

APPROVED

Minutes
Regular Meeting of the Board of Trustees
Riverhead Free Library
August 10, 2022

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

Absent: Monique Genchi, Trustee

Director: Kerrie McMullen-Smith

Assistant Director: Catherine Montazem

Staff: Keri Grace Najdzion, Steve Taddeo

The regular meeting of the Board of Trustees was called to order on August 10, 2022 at 6:31 pm. The Board was presented with an agenda, board packet and previous minutes.

Gina Chinese led us in the Pledge of Allegiance.

8.10.22 President O'Hare entertained a motion to approve the amended agenda. Motion
1243 was moved by David Friedrich and seconded by Ruth Nelson.
Motion Carried.

8.10.22 President O'Hare entertained a motion to approve the minutes from the regular
1244 board meeting of July 13, 2022. Motion was David Friedrich and seconded by
Susan Berdinka.
Motion Carried.

PERIOD OF PUBLIC EXPRESSION: None at this time.

8.10.22 Gina Chinese entertained a motion to approve the bills for the month of July
1245 2022. Motion was moved by David Friedrich and seconded by Ruth Nelson.
Motion Carried.

8.10.02 Gina Chinese entertained a motion to approve the receipts and disbursements
1246 for the month of July 2022. Motion was moved by David Friedrich and seconded
by Ruth Nelson.
Motion Carried.

8.10.22 Gina Chinese entertained a motion to approve warrant **22-8-1** general fund
1247 checking. Motion was moved by Ruth Nelson and seconded by David Friedrich.
Motion Carried.

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8.10.22 Gina Chinese entertained a motion to approve warrant **22-8-2** general fund
1248 money market. Motion was moved by Ruth Nelson and seconded by David
Friedrich.

Motion Carried.

8.10.22 Gina Chinese entertained a motion to approve warrant **22-8-3** general fund
1249 payroll. Motion was moved by Ruth Nelson and seconded by David Friedrich.

Motion Carried.

8.10.22 Gina Chinese entertained a motion to approve warrant **22.8.4** capital project
1250 fund. Motion was moved by Ruth Nelson and seconded by David Friedrich.

Motion Carried.

CORRESPONDENCE:

No correspondence to report but Kerrie did point out the comment cards in the back of the packet giving praise to some of the staff.

DIRECTOR'S REPORT:

Riverhead Free Library
July 2022

8/10/2022

Day to day operations

Statistics, Services & Community

- We had just over 6,600 patrons visit the library in the month of July.
- Island Harvest was at the library on July 25 serving 276 people.
- Long Island Cares mobile food pantry was in our parking lot and served 38 families on July 7.
- We have scheduled the SLED (Suffolk Libraries Empowering Discovery), the Suffolk County Public Libraries mobile library service vehicle, to be at the Polish Hall Fair on Saturday, August 20 from 12 – 2 pm.
- The Riverhead Landmarks Preservation Committee and the BID have been working together on implementing a Downtown Historic Trail that is based on QR codes. The Yellow barn will be stop # 37. We will have a QR code installed for people to scan to learn the history of the barn told by Alice Perkins.

Finance

- As of August 5, 2022, RFL has received \$149,784.33 in donations for our Yellow Barn restoration and maintenance project.

Personnel

- I recommend the following
 1. Approval to hire Marianne Emily Christ as a part-time IT clerk
 2. Approval to hire Nicole Vion as a part-time floating clerk

Buildings & Grounds & Technology

- I recommend the following:
 1. Hire The Facilities Management Group to conduct a facilities assessment and provide a five-year capital facilities plan.
 2. Hire The Facilities Management Group for program management services for capital improvement projects.

Technology update:

- Our fiber line is connected and configured with Crown Castle. The IT team has started to configure our firewall to accept the Crown Castle connection. Next, they will set up the new servers and finally set up all the computers to the servers.
- CCI Voice will be at RFL on Tuesday 8/9 to install our new phones. There may be a couple of hours of downtime while changing the phone hardware.

Policies & By-Laws

- I recommend the following:
 1. Approve the proposed Service Animal policy to our general policies.
 2. We reaffirm the ALA Code of Ethics policy to our general policies.

Adult & Information Services: James Provencher

Social Media

Instagram, 1,239 followers with 1,163 impressions
Facebook Likes: 926
Facebook Followers: 1,182
Twitter Followers: 1,317

Electronic Resources Stats

	May 2022	June 2022	July 2022
WAM Database usage	1265	1567	1539
eBook downloads	3981	3925	4326
Audiobook downloads	2073	2106	2166
Video downloads	0	1	0
New Overdrive Users	27	24	34
Universal Class			
New registrants	63	22	12
New Courses	247	122	72
Videos Watched	5007	3309	1294

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Login Sessions	1477	887	154
Lessons Viewed	8459	4868	2154
Student Submissions	3379	2583	2085
Kanopy			
Visits	849	629	970
Page views	1043	765	1256
Plays	150	163	170
Minutes	5240	549	7090
Flipster emagazines	291	247	
Miscellaneous	May 2022	June 2022	July 2022
Seed Library	Seed packets Distributed: 298	Seed packets Distributed: 327	Seed packets Distributed: 114
One-on-One Tech Time	10	12	44
Museum Passes	16	16	26
ENL Attendance	94	61	75
Literacy Suffolk Students Served	21	13	1
Notary Stamps	112	101	57
Reference Questions	1426	1826	2204

Constant Contact

Date Sent:	Campaign Name:	Sends:	Opens:	Open Rate:
7/1/22	Register for Our July and August Newsletter	6740	2274	34%
7/2/22	Friends Photo Club	6737	2571	38%
7/8/22	Programs 7/11 - 7/16	6720	2224	34%
7/15/22	Programs 7/17 - 7/23	6713	2219	33%
7/18/22	Friends Photo Club	6702	2485	36%
7/22/22	Programs 7/24 - 7/30	6695	2445	37%

Adult Programming Report:

Total Adult & Senior Programs:	July 2022
In Person:	100
Virtual:	23
Total Adult Programs:	123
Total Attendees:	1674*
Summer Reading Challenge	108

*This number does not include participants in the Summer Reading Challenge.

July 2022 Adult Program Statistics

Summer Reading Raffle EntriesL 239

* This number does not include participants in the Summer Reading Challenge.

* Oceans of Possibilities”, the Adult Summer Reading Challenge, has been a great success this summer. Patrons have been eager to participate in the weekly raffles for local restaurant gift cards.

Exercise and meditation programs continue to be popular and well attended. At the end of the month, our Virtual Zumba Gold instructor was live at the library. Participants were overjoyed at being able to see Irina and being able to exercise together. At the request of the patrons, starting in September, we will have Virtual Zumba Gold projected in the Grand Room for participation in person, as a group and also available for individual viewing at home.

Patron Services: Benjamin Granger

Total Checkouts	3,925
New Patrons	173
Curbside Items	14
Curbside Appointments	32
Door Count	6,671
Internal Use	197
Self Check-Out Patrons	119
Self-Check Out: Items	332

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Achievements:

- Consistently check out and in blood pressure kits and wi-fi hotspots. Usually most are lent out.
- Workshopping idea to start lending out bicycle locks for the bike rack outside.
- Started promoting museum tickets, local notaries, and the blood pressure kits at circulation desk.

Computer Information Services: Cory Burns

- Met with CCI to configure phone routes
- Fixed poster printer connectivity issue
- Replaced PID computer
- Fixed the Fax machine issue
- Setup Microfilm Machine
- Setup Trustee email accounts
- Setup new Hire(s) email and computer accounts

Adult Computer Lab Statistics

Total Stations: 46

Total Sessions: 805

Total Session Length (min): 35,373

Average Session Length (min): 44

Processing & Receiving: David Troyan

In July, the Library added 714 items and deleted 687 items.

After interviewing several candidates (both in-house and outside candidates) with the Director and Assistant Director, I was pleased to welcome Alison Coffey to Technical Services as a senior clerk. Previous to joining us Alison worked as a YFS page. This background will be very useful as her primary focus is on Children's and Teen material. She has a lot of enthusiasm for library work, and her academic background (environmental science) meshes very well with the tasks assigned to her. Labeling and cataloging books is similar to the work she did cataloging and labeling insects and plants.

Brittany Folkes continues to demonstrate her dedication to the Library through her exceptional work. She always takes initiative whenever she sees a need. One recent example is going through the adult magazines and pulling old issues and rearranging the current subscriptions. This is not a trivial exercise. It is a benefit to the library to have a neat and well-resent magazine section. Kudos to Brittany. She's also been training Alison on the nuances of working in Technical Services. She is a wealth of information.

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Catherine Rankel returns from Maternity/Family Leave to Tuesday 8/2. This will be a great help to us and the Library. We've maintained the work well enough, but new initiatives were often placed on the back burner since we were short staffed. However, now we will be hitting on all cylinders.

The website occupied some of my time in July. We had exceeded our space allotment and had to delete many old items. This situation had prevented essential backups for about three weeks. This has been rectified.

Website Statistics for July

Uniques Visitors: 4,856
Number of Visits: 9,772
Pages: 64,225
Hits: 493,393

Building, Grounds & Maintenance: Marie LaDonne

- electrician came and installed the new led lights in the hanging fixtures
- set up the tent ,tables ,chairs and weights for Alive on 25
- dealing with Sav Mor trying to figure out the problem with HVAC unit three
- setting up rooms for programs
- taken care of outside garbage and picking up the grounds
- went over equipment for disaster plan
- dealing with issues with the cleaning company
- pulling some weeds outside and clipping the maple trees in the bushes

Youth & Family Services: Lauren Strong

Program Statistics

Total Youth and Family Services Program Sessions

Total Infant Program Sessions: 4 class/ 28 attendance

Total Toddler Program Sessions: 3 classes/ 56 attendance

Total Preschool Program Sessions: 3 classes/ 45 attendance

Total Family Program Sessions: 15 classes/ 291 attendance

Total School Age Program Sessions: 9 classes/ 78 attendance

Total Tween Programs: 4 classes 24 attendance

Total Teen Program Sessions: 11 classes/ 28 attendance

Passive Programming Activities: 10 activities/ 131 attendance

Teen Volunteers: 8

Community Service Hours Earned: 8

Number of Teens in Loft throughout the Month: 117

Video Game Usage: 6

Reference Questions

Total Children's Reference Questions: 1,004

Total Teen Reference Questions: 151

Monthly Focus:

- We welcome our new Youth and Family Services Librarian Ashley Thomas who started on August 1.
- We have had 377 children/teens register for Summer Reading
- The Youth and Family Services staff has participated in all of the Alive on 25 outreach events in July and August. It has been a great experience each time.
- All librarians have been busy facilitating programs that have been well received by our patrons
- We opened up our Tween area for children in grades 4-7.
- Nicole is working on weeding and updating our Graphic Novel collection in Teens
- Lauren is working on updating our Graphic Novel collection in Children's
- We have ordered a new display to hang in Teens that will provide mental health and other resources for teens in need
- It has been nice having performers back in the library-all patrons really enjoyed The BenAnna Band and Jester Jim.

Respectfully submitted,

Kerrie McMullen-Smith

Library Director

COMMITTEE REPORTS:

PERSONNEL: (Friedrich)

8.10.22 David Friedrich entertained a motion to approve the Personnel and Payroll
1251 Report. Motion was moved by Ruth Nelson and seconded by Susan Berdinka.
Motion Carried.

8.10.22 **RESOLUTION #22-413**
1252 **APPROVAL TO HIRE MARIANNE EMILY CHRIST AS A PART TIME**
INFORMATION TECHNOLOGY CLERK

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 the hiring of Marianne Emily Christ as a Part Time Information & Technology Clerk at the hourly rate of \$16.30, effective July 19, 2022 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.

APPROVED

THE VOTE

O'Hare Yes Friedrich Yes Chinese Yes

Nelson Yes Alvarez Yes Berdinka Yes

Genchi Absent Sandback Yes Zeiger Yes

8.10.22

RESOLUTION #22-414

1253

APPROVAL TO HIRE NICOLE VION AS A PART TIME FLOATING CLERK

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 Nicole Vion as a Part Time Floating Clerk at the hourly rate of \$16.30, effective August 1, 2022 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

Genchi Absent Sandback Yes Zeiger Yes

BUILDINGS, GROUNDS & EQUIPMENT: (Zeiger)

Jeff reported that the committee continues to plan for all the capital improvement projects and most of them are in some state of semi-morphous scoping. They recognized they need help in executing and scoping the projects to define what they need to go to market to get bids. Since this was not anyone's expertise, they interviewed three contractors and suggested the one they felt is best in the following resolutions. They will charge a fixed fee for initial scoping and then for each piece of work - there will be a fixed fee range.

8.10.22

RESOLUTION #22-415

1254

APPROVAL TO HIRE THE FACILITIES MANAGEMENT GROUP FOR PROGRAM MANAGEMENT SERVICES FOR CAPITAL IMPROVEMENT PROJECTS

Jeff Zeiger offered the following resolution, which was seconded by David Friedrich

APPROVED

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS, the Board of Trustees hereby approves to hire the Facilities Management Group for capital improvement projects based on the fixed fee range on the attached proposal, effective August 10, 2022 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

Genchi Absent Sandback Yes Zeiger Yes

**8.10.22 RESOLUTION #22-416
1255 APPROVAL TO HIRE THE FACILITIES MANAGEMENT GROUP FOR A BUILDING
ASSESSMENT, FIVE YEAR CAPITAL PLAN**

Jeff Zeiger offered the following resolution, which was seconded by David Friedrich

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS, the Board of Trustees hereby approves to hire The Facilities Management Group for a Building Assessment, Five Year Capital Plan for a total of \$6,150, effective August 10, 2022 and authorizes the Board President to execute the agreement on behalf of the Library.

Resolved, that a copy of the 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

Genchi Absent Sandback Yes Zeiger Yes

POLICY, BYLAWS & OBJECTIVES: (Nelson)

**8.10.22 RESOLUTION #22-417
1256 APPROVAL TO ADOPT A SERVICE ANIMAL POLICY**

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

APPROVED

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS, the Board of Trustees hereby approves to Adopt a Service Animal Policy, effective August 10, 2022 and authorizes the Board President to execute the agreement on behalf of the Library.

Resolved, that a copy of the 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

Genchi Absent Sandback Yes Zeiger Yes

8.10.22

RESOLUTION #22-418

1257 APPROVAL TO REAFFIRM THE AMERICAN LIBRARY ASSOCIATION CODE OF ETHICS INTO OUR GENERAL POLICY MANUAL

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS, the Board of Trustees hereby approves to Reaffirm the American Library Association Code of Ethics into our General Policy Manual, effective August 10, 2022 and authorizes the Board President to execute the agreement on behalf of the library.

Resolved, that a copy of the 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

Genchi Absent Sandback Yes Zeiger Yes

FINANCE: (Chinese) - Nothing to report

FUNDRAISING: (Berdinka) - Nothing to report

PLAN OF SERVICE: Jeff already covered it under B&G

LIAISON REPORTS:

FRIENDS: (Sandback)

Bill reported that the meeting was postponed until Monday, August 15th.

APPROVED

SCLS: (Bergman)

Kerrie reported that Susan had wanted to attend but wasn't able to make it. Will hopefully be here in September. In October she is up for re-election and wants to be on the slate again.

UNFINISHED BUSINESS:

Bill inquired whether the initiative for self checkout was to eliminate the burden of work on our present workers or is it to modernize the system. Kerrie advised the library had a self checkout machine for about 20 years, it was antiquated and could no longer be repaired. Janet pointed out it's an option like a self-checkout at a grocery store.

NEW BUSINESS:

Kerrie advised that we have had some issues with the cleaning company. They are not sending the appropriate amount of staff nor are they staying the hours they are contracted for. It is noticeable that big things have not been getting done. The owners advised they were short staffed and we tried to work with them, but the problem didn't resolve. Marie was adamant with him from day one that we have a problem with moisture downstairs, and two commercial dehumidifiers to combat the issue. When the floors get mopped it should be lightly done. However, the cleaning crew has been leaving puddles of water on the floor when they mopped which has added to our moisture issues. There is a party for the end of the children's summer reading program and we expect at least 75 - 100 people. The Board agreed they do not want that program canceled and trust Kerrie to best work it out by moving it to the main floor.

Kerrie advised the new phone system had been installed. A discussion ensued about its features. The Board determined certain features should only be accessible to administration and security.

PERIOD OF BOARD EXPRESSION: None

PERIOD OF PUBLIC EXPRESSION: None

8.10.22 President O'Hare entertained a motion to adjourn the August 10, 2022 regular
1258 meeting of the Board of Trustees. Motion was moved by Susan Berdinka and
seconded by David Friedrich.

Meeting was adjourned at 7:15 pm.

Respectfully submitted,

Ruth Nelson
BoT Secretary