

APPROVED

Minutes
Regular Meeting of the Board of Trustees
Riverhead Free Library
April 12, 2023

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

Absent: Jeff Zeiger, Trustee

Director: Kerrie McMullen-Smith

Assistant Director: Catherine Montazem

Staff: Keri Grace Najdzion

The regular meeting of the Board of Trustees was called to order on April 12, 2023 at 6:30 pm. The Board was presented with an amended agenda, board packet and previous minutes.

David Friedrich led those present in the pledge of allegiance.

4.12.23 President O'Hare entertained a motion to approve the amended agenda. Motion
1379 was moved by David Friedrich and seconded by Ruth Nelson.
Motion Carried.

4.12.23 President O'Hare entertained a motion to approve the minutes of the regular
1380 board meeting of March 8, 2023. Motion was moved by David Friedrich and
seconded by Susan Berdinka.
Motion Carried.

PERIOD OF PUBLIC EXPRESSION: None

Partick Balling, a mechanical engineer from EMTEC Consulting Engineers, gave a presentation on their report outlining the HVAC system with their findings and recommendations.

4.12.23 Gina Chinese entertained a motion to approve the bills for the month of March
1381 2023. Motion was moved by David Friedrich and seconded by Susan Berdinka.
Motion Carried.

4.12.23 Gina Chinese entertained a motion to approve the receipts and disbursements
1382 for the month of March 2023. Motion was moved by David Friedrich and
seconded by Ruth Nelson.
Motion Carried.

4.12.23 Gina Chinese entertained a motion to approve warrant **23-4-1** general fund
1383 checking. Motion was moved by David Friedrich and seconded by Ruth Nelson.
Motion Carried.

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4.12.23 Gina Chinese entertained a motion to approve warrant **23-4-2** general fund
1384 money market to payroll account. Motion was moved by David Friedrich and
seconded by Ruth Nelson.

Motion Carried.

4.12.23 Gina Chinese entertained a motion to approve warrant **23-4-3** general fund
1385 payroll. Motion was moved by David Friedrich and seconded by Ruth Nelson.

Motion Carried.

4.12.23 Gina Chinese entertained a motion to approve warrant **23-4-4** capital project
1386 fund. Motion was moved by David Friedrich and seconded by Ruth Nelson.

Motion Carried.

4.12.23 Gina Chinese entertained a motion to approve warrant **23-4-5** Yellow Barn
1387 Restoration. Motion was moved by David Friedrich and seconded by Ruth
Nelson.

Motion Carried.

4.12.23 Gina Chinese entertained a motion to approve the bank reconciliation for
1388 March 31, 2023. Motion was moved by David Friedrich and seconded by Ruth
Nelson.

Motion Carried.

CORRESPONDENCE: Kerrie read a letter from Long Island Cares thanking us for supporting
their food collection efforts. The library collected 240 pounds of food.

Riverhead Free Library
March 2023

4/12/23

Day to day operations

Statistics, Services & Community

- We had about 12,800 people visit the library in March.
- Island Harvest was at the library on March 6 and 20 serving 322 people.
- RFL received a \$1,000 donation from Teachers Federal Credit Union to purchase Black History materials for our Children's, YA and Adult collections.
- On April 16, we will be hosting a concert in memory of lifelong library supporter Lois Pike-Eyre. The Friends are sponsoring this event with Pianist Maxim Anikushim performing.

Personnel

- I recommend we hire Michael Ryan as a temporary part-time librarian trainee for the summer.

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Buildings & Grounds & Technology

- On March 28, Martin Sendlewski, David Friedrich, Catherine and I attended a pre-submission conference with the Town of Riverhead Planning Board to discuss our DRI project - New Pedestrian entrance from Main Street and Welcome Center.
- I recommend Island Elevator make the necessary repairs to our elevator.

Finance

- On March 31, we received our third 2022-2023 contract payment from the school district in the amount of \$1,003,941.50.
- On April 4, the Riverhead Community voted 187 yes to 137 no, in favor of our proposed 2023-24 operating budget.

Fundraising:

- As of April 6, we have received \$177,391.05 for the yellow barn restoration and maintenance, and \$3,223.58 in memory of William Esseks.

Assistant Director: Catherine Montazem

On Friday, March 31st, we held our Spring professional development workshop entitled Verbal Judo. We offered two sessions to best accommodate all staff; presenters were members of our security team: John O'Sullivan and Rich Muller.

All staff were invited to attend, and the focus was to present information and examples that would assist patron-facing staff in avoiding negative verbal encounters with patrons by using strategies that deflect and redirect negative behavior. Verbal Judo is the gentle art of gaining voluntary compliance through empathic persuasion, essentially a win-win strategy that empowers staff to employ methods for dealing with the plethora of situations that require careful, appropriate communication with patrons and the community at large. John and Rich did a terrific job and all staff departed feeling good about prospective use of these techniques so that all difficult interactions are dealt with leaving both parties feeling respected and understood.

Adult & Information Services: James Provencher

The Reference Department scheduled 78 VITA tax appointments as well as 97 AARP tax appointments for our patrons in the month of March. We have distributed 211 spring seed packets from our Seeds of Knowledge Library and distributed 11 Seed Library Crafts.

Social Media:

Instagram: 1,319 with 6 new followers with 1,690 impressions

Facebook Likes: 1041

Facebook Followers: 1309

Twitter Followers: 1399

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Electronic Resources Stats:

	Jan 2023	Feb 2023	Mar 2023
Database usage (WAM Stats)	440	865	4,194
eBook downloads	4638	4178	4413
Audiobook downloads	2590	2452	2587
Video downloads	0	0	0
New Overdrive Users	51	45	41
Universal Class			
New Registrants	4	6	35
New Courses	3	6	70
Videos Watched	38	128	593
Login Sessions	18	28	70
Lessons Viewed	58	134	1004
Student submissions	73	89	1005
Kanopy			
Visits	1036	1158	1125
Page Views	1511	1798	1715
Minutes	12,940	14,057	8,700
Flipster emagazines	224	413	N/A at time of report
Miscellaneous	Jan 2023	Feb 2023	Mar 2023
One-on-One Tech Time	19	21	16
Museum Passes	19	26	30
ENL Attendance	129	87	234
Literacy Suffolk Students Served	6	12	32
Notary Stamps	29	50	143
Reference Questions	2269	2111	2266

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HIICAP	2	1	4
SCORE	3	1	1
Career Advisor	2	2	0
Career Coaching	11	5	3
Candid (Foundation Center)	22	80	4

LibraryAware for the month of March:

Date Sent:	Campaign Name:	Sends:	Opens:	Open Rate:
02/24/23	Programs 2/26-3/04	6358	2437	38.34%
03/03/23	Programs 3/05-3/11	6360	2454	38.63%
03/10/23	Programs 3/12-3/18	6346	2457	38.74%
3/17/23	Programs 3/19-3/25	6339	2439	38.51%
3/24/23	Programs 3/26-4/1	6336	2438	38.52%
03/07/23	Proposed Budget 2023-2024	6358	2370	37.31%
04/02/23	Library Budget Vote & Trustee Election Info	6307	2297	36.44%

Adult Programming Report:

Total Adult & Senior Programs:	March 2023
In Person:	94
Virtual:	43
One-on-One Sessions:	97
Total Adult Programs:	140
Total Attendees:	2286

On March 1st, Pam spoke about Riverhead Free Library programs at the Rotary Club luncheon. Program flyers are now being sent to a number of retirement communities on a regular basis. Our Sunday Afternoon Specials have had a big draw. Stevie GB's one-man comedy show, **Welcome to Lawn Guyland**, was particularly well received.

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Processing & Receiving: David Troyan

Technical Services added 643 items and deleted 1,228 items.

Among the items added were 11 new hotspots. David needs to evaluate the utility of the previously purchased hotspots. If some of these are still functional, we will have between 11 and 15 hotspots that we are able to lend to our patrons. TechSoup — our discount supplier for the hotspots — limits annual hotspots purchase to 11. When we placed the 11 hotspots into circulation, we fulfilled many holds that our patrons placed on the hotspots.

Technical Services made a concerted effort to have a substantial collection of new books and items on the various New Book Shelves throughout the Library. The adult new items include many audiobooks on CDs, DVDs, and patron requests. The most recent librarian curated collection development carts have been ordered and we are awaiting delivery. Book orders for Children's and YA books are being prepared for the summer surge.

Alison Coffey, Cassie Rankel, and David Troyan took the Verbal Judo staff development class. Cassie attended three zoom seminars — one author talk, one publisher showcase, and one Archive related course. It has been said before, but it is worth repeating: The technical services department appreciates the opportunity to attend seminars and meetings that lead to professional development. There are many opportunities through SCLS and LILRC for professional development.

David attended four Rotary Club meetings during March. He also is continuing to apply his spatial statistics course to library data. The first draft of his final project is well on its way. The section that is being worked upon is an examination of library contract districts in Suffolk County. He will share this with Kerrie as soon as it is presentable.

Website Statistics

Unique Visitors: 4,668
Number of Visits: 8,707
Pages: 55,797
Hits: 469,288
Bandwidth: 96.25 GB

Computer Lab Statistics

Total Stations: 44
Total Sessions: 1,035
Total Session Length: 42,070 mins
Average Session Length: 40.65 mins

Patron Services: Ben Granger

Total Checkouts	5,722
Total Check Ins	5,973
Renewals	944
Holds	555

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New Patrons	121
Curbside Items	24
Curbside Appointments	10
Door Count	12,850
Internal Use	156
Self-Check Out: Patrons	283
Self Check Out: Items	304

Achievements:

- We were able to donate 78 paperback books to SCLS for their prison collection. This was a collaborative effort between Circulation, Reference, and Children's.
- We hung handmade origami bunnies as a decoration for Spring that has been a hit with patrons.
- The Supervisory Skills SCLS class has concluded, and much has been learned.

Youth & Family Services: Lauren Strong

Program Statistics

Total Youth and Family Services Program Sessions: 32 Held/ 4 Canceled

Total Infant Program Sessions: 2 class/ 34 attendance

Total Toddler Program Sessions: 7 classes/ 107 attendance

Total Preschool Program Sessions: 1 classes/ 24 attendance

Total Family Program Sessions: 5 classes/66 attendance

Total School Age Program Sessions: 9 classes/ 32 attendance

Total Teen Program Sessions: 9 classes/ 48 attendance

Passive Programming Activities: 3 activities/ 36 attendance

Teen Volunteers: 17

Community Service Hours Earned: 33

Number of Teens in Loft throughout the Month: 122

Video Game Usage: 0

Reference Questions

Total Children's Reference Questions: 417

Total teen Reference Questions: 21

Monthly Focus:

- We had our Teen Art Show on Wednesday, March 8 where we had the String Quartet and the Jazz Band playing in the Grand Room during the reception. We had about 180 people come view the artwork that night. The school district was very happy with the turnout.

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- Lauren and Vivien attended a YASD Battle of the Books meeting on Tuesday, March 7.
- Lauren attended the YA and Children's Department Head meetings at SCLS on Wednesday, March 15.
- Lauren and Vivien attended the Fran Romer Memorial Book Talk on Thursday, March 23 where we got to hear Kara Thomas speak.
- Riley Avenue School came to the library on Thursday, March 30 and Friday, March 31 for a tour and story time.
- We finished weeding juvenile Fiction, and have shifted different sections to make room for growing collections.
- All librarians are working on updating their bibliographies for Children's and Teens.
- In March we posted 4 videos: Views: 4,151, Likes: 464, Comments: 4, Updated Follower Count: 452 (84 of them being from March)

Respectfully submitted,
Kerrie McMullen-Smith
Library Director

COMMITTEE REPORTS:

PERSONNEL: (Friedrich)

4.12.23 David Friedrich entertained a motion to approve the Personnel and Payroll March
1389 report. Motion was moved by Carlos Alvarez and seconded by William Sandback.
Motion Carried.

4.12.23 **RESOLUTION #23-453**
1390 APPROVAL TO HIRE MICHAEL RYAN AS A PART-TIME TEMPORARY FLOATING LIBRARY TRAINEE

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

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS, the Board of Trustees hereby approves to hire Michael Ryan as a Part-Time Temporary Floating Librarian Trainee at the hourly rate of \$25.32, effective May 22, 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 Chinese Yes

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Nelson Yes Alvarez Yes Berdinka Yes

Sandback Yes Zeiger Absent

BUILDINGS, GROUNDS & EQUIPMENT: (Zeiger)

4.12.23

RESOLUTION #23-454

1391

APPROVAL TO CONTRACT WITH ISLAND ELEVATOR INSPECTION, INC.

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

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS, the Board of Trustees hereby approves to contract with Island Elevator to install necessary parts to conform with New York State Safety Code for Elevators, in the amount of \$11,126.93, effective April 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 Chinese Yes

Nelson Yes Alvarez Yes Berdinka Yes

Sandback Yes Zeiger Absent

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

FINANCE: (Chinese) - Nothing to report

FUNDRAISING: (Berdinka) - Next meeting is Tuesday, April 25th.

PLAN OF SERVICE: (Board of Trustees) - Janet indicated that their 5 year plan is their plan of service.

LIAISON REPORTS:

FRIENDS: Their last meeting was canceled and the next one is May 1st.

SCLS: (Bergmann) - Kerrie advised they are having a new gateway / website launched.

UNFINISHED BUSINESS: None

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NEW BUSINESS: Ruth asked if Marie has been working in the garden and Kerrie advised it was the new landscaper and that they will be working on the flower pots soon. Ruth asked about the cut back on the bushes against the buildings. Kerrie advised he cut back as much as he could so they didn't look horrible and the new grant will allow us to replace them along the front of the building.

PERIOD OF BOARD EXPRESSION: David asked, if we received the third proposal for the chalking and replacement project. Kerrie advised she hasn't, but she is leaning towards going with Enviro Science because they have their own lab. She also advised bids are fairly close to each other.

Janet thanked everyone for getting their family and friends out to vote.

PERIOD OF PUBLIC EXPRESSION: - None

4.12.23 President O'Hare entertained a motion to adjourn to executive session. Motion
1392 was moved by David Friedrich and seconded by Ruth Nelson.
Motion Carried.

Meeting adjourned to executive session at 7:50 pm.

4.12.23 President O'Hare entertained a motion to adjourn the executive session. Motion
1393 was moved by David Friedrich and seconded by William Sandback.
Motion Carried.

Executive session adjourned at 8:10 pm.

4.12.23 President O'Hare entertained a motion to move back to regular session. Motion
1394 was moved by David Friedrich and seconded by Susan Berdinka.
Motion Carried.

Meeting moved back to the regular session at 8:11 pm.

4.12.23 President O'Hare entertained a motion to adjourn the April 12, 2023 regular
1395 meeting of the Board of Trustees. Motion was moved by David Friedrich and
seconded by Ruth Nelson.
Motion Carried.

Meeting was adjourned at 8:12 pm.

Respectfully submitted,
Ruth Nelson/kgm