

APPROVED

Minutes
Regular Meeting of the Board of Trustees
Riverhead Free Library
December 8, 2021

Present: Janet O'Hare, President; David Friedrich (via Zoom) Treasurer; Ruth Nelson, Secretary; Marilyn Banks-Winter, Trustee; Susan Berdinka, Trustee; Monique Genchi, Trustee;.

Absent: Jeff Zeiger, Vice-President; Annette Totten, Trustee; Amy Wood, Trustee

Director: Kerrie McMullen-Smith

Assistant Director: Stephanie McEvoy

Staff: Patricia Sepulveda-Giebfried

The regular meeting of the Board of Trustees was called to order on December 8, 2021 at 6:32 p.m. The Board was provided with an agenda, board packets and previous minutes.

Ruth Nelson led those present in the Pledge of Allegiance.

12.8.21 President O'Hare entertained a motion to approve the amended agenda.
1093 Motion was moved by Ruth Nelson and seconded by David Friedrich.
Motion Carried.

12.8.21 President O'Hare entertained a motion to approve the minutes from the regular
1094 board meeting of November 10, 2021. The Motion was moved by David Friedrich
And seconded by Ruth Nelson.
Motion Carried.

PERIOD OF PUBLIC EXPRESSION: None at this time.

12.8.21 David Friedrich entertained a motion to approve the bills for the month of
1095 November 2021. Motion was moved by Susan Berdinka and seconded by
Marilyn Banks-Winter.
Motion Carried.

12.8.21 David Friedrich entertained a motion to approve the receipts and disbursements
1096 for the month of November 2021. The motion was moved by Marilyn
Banks-Winter and seconded by Ruth Nelson.
Motion Carried

12.8.21 David Friedrich entertained a motion to approve the warrant 21-12-1 general
1097 fund checking (People's). The motion was moved by Susan Berdinka and
seconded Marilyn Banks-Winter.
Motion Carried.

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**12.8.21
1098** David Friedrich entertained a motion to approve the warrant 21-12-2 general fund money market (Dime). The motion was moved by Marilyn Banks-Winter and seconded by Ruth Nelson.

Motion Carried.

**12.8.21
1099** David Friedrich entertained a motion to approve the warrant 21-12-3 general fund payroll (Dime). The motion was moved by Marilyn Banks-Winters and seconded by Ruth Nelson.

Motion Carried.

**12.8.21
1100** David Friedrich entertained a motion to approve the warrant 21-12-4 capital fund yellow barn (People's). The motion was moved by Marilyn Banks-Winter and seconded by Ruth Nelson.

Motion Carried.

**12.8.21
1101** David Friedrich entertained a motion to approve the bank reconciliation for the month of November 2021. The motion was moved by Marilyn Banks-Winter and seconded by Ruth Nelson.

Motion Carried.

CORRESPONDENCE: None

DIRECTOR'S REPORT:

Riverhead Free Library
November 2021

12/8/2021

Day to day operations

Statistics, Services & Publicity

- We had just over 9,000 patrons visit the library in the month of November.
- Lauren Strong compiled a guide for all staff to use when promoting library events and services. This ensures that all of our flyers, social media posts and newsletter follow the same branding style.
- Jenny, Stephanie, Lauren & I are working on updating our newsletter to appear more current. Please see a sample cover for the Jan/Feb newsletter in the Board packet.

Community

- We had a great response from the community in donations for our Mitten Tree.
- Long Island Cares mobile food pantry was at the library on 11/4 serving 23 families and we served the same number of families on 12/2.
- Island Harvest was in the RFL parking lot on 11/15 doing the new food distribution. They served 190 patrons the majority of them being seniors and veterans.

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Finance

- As of December 2, 2021, RFL has received \$146,735.30 in donations for our Yellow Barn restoration and maintenance project.

Personnel

I am recommending the following for approval:

1. Andrea Hill be promoted from librarian trainee to librarian.
2. Stephanie McEvoy attend the Public Library Association bi-annual conference, March 22-25, 2022 at an approximate cost of \$2,500.

Buildings & Grounds & Technology

- Our first batch of engraved memorial bricks consisting of (88) 4x8 and (20) 8x8 were shipped out to RFL 12/2 and should arrive soon.
- Sav Mor Mechanical and Inter-County Mechanical will be visiting the library the week of 12/6 to review our system and prepare proposals for our HVAC project.
- We will be installing a Water Logic water dispenser in our staff break room. The unit offers advanced filtration, UV purification and antimicrobial protection. It is an economical and environmentally friendly unit that dispenses hot & cold water.
- Our HVAC unit #4 needs repair. The gas supply has been shut off to this unit which heats the Craft Room and the Gallery. I recommend we have Sav Mor Mechanical repair the unit at the cost of \$6,600.

Assistant Director / Adult & Information Services: Stephanie McEvoy

The department continues to demonstrate cooperation and teamwork as we expand into adult programming. There is a lot of collaboration on restructuring some traditional library programs such as book discussions and cooking classes. The creation of a crossover cooking/cookbook club will launch in January and hopefully will be well received by the community. The Winter Bulb grab and go kits were very popular with registration full to capacity within the first day. The 2-part felting series also saw high registration and attendance.

Patty Giebfried attended the ENL Family Night event at the High School on November 17th with staff from Youth and Family Services to promote the library and provide translation services. She will also be starting a Hispanic women's group in January which will meet monthly. *Circulo de Amigas*, will be conducted in Spanish and will provide activities including crafts, health and wellness and family support services.

- Kerrie and I met with a roof consultant who agreed to review the estimates and infra-red analysis report that has been done and give us his recommendation. We await his report.
- Kerrie and I met with the Building & Grounds Committee and Chad Denaro from Trane to discuss their cost proposal for future phased replacement of the HVAC system. The committee also reviewed some decorative exterior lighting fixtures for the front of the Yellow Barn. They requested that I review the choices with the architect, which I did. His choice was the same fixture that the committee preferred.

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- Kerrie, Lauren Strong, Jenny Bloom and myself met to discuss a style guide that Lauren prepared which addresses modernizing our logo and the formatting of our printed material. The same group also met with our newsletter designer from Searles Graphics to discuss modernizing our newsletter format and streamlining our production process.
- Lauren and I continued to meet with the Library Market project development manager to answer technical questions regarding our unique needs surrounding program registration for complicated events such as tax preparation, HIICAP appointments and curbside pickups. Staff training will take place in early December.
- Marie and I worked together on electrical estimates for the exterior lighting on the Yellow Barn. Soundview Electric, the contractor who has done the electrical work in the past and worked on the Yellow Barn Restoration Project, provided a quote for the work (\$1,735) and I had Cornacchio Electric give a second estimate (\$3,800). I recommend that we use Soundview Electric because he knows the building and his estimate was 50% less.
- The exterior paint on the Yellow Barn is finished. In addition to the 1-year warranty on the work Charlie Puglisi, the owner of Absolute Clean, has generously extended the warranty to include 3 years of free exterior maintenance. The B&G Committee discussed recognizing his generosity with an acorn or rock on the donor wall. I hope the Board will agree that he truly is a friend of the library.

Electronic Resources Stats

	September 2021	October 2021	November 2021
Database Usage	2471	1305	1302
eBook downloads	3803	3867	3473
Audiobook downloads	1879	1932	1808
Video downloads	0	8	4
New Overdrive Users	35	28	17
Universal Class			
New registrants	46	56	44
New Courses	163	171	159
Videos Watched	2665	3925	3787
Login Sessions	1006	1129	908
Lessons Viewed	4445	6428	6495

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Student submissions	1689	2392	2581
Kanopy			
Visits	801	900	1071
Page views	1033	1181	1287
Plays	146	155	133
Minutes	4710	6414	4085
Flipster emagazines	350	310	N/A
Miscellaneous	September 2021	October 2021	November 2021
Garden Inspiration	30 Culinary Herb Garden Kits (90 packets)	Closed for the winter	Winter Bulb Grab and Go - 30 kits
1-on-1 Tech Time	N/A	0	2
Museum Passes	9	10	1
ENL Attendance		49	34
Literacy Suffolk -Students Served		14	12
Notary Stamps		168	135
Reference Questions		1836	1995

Constant Contact Stats

Time Sent	Campaign Name	Sends	Opens	Open Rate
11/29/21 10:04	Long Island Cares Dec '21	5740	1125	19.70%
11/26/21 16:10	Programs 11/29 - 12/4	5740	1321	23.10%
11/18/21 17:30	Programs 11/22 - 11/27	5745	1349	23.60%

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11/10/21 17:06	Programs 11/15 - 11/20	5748	1273	22.30%
11/8/2021 9:30	E-newsletter - Nov 2021	5751	1089	19%
11/4/21 18:20	Revised Programs 11/8 - 11/13	5755	1157	20.20%
11/4/2021 15:37	Programs 11/8 - 11/13	5755	1197	20.90%
11/2/2021 9:31	Friends Photo Walk	5769	1570	27.40%
11/1/2021 10:04	Long Island Cares Nov '21	5775	1088	18.90%

Adult Programming Report: Jenny Bloom

Kerrie, Stephanie, Lauren and myself met with our Newsletter Designer to discuss design improvements including a re-design of the front-page, and a stream-lined process for copy delivery and production schedule.

The Rotary invited Jenny & Lauren to be lunch program speakers in November, and I had a number of great conversations with members which I hope will lead to future programming and partnerships.

We saw a number of programs fill up in the first hour of the registration process including our two Grab and Go projects, Defensive Driver Classes and our Wellness/workout classes. We had a box filled with prescription medications for the Suffolk County Sheriff's Shed the Meds program.

Total Adult Programs:	November 2021
In Person:	67
Virtual:	21
Total Attendees:	
In Person:	1219
Virtual:	205

Top 3 attended programs in November:

- Defensive Driving (60)
- Hit the Roof Veterans Concert (43)
- Indian Island Park Walk (23)

Of note:

- A highlight from the month was our Indian Island Park Walk where the current Park Supervisor invited a former Park Supervisor to share stories and information from a long career at the park.

Local History: James Provencher

- Completed a three-week class on Preservation Planning: A Primer. Offered free from DHPSNY (Documentary Heritage Preservation Services of New York).
- Helped patrons with genealogical research.
- Attended *Stories from the Field* about Preserving outdated media formats.
- Proctored two Exams for patrons.
- Researched a house for patron.
- Attended "Ask an Archivist": Safe Labeling of Items and Objects in the Archive.
- Procured four more yearbooks to add to our collection.
- Began writing a Collections Management Policy for the Perkins Local History Collection.
- Set up and attended our library program given by the Suffolk County Historical Society "Intro to Suffolk County Historical Society".

Patron Services: Jessica Neilson

Getting to know the circulation department staff. Becoming acquainted with day to day schedules and routines. Becoming proficient in statistical reports as well as daily, weekly, monthly and yearly lists to be run.

Statistics:

Total Checkouts- 5,375

New Library Cards- 92

Curbside Pick Up- 52

Computer Information Services: John Eickwort

- Finished building and configuring all of the new computers for the service desks
 - The new workstations are now deployed to all of the service desks and functioning normally.
- Completed updating the Sage 50 accounting software on the server
 - Also updated the client versions and this resolved issues with accessing certain accounting funds for users.
- Have been investigating issues with CASSIE that are preventing users from using their library cards.

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- Just recently was able to find which server is hosting the manager and have been communicating with the company on how we need to update the clients and server considering they provide very limited information on the software.
- Have taken over the role of updating certain parts of the website
 - I have also been organizing and making documentation as a reference sheet for where certain things on the website are and how to update them.
- Held a program on Cyber Safety and how to build and make secure passwords, along with secure accounts that you have.
- Spoke to clerks in the computer lab on ideas for basic computer usage programs that could be offered to patrons to help them learn how to do basic things.

Computer Lab Usage Statistics:

Total Sessions	726
Total Session Time(min)	30,326
Average Session Length (min)	41.77

Processing & Receiving: David Troyan

Added material: 775

Deleted material: 899

Technical Services welcomed a new employee in November. Aleena Butt joined the department as a Senior Clerk on November 17. In these first two weeks, she has demonstrated attention to detail, a dedication to her craft, and a willingness to learn. I look forward to having her continue to grow into her position. It is nice to have an additional set of hands to take on tasks that were often lower priority. There is a lot to learn in Technical Services and we are pacing the training to not overwhelm her.

I cannot give enough credit to Cassie Rankel for providing much of the training to Aleena. The steps to physically process materials and repair items are extremely detailed. Besides teaching her the how-tos and answering questions that arise, Cassie is working on a written style guide for Aleena in particular, and technical Services in general. This will prove to be invaluable to the department and to the library.

Brittany Folkes continues working even as she pursues her studies. She agreed to take additional hours during her breaks from school to help the department. With changes in ordering, the new adult books have increased to better and more consistent delivery. There are fewer peaks and valleys with regard to books arriving. Since Brittany processes new adult books, her workflow is more uniform.

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In addition to our usual work activities, we worked on cleaning up the Sierra database – both patrons and items. I renewed our magazine subscriptions, and renewed our database subscriptions. It is hard to keep masks in supply, but we have not run out.

Jenny Bloom attended a Rotary Club Meeting as my guest. She wowed the club with an enthusiastic presentation on recent library programs. She is a library Evangelist and the club appreciated her energy.

Longtime employee Frances Johannemann died at the age of 95. At the wake, her daughter told me that the family opted for a procession past the library on the way to the cemetery. I was outside at the appointed hour to bid our former head of Circulation goodbye.

November Website Stats:

Unique Visitors:	5,063
Number of Visits:	9,337
Pages:	57,678
Hits:	458,984

Building, Grounds & Maintenance: Marie LaDonne

- cleaned drains on the roof
- stairwells got cleaned
- located the leak in lower stacks and repaired in several locations on outside wall
- changed ceiling tile and repaired wall
- took apart the tele sensory machine and repaired
- doing all the cleaning and garbage during the day and room setups

Youth & Family Services: Lauren Strong

Total Youth and Family Services Program Sessions: 33 Held/ 4 Cancelled

Total Infant Program Sessions: 1 class/ 10 attendance

Total Toddler Program Sessions: 4 classes/ 61 attendance

Total Preschool Program Sessions: 4 classes/ 35 attendance

Total Family Program Sessions: 6 classes/ 112 attendance

Total School Age Program Sessions: 7 classes/ 39 attendance

Total Teen Program Sessions: 9 classes/ attendance

Passive Programming Activities: 4 activities/ 132 attendance

Teen Volunteers: 9

Community Service Hours Earned: 20

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Number of Teens in Loft throughout the Month: 52

Video Game Usage: 15

Reference Questions

Total Youth and Family Services Reference Questions: 490

Monthly Focus:

- Nicole and Alex have attended their first CAP meeting to get them prepared for their visits at Pulaski Street School.
- Our mitten tree is full. We will be sorting everything out and donating to local agencies.
- We still have teens reaching out for community service
- Lauren was voted in as the Vice President of YASD the Young Adult chapter in SCLA.
- Lauren was able to do Breakout EDU programs at Pulaski Street School with 8 classes and will be continuing in November.
- Long Island cares will be picking up 3 bins of food that was donated by our community members.
- We donated 18 homeless bags and 4 giant bags of socks to Long Island Cares to distribute to the homeless.
- Our teens made Birthdays in a Bag that we will be donating to a local school for less fortunate children to have a birthday at home.
- We are still recording books for our 125 days of stories project in honor of the library's 125th Anniversary. We are posting one read aloud per day on our YouTube channel.

Respectfully submitted,

Kerrie McMullen-Smith

Library Director

Discussion followed regarding placing a rock at the base of the donor tree for Absolute Clean, in appreciation for all the extra services he has given to the restoration of the yellow barn. The decision was tabled to next month.

COMMITTEE REPORTS:

PERSONNEL: (Zeiger)

12.8.21

RESOLUTION #21-364

1102

APPROVAL TO PROMOTE ANDREA HILL TO LIBRARIAN

Janet O'Hare offered the following resolution which was seconded by David Friedrich

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS, the Board of Trustees hereby approves the promotion of Andrea Hill to Librarian at a bi-weekly salary of \$1948.47, effective December 8, 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 applicable laws,

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rules and regulations.

THE VOTE

O'Hare Yes Zeiger Absent Friedrich Yes

Nelson Yes Banks-Winter Yes Berdinka Yes

Genchi Yes Totten Absent Wood Absent

BUILDINGS, GROUNDS & EQUIPMENT: (*Zeiger)

12.8.21

RESOLUTION #21-365

1103

APPROVAL FOR SAV MORE MECHANICAL TO REPAIR AC-4

Janet O'Hare 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 Sav Mor Mechanical to provide necessary repair work to packaged rooftop until designated Ac-4 for \$6,600 effective December 8, 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 applicable laws, rules and regulations.

THE VOTE

O'Hare Yes Zeiger Absent Friedrich Yes

Nelson Yes Banks-Winter Yes Berdinka Yes

Genchi Yes Totten Absent Wood Absent

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

FINANCE: (*Friedrich) -

12.8.21

David Friedrich moved to approve the personnel and payroll report for the month of November 2021. Motion was seconded by Susan Berdinka.

1104

Motion Carried.

David reported that the committee met on November 30, 2021 and they reviewed a working draft of the proposed budget for 2022-2023 with the goal of keeping it under the tax cap of 2%. They will meet again in January to review a final draft because the preliminary is based on the

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expenses as of November 30th. Janet O'Hare advised we are still waiting on the state for final numbers on the budget.

FUNDRAISING: (*Friedrich) - No report.

PLAN OF SERVICE:

LIAISON REPORTS:

FRIENDS: (*Berdinka)

Marica Littenberg resigned. The next meeting will be 12/13.

SCLS: Nothing to report.

UNFINISHED BUSINESS: None

NEW BUSINESS:

Discussion regarding Stephanie and possibly Kerrie to go to the PLA (Public Library Association) bi-annual conference in March in Oregon at a cost of \$2500.

12.8.21 David Friedrich made the motion for them to attend the conference. Motion was
1105 seconded by Ruth Nelson.

Motion Carried.

PERIOD OF BOARD EXPRESSION: None at this time.

PERIOD OF PUBLIC EXPRESSION:

Mr. DeRosa, the developer for 205 Osborne came to speak upon the concerns RFL Board members expressed at the Town meeting on December 7, regarding the new construction.

12.8.21 Motion was entertained by Janet O'Hare to adjourn the December 8, 2021
1106 regular meeting of the Board of Trustees. Motion was made by Marilyn Banks-
Winter and seconded by Ruth Nelson.

Meeting was adjourned at 8:06 p.m.

Respectfully Submitted

Ruth Nelson
BOT Secretary