

APPROVED

**Minutes**  
**Regular Meeting of the Board of Trustees**  
**Riverhead Free Library**  
**February 9, 2022**

**Present:** Janet O'Hare, President; Jeff Zeiger, Vice-President, David Friedrich, Treasurer; Ruth Nelson, Secretary; Susan Berdinka, Trustee, Monique Genchi, Trustee

**Absent:** Marilyn Banks-Winter, Trustee; Annette Totten, Trustee; Amy Wood, Trustee

**Director:** Kerrie McMullen-Smith

**Staff:** Keri Grace Nadzion, Patricia Giebfried-Sepulveda

The Regular meeting of the Board of Trustees was called to order on February 9, 2022 at 6:31 pm. The Board was provided with an agenda, board packets and previous minutes.

David Friedrich let those present in the Pledge of Allegiance.

**2.9.22** President O'Hare entertained a motion to approve the agenda.  
**1121** Motion was made by David Friedrich and seconded by Ruth Nelson.  
**Motion Carried.**

**2.9.22** President O'Hare entertained a motion to accept the minutes from the regular  
**1122** board meeting of January 12, 2022 and the minutes from the special meeting of  
the board on January 27, 2022. The motion was moved by Ruth Nelson and  
seconded by David Friedrich.  
**Motion Carried.**

Gandolfo Shiovone, engineer and VP of Sav Mor Mechanical spoke in regards to upgrading our current HVAC to a more advanced and efficient system. He fielded questions from the Board regarding maintenance, warranties and clarifications on specific terminology and operation.

**PERIOD OF PUBLIC EXPRESSION:** None at this time.

**2.9.22** David Friedrich entertained a motion to approve the bills for the month of  
**1123** January 2022. Motion was moved by Susan Berdinka and seconded by Ruth  
Nelson.  
**Motion Carried.**

**2.9.22** David Friedrich entertained a motion to approve the receipts and disbursements  
**1124** for the month of January 2022. The motion was moved by Ruth Nelson and  
seconded by Susan Berdinka.  
**Motion Carried.**

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**2.9.22** David Friedrich entertained a motion to approve the warrant 22-2-1 general fund  
**1125** checking (People's). The motion was moved by Monique Genchi and seconded  
By Ruth Nelson.

**Motion Carried.**

**2.9.22** David Friedrich entertained a motion to approve the warrant 22-2-2 general fund  
**1126** money market (Dime). The motion was moved by Ruth Nelson and seconded by  
Susan Berdinka.

**Motion Carried.**

**2.9.22** David Friedrich entertained a motion to approve the warrant 22-2-3 general fund  
**1127** payroll (Dime). The motion was moved by Monique Genchi and seconded by  
Ruth Nelson.

**Motion Carried.**

**2.9.22** David Friedrich entertained a motion to approve the warrant 22-2-4 capital fund  
**1128** yellow barn (People's). The motion was moved by Ruth Nelson and seconded by  
Susan Berdinka.

**Motion Carried.**

**2.9.22** David Friedrich entertained a motion to approve the bank reconciliation for the  
**1129** month of January 2022. The motion was moved by Monique Genchi and  
seconded by Ruth Nelson.

**Motion Carried.**

**CORRESPONDENCE:** Kerrie read a holiday card from Joanna Polestena. A letter from Island Harvest thanking us for our support with a donation of 198 pounds of food. A letter was also received from the North Shore Spanish Apostolate thanking us for our contribution of clothes, books and food.

### **DIRECTOR'S REPORT:**

Riverhead Free Library  
2/9/2022

January 2022

### **Day to day operations**

### **Statistics & Services**

- We had approximately 6,800 patrons visit the library in the month of January.
- RFL is one of two Suffolk County libraries to obtain the Libraries Nourish logo. Lauren Strong along with many RFL staff members have been attending training facilitated by SCLS for the past year. This new initiative focuses on how public libraries nourish their communities through public assistance efforts, programming and community resources. Look for our new Libraries Nourish display which will be set up in our lobby to learn

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about the organizations, resources and programs at the library and in the wider community addressing food insecurity, mental health, domestic violence, veterans' resources, immigration, housing insecurity, legal assistance and more!

### Community

- Long Island Cares mobile food pantry was at the library on January 6 and served 13 families a total of 18 bags of food. They returned on February 3, 24 large bags of food were distributed among 20 families and 3 bags to the undomiciled. COVID tests were distributed as well.
- Island Harvest was in the RFL parking lot on January 24 and served 225 patrons (veterans and seniors)

### Finance

- As of February 4, 2022, RFL has received \$148,414.40 in donations for our Yellow Barn restoration and maintenance project.
- Sue Culver in our Business Office has completed the Library's Gold Certification for Enhanced Reporting with the New York State & Local Retirement System in January 2022. The collaboration started in June of 2021 and involved mapping employer job codes and employer earnings codes to NYSLRS. It also means that all employees time and salary and other pay such as vacation buyout, longevity etc. will be reported to NYSLRS. As in the past, those who are enrolled will have their contributions, loans and arrears reported as usual.
- A new reporting tool was developed by NYSLRS and each employee had to be added to this new spreadsheet which is much more extensive than the prior way of reporting. This involved several months of training sessions with a transition coach

### Personnel

- I recommend the following:
  - James Provencher be promoted to the Adult & Information Services Coordinator
  - Pam Cook be promoted to Librarian II

### Buildings & Grounds & Technology

- To keep our Perkins Local History Room at the optimum temperature and humidity level, I recommend we have Sav Mor Mechanical install a ductless AC and dehumidifier.
- In December, I had a telephone meeting with Christine Deutsch from our insurance company Utica National. It was a risk management review for our policies. She recommended we have our storm drains in the parking lot inspected and cleaned if necessary. I have been told that upon visual inspection they do not need to be cleaned. Our system provides more than ample drainage for our parking lot. I emailed Christine

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at Utica and she said that my email would be downloaded to our file, that we had complied with their recommendation.

**Assistant Director / Adult & Information Services: Stephanie McEvoy**

The department welcomes Jim Provencher as the new Adult & Information Services Coordinator. His commitment and contributions to the RFL community during his long history here provide him with the knowledge and experience to fill this role. I wish him the best of luck!

Tax preparation appointment scheduling has begun and is almost completely full. This service is a jewel in the crown of the services that RFL offers to the community. A lot of work goes into providing this service and our staff and the volunteer tax preparers deserve sincere thanks for their efforts.

**Electronic Resources Stats**

	<b>November 2021</b>	<b>December 2021</b>	<b>January 2022</b>
<b>WAM Database usage</b>	1302	881	1302
eBook downloads	3473	3586	4108
Audiobook downloads	1808	1876	1872
Video downloads	4	3	1
New Overdrive Users	17	23	31
<b>Universal Class</b>			
New registrants	44	52	21
New Courses	159	269	115
Videos Watched	3787	5995	2211
Login Sessions	908	1220	628
Lessons Viewed	6495	9359	3671

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Student submissions	2581	3558	1352
<b>Kanopy</b>			
Visits	1071	1507	1436
Page views	1287	1887	1876
Plays	133	163	240
Minutes	4085	5957	9398
<b>Flipster emagazines</b>	278		
<b>Miscellaneous</b>	<b>November 2021</b>	<b>December 2021</b>	<b>January 2022</b>
<b>Seed Library</b>	Winter Bulb Grab and Go - 30 kits	N/A	Grab and Go Air Plants - 45 kits
<b>One-on-One Tech Time</b>	2	4	15
<b>Museum Passes</b>	9	6	12
<b>ENL Attendance</b>	34	34	53
<b>Literacy Suffolk -Students Served</b>	12	10	12
<b>Notary Stamps</b>	135	115	85
<b>Reference Questions</b>	1995	1623	2394

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### Constant Contact Stats

Date Sent	Campaign Name	Sends	Opens	Open Rate
1/3/22	NYS Emergency Rental Assistance	5718	2039	36.00%
1/4/22	Friends Photo Club Meeting 1/4/22	5716	1912	33.70%
1/6/22	E-newsletter - Jan 2022	5712	1715	30.20%
1/6/22	Programs 1/10 - 1/15	5705	1873	33.00%
1/13/22	Programs 1/17 - 1/22	5696	1767	31.20%
1/14/22	Senior Consumer Scams	5695	2115	37.30%
1/20/22	Programs 1/24 - 1/29	5690	1752	31.00%
1/27/22	Programs 1/31 - 2/5	5686	1743	30.80%

### Local History: James Provencher, Local History Coordinator

- Researched John Benjamin Edwards and wife Julia mid to late 1800's.
- Researched religious growth in the riverhead area.
- Researched possible ancestor of patron in Teddy Roosevelt's Rough Riders.
- Researched house on River Road.
- Helped patrons with genealogical research.
- Researched Riverhead Sunday Review.
- Researched articles about four different boxers in the 1930's and 1940's
- Maintained contact with Greg Kropp for Perkins Local History Collection cabinet installation.

### Adult Programming: Jenny Bloom, Adult Programmer

Some classes were moved to Zoom out of COVID safety concerns and will remain on Zoom for February, (Conversational Italian, Tai Chi, Chair Yoga).

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Our January Walk at Wildwood State Park brought out 26 people. A number of Attendees shared that they are afraid to walk in the parks alone, and would like these planned walks to be weekly. Several participants followed-up with phone calls and emails asking for more group walks. We are working on a regular walking group event, and hope to pair with the Parks Department.

Total Adult & Senior Programs:	January 2022
In Person:	50
Virtual:	32
Total Attendees:	1034

January's top 3 most popular programs:

- Zoom Fitness Classes (Yoga, Breathe Together, Zumba) each averaging over 30 participants
- Defensive Driving filled on opening day with a waitlist of 50 triggering the booking of a third Jan/Feb program
- MLK Through Many Voices with 42 attendees between In-person and Zoom.

### Patron Services: Jessica Neilson

#### Achievements:

- Ran annual clean up reports in Sierra making sure all new patron records were correct in all fields for the year of 2021.
- Annual lists for any long overdue items, lost in transit items, and other database clean up lists.
- Helped staff familiarize themselves with the new Library Market Calendar program for registering patrons.
- All circulation staff acclimated very well to the new calendar system with ease and diligence.

#### Statistics:

Total Checkouts	5,668
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New Patrons	105
Curbside Items	61
Curbside Appointments	28
Internal Count Use	206
Self-Check Out	0

**Computer Information Services: John Eickwort**

- Hired a new computer technician Cory Burns to assist with technical work and operations
- Received quotes for a new phone system that will replace the old one
- Made updates to the website as requested by library staff
- Started to assess teen computers to resolve issues we have been having with them
- Have been attempting to resolve server-side issues with workstations on the domain
- Resolved issues with printers not having stable connections to network
- Started a plan to move the 3d printer down into the public computer lab

**Computer Lab Usage Statistics:**

Total Sessions	639
Total Sessions (Minutes)	22301
Average Session Length (Minutes)	34.9

**Processing & Receiving: David Troyan**

Technical Services added 602 items in January; 814 items were deleted.

We've been using Ingram for our adult circulation books since November. This was a result of delayed shipments from Baker & Taylor. However, delays have been noticed with Ingram orders. I reached out to our Ingram representative and he gave me many of the same reasons that B&T gave (supply chain, warehouse staff with COVID, trucking issues, etc.). I directed our



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orders to B&T and they came within two weeks. I suspect that we will continue to place orders between the two suppliers based on their most recent history.

Meanwhile, Midwest Tapes continues to provide outstanding services for our DVDs and Audiobooks. I've directed our processing representative to include the number of DVDs in a series on the outside packages. This is in response to a concern raised by several patrons. There are many series that do not have this information and we are working on a method to include this information.

Our KnowBe4 staff training was renewed and we have another round of required training with an updated Sexual Harassment module.

### **January website stats:**

Unique Visitors: 5,334

Number of Visits: 10,083

Pages: 64,543

Hits: 524,510

### **Building, Grounds & Maintenance: Marie LaDonne**

The big thing this month was the snow. Maybe it will be the only storm

We were inspected by the fire inspector and the only thing that was wrong was one of the fire extinguishers wasn't updated. I called Firematic and it was updated.

The lights on the outside of the barn were done.

Roof drains were checked again

I replaced the pipe in the staff bathroom

The tax forms are here in bulk and I move them to different locations and refilled the ones by the door.

Cleaning building twice a day and setting up meeting rooms

### **Youth & Family Services: Lauren Strong**

#### **Program Statistics**

**Total Youth and Family Services Program Sessions:** 23 Held / 2 Canceled

**Total Infant Program Sessions:** 3 class/ 32 attendance

**Total Toddler Program Sessions:** 4 classes/ 44 attendance

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**Total Preschool Program Sessions:** 4 classes/ 46 attendance

**Total Family Program Sessions:** 4 classes/ 37 attendance

**Total School Age Program Sessions:** 1 class/ 7 attendance

**Total Teen Program Sessions:** 7 classes/ 21 attendance

**Passive Programming Activities:** 3 activities/ 36 attendance

**Teen Volunteers:** 7

**Community Service Hours Earned:** 9

**Number of Teens in Loft throughout the Month:** 71

**Video Game Usage:** 4

### **Reference Questions**

**Total Youth and Family Services Reference Questions:** 505

- We have been one of two libraries to obtain the Libraries Nourish logo. Lauren continues to attend monthly meetings to report on initiatives, partnerships, and programs that fall under the Libraries Nourish umbrella. Lauren will be working on getting materials ready for our Libraries Nourish display in our lobby.
- Lauren is working on a project for Advocacy Day to get Youth and Family Services patrons involved about what their library means to them. The goal is to engage with our elected officials on social media, so they can understand what the library means to the community they serve.
- Lauren is partnering with Assemblywomen Jodi Giglio's office to have RFL serve as a drop site for pet food from March 7-April 7
- All librarians are working on updating department bibliographies that follow the new style guide.
- The Teen Art Show Reception date was finalized. It will be held on Friday, March 18 from 4-6pm
- Lauren is working on planning Wednesday Specials (on a smaller scale) as part of our Summer Reading Programs.
- Lauren updated the State Report Google Sheet to make recording stats for the 2021 report easier.
- We have finished weeding all of YA Fiction, and are working on weeding our Graphic Novel collections. Lauren has been working on collection development for Manga.
- Lauren and Cassie have gone through and updated all of the standing orders for Children's and Teens.

Respectfully submitted,

Kerrie McMullen-Smith, Library Director

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**COMMITTEE REPORTS:**

**PERSONNEL:** (Zeiger)

**2.9.22 RESOLUTION #22-373**  
**1130 APPROVAL TO PROMOTE JAMES PROVENCHER TO THE ADULT & INFORMATION SERVICES COORDINATOR**

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

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS**, the Board of Trustees hereby approves the promotion of James Provencher to the Adult & Information Services Coordinator at a bi-weekly rate of \$2,576.92, effective February 7, 2022 and authorized 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 Yes Friedrich Yes**

**Nelson Yes Banks-Winter Absent Berdinka Yes**

**Genchi Yes Totten Absent Wood Absent**

**2.9.22 RESOLUTION #22-374**  
**1131 APPROVAL TO PROMOTE PAM COOK TO LIBRARIAN II**

**Jeff Zeiger offered the following resolution which was seconded by Ruth Nelson**

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS**, the Board of Trustees hereby approves the promotion of Pam Cook to Librarian II at a bi-weekly rate of \$2,155.49, effective February 14, 2022 and authorized 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 Yes Friedrich Yes**

**Nelson Yes Banks-Winter Absent Berdinka Yes**

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**Genchi Yes Totten Absent Wood Absent**

**BUILDINGS, GROUNDS & EQUIPMENT: (Zeiger)**

Jeff advised the committee had a meeting to discuss the HVAC project and the project can't start before the grant is applied for. The grant application opens at the end of June, beginning of July. There are pressing needs right now regarding the humidity in the Perkins Long Island History room and the committee recommends moving that forward ASAP.

**2.9.22**

**RESOLUTION #22-372**

**1132 APPROVAL TO PURCHASE ONE (1) MITSUBISHI CEILING CASSETTE SPLIT UNIT AND ONE (1) DEHUMIDIFIER FROM SAV MOR MECHANICAL**

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

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS**, the Board of Trustees hereby approves to purchase from Sav Mor Mechanical, one (1) Mitsubishi ceiling cassette split system unit and one (1) dehumidifier for \$15,975.00, effective February 9, 2022 and authorized 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 Yes Friedrich Yes**

**Nelson Yes Banks-Winter Absent Berdinka Yes**

**Genchi Yes Totten Absent Wood Absent**

**POLICY, BY-LAWS & OBJECTIVES: (Nelson)**

**2.9.22**

**RESOLUTION #22-370**

**1133 APPROVAL TO AMEND THE RIVERHEAD FREE LIBRARY BY-LAWS**

**Ruth Nelson offered the following resolution which was seconded by Monique Genchi**

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS**, the Board of Trustees hereby approves to amend the Riverhead Free Library By-Laws to include a waiting period of 12 months before a termed out Trustee can run for a subsequent term, effective February 9, 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.

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**THE VOTE**

**O'Hare Yes Zeiger Yes Friedrich Yes**

**Nelson Yes Banks-Winter Absent Berdinka Yes**

**Genchi Yes Totten Absent Wood Absent**

**2.9.22** David Friedrich made a motion to amend the original resolution from “third”  
**1134** term to “subsequent” term. Seconded by Ruth Nelson.  
**Motion Carried.**

**2.9.22** **RESOLUTION #22-371**  
**1135** **APPROVAL TO AMEND THE MEETING ROOM USE POLICY**

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS**, the Board of Trustees hereby approves to amend the meeting room use policy to clarify the use by political organizations, effective February 9, 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 Zeiger Yes Friedrich Yes**

**Nelson Yes Banks-Winter Absent Berdinka Yes**

**Genchi Yes Totten Absent Wood Absent**

**FINANCE:** (Friedrich)

**2.9.22** David Friedrich moved to approve the personnel and payroll report for the month  
**1136** of January 2022. Motion was seconded by Susan Berdinka.  
**Motion Carried.**

**FUNDRAISING:** (Friedrich)

David reported the total donations for the Yellow Barn as of February 9, 2022 were \$148,414.40. The total expenses paid out for renovations to date is \$72,082.19 and the remaining balance for future repairs/maintenance is currently \$76,332.21.

**PLAN OF SERVICE:** None

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### LIAISON REPORTS:

#### **FRIENDS:** (Berdinka)

Susan has reported there hasn't been a Friends meeting since the last board meeting, however, on January 23, 2022 there was a zoom memorial presentation honoring the late Friends president Marcia Littenburg. Her husband presented a slideshow about her life. The next Friends meeting is scheduled for Monday, February 14.

#### **SCLS:** (Bergmann)

Kerrie reported that Library Advocacy Day is on Zoom on March 2nd for Assembly and March 3rd for the Senate. She also reported that RFL started "what the library means to me" program where patrons can fill out a form and we can share the support from our community.

### **UNFINISHED BUSINESS:**

Discussion continued about the HVAC project and what other libraries have done. There was also clarification on how Sav Mor's engineering fee is incorporated into the cost of the work if they get the job. The mask policy was revisited since the Governor dropped her indoor mask mandate. It was a unanimous decision to go back to the procedure that masks are recommended but not necessary for those who are vaccinated.

### **NEW BUSINESS:**

Janet advised an ad hoc committee, consisting of 3 people, needed to be formed to go over all board of trustee applications. Susan Berdinka, Monique Genchi and Ruth Nelson volunteered to be on the committee. Kerrie advised she will be recording another PSA for WRIV about the Yellow Barn fundraising and information on if you're interested in becoming a trustee, the steps on how to do that. It was pointed out that if you're running for reelection, you need to complete a new application.

**PERIOD OF BOARD EXPRESSION:** None

**PERIOD OF PUBLIC EXPRESSION:** None

**2.9.22** Motion was entertained by Janet O'Hare to adjourn the February 9, 2022  
**1137** regular meeting of the Board of Trustees. Motion was made by Susan Berdinka and seconded by David Friedrich.

Meeting was adjourned at 7:57 pm.

Respectfully Submitted.

Ruth Nelson  
BOT Secretary