

APPROVED

**Minutes
Regular Meeting of the Board of Trustees
Riverhead Free Library
August 11, 2021**

Present: Janet O'Hare, President; Jeff Zeiger, Vice President; David Friedrich, Treasurer; Ruth Nelson, Secretary; Amy Wood, Trustee; Annette Totten, Trustee; Marilyn Banks-Winter, Trustee; Monique Genchi, Trustee; and Susan Berdinka, Trustee.

Director: Kerrie McMullen-Smith

Assistant Director: Stephanie McEvoy

Staff: Steve Taddeo, Helen Murray

Friends: Louise Wilkinson

Three Community members were present.

The regular meeting of the Board of Trustees was called to order on August 11, 2021 at 6:30 PM. The Board was provided with an agenda, board packets and previous meeting minutes.

Ruth Nelson led those present in the Pledge of Allegiance.

8.11.21 President Janet O'Hare entertained a motion to approve the amended agenda.
1022 The motion was moved by David Friedrich and seconded by Amy Wood.
Motion Carried.

8.11.21 President Janet O'Hare entertained a motion to approve the minutes from the
1023 regular meeting of July 14, 2021. The motion was moved by David Friedrich and
seconded by Amy Wood.
Motion Carried.

PERIOD OF PUBLIC EXPRESSION: None at this time.

8.11.21 David Friedrich entertained a motion to approve the bills for the month of July
1024 2021. The motion was moved by Susan Berdinka and seconded by Amy Wood.
Motion Carried.

8.11.21 David Friedrich entertained a motion to approve the receipts and
1025 disbursements for the month of July 2021. The motion was moved by Ruth
Nelson and seconded by Amy Wood.
Motion Carried.

8.11.21 David Friedrich entertained a motion to approve warrant #21-8-1
1026 general fund checking (People's). The motion was moved by
Ruth Nelson and seconded by Amy Wood.
Motion Carried.

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**8.11.21
1027** David Friedrich entertained a motion to approve warrant #21-8-2 general fund credit card processing (People's). The motion was moved by Susan Berdinka and seconded by Amy Wood.
Motion Carried.

**8.11.21
1028** David Friedrich entertained a motion to approve warrant #21-8-3 general fund money market (Dime). The motion was moved by Ruth Nelson and seconded by Amy Wood.
Motion Carried.

**8.11.21
1029** David Friedrich entertained a motion to approve warrant #21-8-4 general fund payroll (Dime). The motion was moved by Ruth Nelson and seconded by Amy Wood.
Motion Carried.

**8.11.21
1030** David Friedrich entertained a motion to approve the bank reconciliation for the month of July 2021. The motion was moved by Ruth Nelson and seconded by Susan Berdinka.
Motion Carried.

CORRESPONDENCE:

Kerrie McMullen-Smith read an additional comment card received from a patron that the staff is very helpful and great job on the mask signs.

DIRECTOR'S REPORT:

Riverhead Free Library
July 2021

8/11/21

Day to day operations

Services & Statistics

- We had just over 7,300 patrons visit the library in the month of July
- Out of an abundance of caution, effective August 4, we are following the CDC's guidelines: To maximize protection from the Delta variant and prevent possibly spreading it to others, wear a mask indoors in public if you are in an area of substantial or high transmission. Currently, Suffolk County is an area of substantial transmission. All staff and patrons must wear a mask while inside the library.
- The current computer program we use for program registration has stopped updates and support. We will be switching over to a software platform from Library Market.

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Community

- RFL has donated 6 boxes of books that were removed from our collection to the Vietnam Veterans of America.
- The Long Island Cares summer meal program at RFL has on the average been serving 25 children per day, a grab and go breakfast and lunch.
- Island Harvest was in the RFL parking lot on July 19, serving 140 seniors.

Finance

- We received a check from SCLS in the amount of \$75,906.32 for the 2020-2021 contract patrons. This is 85% of the payment. We will receive the final 15% this fall.
- We received a reimbursement check from the Town of Riverhead in the amount of \$862.50. \$562.50 was the site plan fee for the YB annex and \$300 for the tent fee.
- As of August 6, 2021, RFL has received \$135,962.15 in donations for our Yellow Barn restoration and maintenance project.

Personnel

- Our Programming & Marketing Clerk, Christopher Byrnes, has resigned effective July 30, 2021. CJ was offered a job at the company where he had done an internship through his college courses.
- Our Programming & Marketing Coordinator, Rasheima Alvarado, has resigned effective August 13, 2021.
- After reviewing the current staffing levels, it has been determined that certain changes need to be made for optimum staffing in each department. Kelsey Holts, one of our librarians, currently working in Adult & Information Services will be joining the Youth & Family Services Department effective August 9, 2021. Anderson St. John currently working in the Youth & Family Services Department will be joining the Computer Lab team and Patrick Tuminski will be joining the YFS team.

Buildings & Grounds & Technology

- Our phone system has been completely transferred over to our fiber line through Altice Lightpath. All equipment has been turned into Optimum.
- Over the past few months, we have had some issues with the quality of service from our cleaning company, MCJ. We received quotes from other cleaning services, effective August 9, we will be using Strike Force Maintenance to clean the library.

Assistant Director / Adult & Information Services: Stephanie McEvoy

The reference staff continues to serve the public with a smile.

Grab-and-Grow kits created and administered by Pam debuted in July. Patrons rushed in for both the Garden Salad kit (lettuce, carrots, tomato seeds and a salad dressing recipe) and Bee Garden kit (flower seeds that attract bees and other pollinators). Culinary Herb kits will be on the calendar for September with more to come in the spring.

Andrea is vigorously working on senior and outreach services. This month she replaced Laura LaSita on the Town of Riverhead Senior Citizen Advisory Committee. She also organized the first program with Stony Brook

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Hospitals Speakers Bureau Series on how to eat to support immunity. The ongoing virtual English Language Study group meets twice per month. The numbers rose from June to July growing from 4 to 11 attendees.

- Kerrie and I had a second meeting with a representative from a 2nd roofing company to continue to explore our options for addressing the roof which is nearing the end of its functional life.
- Kerrie and I met with Trane representatives to discuss the options for updating our rooftop HVAC units and provided energy consumption information to determine if we are eligible for rebates once the work is completed.
- I attended the final inspection on the Yellow Barn on July 26th with the building inspector and Martin Sendlewski. The Certificate of Completion will be processed and forwarded to us.
- I met with the landscaping contractor to review some items that weren't up to par. All were resolved and mulch was installed in the most visible areas around the main entrance and Yellow Barn.
- I arranged a meeting with a cleaning company that was recommended by SCLS. After additional problems with our existing company and careful consideration we released the old company and entered into an agreement with the new company, Strike Force Maintenance.
- I finalized an agreement to implement Library Market, which is an online program and registration calendar software package. The platform is both patron and staff friendly and will provide a modern update to our outdated website. There will be a team of staff members working on this and it will take a few months to complete.
- I finalized a subscription with Museum Key, a modern software system that provides excellent online reservation management of our museum passes. This was needed to replace Ticketkeeper which is being phased out by SCLS. This will take less time than Library Market and requires an implementation team as well.

Local History: James Provencher

- Continue to attend Ask an Archivist Series LILRC programs.
- Attended LILRC Scan Center Demo.
- Attended Accessing Archives Pilot Program.
- Updated Local History portion of our website
- Researched Levon Industries sand mining operation for patron.
- Met with author Debra Warner Anderson and procured her new book for our Perkins Local History Collection.
- Performed genealogical research for three patrons.
- ...and a Big Thank You to our Library Board and Director for approving the name change of our local history collection to The Perkins Local History Collection.

Electronic Resources Stats

	May 2021	June 2021	July 2021
Database usage	3900	8283	6800
eBook downloads	3749	3791	4005
Audiobook downloads	1777	1762	1750
Video downloads	14	9	2
New Overdrive Users	15	21	20

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Universal Class			
New registrants	49	68	43
New Courses	135	188	130
Videos Watched	3755	3430	2802
Login Sessions	1460	1469	970
Lessons Viewed	6021	5650	4626
Student submissions	1967	2008	1549
Kanopy			
Visits	935	888	920
Page views	1473	1112	1203
Plays	253	156	194
Minutes	6242	4717	6464
Flipster emagazines	291	302	351
Miscellaneous	May 2021	June 2021	July 2021
Seeds by mail	116 packets	93 packets	135 packets
Tech Time with Kelsey	5 sessions in person	10 sessions in person	9 sessions in person
Museum Passes	12	9	9

Computer Information Services: John Eickwort

- Successfully migrated our telephone service provider from Optimum to Altice Lightpath and we are now no longer using Optimum for any services.
 - Returned all of the Optimum equipment which allowed us to close the Optimum account.
 - Worked with both New Era and Lightpath to schedule a date and make sure that the porting process went smoothly without any issues which it did.
- Attended Emergency Connectivity Fund webinars to learn more about information on the funding.
 - This funding would go towards purchasing HotSpots and funding for the service of the HotSpots.
 - Started the ECF application process and am now working on getting an account opened with Verizon (hotspot provider) so the application can be finished.
- Started working on the draft of a HotSpot terms and conditions agreement that patrons will need to sign when they are going to use a hotspot.
 - Keeping track of hotspot ID # and when it was borrowed from the library will be very important when loaning out the devices.

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- Resolved firewall issues that were occurring on it and had to change ACL's so that Digital Provisions was able to access their server properly.
 - This fixed them not being able to connect to the monitoring software they use.
- Started researching new PC reservation software because Cassie is outdated and there is no support documentation online to access if problems arise.
- Had help from clerks in the lab update and install games on Teen computers.
 - They also helped resolve issues with Cassie on Teen computers once the underlying problem was figured out.

Computer Lab Usage Statistics:

Total Session	692
Total Sessions Length	26422
Average Session Length	38.21

Processing & Receiving: David Troyan

The library added 958 items and deleted 280 items.

1. Microfilm of 2020 News-Review has been received; 2019 has been sent out is being processed. 2019 will be completed in August. We will be up to date on the Microfilming.
2. The 1000 Book Bags have been rebranded as Theme Bags. Instead of 100 bags of 10 books each, there are 51 Bags with between 5 and 10 books. The books are new and each book with a given bag is part of the theme. Cassie spent many hours on processing the books and refurbishing the bags. Parents and their children will appreciate the tremendous work put into this endeavor.
3. Brittany processed a large part of the Local History Collection. She cataloged 60 books and placed many items in protective sheets. These items are now better preserved for the long-term. We will continue to make improvements that benefit our communities.
4. We have 11 binge boxes for adults, and two for the Children's Room. The circulation numbers are incomplete since they've recently been added to the collection.

There was a Sierra upgrade this month. It went exceedingly well as the updates just copied over automatically. David attended the subsequent upgrade meeting. David also attended a Zoom Meeting for the LILRC Scan Center.

We are evaluating our book providers. Baker & Taylor has not been as prompt as usual for deliveries, and Ingram has been improving. David has been in touch with the Heads of Technical Services of some other libraries to see how their workflows with Ingram has developed. He will report promptly.

Website Statistics:

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Unique visitors: 4,644
Visits: 9,116
Pages: 64,446
Hits: 423,021

Youth & Family Services: Lauren Strong

Monthly Focus:

- Lauren has become the SCLA newsletter chair.
- Lauren has changed over the Storywalk for the Summer.
- We currently have 447 children/teens registered for Summer Reading!
- Lauren is attending the Libraries Nourish Task Force Meetings biweekly. Riverhead Free Library is currently meeting the standards to earn the Libraries Nourish Logo with all of the outreach initiatives we are doing.
- Our Summer Meal Program with Long Island Cares is going well. Each day we are giving out a grab and go breakfast and lunch. We have been serving on average 25 people a day.
- We have currently donated 4 bins of non-perishable food items to Long Island Cares for the local food pantries.
- Our Gregarious Goats program on July 30, was widely received by patrons and staff!
- Lauren is so proud of Alex and Barbara! Our passive programming has significantly picked up, and they have put together some really creative crafts for young patrons!
- Our Outdoor Movie Night on July 22, was such a success. Families had a great time and wanted to know when we'll be doing it again. We are scheduled to have another outdoor movie in October!

Program Statistics

Total Youth and Family Services Program Sessions: 17 Held/2 Cancelled

Total Infant Program Sessions: 3 classes/37 attendance

Total Toddler Program Sessions: 7 classes/ 131 attendance

Total Preschool Program Sessions: 4 classes/ 99 attendance

Total Family Program Sessions: 5 classes/102 attendance

Total School Age Program Sessions: 8 classes/44 attendance

Total Teen Program Sessions: 3 classes/9 attendance

Passive Programming Activities: 13 activities/ 279 attendance

Teen Volunteers: 2

Community Service Hours Earned: 2

Number of Teens in Loft throughout the Month: 58

Video Game Usage: 25 teens

Reference Questions

Total Youth and Family Services Reference Questions: 953

Building, Grounds & Maintenance: Marie LaDonne

- we had graffiti in the men's room that I removed
- glass in the reference office that was shattered got estimates and was replaced
- dehumidifier in the grand room quit working, checked out dehumidifiers got prices, replaced and disposed of the old one
- continuing problems with MCJ cleaning company, notified them numerous times, notified them of discontinued service and retrieved the keys

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- taking care of the cleaning until the new company starts

Adult Programming & Marketing: Rasheima Alvarado

Programming Summary

- Adult Program virtual attendance/views: 954
- Positive feedback on in person: Island Harvest Food Distribution, Healing Crystals 101, Paint Night, Conversational Italian, Senior Singles
- Positive feedback on Virtual programs: Exercise classes,

Top programs

1. Island Harvest Food Distribution (140)
2. Breathe Together (188)
3. Chair Yoga/Virtual Chair Yoga (120)

Marketing Analytics

Facebook Insights

16 Page likes

2,454 Reach

14 new followers

261 Post Engagement

15k Impressions

218 video views

Top Facebook posts

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The Riverhead Free Library
Published by Bibliotheque Cher · July 31 at 8:56 AM · 🌐

How do you like the sound of 2 free tickets to the [Long Island Aquarium](#)? Participants in the Adult Summer Reading Raffle have a chance to win just that. It's not too late to sign up at the Reference Desk and finish one or more books by next Friday.

TAILS AND TALES

JOIN THE SUMMER READING PROGRAM



Sign up and get your Summer Reading Folder at the Reference Desk. The next drawing is on August 6 for 2 Long Island Aquarium tickets and a free program pass.

119 People Reached 6 Engagements +2.2x Higher Distribution Score [Boost Post](#)

The Riverhead Free Library
Published by Bibliotheque Cher · July 26 at 11:20 AM · 🌐

Libraries are for everyone!

 **long tweets mcgee**
@_Amanda_Killian

Libraries literally aren't just a place to obtain books for free. They're one of the few public spaces left in our society where you're allowed to exist without the expectation of spending money.

177 People Reached 17 Engagements +3.2x Higher Distribution Score [Boost Post](#)

👍❤️ 9 3 Shares

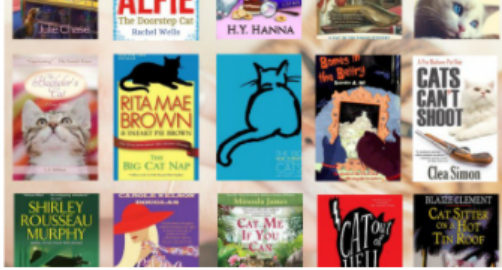
Instagram Insights

- 383 Totals Likes
- 5,704 Reach
- 17 new followers
- 7.7k Impressions

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Twitter Insights

Our next drawing of the Adult Summer Reading Raffle is coming up this Friday, July 23. The prize is a Petco Gift Card and Cat Lovers Basket. Sign up if you haven't already and finish a book if you want a chance at this prize! #rfl #thisisriverhead
libraryaware.com/2CAQFM
pic.twitter.com/5qOuOiplnz



1 7

- 16.9 Tweet impressions
- 3,257 Profile visits
- 5 Mentions
- 3 new followers

Constant Contact

Time Sent	Campaign Name	Sends	Opens	Click Rate
7/8/2021 10:03	E-newsletter 7/8/2021	5882	998	9.50%
7/8/2021 13:00	Friends Photo Contest Submission 2021	5881	1078	0.80%
7/15/2021 17:03	Aquarium Tickets	5878	1299	0%
7/21/2021 14:07	Elizabeth Morton Nature Refuge	5877	1426	0.20%
7/22/2021 10:04	E-newsletter 7/22/2021	5874	930	8.80%
7/23/2021 11:34	Programs 7/25 - 7/31	5874	1105	6.10%
7/27/2021 17:00	Friends Photo Contest Submission 2021 August	5870	1183	0.90%
7/30/2021 12:35	Programs 8/1 - 8/7	5869	1024	5.50%

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Respectfully submitted,

Kerrie McMullen-Smith
Library Director

COMMITTEE REPORTS:

PERSONNEL: (*Zeiger)

8.11.21 Resolution #21-344
1031 APPROVAL TO HIRE RICHARD MULLER AS A PART-TIME SECURITY GUARD

Jeff Zeiger offered the following resolution, which was seconded by Ruth Nelson.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS, the Board of Trustees hereby approves the hiring of Richard Muller as a part-time security guard at the hourly rate of \$21.00, effective August 18, 2021 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 application laws, rules and regulations.

THE VOTE

O'Hare Yes Zeiger Yes Friedrich Yes

Nelson Yes Banks-Winter Yes Berdinka Yes

Genchi Yes Totten Yes Wood Yes

The Resolution Was Thereupon Duly Declared Adopted

August 11,2021

BUILDINGS & GROUNDS & TECHNOLOGY: (*Zeiger)

A meeting is scheduled for Friday, August 13, 2021. Fundraising for phase 2 of the Yellow Barn continues and on Friday they will turn their attention to the roof, the parking lot and the HVAC.

POLICY, BY-LAWS & OBJECTIVES: (*Nelson) - No Changes.

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FINANCE: (*Friedrich)

8.11.21 David Friedrich moved to approve the Personnel and Payroll report for the month
1032 of July 2021. Motion was seconded by Amy Wood.
Motion Carried.

8.11.21 **Resolution #21-343**
1033 **APPROVAL TO TRANSFER FUNDS FROM GENERAL FUND CHECKING TO**
GENERAL FUND CERTIFICATE OF DEPOSIT

David Friedrich offered the following resolution which was seconded by Amy Wood.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS, the Board of Trustees hereby approves to transfer funds from previous operating checking account at People's United Bank in the amount of \$87,087.97 to an operating account certificate of deposit at People's United Bank.

RESOLVED, that a copy of this resolution be made available in accordance with applicable laws, rules and regulations.

THE VOTE

O'Hare Yes Zeiger Yes Friedrich Yes

Nelson Yes Banks-Winter Yes Berdinka Yes

Genchi Yes Totten Yes Wood Yes

The Resolution Was Thereupon Duly Declared Adopted

August 11,2021

David explained this was the account that was closed because of \$1800 in fraudulent checks. All unused checks were destroyed.

FUNDRAISING: (*Friedrich)

There is a tentative meeting set up for August 19,2021 at 3pm for all members of the fundraising committee. Current balance has been audited and is in balance with the internal audit that David keeps. Janet O'Hare added currently there are 267 4X8 bricks, 68 8X8 bricks, 3 bronze plaques, 1 gold, and 4 Platinum.

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PLAN OF SERVICE: (*Board of Trustees) - No discussion.

LIAISON REPORTS:

FRIENDS: (*Berdinka)

Susan reported that they had their meeting on Monday and the Yellow Barn is having steady sales. They would like to reiterate they don't want moldy or damaged books donated. The photo contest technically closed but they are still accepting submissions and will be judged on August 23, 2021 and will go online on October 1st. East End Arts Street Festival on Labor Day will have a chalk square for teenagers and a Friends person will be there as well. They're hoping to move forward with Saturday afternoon piano concerts in the Fall depending on COVID. Louise Wilkinson reported there was a discussion regarding the Otis Pike Estate money pertaining to policy and procedures on how the money is to be distributed.

SCLS: Nothing to report.

UNFINISHED BUSINESS: Nothing to report.

NEW BUSINESS: Discussion regarding the decision to reinstate the mask mandate and the delta variant.

PERIOD OF BOARD EXPRESSION:

Janet O'Hare thanked Kerrie McMullen-Smith and Stephanie McEvoy, especially in the last 18 months, for their hard work, leadership and passion. They were able to keep the community informed, engaged and entertained while they navigated through the vast list of changes the pandemic brought to their jobs. Janet listed many of their accomplishments, and in appreciation for their hard work and leadership, the Board would like to place an 8X8 brick honoring them placed in the Yellow Barn pathway.

Marilyn Banks-Winter asked if anyone notified the Perkins Family descendants that they were being honored and Kerrie McMullen-Smith advised they had been. She also inquired if the outlets were installed to code in the Yellow Barn since she was absent for that meeting. Kerrie advised that it has been completed.

PERIOD OF PUBLIC EXPRESSION: None.

8.11.21 Motion entertained by Janet O'Hare to adjourn to Executive Session.
1034 Motion moved by David Friedrich and seconded by Ruth Nelson.
Motion Carried.

Meeting adjourned to Executive Session at 7:07 PM

8.11.21 Motion entertained by Janet O'Hare to move back to Regular

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1035 Session. Motion moved by David Friedrich and seconded by Ruth Nelson.
Motion Carried.

Meeting returned to Regular Session at 7:21

8.11.21 President Janet O'Hare entertained motion to adjourn the August 11, 2021
1036 regular meeting of the Board of Trustees. Motion moved by David Friedrich
and seconded by Susan Berdinka.
Motion Carried.

Meeting was adjourned at 7:22 PM

Respectfully submitted

Ruth Nelson/kgm