

APPROVED

**Minutes
Regular Meeting of the Board of Trustees
Riverhead Free Library
February 15, 2023**

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

Absent: David Friedrich, Vice-President; Monique Genchi, 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 February 15, 2023 at 6:31 pm. The Board was presented with an amended agenda, board packet and previous minutes.

Ruth Nelson led those present in the pledge of allegiance.

**2.15.23
1340** President O'Hare entertained a motion to approve the amended agenda. Motion was moved by Ruth Nelson and seconded by William Sandback.
Motion Carried.

**2.15.23
1341** President O'Hare entertained a motion to approve the minutes for the regular board meeting of January 11, 2023. Motion was moved by Ruth Nelson and seconded by Carlos Alvarez.
Motion Carried.

PERIOD OF PUBLIC EXPRESSION: None

**2.15.23
1342** Gina Chinese entertained a motion to approve the bills for the month of January 2023. Motion was moved by Susan Berdinka and seconded by Ruth Nelson.
Motion Carried.

**2.15.23
1343** Gina Chinese entertained a motion to approve the receipts and disbursements for the month of January 2023. Motion was moved by Ruth Nelson and seconded by Susan Berdinka.
Motion Carried.

**2.15.23
1344** Gina Chinese entertained a motion to approve warrant **23-2-1** general fund checking, Motion was moved by Ruth Nelson and seconded by Susan Berdinka.
Motion Carried.

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- 2.15.23
1345** Gina Chinese entertained a motion to approve warrant **23-2-2** general fund money market to checking. Motion was moved by William Sandback and seconded by Ruth Nelson.
Motion Carried.
- 2.15.23
1346** Gina Chinese entertained a motion to approve warrant **23-2-3** general fund payroll. Motion was moved by Susan Berdinka and seconded by Ruth Nelson.
Motion Carried.
- 2.15.23
1347** Gina Chinese entertained a motion to approve warrant **23-2-4** general fund money market to payroll account. Motion was moved by Ruth Nelson and seconded by Susan Berdinka.
Motion Carried.
- 2.15.23
1348** Gina Chinese entertained a motion to approve warrant **23-2.5** general fund payroll. Motion was moved by Ruth Nelson and seconded by Susan Berdinka.
Motion Carried.
- 2.15.23
1349** Gina Chinese entertained a motion to approve warrant **23-2-6** capital project fund .Motion was moved by Ruth Nelson and seconded by Susan Berdinka.
Motion Carried.
- 2.15.23
1350** Gina Chinese entertained a motion to approve warrant **23-2-7** yellow barn account. Motion was moved by Ruth Nelson and seconded by Susan Berdinka.
Motion Carried.
- 2.15.23
1351** Gina Chinese entertained a motion to approve the bank reconciliation for January 31, 2023. Motion was moved by Susan Berdinka and seconded by Ruth Nelson.
Motion Carried.

CORRESPONDENCE:

Kerrie read an email from a patron, Richard Trowbridge, Ph.D, praising the library and the recent program, Learn to Build a Website as informative, and coherent. That the information provided made him feel comfortable enough to attempt it on his own home computer and thanked the library for offering it.

Director's Report:
January 2023

02/15/2023

Day to day operations

Statistics, Services & Community

- We had just over 10,000 patrons visit the library in January.

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- Island Harvest was at the library on January 9, serving 224 people.
- Long Island Cares mobile food pantry was in our parking lot on January 5, serving 13 families 18 bags of food.
- In honor of Black History Month, the AAECF has The Harlem Renaissance Era 1910's-1930's on exhibit in the library's display cases.
- We had an excellent turn out on Friday February 10, for Senator Palumbo's Coffee with a Cop and Shred the Meds event. We had officers from the Riverhead Police Department and the Senator here to speak with our patrons. Over 70 people participated.

Personnel

- Part-time patron services clerk, Marianne Emily Christ, has resigned effective January 25.
- Part-time YFS librarian, Kyle Fichtner, has resigned effective February 4.
- Part-time YFS clerk, Nicole Vion, has resigned effective February 22.
- Full-time Adult & Information Services Clerk, Ben DeStefano, has resigned effective February 10.
- I recommend the following:
 - Promote YFS library Barbara Acard to Librarian II.
 - Hire Thomas Arcuri as a full-time YFS librarian.

Buildings & Grounds & Technology

- Adept has migrated to the new physical server with virtual machines and rolled out new pcs that were ordered. Adult computer lab is all set up.
- I recommend we contract with Sav Mor Mechanical to repair the dehumidifier in the Yellow Barn.
- I recommend we contract with Sake Contracting to replace the floors in our Craft Room and Writer's Cove.

Policies & By-laws

- I recommend we update our Personal Appearance Policy in our Personnel Manual.
- I recommend we adopt a Designated Spaces Policy to our General Policies.

Finance

- Approval of the operating budget for 2023-2024

Fundraising

- As of February 3, we have received the following in donations: \$177,030.35 for our Yellow Barn restoration and maintenance, \$3,123.58 in memory of William Esseks and \$3,344.91 for our Annual Appeal.

Assistant Director: Catherine Montazem

In our continued pursuit of modernization here at Riverhead Free Library we are in the process of shopping for a website developer to upgrade and replace our outdated site. Our current

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website is approaching end of life as the platform will no longer be supported as of August 2023 making it both antiquated and subject to security concerns. As part of this process, we have met with two experienced website developers to learn about their services and secure quotes. The time frame from kickoff to launch is typically 20 weeks depending upon services requested and customization. Replacing the existing website will bring us to a level at today's standards and commensurate with other public libraries in our region. More importantly, the website enhancement will dramatically improve the navigating experience for our patrons and community at large.

RFL has established a new partnership with the East End Food Institute and will be offering a program for patrons interested in starting and operating a small business. The program will be complimentary and presented by an attorney with expertise in this particular area.

I connected with a Home Care Agency during Caregiver Retreat Day who will be offering a program, entitled the Consumer Directed Personal Assistance Program (CDPAP), which allows Medicaid approved individuals the ability to hire loved ones to be their caregivers. Patrons will learn about the unique benefits of this terrific program and how to begin the process towards obtaining services for the right candidate. This program is innovative and will be beneficial to patrons having difficulty finding certified caregivers for their loved ones.

Adult & Information Services: James Provencher

The Reference Department finished a major weeding project. We weeded our non-fiction section and have deleted items that had not circulated in five years, were damaged or contained information that was outdated. We had two librarians visit Eastern Suffolk BOCES adult language classes to inform the students of the services and opportunities available at our library and on our website.

Social Media:

Instagram, 1,303 with 4 new followers with 1,083 impressions

Facebook Likes: 1014

Facebook Followers: 1276

Twitter Followers: 1377

Electronic Resources Stats:

	Nov 2022	Dec 2022	Jan 2023
Database usage	1387	1794	4675
eBook downloads	3863	4118	4638
Audiobook downloads	2186	2353	2590
Video downloads	0	0	0
New Overdrive Users	30	29	51

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Universal Class			
New registrants	4	3	4
New Courses	5	9	3
Videos Watched	29	120	38
Login Sessions	14	22	18
Lessons Viewed	55	169	58
Student submissions	48	165	73
Kanopy			
Visits	881	887	1036
Page Views	1340	1413	1511
Plays	175	226	297
Minutes	5391	7797	12,940
Flipster emagazines	210	203	Stats N/A at time of report

Miscellaneous	Nov 2022	Dec 2022	Jan 2023
One-on-One Tech Time	15	9	19
Museum Passes	12	11	19
ENL Attendance	116	36	129
Literacy Suffolk Students Served	3	5	6
Notary Stamps	38	54	29
Reference Questions	1533	1680	2269
HIICAP	5	1	2
SCORE	2	2	3
Career Advisor	2	0	2
Career Coaching	1	4	11

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LibraryAware for the month of January:

Date Sent:	Campaign Name:	Sends:	Opens:	Open Rate:
12/30/22	Programs 1/03-1/07	6444	2483	38.59%
1/6/23	Programs 1/08-1/14	6417	2467	38.46%
1/13/23	Programs 1/15-1/21	6409	2510	39.18%
1/20/23	Programs 1/22-1/28	6397	2488	38.92%
1/27/23	Programs 1/29-2/4	6391	2430	38.05%
1/5/23	Riverhead ABTF Expo	6426	2444	38.06%

Adult Programming Report:

Total Adult & Senior Programs:	January 2023
In Person:	67
Virtual:	41
Hybrid:	5
Total Adult Programs:	115
Total Attendees:	2210

January started off with two well attended weekend programs.

At the Martin Luther King, Jr. Day of Service Community Resource Expo, a number of community organizations were on hand to speak with individuals about opportunities for volunteering within the local community. Popcorn and a Movie on Sunday afternoon was also a big hit featuring the movie based on the best-selling novel, *Where the Crawdads Sing*. The Winter Reading Raffle: Warm Up with a Good Book was well received with a closing program featuring folk guitarist Drew Velting.

Processing & Receiving: David Troyan

We added 1,143 items and discarded 1,505 items. David had been a bit lax in creating records for items that were ordered, but this had been rectified. All adult material will have a record in the Sierra before the order is placed. We have additional help to get this important task completed.

Sometimes ideas are just in the air and you have to pull them down, but sometimes a good idea arises from earnest staff members who see an opportunity for improvement. Cassie Rankel had an idea to separate out the series DVD's from the movies, nonfiction, and Blu-Rays. Instead of being among the sea of movies, the series DVDs will be located after the Blu-Rays and before the music CDs. With a home of their own, it is expected that circulation of these materials will

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increase. More importantly, patrons will know to go right to the new section to select their series for viewing. Kudos to Cassie for thinking about the patron experience, and about how it could be improved with minimal costs.

The process was long and tedious - Alison Coffey did a lot of work with replacing stickers of the boxes on all 1,085 and changing codes when needed. We removed less popular older series and added new seasons to complete a series' run. It is an inexact science to weed a collection, but we didn't remove anything that isn't available via Interlibrary loan. Our series collection looks nice, is easier for patrons to view and access, and is more complete. As soon as the pages shift the DVD collection and finish shelving the series, we'll need signage to direct patrons to our new series area.

David attended a LILRC meeting entitled Building a Diverse Collection, and attended Riverhead Rotary Club meetings. He also began a course on Applied Spatial Analysis. He'll use this as an opportunity to solve a library problem for his final project.

Website statistics

	January 2023	All of 2022
Unique Visitors	4,776	54,829
Number of Visits	9,217	106,701
Pages	57,497	705,722
Hits	526,611	5,811,057
Bandwidth	92.83 GB	1.04 TB

Computer Lab Statistics

	Sessions	Minutes	Mins/Session
Total	867	34,368	39.94
Adult	789	29,530	37.43
Children	61	3,297	54.04
Teens	17	1,54	90.65

Building, Grounds & Maintenance: Marie LaDonne

- fixed potholes
- consulted with piano tuner
- had the Briscoe inspection
- met with AARP tax people to review room setup
- stored and distributed the tax forms

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- got an estimate for chair cleaning - Stanley Steemer
- here for weds, delayed openings
- checked with the roof after heavy rain
- rearranged and made space for cabinets in basement
- set up rooms for all programs
- picked up grounds and did outside garbage
- cleaned bathrooms twice a day

Patron Services: Benjamin Granger

Total Checkouts	5,474
Total Check Ins	5,342
Renewals	346
Holds	564
New Patrons	119
Curbside Items	31
Curbside Appointments	4
Door Count	10,300
Internal Use	135
Self-Check Out: Patrons	257
Self-Check Out: Items	281

Achievements:

- Circulation helped with the process of putting new labels on the TV show DVD's in preparation for making a new section for series separate from the movie DVD's.
- Michael Pechenyuk assisted with the set up of the African American Educational and Cultural Festival's display for Black History month.

Youth & Family Services: Lauren Strong

Program Statistics

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

Total Infant Program Sessions: 2 class/ 23 attendance

Total Toddler Program Sessions: 3 classes/ 68 attendance

Total Preschool Program Sessions: 3 classes/46 attendance

Total Family Program Sessions: 3 classes/ 34 attendance

Total School Age Program Sessions: 9 classes/ 45 attendance

Total Teen Program Sessions: 12 classes/ 34 attendance

Passive Programming Activities: 5 activities/ 48 attendance

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Teen Volunteers: 6

Community Service Hours Earned: 13

Number of Teens in Loft throughout the Month: 87

Video Game Usage: 2

Reference Questions

Total Children's Reference Questions: 404

Total Teen Reference Questions: 45

Monthly Focus:

- Nicole DeSimone's last day was January 10. We wished her well on her move to Florida.
- We have started up our Teen Discord. Teens can fill out a permission form online with their parents to be added. We will post program updates and more on there.
- We had 71 people attend the BenAnna Band concert on Saturday, January 21. We had great feedback from our patrons.
- Lily and Barbara did their first bilingual story time. The five families that attended enjoyed the program. We look forward to making this a monthly program.
- We finished weeding the Biographies and Pictures Books. We will start weeding Juvenile Fiction.
- Lauren and Vivien both attended CAP at Pulaski Street School.
- Barbara and Lily did storytimes at Bright and Early Discoveries and Riverhead Head Start.
- Barbara will be starting visits again at HB Ward next month.

Respectfully submitted,
Kerrie McMullen-Smith
Library Director

COMMITTEE REPORTS:

PERSONNEL: (Friedrich)

2.15.23

RESOLUTION #22-441

1352

APPROVAL TO PROMOTE BARBARA ACARD TO LIBRARIAN II

Janet O'Hare offered the following resolution, which was seconded by Susan Berdinka

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS, the Board of Trustees, hereby approves to Promote Barbara Acard to Librarian II, at the bi-weekly rate of \$2,209.38, effective February 12, 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.

APPROVED

THE VOTE

O'Hare Yes Friedrich Absent Chinese Yes

Nelson Yes Alvarez Yes Berdinka Yes

Genchi Absent Sandback Yes Zeiger Yes

2.15.23

RESOLUTION #22-442

1353

APPROVAL TO HIRE THOMAS ARCURI AS A FULL TIME YFS LIBRARIAN

Janet O'Hare offered the following resolution, which was seconded by Susan Berdinka

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS, the Board of Trustees hereby approves to hire Thomas Arcuri as a Full Time Youth and Family Services Librarian at the biweekly rate of \$1997.11, effective February 15, 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 Absent Chinese Yes

Nelson Yes Alvarez Yes Berdinka Yes

Genchi Absent Sandback Yes Zeiger Yes

2.15.23

1354

Janet O'Hare entertained a motion to approve the Personnel and Payroll January report. Motion was moved by Carlos Alvarez and seconded by Susan Berdinka.

Motion Carried.

BUILDINGS, GROUNDS & EQUIPMENT: (Zeiger)

2.15.23

RESOLUTION #23-443

1355

APPROVAL TO CONTRACT WITH SAV MOR MECHANICAL

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

APPROVED

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS, the Board of Trustees hereby approves to Contract with Sav Mor Mechanical to repair the Yellow Barn dehumidifier in the amount of \$3,943, effective February 9, 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 Absent Chinese Yes

Nelson Yes Alvarez Yes Berdinka Yes

Genchi Absent Sandback Yes Zeiger Yes

**2.15.23
1356**

**RESOLUTION #23-444
APPROVAL TO CONTRACT WITH SAKE CONTRACTING INC.**

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS, the Board of Trustees hereby approves to Contract with SAKE Contracting Inc. to Install New Flooring for the Craft Room and Writer’s Cove, in the amount of \$13,086 effective February 9, 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 Absent Chinese Yes

Nelson Yes Alvarez Yes Berdinka Yes

Genchi Absent Sandback Yes Zeiger Yes

POLICY, BYLAWS & OBJECTIVES: (Nelson)

**2.15.23
1357**

**RESOLUTION #22-445
APPROVAL TO AMEND THE PERSONAL APPEARANCE POLICY**

Ruth Nelson offered the following resolution, which was seconded by Susan Berdinka

APPROVED

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS, the Board of Trustees hereby approves to Amend the Personal Appearance Policy effective February 8, 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 Absent Chinese Yes

Nelson Yes Alvarez Yes Berdinka Yes

Genchi Absent Sandback Yes Zeiger Yes

2.15.23

RESOLUTION #23-446

1358

APPROVAL TO ADOPT A DESIGNATED SPACE POLICY

Ruth Nelson offered the following resolution, which was seconded by Susan Berdinka

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS, the Board of Trustees hereby approves to Adopt a Designated Space Policy effective February 8, 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 Absent Chinese Yes

Nelson Yes Alvarez Yes Berdinka Yes

Genchi Absent Sandback Yes Zeiger Yes

FINANCE: (Chinese)

2.15.23

RESOLUTION #22-447

1359

APPROVAL OF THE OPERATING BUDGET FOR 2023-2024

Gina Chinese offered the following resolution, which was seconded by Ruth Nelson

Whereas, this Board of Trustees, having examined the Riverhead Free Library's Proposed Operating Budget for 2023-2024 totaling \$4,724,055, hereby approves the

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Operating Budget of \$4,724,055 and requests a total tax levy of \$4,498,055, the amount to be raised by taxation for the 2023-2024 Operating Budget of the Riverhead Free Library to be placed on the ballot and voted on by the qualified voters of the Riverhead Central School District on Tuesday, April 4, 2023 at the Riverhead Free Library, 330 Court Street, Riverhead, New York.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS, the Board of Trustees hereby approves the Proposed Operating Budget for 2023-2024 totaling \$4,724,055.

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

THE VOTE

O’Hare Yes Friedrich Absent Chinese Yes

Nelson Yes Alvarez Yes Berdinka Yes

Genchi Absent Sandback Yes Zeiger Yes

**2.15.23
1360**

**RESOLUTION #22-448
APPROVAL FOR TAX LEVY INCREASE**

Gina Chinese offered the following resolution, which was seconded by Susan Berdinka

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS, the Board of Trustees hereby Resolved pursuant to the provisions of section “3-C” of the General Municipal Law, the Board of Trustees of the Riverhead Free Library, by a vote of at least sixty percent of the Board of Trustees, hereby approves a tax levy increase that exceeds the tax levy for the fiscal year July 1, 2023 to June 30, 2024.

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

THE VOTE

O’Hare Yes Friedrich Absent Chinese Yes

Nelson Yes Alvarez Yes Berdinka Yes

Genchi Absent Sandback Yes Zeiger Yes

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FUNDRAISING: (Berdinka) - Nothing to report

PLAN OF SERVICE: Nothing to report

LIAISON REPORTS:

FRIENDS: (Sandback)

William advised the meeting was devoted to approve financials for the organization. He then was confused about a question from a member of the friends asking about our social worker and their hours.. Kerrie clarified who we have and what days and hours they are at the library. On the days they are not here, we do have program contacts and phone numbers we can use and call in an exigent circumstance.

SCLS: (Bergmann) - Nothing to report

UNFINISHED BUSINESS:

Kerrie advised she received an email from Eric Howard, the Town of Riverhead attorney, with a tentative agreement with LIPA regarding the pilot payments for 2021-2022 fiscal year and 2022-2023 fiscal year. He recommends in the email that we have our attorney look at it. Kerrie did send it to Tom Volz and he advised everything looks up to par and we can sign the agreement and send it back to the town. Kerrie asked the board if they wanted to have Janet sign it or if she could sign it. The Board advised she could sign it. Janet asked if amounts were listed and Kerrie advised no.

Carlos asked what percentage the tax levy increase is over the tax cap.. Kerrie advised just under 9.5%,

NEW BUSINESS: None

PERIOD OF BOARD EXPRESSION: The Ad Hoc committee is comprised of Susan, David and Bill and they are meeting Friday the 24th to go over the applications they have received to date. There are 6 so far and there is still time to get in an application. Jeff advised he will be running again. Gina will not be running again as she is moving. Ruth does not think she will run again but will think about it.

PERIOD OF PUBLIC EXPRESSION: None

2.15.23 President O'Hare entertained a motion to adjourn the February 15, 2023 regular
1361 meeting of the Board of Trustees. Motion was moved by Ruth Nelson and
seconded by Susan Berdinka.
Motion Carried.

Meeting was adjourned at 7:07 pm.

Respectfully submitted,
Ruth Nelson/KG