

APPROVED

**Minutes**  
**Regular Meeting of the Board of Trustees**  
**Riverhead Free Library**  
**September 13, 2023**

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

**Absent:** Ruth Nelson, Trustee

**Director:** Kerrie McMullen-Smith

**Assistant Director:** Catherine Montazem

**Staff:** Susan Culver and Steve Taddeo

The regular meeting of the Board of Trustees was called to order on September 13, 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.

**9.13.23** President O'Hare entertained a motion to approve the agenda. Motion  
**1484** was moved by David Friedrich and seconded by William Sandback.  
**Motion Carried.**

**9.13.23** President O'Hare entertained a motion to approve the minutes of the  
**1485** regular board meeting of August 9, 2023. Motion was moved by David Friedrich  
and seconded by Janet Vuturo.  
**Motion Carried.**

**PERIOD OF PUBLIC EXPRESSION:** None

**9.13.23** Susan Berdinka entertained a motion to approve the bills for the month of August  
**1486** 2023. Motion was moved by David Friedrich and seconded by Janet Vuturo.  
**Motion Carried.**

**9.13.23** Susan Berdinka entertained a motion to approve the receipts and disbursements  
**1487** for the month of August 2023. Motion was moved by David Friedrich and  
seconded by Janet Vuturo.  
**Motion Carried.**

**9.13.23** Susan Berdinka entertained a motion to approve warrant **23-9-1** general fund  
**1488** checking. Motion was moved by David Friedrich and seconded by William  
Sandback.  
**Motion Carried.**

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**9.13.23  
1489** Susan Berdinka entertained a motion to approve warrant **23-9-2** general fund credit card processing account to the general fund operating account. Motion was moved by David Friedrich and seconded by Janet Vuturo.  
**Motion Carried.**

**9.13.23  
1490** Susan Berdinka entertained a motion to approve warrant **23-9-3** general fund money market to the payroll account. Motion was moved by David Friedrich and seconded by Janet Vuturo.  
**Motion Carried.**

**9.13.23  
1491** Susan Berdinka entertained a motion to approve warrant **23-9-4** general fund payroll. Motion was moved by David Friedrich and seconded by Janet Vuturo.  
**Motion Carried.**

**9.13.23  
1492** Susan Berdinka entertained a motion to approve the bank reconciliation for August 31, 2023. Motion was moved by David Friedrich and seconded by Janet Vuturo.  
**Motion Carried.**

**CORRESPONDENCE:** Janet O'Hare read a letter received from M&T Bank

### **Director's Report**

Riverhead Free Library  
August 2023

09/13/23

### **Day to day operations**

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

- We had just over 13,000 people visit the library in August.
- Island Harvest served 128 people in August.

### **Personnel**

- Part-time YFS clerk, Karin Larrimore has resigned effective August 24.
- Part-time Patron Services clerk, Jack Lada, has resigned effective August 29.
- I recommend we hire Sean O'Brien as a part-time YFS librarian trainee and Dylan Brenan as a part-time Patron Services clerk

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

HVAC Upgrades Project:

We received bid submissions on Tuesday 9/5.

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Riverhead DRI Project – New Welcome Center project:

Kropp visited RFL to review project plans for our new Welcome Center for millwork and cabinetry on 8/23. Catherine and I attended the Architectural Review Board Meeting at Town Hall on 8/23.

Exterior Envelope Caulk Replacement Project:

We have received one bid for this project and are waiting for more submissions.

Library Website Project

Three meetings were held in August on Zoom with library management and Valerie Carroll from Library Market, planning our new website.

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

We have officially launched Hoopla Digital, a user-friendly platform that will provide patrons with instant access to a vast collection of digital content, including movies, TV shows, music, audiobooks, eBooks, and comics. Patrons can stream media content on their smartphones, tablets, and computers. Each library card is set for a maximum of 7 Hoopla borrows per month. On the first day of each month, the borrower allotment will reset to 7.

The principal from Pulaski School has approached us about offering an English Language class after school for parents of students. The school will provide enrichment activities and pizza to students while their parents attend class. LIEOC who currently administers our English Language classes is interested in hosting a class at the school. I will be setting up a meeting with both parties to see if it can be done. More to come.

We attended an architectural review committee meeting at Riverhead Town hall where board members asked questions and made suggestions during a general discussion about the project. I also attended a planning board meeting where we discussed the outdoor elements of the project, such as fencing, pergola, landscaping, walkways, and tree removal.

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

- I applied for RFL to become an Affiliate Library for FamilySearch, a genealogical database. As of August 31, 2023, our patrons now have access to over 2 billion digitized records, including approximately 400 million images that are currently not available to the public outside of an affiliate library or a FamilySearch Center.
- We sent out 11 Books by Mail to homebound patrons.
- We have distributed 67 seed packets from our Seeds of Knowledge Library this month.
- We had stamped 55 “All Together Now” passports and handed out 29 passports to patrons.

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Social Media:

Instagram, 1,383 with 17 new followers with 4,382 impressions

Facebook New Likes: 11

Facebook Followers: 1,444

Twitter Followers: 1,456

**Electronic Resources Stats:**

	June 2023	July 2023	Aug 2023
<b>Database usage (WAM Stats)</b>	2,291	1,544	2,683
eBook downloads	4,295	4,550	4,583
Audiobook downloads	2,593	2,739	2,770
Video downloads	0	0	0
New Overdrive/Libby Users	44	48	34
<b>Universal Class</b>			
New registrants	52	48	63
New Courses	188	191	315
Videos Watched	4,653	4,919	6,230
Login Sessions	430	411	546
Lessons Viewed	7,545	8,072	10,080
Student submissions	7,164	7,826	9,693
<b>Kanopy</b>			
Visits	2,861	2,662	2,548
Page views	3,555	3,444	3,140

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Plays	341	278	266
Minutes	12,500	10,943	10,756
Flipster emagazines	200	184	267

Miscellaneous	June 2023	July 2023	Aug 2023
One-on-One Tech Time	21	12	20
Museum Passes	30	22	36
ENL Attendance	100	69	36
Literacy Suffolk Students Served	17	18	8
Reference Questions	1,771	1,663	1,741
HIICAP	1	2	0
SCORE	7	4	5
Career Advisor	0	2	2
Career Coaching	2	5	6
Candid	19	17	4

**LibraryAware for the month of August:**

Date Sent:	Campaign Name:	Sends:	Opens	Open Rate:
07/28/23	Programs 7/31-8/5	6,118	2,301	37.62%

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<b>08/07/23</b>	<b>Programs 8/07-8/12</b>	<b>6,112</b>	<b>2,303</b>	<b>37.69%</b>
<b>08/09/23</b>	<b>RFL Website User Survey</b>	<b>6,104</b>	<b>2,341</b>	<b>38.36%</b>
<b>08/11/23</b>	<b>Programs 8/14-8/19</b>	<b>6,089</b>	<b>2,314</b>	<b>38.01%</b>
<b>08/14/23</b>	<b>Meet the Author: Elizabeth Castellano</b>	<b>6,1086</b>	<b>2,278</b>	<b>37.45%</b>
<b>08/18/23</b>	<b>Programs 08/21-8/26</b>	<b>6,082</b>	<b>2,271</b>	<b>37.36%</b>
<b>08/25/23</b>	<b>Programs 08/28-09/02</b>	<b>6,077</b>	<b>2,311</b>	<b>38.05%</b>

**Adult Programming Report:**

<b>Total Adult &amp; Senior Programs:</b>	<b>August 2023</b>
<b>In Person:</b>	<b>78</b>
<b>Virtual:</b>	<b>35</b>
<b>One-on-One Sessions</b>	<b>71</b>
<b>Total Adult Programs:</b>	<b>113</b>
<b>Total Attendees:</b>	<b>1,625</b>

**All Together Now: 2023 Adult Summer Reading Challenge (6/23/23-8/11/23)**

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<b>Program Registrants</b>	<b>96</b>
<b>Raffle Ticket Entries</b>	<b>823</b>

- Our Courtyard Concert Series continued this month with a concert from Bobby Aye. On August 12, local author Elizabeth Castellano visited and spoke about her outstanding debut novel, *Save What's Left*.
- All Together Now, the Adult Summer Reading program ended on August 11th.
- Sixty raffle tickets were entered for our Weekly and Grand Prize drawings in August.

### **Processing & Receiving: David Troyan**

Items added in August: 655

Items deleted in August: 1425

Most of the deleted items are from the Teen Loft. The YFS staff weeded the fiction collection extensively. We were about 900 items above our average deletions for the past five months. The collection is better without the under-circulated and/or worn items. There is more empty shelving for future collect development and potentially moving collections around.

David launched the KnowBe4 training for the Library's annual Sexual Harassment training requirement for staff and trustees.

David had attended the PALS Library Coordinator meeting. He began his 4<sup>th</sup> GIS at SUNY Stony Brook, and is nearly done with the GIS Certificate Program. As time permits, he'd like to work on some StoryMaps to the benefit of the Library. He – along with AIS -- reviewed our Standing Orders and our periodical subscriptions. Order for our periodicals was placed. Copies of the News-Review were sent to our microfilm company. The film should be here by early October.

### **Website Statistics**

Unique Visitors:	4,757
Number of Visits:	9,218
Pages:	60,544
Hits:	496,950
Bandwidth:	84.25 GB

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**Public Computer Usage Statistics**

Computers: 44  
Sessions: 848  
Minutes: 34,911  
Ave Time: 41.17

**Patron Services: Ben Granger**

Total Checkouts	6,010
Total Check Ins	6,198
Renewals	522
Holds	547
New Patrons	67
Curbside Items	1
Curbside Appointments	1
Door Count	13,240
Internal Use	158
Self-Check Out: Patrons	Not Available
Self-Check Out: Items	Not Available
Notary Appointments	119



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### Achievements:

- We completed the Summer Tour and it was a big hit! All the patrons we talked to about it enjoyed it and are looking forward to doing it again next year!
- Continued to set aside Large Print books to change new labels.
- Bonnie Zellner received her notary supplies and started notarizing.

### Summer Tour:

- Raffle Tickets Sent: 30
- Stamps: 194 (circulation)
- Stamps: 216 (total)

### **Building Maintenance Manager: Rob Haughie**

- Met with tech from Electronix to address ongoing issues with attempts to disarm the alarm system.
- Met with techs from Briscoe because the fire alarm stopped working. Replaced batteries which had not been changed since 2016.
- Attended formal walk through for HVAC project, sat in on related meetings, and reviewed blueprints with John Miccoli
- Supervised Emerald landscaping on large scale tree trimming project
- Cleaned and organized the garage to make room for the tractor which was repaired and returned from Carl's equipment

### **Youth & Family Services: Lauren Strong**

#### **Program Statistics**

**Total Youth and Family Services Program Sessions:** 42 Held/ 9 Canceled

**Total Infant Program Sessions:** 3 class/ 35 attendance

**Total Toddler Program Sessions:** 3 classes/ 49 attendance

**Total Preschool Program Sessions:** 3 classes/ 70 attendance

**Total Family Program Sessions:** 9 classes/ 206 attendance

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

**Total Teen Program Sessions:** 14 classes/ 28 attendance

**Passive Programming Activities:** 5 activities/ 108 attendance

**Teen Volunteers:** 12

**Community Service Hours Earned:** 17

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**Number of Teens in Loft throughout the Month: 95**

**Video Game Usage: 23**

### **Reference Questions**

**Total Children's Reference Questions: 620**

**Total Teen Reference Questions: 132**

### **Monthly Focus:**

- We had Cassandra Slavik start with us this month as a part-time Librarian Trainee. She has made a wonderful addition to our department.
- We have had 332 children/teens participate in this year's Summer Reading Challenge.
- The Youth and Family Services staff has participated in the Alive on 25 outreach events in August. Vivien did a wonderful job planning and facilitating this for her school internship
- Teen Author Jahnarr Evans had his book talk on August 1. It was wonderful hearing about his writing process and thoughts on his next book
- We have received a lot of positive feedback about the Youth Services area from patrons visiting with their passports.
- We weeded YA Fiction and Non-Fiction. We were able to shift all of the books and make room for YA Non-Fiction in the Teen Loft. Now all of our Teen collection is housed in the same space. Thank you to Tech Services for assisting us and replacing call numbers and repairing books.
- We had a great turn out for the Great and Powerful Dave and Nick the Balloonatic. We look forward to having them back next Summer.

Respectfully submitted,

Kerrie McMullen-Smith

Library Director

### **COMMITTEE REPORTS:**

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

**9.13.23** David Friedrich entertained a motion to approve the August 2023 Personnel and  
**1493** Payroll Report. Motion was moved by Susan Berdinka and seconded by Janet Vuturo.  
**Motion Carried.**

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**9.13.23  
1494**

**RESOLUTION # 23-485**

**APPROVAL TO HIRE SEAN O'BRIEN AS A YFS PART TIME LIBRARIAN TRAINEE**

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

**THE VOTE**

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

**Sandback Yes Alvarez Yes Nelson Absent**

**Ripel Yes Vuturo Yes Zeiger Yes**

**The Resolution Was Thereupon Duly Declared Adopted  
September 13, 2023**

**9.13.23  
1495**

**Resolution #23-492**

**APPROVAL TO HIRE DYLAN BRENAN AS A PART TIME PATRON SERVICES  
CLERK**

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

**THE VOTE**

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

**Sandback Yes Alvarez Yes Nelson Absent**

**Ripel Yes Vuturo Yes Zeiger Yes**

**The Resolution Was Thereupon Duly Declared Adopted  
September 13, 2023**

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**BUILDINGS, GROUNDS & EQUIPMENT:** (Zeiger) - Jeff Zeiger gave a report of the B&G Committee meeting held in August.

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

**FINANCE:** (Berdinka) - Treasurer's report was reviewed and accepted.

**FUNDRAISING:** (Alvarez) - Carlos Alvarez gave a report of the Fundraising Committee meeting. David Friedrich gave a review of the assistance he has been giving the committee to continue the Yellow Barn fundraising.

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

**LIAISON REPORTS:**

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

**UNFINISHED BUSINESS:** President, Janet O'Hare, read and signed the Assurances required for the NYS Construction Grant application.

**PERIOD OF BOARD EXPRESSION:** None

**PERIOD OF PUBLIC EXPRESSION:** None

**9.13.23** President O'Hare entertained a motion to adjourn the September 13, 2023  
**1502** regular meeting of the Board of Trustees. Motion was moved by Susan Berdinka and seconded by Janet Vuturo.  
**Motion Carried.**

Meeting was adjourned at 7:24 pm.

Respectfully submitted,  
William Sandback / smc