

APPROVED

Minutes
Regular Meeting of the Board of Trustees
Riverhead Free Library
February 15, 2024

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

Director: Kerrie McMullen-Smith

Assistant Director: Catherine Montazem

Staff: Susan Culver, Lauren Strong and Vivien Cardone

Community: Christa Zaros

The regular meeting of the Board of Trustees was called to order on February 15, 2024 at 4:18 pm. The Board was presented with an agenda, board packet and previous minutes.

Ruth Nelson led those present in the pledge of allegiance.

2.15.24 President O'Hare entertained a motion to approve the amended agenda.
1592 Motion was moved by David Friedrich and seconded by Susan Berdinka.
Motion Carried.

2.15.24 President O'Hare entertained a motion to approve the minutes of the
1593 regular board meeting of January 10, 2024. Motion was moved by David Friedrich and seconded by Barbara Ripel.
Motion Carried.

PERIOD OF PUBLIC EXPRESSION: None

2.15.24 Susan Berdinka entertained a motion to approve the bills for the month of
1594 January 2024. Motion was moved by David Friedrich and seconded by Carlos Alvarez.
Motion Carried.

2.15.24 Susan Berdinka entertained a motion to approve the receipts and disbursements
1595 for the month of January 2024. Motion was moved by David Friedrich and seconded by Ruth Nelson.
Motion Carried.

2.15.24 Susan Berdinka entertained a motion to approve warrant **24-2-1** general fund
1596 checking. Motion was moved by David Friedrich and seconded by Ruth Nelson.
Motion Carried.

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**2.15.24
1597** Susan Berdinka entertained a motion to approve warrant **24-2-2** general fund money market account to the payroll account. Motion was moved by David Friedrich and seconded by Barbara Ripel.

Motion Carried.

**2.15.24
1598** Susan Berdinka entertained a motion to approve warrant **24-2-3** general fund payroll account. Motion was moved by David Friedrich and seconded by Carlos Alvarez.

Motion Carried.

**2.15.24
1599** Susan Berdinka entertained a motion to approve warrant **24-2-4** capital project fund money market. Motion was moved by David Friedrich and seconded by Carlos Alvarez.

Motion Carried.

**2.15.24
1600** Susan Berdinka entertained a motion to approve the bank reconciliation for January 31, 2024. Motion was moved by David Friedrich and seconded by Barbara Ripel.

Motion Carried.

CORRESPONDENCE: None

Director's Report: The Director's Report for January 2024 was given by Director, Kerrie McMullen-Smith.

Assistant Director's Report: The Assistant Director's Report for January 2024 was given by Assistant Director, Catherine Montazem.

COMMITTEE REPORTS:

PERSONNEL: (Friedrich)

**2.15.24
1601** David Friedrich entertained a motion to approve the January 2024 Personnel and Payroll Report. Motion was moved by Barbara Ripel and seconded by Ruth Nelson.

Motion Carried.

**2.15.24
1602** David Friedrich offered Resolution #24-509 Approval To Promote Vivien Cardone to a Full-Time Youth & Family Services Librarian at the bi-weekly rate of \$2,057.02 which was seconded by Susan Berdinka. The vote was all in favor. The Resolution was thereupon Duly Declared Adopted.

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- 2.15.24
1603** David Friedrich offered Resolution #24-510 Approval to Promote Michael Ryan to a Permanent Full-Time Adult & Information Services Librarian at the bi-weekly rate of \$2,057.02 which was seconded by Ruth Nelson. The vote was all in favor. The Resolution was thereupon Duly Declared Adopted.
- 2.15.24
1604** David Friedrich offered Resolution #24-511 Approval to Promote Cheryl Armstrong to a Librarian II at the bi-weekly rate of \$2,275.66 which was seconded by Susan Berdinka. The vote was all in favor. The Resolution was thereupon Duly Declared Adopted.
- 2.15.24
1605** David Friedrich offered Resolution #24-512 Approval of Retirement Incentive which was seconded by Ruth Nelson. The vote was all in favor. The Resolution was thereupon Duly Declared Adopted.
- 2.15.24
1606** David Friedrich offered Resolution #24-517 Approval to Hire Thomas Donlon as a Computer & Technology Services Coordinator which was seconded by Susan Berdinka. The vote was all in favor. The Resolution was thereupon Duly Declared Adopted.

BUILDINGS, GROUNDS & EQUIPMENT: (Zeiger) -

- 2.15.24
1607** Jeff Zeiger offered Resolution #24-513 Approval to Contract With Hartcorn Plumbing & Heating Inc. for the Gas Piping Project which was seconded by David Friedrich. The vote was all in favor. The Resolution was thereupon Duly Declared Adopted.
- 2.15.24
1608** Jeff Zeiger offered Resolution #24-514 Approval to Contract With Belfor Long Island LLC for the Front Entryway Project which was seconded by David Friedrich. The vote was all in favor. The Resolution was thereupon Duly Declared Adopted.

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

FINANCE: (Berdinka) -

- 2.15.24
1609** Susan Berdinka offered Resolution #24-515 Approval to Exceed the Tax Levy Limit which was seconded by David Friedrich. The vote was all in favor. The Resolution was thereupon Duly Declared Adopted.
- 2.15.24
1610** Susan Berdinka offered Resolution #24-516 Approval of the Operating Budget for 2024-2025 Fiscal Year which was seconded by David Friedrich. The

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vote was all in favor. The Resolution was thereupon Duly Declared Adopted.

FUNDRAISING: (Alvarez) - Nothing to report.

PLAN OF SERVICE: Nothing to report.

LIAISON REPORTS:

SCLS: (Bergmann) - The Report was given via email and was read by Director Kerrie McMullen-Smith.

UNFINISHED BUSINESS: None.

New Business: Trustee William Sandback received an email regarding an AI Program that the trustees can use as part of their continuing education. William asked if it will be given in person at SCLS or can it be attended via Zoom? That will be looked into and the Board will be advised.

PERIOD OF BOARD EXPRESSION: President Janet O'Hare asked emails be responded to as soon as possible. Also, more candidates are needed for the up-and-coming election.

PERIOD OF PUBLIC EXPRESSION: None

2.15.24 President O'Hare entertained a motion to adjourn to executive session. Motion
1611 was moved by David Friedrich and seconded by William Sandback.
Motion Carried.

The meeting adjourned to executive session at 4:45 pm.

2.15.24 President O'Hare entertained a motion to go into executive session. Motion
1612 was moved by David Friedrich and seconded by Susan Berdinka.
Motion Carried.

The executive session was called to order at 4:46 pm.

2.15.24 President O'Hare entertained a motion to adjourn the executive session.
1613 Motion was moved by David Friedrich and seconded by William Sandback.
Motion Carried.

The executive session was adjourned at 5:39 pm.

2.15.24 President O'Hare entertained a motion to move back to the regular
1590 meeting. Motion was moved by David Friedrich and seconded by William Sandback.
Motion Carried.

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The regular meeting was called to order at 5:39 pm.

2.15.24 President O'Hare entertained a motion to adjourn the February 15, 2024
1591 regular meeting of the Board of Trustees. Motion was moved by David Friedrich
and seconded by Ruth Nelson.
Motion Carried.

The meeting was adjourned at 5:39 pm.

Respectfully submitted,
William Sandback / smc