

APPROVED

Minutes
Regular Meeting of the Board of Trustees
Riverhead Free Library
October 11, 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 October 11, 2023 at 6:33 pm. The Board was presented with an agenda, board packet and previous minutes.

Janet O'Hare led those present in the pledge of allegiance.

10.11.23 President O'Hare entertained a motion to approve an amended agenda.
1503 Motion was moved by David Friedrich and seconded by William Sandback.
Motion Carried.

10.11.23 President O'Hare entertained a motion to approve the minutes of the
1504 regular board meeting of September 13, 2023. Motion was moved by David Friedrich and seconded by William Sandback.
Motion Carried.

PERIOD OF PUBLIC EXPRESSION: None

10.11.23 Susan Berdinka entertained a motion to approve the bills for the month of
1505 September 2023. Motion was moved by David Friedrich and seconded by Barbara Ripel.
Motion Carried.

10.11.23 Susan Berdinka entertained a motion to approve the receipts and disbursements
1506 for the month of September 2023. Motion was moved by David Friedrich and seconded by Ruth Nelson.
Motion Carried.

10.11.23 Susan Berdinka entertained a motion to approve warrant **23-10-1** general fund
1507 checking. Motion was moved by David Friedrich and seconded by Ruth Nelson.
Motion Carried.

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- 10.11.23
1508** Susan Berdinka entertained a motion to approve warrant **23-10-2** general fund money market account to the capital project fund. Motion was moved by David Friedrich and seconded by Ruth Nelson.
Motion Carried.
- 10.11.23
1509** Susan Berdinka entertained a motion to approve warrant **23-10-3** general fund money market to the general fund checking. Motion was moved by David Friedrich and seconded by Ruth Nelson.
Motion Carried.
- 10.11.23
1510** Susan Berdinka entertained a motion to approve warrant **23-10-4** general fund money market to the payroll account. Motion was moved by David Friedrich and seconded by Ruth Nelson.
Motion Carried.
- 10.11.23
1511** Susan Berdinka entertained a motion to approve warrant **23-10-5** general fund payroll. Motion was moved by David Friedrich and seconded by Ruth Nelson.
Motion Carried.
- 10.11.23
1512** Susan Berdinka entertained a motion to approve warrant **23-10-6** capital project fund money market account to the general fund money market. Motion was moved by David Friedrich and seconded by Ruth Nelson.
Motion Carried.
- 10.11.23
1513** Susan Berdinka entertained a motion to approve warrant **23-10-7** Yellow Barn checking account to the capital project fund money market. Motion was moved by David Friedrich and seconded by Ruth Nelson.
Motion Carried.
- 10.11.23
1514** Susan Berdinka entertained a motion to approve the bank reconciliation for September 30, 2023. Motion was moved by David Friedrich and seconded by Carlos Alvarez.
Motion Carried.

CORRESPONDENCE: Kerrie McMullen-Smith read a letter that was received from the East End Retired Teachers Association along with a donation to the Library.

Director's Report

Riverhead Free Library

10/11/23

September 2023

Day to day operations

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Statistics, Services & Community

- We had just over 10,000 people visit the library in September.
- Island Harvest served 187 people and Long Island Cares Mobile Food Pantry served 28 families at RFL in September.

Personnel

- Full-time YFS librarian, Barbara Acard, has resigned effective 10/11/23.
- I recommend we hire Stefanie Torma as a part-time YFS librarian and Peter Aretakis as a part-time security guard.

Buildings & Grounds & Technology

HVAC Upgrades Project:

The Construction Grant Committee has recommended RFL receive \$275,000 for our HVAC project. Their recommendations go to New York State who makes the final award decisions.

Met with Trane and Omnia representatives over Zoom to discuss cost effective options in purchasing our new HVAC equipment.

Lower Level Meeting Rooms

Sake has reported to us that the new flooring in the Craft Room along with the reinstallation of the cabinets and countertop should be complete by 10/13/23.

Finance

We received our first 2023-2024 contract payment from the school district in the amount of \$1,124,513.75

Assistant Director: Catherine Montazem

The well-received Suffolk County Library Tour ended on August 31st. Our statistics showed excellent participation, and we received nothing but positive feedback from patrons. Of note, one of RFL's patrons won the raffle grand prize with 25 library visits. She was awarded a \$25 Barnes and Noble's gift card along with a Nook e-reader.

To complement our new website, we are reviewing and giving consideration to a web-based resource that will provide staff as well as patrons access to technology training videos. Niche Academy is an online tutoring service that offers a variety of video tutorials instructing proper use of library digital collections and databases, as well as popular software applications. Library staff can create and upload new training videos and track usage. Other Niche Academy customers can make their videos available for use, with the ability to modify the content to the library's specific needs. Niche Academy can efficiently meet our need to provide technology training to staff and patrons alike.

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Adult and Information Services: Jim Provencher

With our Introduction of the hoopla streaming service to our patrons in the middle of August, our hoopla stats have been steadily increasing. August saw a total of 22 while September increased to 112.

Social Media:

Instagram, 1,392 with 9 new followers with 5,175 impressions

Facebook New Likes: 13

Facebook Followers: 1,466

Twitter Followers: 1,469

Electronic Resources Stats:

	July 2023	Aug 2023	Sept 2023
Database usage (WAM Stats)	1,544	2,065	1,321
eBook downloads	4,550	4,583	7,054
Audiobook downloads	2,793	2,770	2,677
New Overdrive/Libby Users	48	34	41
Universal Class			
New registrants	48	63	45
New Courses	191	315	241
Videos Watched	4,919	6,230	6,791
Login Sessions	411	546	547
Lessons Viewed	8,072	10,080	11,208
Student submissions	7,826	9,693	10,723
Kanopy			
Visits	2,662	2,548	2,815
Page views	3,444	3,140	3,743
Plays	278	266	329

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Minutes	10,943	10,756	13,002
Flipster emagazines	184	267	200

Miscellaneous	July 2023	Aug 2023	Sept 2023
One-on-One Tech Time	12	20	12
Museum Passes	22	36	33
ENL Attendance	69	36	126
Literacy Suffolk Students Served	18	8	63
Reference Questions	1,663	1,741	1,641
HIICAP	2	0	3
SCORE	4	5	3
Career Advisor	2	2	1
Career Coaching	5	6	0
Candid	17	4	4
Books by Mail	8	11	15

LibraryAware for the month of September:

Date Sent:	Campaign Name:	Sends:	Opens	Open Rate:
08/25/23	Programs 8/28-9/2	6,077	2,338	38.5%
09/01/23	Programs 9/05-9/9	6,070	2,304	37.97%
09/08/23	Programs 9/11-9/16	6,063	2,286	37.94%
09/10/23	Paper Shredding Event	6,023	2,299	38.18%
09/15/23	Programs 9/18-9/23	5,999	2,277	37.96%

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09/18/23	Hispanic Heritage Month	5,997	2,170	36.19%
09/22/23	Programs 09/22-09/30	5,994	2,207	36.84%

Hoopla	Aug 2023	Sept 2023
Audiobook	7	34
Bingepasses	3	8
Comics	1	3
EBooks	2	20
Movies	5	17
Music	4	9
Television	0	21
Total	22	112

Adult Programming Report:

Total Adult & Senior Programs:	September 2023
In Person:	84
Virtual:	36
One-on-One Sessions	68
Total Adult Programs:	120
Total Attendees:	2,244

This month we finished our Courtyard Concert Series with two concerts, The Lighter Side and The East End Trio. Both concerts were well attended and enjoyed by all.

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Author Tijuana Fulford, founder of the Butterfly Effect Project, talked about her book, *My Fabricated Truth: The Time My Mirror Deceived Me and the Butterfly Effect Project* at RFL on 9/27.

Processing & Receiving: David Troyan

The library added 660 new items and deleted 583 items.

There were three adult circulating book purchase orders submitted. These had 81, 67, and 54 books. Compared to August (with 19, 37, and 13 books), we ordered 133 more circulating books. We currently receive standing orders from Baker & Taylor (B&T) and large print standing orders from Cengage. We are working on a better workflow to ensure duplicates are not ordered. (A few snuck in during September.)

Technical Services will be working with AIS to make sure our Standing Orders program meets the needs of the library.

Cassie Rankel attended the virtual meeting given by SCLS about OCLC and Inter-library loan. She is approved to take two cataloging courses at SCLS in October. She also cataloged the new Mah Jongg kit that reference brought. She handled this task with aplomb and is prepared for cataloging more Library of Things items.

Allison Coffey gave a talk at the Riverhead Rotary Club. She talked about pollinators – this was based in part on a seminar she took at LILRC in the spring – and was very well-received. Club members usually rush out after the speaker has concluded, but many stayed to ask questions of Allison. Catherine Montazem was in attendance at the meeting as well.

David added the Mercy High School yearbooks to our website. We currently have 25 years worth and as soon as we have more years digitized, he'll put them online.

David has been removing outdated slides, articles, and components from our current website's directories to better facilitate migration to our new website.

Website Statistics

Unique Visitors:	4,746
Number of Visits:	8,658
Pages:	57,881
Hits:	483,885
Bandwidth:	95.06 GB

Public Computer Usage Statistics

Computers:	44
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Sessions: 755
Minutes: 27,685
Ave Time: 36.91

Building and Maintenance Manager: Rob Haughie

- Setup and breakdown of all daily programs.
- Setup and breakdown of special events.
 - Board Meeting
 - Legislative Breakfast
 - Lighter Side Concert
 - East End Trio Concert
- Maintain plants in the vestibule on a weekly basis.
- Empty change machines for copiers on a weekly basis.
- Cleaning out and organizing the garage.
- Cleaning out and organizing all closets in order to generate storage space.
- Met with a technician from Suburban Exterminating regarding monthly service.
- Met with elevator inspector for semi-annual inspection.
- Met with a technician from Belfor regarding the caulking project.
- Met with a technician from CCI to fix phone system problems.
- Met with a representative from Uline regarding new chairs and carts.
- Met with Kevin from Sake Construction, started prep and installation of the new floor in the Craft Room.
- Met with Trane and Omnia group regarding HVAC project.

Patron Services: Ben Granger

Total Checkouts	5,030
Total Check Ins	5,369
Renewals	455
Holds	491
New Patrons	88
Curbside Items	31
Curbside Appointments	4
Door Count	10,695
Internal Use	108
Self Check Out: Patrons	76

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Self Check Out: Items	88
Notary Appointments	108

Achievements:

- Halloween decorations were made and displayed for the month of October.
- The Self Checkout machine was successfully brought back online after a few weeks of being offline.
- Continued to put aside Large Print books to have their labels updated.
- Dylan Brenan was hired and trained successfully in the computer lab, with plans to have him trained at circulation in October.
- Attended the PALS Circulation meeting at SCLS on 9/14/23.
- Bonnie Zellner's idea of a bookmark designing contest was adopted by Lauren Strong.
- Staff continues to help to collect coats for the coat drive.

Youth & Family Services: Lauren Strong

Program Statistics

Total Youth and Family Services Program Sessions: 32 Held/ 1 Canceled

Total Infant Program Sessions: 2 class/ 20 attendance

Total Toddler Program Sessions: 4 classes/ 69 attendance

Total Preschool Program Sessions: 7 classes/ 90 attendance

Total Family Program Sessions: 3 classes/ 27 attendance

Total School Age Program Sessions: 5 classes/ 33 attendance

Total Teen Program Sessions: 12 classes/ 27 attendance

Passive Programming Activities: 2 activities/ 24 attendance

Teen Volunteers:

Community Service Hours Earned:

Number of Teens in Loft throughout the Month: 89

Video Game Usage: 11

Reference Questions

Total Children's Reference Questions: 353

Total Teen Reference Questions: 80

Monthly Focus:

- We had Sean O'Brien start with us this month as a part-time Librarian Trainee. He has made a wonderful addition to our department.
- Lauren attended Open House at Roanoke and Riley Avenue elementary schools.

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- We partnered with Eastern Suffolk Boces Literacy Zone for a Getting Ready for College series. We held the first class on September 19 which was well received by the parents that attended.

**Respectfully submitted,
Kerrie McMullen-Smith**

COMMITTEE REPORTS:

PERSONNEL: (Friedrich)

10.11.23 David Friedrich entertained a motion to approve the September 2023 Personnel
1515 and Payroll Report. Motion was moved by Ruth Nelson and seconded by Carlos Alvarez.
Motion Carried.

10.11.23 **RESOLUTION # 23-493**
1516

APPROVAL TO HIRE PETER ARETAKIS AS A PART TIME SECURITY GUARD

David Friedrich offered the following resolution, which was seconded by Ruth Nelson

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS, the Board of Trustees of the Riverhead Free Library hereby approves to hire Peter Aretakis, as a part time Security Guard at the hourly rate of \$22.25, effective October 12, 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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**The Resolution Was Thereupon Duly Declared Adopted
October 11, 2023**

**10.11.23 Resolution #23-494
1517**

APPROVAL TO HIRE STEFANIE TORMA AS A PART TIME YFS LIBRARIAN

David Friedrich offered the following resolution, which was seconded by Ruth Nelson

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS, the Board of Trustees of the Riverhead Free Library hereby approves to hire Stefanie Torma, as a part time YFS Librarian at the hourly rate of \$30.28, effective October 16, 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
October 11, 2023**

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

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

FINANCE: (Berdinka) - Nothing to report.

FUNDRAISING: (Alvarez) - Carlos Alvarez reported that they are continuing to close out the Yellow Barn fundraising.

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PLAN OF SERVICE: Nothing to report.

LIAISON REPORTS:

SCLS: (Bergmann) Nothing to report

UNFINISHED BUSINESS: None

New Business: Kerrie McMullen-Smith reviewed the mandate that went into effect January 1, 2023 that all NYS library trustees must complete a minimum of two hours continuing education training annually. To help facilitate meeting this requirement by the end of the year, there will be a recorded training regarding Facilities that the trustees can watch on November 8th at 5 pm prior to the board meeting.

PERIOD OF BOARD EXPRESSION: None

PERIOD OF PUBLIC EXPRESSION: None

10.11.23 1518 President O'Hare entertained a motion to adjourn to executive session. Motion was moved by David Friedrich and seconded by Susan Berdinka.
Motion Carried.

Meeting adjourned to executive session at 7:04 pm.

10.11.23 1519 President O'Hare entertained a motion to go into executive session. Motion was moved by David Friedrich and seconded by Susan Berdinka.
Motion Carried.

Executive session was called to order at 7:05 pm.

10.11.23 1520 President O'Hare entertained a motion to adjourn the executive session. Motion was moved by David Friedrich and seconded by Susan Berdinka.
Motion Carried.

Executive session was adjourned at 7:31 pm.

10.11.23 1521 President O'Hare entertained a motion to move back to the regular meeting. Motion was moved by David Friedrich and seconded by Susan Berdinka.
Motion Carried.

Regular meeting was called to order at 7:31 pm.

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10.11.23 President O'Hare entertained a motion to adjourn the October 11, 2023 regular
1522 meeting of the Board of Trustees. Motion was moved by David Friedrich and
seconded by Susan Berdinka.
Motion Carried.

Meeting was adjourned at 7:32 pm.

Respectfully submitted,
William Sandback / smc