

APPROVED

Minutes
Regular Meeting of the Board of Trustees
Riverhead Free Library
January 12, 2022

Present: Janet O'Hare, President; Jeff Zieger, 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

Assistant Director: Stephanie McEvoy

Staff: Helen Murray

The regular meeting of the Board of Trustees was called to order on January 12, 2022 at 6:33 p.m. The Board was provided with an agenda, board packets and previous minutes.

Ruth Nelson led those present in the Pledge of Allegiance.

1.12.22 President O'Hare entertained a motion to approve the agenda.
1107 Motion was moved by David Friedrich and seconded by Ruth Nelson
Motion Carried.

1.12.22 President O'Hare entertained a motion to approve the minutes from the regular
1108 board meeting of December 8, 2021. The motion was moved by David Friedrich
and seconded by Susan Berdinka.

PERIOD OF PUBLIC EXPRESSION: None at this time.

1.12.22 David Friedrich entertained a motion to approve the bills for the month of
1109 December 2021. Motion was moved by Monique Genchi and seconded by
Ruth Nelson.
Motion Carried.

11.12.22 David Friedrich entertained a motion to approve the receipts and disbursements
1110 for the month of December 2021. The motion was moved by Monique Genchi
seconded by Ruth Nelson.
Motion Carried

1.12.22 David Friedrich entertained a motion to approve the warrant 22-1-1 general fund
1111 checking (People's). The motion was moved by Monique Genchi and seconded
by Ruth Nelson.
Motion Carried.

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1.12.22 David Friedrich entertained a motion to approve the warrant 22-1-2 general fund
1112 money market (Dime). The motion was moved by Monique Genchi and seconded
by Ruth Nelson.

Motion Carried.

1.12.22 David Friedrich entertained a motion to approve the warrant 22-1-3 general fund
1113 payroll (Dime). The motion was moved by Monique Genchi and seconded by
Ruth Nelson.

Motion Carried.

1.12.22 David Friedrich entertained a motion to approve the warrant 22-1-4 capital fund
1114 yellow barn (People's). The motion was moved by Monique Genchi and
seconded by Ruth Nelson.

Motion Carried.

1.12.22 David Friedrich entertained a motion to approve the bank reconciliation for the
1115 month of December 2021. The motion was moved by Monique Genchi and
seconded by Ruth Nelson.

Motion Carried.

CORRESPONDENCE: Kerrie read two thank you letters for the Library's donation of hats,
scarves and gloves. One from the Phillips Avenue Elementary School and one from the Family
Service League.

DIRECTOR'S REPORT:

Riverhead Free Library

1/12/22

December 2021

Day to day operations

Statistics, Services & Publicity

- We had approximately 6,000 patrons visit the library in the month of December.
- Stephanie has overseen the Library Market calendar registration project and it was launched successfully for our program registration on January 3. I appreciate all the department heads and staff who assisted in this achievement.

Community

- Long Island Cares mobile food pantry was at the library on 12/2 serving 23 families.
- Island Harvest was in the RFL parking lot on 12/13 serving 267 patrons-- seniors and veterans.

Finance

- As of January 10, 2022, RFL has received \$147,735.80 in donations for our Yellow Barn restoration and maintenance project.
- We have received our second 2021-2022 contract payment for the school district in the amount of \$980,697.75
- I recommend the approval to transfer \$200,000 from the general fund money market account at Dime into a certificate of deposit at People's United Bank.
- I recommend the approval to transfer the surplus of \$297,000 from the 2020-2021 general operating fund into our capital project fund for our HVAC project.

Personnel

- Our Assistant Director, Stephanie McEvoy will be leaving RFL for a great career opportunity. She has been an excellent AD and she will be missed.
- I recommend Cory Burns be hired as a part-time Systems Technician.

Buildings & Grounds & Technology

- Emerald Landscaping did a beautiful job installing our engraved memorial bricks along with new surrounding bricks in the courtyard next to the Yellow Barn. The donor tree has arrived but we are waiting for the donor arch so that it can be installed in the Yellow Barn.
- We have received the budgetary quote from Inter-County Mechanical and are waiting to receive one from Sav Mor Mechanical for our HVAC project.
- We have installed a Water Logic water dispenser in our staff break room and Keri Grace has implemented a snack cart for the staff. She and Lauren also restarted our Employee recognition wall in which staff members can give a shout out to their co-workers for good deeds or accomplishments.

Assistant Director / Adult & Information Services: Stephanie McEvoy

The staff in the adult department attended training and worked very hard in December learning the Library Market calendar registration application. Pam, Andrea, Jenny, Patty, created the program records that built our January/February calendar that launched on January 3rd. The roll out was handled professionally by the team as we ironed out the inevitable wrinkles. I believe the adoption of this calendar will improve the registration process for the public and the staff. In addition to being more modern and visually pleasing, patrons registering themselves for programming will be able to pay online when required. Additionally, the platform allows for extensive statistical tracking which will be valuable in the process of long-range planning.

The approach of tax season requires a lot of planning for our free tax preparation services. Pam is doing a fantastic job as the liaison between the library and the tax volunteer managers. She has designed a very functional collaborative appointment tracking spreadsheet on Google Sheets that the

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reference department will use for scheduling. The Health & Welfare Council of Long Island will not be providing tax prep services this year so we will be hosting volunteers from AARP and VITA. Ultimately, we will not be able to accommodate as many people as we have in the past but we remain grateful to the volunteers who donate their time.

- I attended multiple staff training sessions and zoom calls with the Library Market development project manager.
- Attended a virtual demonstration of Setmore software which was being considered for use in scheduling tax preparation appointments but was abandoned due to high cost.
- Kerrie and I met with Sav-Mor Mechanical (our current HVAC service company) to review our needs and gather more information on the future HVAC replacement project.
- Kerrie and I met with Inter-County Mechanical to discuss our plans and request an estimate. When both estimates are received they will be presented to the B&G Committee.

The announcement that I will be leaving RFL is cloaked in both joy and sadness as I am excited about the opportunity ahead of me but I will miss the staff and the friends I've made here. I am grateful for the opportunity to work with the administration, the Board of Trustees and to serve the Riverhead community

Electronic Resources Stats

	October 2021	November 2021	December 2021
Database usage	1305	1302	Not yet published
eBook downloads	3867	3473	3586
Audiobook downloads	1932	1808	1876
Video downloads	8	4	3
New Overdrive Users	28	17	23
Universal Class			
New registrants	56	44	52
New Courses	171	159	269
Videos Watched	3925	3787	5995
Login Sessions	1129	908	1220

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Lessons Viewed	6428	6495	9359
Student submissions	2392	2581	3558
Kanopy			
Visits	900	1071	1507
Page views	1181	1287	1887
Plays	155	133	163
Minutes	6414	4085	5957
Flipster emagazines	310	278	Not yet published
Miscellaneous	October 2021	November 2021	December 2021
Seeds by mail	Closed for the winter	Winter Bulb Grab and Go - 30 kits	N/A
One-on-One Tech Time	N/A	2	4
Museum Passes	10	9	6
ENL Attendance	49	34	34
Literacy Suffolk - Students Served	14	12	10
Notary Stamps	168	135	115
Reference Questions	1836	1995	1623

Constant Contact Stats

Date Sent	Campaign Name	Sends	Opens	Open Rate
12/1/2021	Friends' Travel Club 12/2/21	5737	1401	24.60%

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12/2/2021	Programs 12/6 - 12/11	5732	1425	25.00%
12/6/2021	Bus Trip - Good News!	5730	1725	30.30%
12/9/2021	Programs 12/13 - 12/18	5727	1543	27.10%
12/16/2021	Programs 12/20 - 12/25	5725	1628	28.60%
12/23/2021	Programs 12/27 - 1/1	5719	1675	29.50%

Adult Programming: Jenny Bloom

December was the launch of a revamped Newsletter designed to have a fresh look. 22,916 copies of the Newsletter were mailed on Dec 22.

We have been very busy learning and entering all programs into our new registration and on-line calendar system (Library Market). This system's advantages are a more attractive, searchable and user-friendly on-line calendar and an easily accessible registration process that can accept payments.

In addition, Kelsey has replaced our existing monthly calendar with a redesigned one for pick-up by Patrons in the library. It allows for larger fonts and improved readability.

Total Adult & Senior Programs:	December, 2021
In Person:	50
Virtual:	24
Hybrid:	7
Total Attendees:	949

Top 3 attended programs in December:

- Zumba Gold (Average of 56 participants per weekly class)

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- Breathe Together (Average of 42 participant's per weekly class)
- Chair Yoga (Average of 40 participants per weekly class)

Local History: James Provencher

- Helped several patrons with genealogy research.
- Helped with research for patrons looking for obituaries.
- Reached out to Greg at A.R. Kropp Co. & Sons for an estimate for the cabinets in the Perkins Local History Collection.
- Writing a Collection Management Policy for the Perkins Local History Collection.
- Worked collaboratively with Suffolk County Historical Society staff to procure free programming for our library in the future.

Patron Services: Jessica Neilson

- Acquainting myself with statistical reports, and creating lists from Sierra.
- Organized all card application form binders for easier access for all.
- Revised and updated Library card applications to accommodate more information and Sierra changes.
- Implemented library card application forms in Spanish.

Statistics:

Total Checkouts	5,633
New Patrons	87
Curbside Items	64
Curbside Appointments	18

Internal Count Use	320
Self-Check	0

Computer Information Services: John Eickwort

- Started the process of preparing Cassie software update to hopefully resolve current issues
- Updated multiple Server and Network side devices to latest firmware

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- Kept website up to date with programs and made sure adjustments were made when needed
- Andrew was able to fix and restore the 3d printer to a functioning condition.
- Started printing 3d projects and will begin to offer 3d printing services to the public
- Had clerks help with updating computer lab workstations.
- Had to update Access Points to look into issues with two of them not holding stable connections
- Started looking into how to create a library market widget for the website to display upcoming events
- Our self-check out machine is down and I have been trouble shooting to repair

Computer Lab Usage Statistics:

Total Sessions	729
Total Sessions Length (min)	31173
Average Session Length (min)	42.76

Processing & Receiving: David Troyan

We added 663 items and deleted 1406 items. This ratio is indicative of significant weeding projects. December had the staff weeding the Children’s collection and the Young Adult collection.

We also helped facilitate a project for circulation: The items that had been long-term “billed” are now “lost and paid.” This has been a needed task for some time. The two departments revamped the workflow to prevent items being left in limbo for too long.

Brittany completed her fall semester and is now able to work four days a week. Cassie continued to teach Aleena the ins-and-outs of the Technical Services.

David had the opportunity to visit some of the South Fork libraries Technical Services departments before Christmas. Although these libraries are small, it is still instructive to see what they have to offer. David also completed a GIS course from SUNY Stony Brook. His final project was based on the location of Suffolk Libraries. He is willing to share the results with the Board if that is desired.

December Website Stats:

Unique Visitors: 52,723

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Number of Visitors: 109,410
Pages: 53,912
Hits: 389,233

Building, Grounds & Maintenance: Marie LaDonne

- Worked on taking apart and removing furniture and putting together and moving into place new furniture in the Director's office
- Taking out some of the faulty Led lights for pick up and repair
- Getting estimates for parking drains and lights for barn
- ordering and picking up barn light
- helping to neaten and rearrange staff kitchen
- picking up the grounds and outside garbage
- cleaning and disinfecting the bathrooms twice a day

Youth & Family Services: Lauren Strong

Program Statistics

Total Youth and Family Services Program Sessions: 28 Held/ 1 Canceled

Total Infant Program Sessions: 0 classes/ 0 attendance

Total Toddler Program Sessions: 5 classes/ 54 attendance

Total Preschool Program Sessions: 4 classes/ 45 attendance

Total Family Program Sessions: 4 classes/ 70 attendance

Total School Age Program Sessions: 6 classes/ 15 attendance

Total Teen Program Sessions: 9 classes/ 21 attendance

Passive Programming Activities: 4 activities/ 51 attendance

Teen Volunteers: 7

Community Service Hours Earned: 10

Number of Teens in Loft throughout the Month: 52

Video Game Usage: 16

Reference Questions

Total Youth and Family Services Reference Questions: 538

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Monthly Focus:

- Lauren is starting her term as the YASD Vice President in January and will continue her role as the Newsletter Chair for SCLA
- We were able to donate hats, gloves, and scarves to Family Service League, Sister Margaret, Riley Avenue Elem, Phillips Ave Elem, Southampton Head Start and Riverhead Head Start
- We donated 14 blizzard bags to Maureen's Haven that were filled with non-perishable food items and hygiene products
- Nicole and Alex completed their first visit at Pulaski Street School for the Riverhead CAP program
- We are working with Cassie in Tech Services to weed and relabel YA items.
- Lauren was able to train Nicole and Gabby on the back end of Library Market to create program records.
- All YFS staff attend the Library Market staff training
- Lauren is working with the Fine Arts Director of Riverhead School District to plan the 2022 Art Show at RFL
- Lauren contacted Parents for Megan's Law to have them set up a table in January and February during our Shots for Tots clinic. They will be providing information on Human Sex Tracking for adults and various types of abusive relationships for teens.

Respectfully submitted,

Kerrie McMullen-Smith

Library Director

COMMITTEE REPORTS:

PERSONNEL: (*Zeiger)

1.12.22

RESOLUTION #21-368

1116

APPROVAL TO HIRE CORY BURNS AS PART-TIME SYSTEMS TECHNICIAN

Jeff Zeiger offered the following resolution which was seconded by Janet O'Hare

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS, the Board of Trustees hereby approves the hiring of Cory Burns as a part-time Systems Technician at the hourly rate of \$23.35, effective January 18, 2022 and authorizes the Board President to execute the agreement on behalf of the library.

APPROVED

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

BUILDINGS, GROUNDS & EQUIPMENT: (Zeiger)

A meeting will be held to review HVAC and parking lot sewer maintenance.

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

Ruth requested instead of having a meeting next week, can the committee stay after the board meeting to discuss the issue at hand. All agreed.

FINANCE: (*Friedrich)

1.12.22 David Friedrich moved to approve the personnel and payroll report for the month
1117 of December 2021. Motion was seconded by Ruth Nelson.
Motion Carried.

1.12.22 **RESOLUTION # 21-366**
1118 **APPROVAL TRANSFER FUNDS FROM GENERAL FUND MONEY MARKET**
ACCOUNT AT DIME INTO A CERTIFICATE OF DEPOSIT AT PEOPLE’S UNITED BANK

David Friedrich offered the following resolution which was seconded by Susan Berdinka

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS, the Board of Trustees hereby approves the transfer of \$200,000 from the General Fund Money Market Account at Dime into one (1) six month Certificate of Deposit in the amount of \$200,000 at People’s United Bank, 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

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Nelson Yes Banks-Winter Absent Berdinka Yes

Genchi Yes Totten Absent Wood Absent

**1.12.22
1119**

**RESOLUTION #21-367
APPROVAL TO TRANSFER SURPLUS FROM 2020-2021 GENERAL
OPERATING FUND**

David Friedrich offered the following resolution which was seconded by Ruth Nelson

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS, the Board of Trustees hereby approves the transfer of Two Hundred Ninety Seven Thousand Dollars (\$297,000) of surplus from the General FUnd to the Capital Project Fund 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

FUNDRAISING: (*Friedrich)

David reported the current to date total for Yellow Barn donations along with the expenses paid out and current balance remaining. Jeff asked what we received for December and are we still actively asking for donations. He was advised that we are still accepting donations but there is no longer a brick request in the newsletter due to space constraints.

PLAN OF SERVICE: Nothing to report

LIAISON REPORTS:

FRIENDS: (*Berdinka)

Susan reported in light of Marcia Littenberg's passing, until May 2022 elections, Linda will assume the role of President, Laurie will continue as Vice-President and assume the role of Secretary and Gena will be the Treasurer. A resolution was made regarding the Pike estate. The trust money will be segregated from the general fund and in the unlikely event of the dissolution of the Friends, another Friends group will be the beneficiary. The trust terminates in

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2029. She also reported that the Piano Plus Performance is on pause until the library opens on Sundays.

The Yellow Barn expects to open the end of April while their donation bins will reopen on or about Good Friday. The Friends are requesting a plaque be placed in the Library near the 1,000 Books before Kindergarten display in honor of Marcia Littenburg. The Board will consider their request.

SCLS: Nothing to report.

UNFINISHED BUSINESS: Discussion resumed regarding placing a rock at the base of the donor tree for one of the library's vendors. It was decided they should be recognized with a letter of appreciation from the board and a public acknowledgement in our newsletter.

NEW BUSINESS: Janet reminded everyone that John Munzel requested a legacy club be put in place for people who want to leave funds to the library and to move forward with getting that option out to the public.

PERIOD OF BOARD EXPRESSION: None

PERIOD OF PUBLIC EXPRESSION: None

1.12.22 Motion was entertained by Janet O'Hare to adjourn the January 12, 2022
1120 regular meeting of the Board of Trustees. Motion was made by David Friedrich
and seconded by Monique Genchi.
Motion Carried

Meeting was adjourned at 7:10 p.m.

Respectfully Submitted

Ruth Nelson
BOT Secretary