Adopted  
November 8, 2023**

**FINANCE:** (Berdinka) - Nothing to report.

**FUNDRAISING:** (Alvarez) - David Friedrich gave an update that there still remains \$6,200 to reach the Yellow Barn fundraising goal.

**PLAN OF SERVICE:** Kerrie McMullen-Smith received a request for the Library's input from the Riverhead Comprehensive Plan. Discussion ensued regarding a possible branch location and expansion of the current building in the future to meet the needs of our growing community.

**LIAISON REPORTS:**

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

**UNFINISHED BUSINESS:** None

**New Business:** None

**PERIOD OF BOARD EXPRESSION:** None

**PERIOD OF PUBLIC EXPRESSION:** None

**11.8.23** President O'Hare entertained a motion to adjourn to executive session. Motion  
**1540** was moved by David Friedrich and seconded by William Sandback.  
**Motion Carried.**

Meeting adjourned to executive session at 7:42 pm.

**11.8.23** President O'Hare entertained a motion to go into executive session. Motion was  
**1541** moved by David Friedrich and seconded by Susan Berdinka.  
**Motion Carried.**

Executive session was called to order at 7:45 pm.

**11.8.23** President O'Hare entertained a motion to adjourn the executive session. Motion

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**1542** was moved by David Friedrich and seconded by Susan Berdinka.  
**Motion Carried.**

Executive session was adjourned at 8:10 pm.

**11.8.23** President O'Hare entertained a motion to move back to the regular meeting.  
**1543** Motion was moved by David Friedrich and seconded by Janet Vuturo.  
**Motion Carried.**

Regular meeting was called to order at 8:10 pm.

**11.8.23** President O'Hare entertained a motion to adjourn the November 8, 2023 regular  
**1544** meeting of the Board of Trustees. Motion was moved by David Friedrich and  
seconded by Susan Berdinka.  
**Motion Carried.**

Meeting was adjourned at 8:11 pm.

Respectfully submitted,  
William Sandback / smc