

APPROVED

Minutes
Regular Meeting of the Board of Trustees
Riverhead Free Library
December 14, 2022

Present: David Friedrich, Vice-President; Gina Chinese, Treasurer; Ruth Nelson, Secretary; Carlos Alvarez, Trustee; Susan Berdinka, Trustee; Monique Genchi, Trustee; William Sanback, Trustee; Jeff Zeiger, Trustee

Absent: Janet O'Hare, President

Director: Kerrie McMullen-Smith

Assistant Director: Catherine Montazem

Staff: Keri Grace Najdzion, Sue Culver, Michael Pechenyuck

The regular meeting of the Board of Trustees was called to order on December 14, 2022 at 6:30 pm. The Board was presented with an agenda, board packet and previous minutes.

David Friedrich led those present in the pledge of allegiance.

12.14.22 Vice President Friedrich entertained a motion to approve the agenda. Motion was
1307 moved by Susan Berdinka and seconded by Ruth Nelson.
Motion Carried.

12.14.22 Vice President Friedrich entertained a motion to approve the minutes for the
1308 regular board meeting of November 9, 2022. Motion was moved by Ruth Nelson
and seconded by Monique Genchi.
Motion Carried.

PERIOD OF PUBLIC EXPRESSION: None at this time.

ANNUAL AUDIT REPORT: Al Coster from Baldessari & Coster LLP reported a good audit with no recommendations.

12.14.22 Gina Chinese entertained a motion to approve the bills for the month of
1309 November 2022. Motion was moved by Susan Berdinka and seconded by
Monique Genchi.
Motion Carried.

12.14.22 Gina Chinese entertained a motion to approve the receipts and disbursements
1310 for the month of November 2022. Motion was moved by Monique Genchi and
seconded by Susan Berdinka.
Motion Carried.

12.14.22 Gina Chinese entertained a motion to approve warrant **22.12.1** general fund
1311 checking. Motion was moved by Susan Berdinka and seconded by Monique

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Genchi.

Motion Carried.

12.14.22 Gina Chinese entertained a motion to approve warrant **22.12.2** general fund
1312 money market. Motion was moved by Monique Genchi and seconded by Ruth
Nelson.
Motion Carried.

12.14.22 Gina Chinese entertained a motion to approve warrant **22.12.3** general fund
1313 money market. Motion was moved by Monique Genchi and seconded by Ruth
Nelson.
Motion Carried.

12.14.22 Gina Chinese entertained a motion to approve warrant **22.12.4** general fund
1314 payroll. Motion was moved by Monique Genchi and seconded by Ruth Nelson.
Motion Carried.

12.14.22 Gina Chinese entertained a motion to approve warrant **22.12.5** capital fund
1315 project. Motion was moved by Monique Genchi and seconded by Ruth Nelson.
Motion Carried.

12.14.22 Gina Chinese entertained a motion to approve the bank reconciliation for
1316 November 30, 2022. Motion was moved by Monique Genchi and seconded by
Ruth Nelson.
Motion Carried.

CORRESPONDENCE:

Kerrie read a letter from Parish Social Ministry of Northport Spanish Apostolate thanking the library for our donation of pajamas and books collected through the Women's Club of Riverhead. She also read a letter from Community Housing Innovations thanking the Library for the donation of men's coats.

Director's Report:

November 2022

12/14/2022

Day to Day Operations

Statistics, Service & Community

- We had just over 9,200 patrons visit the library in November.
- Island Harvest was at the library on November 7, serving 128 people.
- Long Island Cares mobile food pantry was in our parking lot on November 3, serving 84 individuals.
- Our Mitten Tree was up for the month of November and we have received 167 hats, 161 pairs of gloves, 49 scarves, 7 blankets in donations from generous community members.

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- RFL will be open Sundays starting on January 8, 2023 through the end of April 2023 and we will begin closing on Fridays at 5 pm on January 6, 2023.
- On December 10, 2022 RFL staff participated in the Lions Annual Christmas Parade and Bonfire. We had the SCLS SLED set up at the bonfire. Many community members visited and took photos.

Personnel

- Full-time YFS librarian Nicole DeSimone has resigned effective January 10, 2023. She is relocating to Florida.

Buildings & Grounds & Technology

- The last bit of mold remediation was completed on November 23.
- I recommend we contract with Sake Contracting to complete the mold remediation repairs. The work has been planned out so that the Stage Room will be completed in mid to end of January and the rest of the basement by the end of February.
- The hardwood flooring for our stage was delivered and will be installed next week.
- I suggest we plan to have a late opening at 1pm on December 21, to get the necessary work completed in our Atrium.
- I recommend the following:
 - we contract with Emtec to evaluate our HVAC system
 - Soundview Electric replace our LED lighting in our parking lot
 - Adept Technologies complete our network server upgrade and replace 25 computers located in our Computer Lab, Tech Services and Administration

Fundraising:

- As of December 9, we have received the following in donations: \$151,922.48 for our Yellow Barn restoration and maintenance, \$334.77 for Giving Tuesday, \$2,949.18 in memory of William Esseks and \$1,859.35 for our Annual Appeal.
- On December 12, we received a check for \$25,000. This funding is NYS special legislative project funding for FY 2022-23. We are very grateful to Assemblymember Jodi Giglio for securing this funding to RFL for the restoration and maintenance of the Perkins carriage House—Yellow Barn.

Assistant Director: Catherine Montazem

Northwell Health held their 8th Annual Caregivers Retreat and Riverhead Free Library was a community partner at their popular resource fair. RFL hosted a table and distributed information pamphlets which provided participants with information regarding our available services and upcoming events. There were over 100 attendees and many of them expressed interest and enthusiastically inquired about existing programs and services. I was able to meet and interact with staff from other participating organizations to collect and gather information to bring back for our patrons. I also met a representative from the Suffolk County Office for the Aging and am presently working on establishing a partnership with them aimed at developing a monthly program whereby an advocate from the Suffolk County Office of the Aging will be available to assist

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community seniors with forms, applications, and answer questions regarding county services and programs.

The Woman’s Club of Riverhead has long been a community partner for the library and in fact actually helped establish the library. The group requested I chair their membership committee and help them increase community participation. The membership numbers were dwindling and there was concern that the group would have to disband; I created an email campaign highlighting their history, mission and accomplishments and six new members turned up for the most recent club meeting. Additionally, I have also worked with the Woman’s Club to promote the PJ book drive for children and we have collected 172 pajamas and 82 books thus far. The president of the club enthusiastically indicated the newly added members would bring new ideas and suggestions about expanding the club’s activities.

Adult & Information Services: James Provencher

Social Media

Instagram, 1,279 with 10 new followers with 4,883 impressions

Facebook Likes: 994

Facebook Followers: 1265

Twitter Followers: 1368

Electronic Resources Stats

	Sept 2022	Oct 2022	Nov 2022
Database Usage	2282	2671	1387
eBook downloads	3847	3965	3863
Audiobook downloads	2137	2221	2186
Video downloads	0	0	0
New Overdrive Users	27	23	30
Universal Class			
New registrants	2	2	4
New Courses	12	13	5
Videos Watched	233	479	29
Login Sessions	41	56	14
Lessons Viewed	305	720	55
Student submissions	421	910	48
Kanopy			
Visits	675	886	881

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Page Views	902	1331	1340
Plays	106	205	175
Minutes	4873	6530	5391
Flipster emagazines	280	241	210

Miscellaneous	Sept 2022	Oct 2022	Nov 2022
One-on-one Tech Time	19	18	15
Museum Passes	23	12	12
ENL Attendance	90	99	116
Literacy Suffolk Students Served	10	7	3
Notary Stamps	128	86	38
Reference Questions	2068	1868	1533
HIICAP	4	4	5
SCORE	2	4	2
Career Advisor	3	1	2

LibraryAware for the month of November

Date Sent:	Campaign Name:	Sends:	Opens:	Open Rate:
10/28/22	Programs 10/31-11/05	6549	2240	37.29%
11/04/22	Programs 11/07-11/12	6534	2517	38.54%
11/11/22	Programs 11/13-11/19	6529	2557	39.18%
11/18/22	Programs 11/21-11/26	6528	2426	37.19%
11/25/22	Programs 11/28-12/03	6511	2429	37.34%
11/27/22	Giving Tuesday	6503	2351	36.19%

Adult Programming Report:

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Total Adult & Senior Programs:	November 2022
In Person:	86
Virtual:	33
Hybrid:	11
Total Adult Programs:	130
Total Attendees:	1741

***We had several well received programs in November with patrons asking for more sessions. In particular, patrons requested another Citizen Preparedness Training program and another Hallock State Park Guided Walk.

Processing & Receiving: David Troyan

In November, the Library added 848 items and deleted 3,885 items.

The weeding project is winding down. There may still be areas of the Children's collection that will require weeding. The adult non-fiction collection is nearly completed with the remaining sections within history (Dewey 900s) and hobbies (Dewey 600s). Other collections are being worked on, but we turned the corner and finished the bulk of weeding our collection.

David and Cassie attended the PALS Circulation meeting. This was a virtual meeting to update us on the new features of Sierra. David spent some time teaching Ben about creating lists in Sierra. David worked on the Loan Rule Determiner table. The impetus was twofold: 1. Finding a new loan rule for our hotspots, and 2. Reviewing the current loan rule should be an annual task to ensure that the rules are consistent with the Library's circulation rules. Collection Development took a lot of time. We needed to ensure that replacement books from the weeding project are current and that we're not replacing old-with-old.

PALS helped us find items with an outdated MARC field (949) and deleted the field from the records.

This was part of the ongoing campaign to clean up records in our database.

KnowBe4 training campaigns were very successful. Since July, phishing tests were run every two weeks. We went from being phish-prone from 9.5% in July to 10.6% in August to 3.1% in November. I am proud of the staff for reducing the number of clicks on the phish tested emails. I'll begin a new campaign in January.

The website was maintained by David with posting slides and changing hours opened during a busy November.

David attended four meetings of the Riverhead Rotary Club and participated in the club's Pancake Breakfast.

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Website Statistics:

Unique Visitors: 4,044
Number of Visits: 7,521
Pages: 49,704
Hits: 388,567

Public Computer Usage:

Total Stations: 46
Total Sessions: 625
Total Session Time: 25,584 minutes
Average Session Time: 40.93 minutes

Building, Grounds & Maintenance: Marie LaDonne

- came in on Saturday when we lost electric in the building and stayed till everything was up and running
- got lock repaired on staff door so push buttons are functional
- set up and take down all programs - tables and chairs
- here at 4:45 am for voting and made sure they had everything needed
- discussed with plumbers Children's' room water fountain more parts needed
- came in Friday after thanksgiving to board up broken window in garage
- called glass company, repair is scheduled for 12/10
- clean bathrooms twice a day
- pick up grounds and do outside garbage

Patron Services: Benjamin Granger

Total Checkouts	4,960
Total Check Ins	5,246
Renewals	309
Holds	463
New Patrons	128
Curbside Items	59
Curbside Appointments	15
Door Count	9,207
Internal Use	872
Self-Check Out:	Patrons 218

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Self-Check Out:	Items 267
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Achievements:

- Staff checked our stacks for Not on Shelf “NOS” books that were very productive.
- We are host to the Pajama/Children’s Book drive, run by the Woman’s Club. Helen Murray is doing an excellent job maintaining the donations. It has been very successful so far, with 107 pajamas, 30 books, 8 socks, and one Christmas stocking donated so far. The drive will continue until the end of December.
- Effort was made to recover Wi-Fi Hot Spots that were out past their due dates including reaching out to the patrons in question and working with David Troyan to change lending rules to prevent the loss of expensive items in the future.
- Blood Pressure Monitors continue to be checked in and out with regularity. It was also discovered that we can access high quality PDFs of the instruction manual and quick start guide to replace any kits that come back without theirs.

Youth & Family Services: Lauren Strong

Program Statistics

Total Youth and Family Services Program Sessions: 33 Held/ 2 Canceled

Total Infant Program Sessions: 1 class/ 9 attendance

Total Toddler Program Sessions: 1 classes/ 17 attendance

Total Preschool Program Sessions: 4 classes/ 78 attendance

Total Family Program Sessions: 2 classes/ 30 attendance

Total School Age Program Sessions: 12 classes/ 44 attendance

Total Teen Program Sessions: 13 classes/ 30 attendance

Passive Programming Activities: 7 activities/ 115 attendance

Teen Volunteers: 6

Community Service Hours Earned: 6

Number of Teens in Loft throughout the Month: 74

Video Game Usage: 3

Reference Questions

Total Children’s Reference Questions: 350

Total Teen Reference Questions: 50

Monthly Focus:

- Lily Perez started as a full-time Youth Services Librarian Trainee on Monday, November 14 and has been a wonderful addition to our department.
- Lauren had two high school classes come in to learn about the Teen Loft and its services. All students left with a library card.
- We finished weeding juvenile nonfiction and are in the process of weeding our picture books.
- We donated bags of non-perishable foods and supplies to Long Island Cares for their homeless outreach

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- The teens worked on Birthdays in a Bag, a project where we put bags today for a themed birthday party that includes the ingredients to make a birthday cake and the party decorations. We donate these to the Family Service League and they are very well received.
- Our Mitten Tree was up for the month of November all items donated were given to children in our community.
- Nicole and Ashley have started up our Twitch Tuesdays again where they live stream video games on Twitch for our teens.

COMMITTEE REPORTS:

PERSONNEL: (Friedrich)

12.14.22 David Friedrich entertained a motion to approve the Personnel and Payroll
1317 November report. Motion was moved by Monique Genchi seconded by Ruth Nelson.
Motion Carried.

BUILDINGS, GROUNDS & EQUIPMENT: (Zeiger)

12.14.22 **RESOLUTION #22-434**
1318 **APPROVAL TO CONTRACT WITH SAKE CONTRACTING INC.**

Jeff Zeiger offered the following resolution, which was seconded by Susan Berdinka

NOW, THEREFORE, BE IS RESOLVED AS FOLLOWS, the Board of Trustees hereby approves to contract with Sake Contracting in the amount of \$80,572.00 to make repairs where mold remediation was performed, effective December 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

OHare Absent Friedrich Yes Chinese Yes

Nelson Yes Alvarez Yes Berdinka Yes

Genchi Yes Sandback Yes Zeiger Yes

12.14.22 **RESOLUTION #22-435**
1319 **APPROVAL TO CONTRACT WITH EMTEC CONSULTING ENGINEERS, DPC**

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Jeff Zeiger offered the following resolution, which was seconded by Monique Genchi

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS, the Board of Trustees hereby approves to contract with Emtec Consulting Engineers, DPC to perform a survey and examination and an evaluation of the existing HVAC system in the amount of \$6,945, effective December 15, 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

OHare Absent Friedrich Yes Chinese Yes

Nelson Yes Alvarez Yes Berdinka Yes

Genchi Yes Sandback Yes Zeiger Yes

12.14.22 RESOLUTION #22-436
1320 APPROVAL TO CONTRACT WITH SOUNDVIEW ELECTRICAL CONTRACTING

Jeff Zeiger offered the following resolution, which was seconded by Monique Genchi

NOW, THEREFORE, BE IS RESOLVED AS FOLLOWS, the Board of Trustees, hereby approves to contract with Soundview Electrical Contracting in the amount of \$28,000.00 to replace the parking lot LED lights, effective December 15, 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

OHare Absent Friedrich Yes Chinese Yes

Nelson Yes Alvarez Yes Berdinka Yes

Genchi Yes Sandback Yes Zeiger Yes

12.14.22 RESOLUTION #22-437
1321 APPROVAL TO CONTRACT WITH ADEPT TECHNOLOGY CONSULTING, INC.

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Jeff Zeiger offered the following resolution, which was seconded by Monique Genchi

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS, the Board of Trustees hereby approves to contract with Adept Technology Consulting, Inc. for a Network Server Upgrade in the amount of \$14,000.00, effective December 15, 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

OHare Absent Friedrich Yes Chinese Yes

Nelson Yes Alvarez Yes Berdinka Yes

Genchi Yes Sandback Yes Zeiger Yes

12.14.22

RESOLUTION #22-438

1322 APPROVAL TO CONTRACT WITH ADEPT TECHNOLOGY CONSULTING, INC.

Jeff Zeiger offered the following resolution, which was seconded by Monique Genchi

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS, the Board of Trustees hereby approves to contract with Adept Technology Consulting, Inc. for 6 Lenovo ThinkStation P360 Workstations, 19 Lenovo ThinkCentre M70s Gen 3 Desktop Computers and 25 Office Standard Software in the amount of \$43,437.84 effective December 15, 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

OHare Absent Friedrich Yes Chinese Yes

Nelson Yes Alvarez Yes Berdinka Yes

Genchi Yes Sandback Yes Zeiger Yes

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

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FINANCE: (Chinese) - Gina advised the committee met and discussed the Friday/Sunday switch that Kerrie reported on and they are working on the upcoming budget that will be brought to the board soon.

FUNDRAISING: (Berdinka) - Susan wanted to add one thing to what Kerrie had already reported and it's that Jodi Giglio was interested in hearing a list of what the Library wanted and to prioritize our needs.

PLAN OF SERVICE: Nothing to report

LIAISON REPORTS:

FRIENDS: (Sandback)

William advised that he sent an email with his notes on the meeting.

SCLS: (Bergmann)

Kerrie read an email from Susan: Their SCLS Trustee meeting was last week and there are three trustees in place for the beginning of their three year terms, ballot count will take place December 31st and hopefully she will be serving her second three year term beginning January 1st serving representing libraries in Riverhead and Southold townships. Also discussed at the meeting were the NYS Construction grants awards, the 2023 SCLS budget, the sustainable libraries initiative and construction building projects that are taking place as well as ones that have been completed. They also discussed this year's issues and their status.

UNFINISHED BUSINESS: Nothing to report

NEW BUSINESS: Nothing to report

PERIOD OF BOARD EXPRESSION: Nothing to report

PERIOD OF BOARD EXPRESSION: None

PERIOD OF PUBLIC EXPRESSION: None

12.14.22 Motion was moved by Vice President Friedrich to adjourn to Executive Session.
1323 Motion was seconded by Monique Genchi.
Motion Carried.

Meeting adjourned to executive session at 7:22 pm

12.14.22 Motion was moved by Secretary Ruth Nelson to move back to Regular Session.
1324 Motion was seconded by Monique Genchi
Motion Carried.

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Meeting returned to executive session at 8:02 pm

12.14.22 Motion was moved by Secretary Ruth Nelson to adjourn the December 14, 2022
1325 regular meeting of the Board of Trustees. Motion was seconded by Monique Genchi.

Motion Carried.

Meeting was adjourned at 8:03 pm.

Respectfully submitted,

Ruth Nelson/kgm