

APPROVED

Minutes
Regular Meeting of the Board of Trustees
Riverhead Free Library
January 11, 2023

Present: Janet O'Hare, President; David Friedrich, Vice-President; Gina Chinese, Treasurer; Ruth Nelson, Secretary; Carlos Alvarez, Trustee, William Sandback, Trustee; Jeff Zeiger, Trustee

Absent: Susan Berdinka, Trustee, 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 January 11, 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.

1.11.23 President O'Hare entertained a motion to approve the amended agenda. Motion
1326 was moved by David Friedrich and seconded by William Sandback.
Motion Carried.

1.11.23 President O'Hare entertained a motion to approve the minutes for the regular
1327 board meeting of December 14, 2022. Motion was moved by David Friedrich and
seconded by Ruth Nelson.
Motion Carried.

PERIOD OF PUBLIC EXPRESSION: None.

PRESENTATION BY TFMG: Ivan Carrasquillo, from The Facilities Management Group, gave a powerpoint presentation outlining the assessment conducted of the building, with a 5 year plan for work that should be completed.

1.11.23 Gina Chinese entertained a motion to approve the bills for the month of
1328 December 2022. Motion was moved by David Friedrich and seconded by Ruth
Nelson.
Motion Carried.

1.11.23 Gina Chinese entertained a motion to approve the receipts and disbursements
1329 for the month of December 2022. Motion was moved by David Friedrich and
seconded by Ruth Nelson.
Motion Carried.

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- 1.11.23
1330** Gina Chinese entertained a motion to approve warrant **23-1-1** general fund checking. Motion was moved by David Friedrich and seconded by Ruth Nelson.
Motion Carried.
- 1.11.23
1331** Gina Chinese entertained a motion to approve warrant **23-1-2** general fund credit card. Motion was moved by David Friedrich and seconded by Ruth Nelson.
Motion Carried.
- 1.11.23
1332** Gina Chinese entertained a motion to approve warrant **23-1-3** general fund money market. Motion was moved by David Friedrich and seconded by Ruth Nelson.
Motion Carried.
- 1.11.23
1333** Gina Chinese entertained a motion to approve warrant **23-1-4** general fund payroll. Motion was moved by David Friedrich and seconded by Ruth Nelson.
Motion Carried.
- 1.11.23
1334** Gina Chinese entertained a motion to approve warrant **23-1-5** capital project fund. Motion was moved by David Friedrich and seconded by Ruth Nelson.
Motion Carried.
- 1.11.23
1335** Gina Chinese entertained a motion to approve the bank reconciliation for December 31, 2022. Motion was moved by David Friedrich and seconded by Ruth Nelson.
Motion Carried.

CORRESPONDENCE:

Kerrie read letters of thank you from Phillips Avenue Elementary School and Southampton Head Start for the mittens, hats and scarves that were donated. She also read a letter from the State of NY Department of State advising that the Library has been approved for the grant Kerrie submitted under the Downtown Revitalization Initiative.

Director's Report:
December 2022

1/11/2023

Day to Day Operations

Statistics, Services & Community

- We had 8,200 patrons visit the library in December.
- Island Harvest was at the library on December 5, serving 225 people.
- Long Island Cares mobile food pantry was in our parking lot on December 1, serving 81 individuals.
- We have activities celebrating Reverend Dr. Martin Luther King Jr. in January at RFL. The AAECF will have their exhibit "Realizing a Dream" in our display cases. On Sunday,

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January 15, we will be hosting a Martin Luther King Jr. celebration presented by the East End Voter Coalition with special guest speaker Reverend Coverdale, Pastor of the First Baptist Church in Riverhead.

Personnel

- Part-time patron services clerk, Jessica Mendenhall-Kunkle has resigned effective January 16.

Buildings & Grounds & Technology

- The repairs in the Grand Room should be completed by January 13.
- The new LED parking lot lights have been installed. We are waiting for a couple of fixtures due to come in in February and be installed on the pavers by the library building.

Finance

- On December 20, NYS announced the funding of Downtown Revitalization Projects in Riverhead. RFL was awarded \$215,000 to construct an entrance on the front of our building facing Main Street and to create an interior space for a self-serving visitor center providing promotional materials for downtown businesses and events.

Fundraising

- As of January 6, 2023, we have received the following donations: \$176,922.48 for our Yellow Barn restoration and maintenance, \$2,974.18 in memory of William Esseks and \$2,559.30 for our Annual Appeal.

Assistant Director: Catherine Montazem

With the Martin Luther King Day holiday on the horizon we will be collaboration with the Riverhead Anti-Bias Task Force and Co-Chair Cindy Clifford on Saturday January 7th from 1-2:30 pm as the Community Service Expo kicks off the start of the new year in anticipation of the MLK Day of Service which is considered a dedicated service day and not just an off day.

Students often need community service hours and this is a terrific opportunity to serve in a meaningful way. Also, community members wishing to service are welcomed and appropriate matches will be made between volunteers and the many non-profits looking for assistance because many people who want to help sometimes do not know how to get involved and the Community Service Expo will help pair volunteers and nonprofits by taking into consideration their interests, and abilities to find the right partners.

RFL has provided good publicity by promoting this terrific event by email eblast directed to our patrons and the community at large; this along with publicity garnered by local news outlets such as the Riverhead Local, Riverhead News Review, and East End Beacon will assuredly make this a well-attended fun and productive event.

Adult & Information Services: James Provencher **Social Media**

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Instagram: 1,282 with 3 new followers with 3,252 impressions

Facebook Likes 999

Facebook Followers: 1273

Twitter Followers: 1368

Electronic Resources Stats

	Oct 2022	Nov 2022	Dec 2022
Database usage	2671	1387	1794
eBook downloads	3965	3863	4118
Audiobook downloads	2221	2186	2353
Video downloads	0	0	0
New Overdrive Users	23	30	29
Universal Class			
New Registrants	2	4	3
New Courses	13	5	9
Videos Watched	479	29	120
Login Sessions	56	14	22
Lessons Viewed	720	55	169
Student Submissions	910	48	165
Kanopy			
Visits	886	881	887
Page Views	131	1340	1413
Plays	205	175	226
Minutes	6530	5391	7797
Flipster emagazines	241	210	203

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Miscellaneous	Oct 2022	Nov 2022	Dec 2022
One-on-One Tech Time	18	15	9
Museum Passes	12	12	11
ENL Attendance	99	116	36
Literacy Suffolk Students Served	7	3	5
Notary Stamps	86	38	54
Reference Questions	1868	1533	1680
HIICAP	4	5	1
SCORE	4	2	2
Career Advisor	1	2	0
Career Coaching	0	1	4

LibraryAware for the month of December

Date Sent:	Campaign Name:	Sends:	Opens:	Open Rate:
11/25/22	Programs 11/28-12/03	6511	2477	38.08%
12/02/22	Programs 12/05-12/10	6476	2468	38.01%
12/09/22	Programs 12/12-12/17	6471	2484	38.53%
12/23/22	Programs 12/19-12/23	6468	2432	37.69%
12/02/22	Annual Appeal	6475	2468	38.12%

Adult Programming Report:

Total Adult & Senior Programs:	December 2022
In Person:	77
Virtual:	25
Hybrid:	12
Total Adult Programs:	127
Total Attendees:	1369

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Programming

December programs featured well attended holiday craft and cooking programs: Felting with Vicki, Holiday Earrings with Lisa, Cinnamon Swirl Bread with Rob Scott and Holiday Gifts for Under \$5, Shared virtual programs such as Divine New York: Inside the Historic Churches and Synagogues of Manhattan and Ludwig Van Beethoven: His Music and influence both had record numbers of attendees.

Processing & Receiving: David Troyan

Technical Services had a quiet month in December. Staff used much of their vacation time to enjoy the holiday season. There were no big projects underway but we did start planning some new ones. We are looking forward to separating the series DVDs from movie DVDs. It appears that patrons would prefer these collections not being interfiled. To make searching for bilingual children's books easier for the librarian's and patrons easier, we ordered teal overlays. This is another patron centric idea that Cassie Rankle came up with - she is excellent at finding simple solutions to findability problems. She also reclassified (and "restickered") children's holiday books.

Alison Coffey collected DVDs that have not circulated in years. She deleted the DVDs that were deemed non-essential to our collection. We also worked some more of the Science Fiction collection.

The Technical Services department processed 670 new items, and deleted 1,039 items. For the calendar year ending December 31, 2022, we added 9,699 items and deleted 17,509 items. What is amazing is that the previous year (2021) we added 9,659. Between the two years, the difference in material added was 40 items! This similarity is completely unintentional. Differences between annual deletes from 2021 and 2022 is 6,779. This reflects a concerted effort to weed the entire collection.

Website Statistics:

Unique VisitorsL	3,831
Number of Visits:	7,412
Pages:	48,633
Hits:	363,312

Public Computer Usage:

Total Stations:	46
Total Sessions:	655
Total Session Time:	25,083 minutes
Average Session Time:	38.29 minutes

Building, Grounds & Maintenance: Marie LaDonne

- Had garage window repaired
- Repaired outlet cover in browsing room
- Roofer repaired leak in atrium and bubble on the roof

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- Been coming in early most mornings and here for the delayed openings to shut off alarms for construction crew and take deliveries
- Had Briscoe repair the box in the atrium and reset the fire alarm
- Cleaning bathrooms twice a day
- Setting up rooms for programs
- Picking up the grounds and doing the outside garbage.

Patron Services: Benjamin Granger

Total Checkouts	4,688
Total Check Ins	5,090
Renewals	322
Holds	473
New Patrons	85
Curbside Items	27
Curbside Appointments	5
Door Count	8,201
Internal Use	402
Self-Check Out: Patrons	196
Self-Check Out: Items	248

Achievements:

- The program promotions on the self-checkout machine were updated by Kelsey Holts and implemented.
- Gave Sharon Goeller from BOCES copies of the library card applications in both English and Spanish to make signing up BOCES students easier. This way the students can sign for themselves and they can see what information we need directly.
- Finished the Pajama and Book drive that was started in November. This drive was primarily run by Helen Murray with help from the other circulation clerks. The final statistics were 230 PJ's, 156 Books, 32 hats and gloves, 2 robes, 16 socks, and 3 soft toys.

Youth & Family Services: Lauren Strong

Program Statistics

Total Youth and Family Services Program Sessions: 21 Held/ 6 Canceled

Total Infant Program Sessions: 1 class/ 2 attendance

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Total Toddler Program Sessions: 2 classes/ 25 attendance
Total Preschool Program Sessions: 1 classes/ 11 attendance
Total Family Program Sessions: 1 classes/ 6 attendance
Total School Age Program Sessions: 5 classes/ 20 attendance
Total Teen Program Sessions: 7 classes/ 5 attendance
Passive Programming Activities: 2 activities/ 36 attendance
Teen Volunteers: 5
Community Service Hours Earned: 5
Number of Teens in Loft throughout the Month: 66
Video Game Usage: 2

Reference Questions

Total Children's Reference Questions: 400
Total Teen Reference Questions: 30

Monthly Focus:

- We are continuing with our picture book weeding.
- We have finished weeding nonfiction and biographies.
- Lily has been shadowing Barbara on the preschool story time visits. Lily will be starting her own visits in January.
- We donated 20 blizzard bags to Maureen's Haven along with 3 fleece blankets. This was all a part of our donations from The Great Give Back.
- We collected **2,495** pounds of food for Long Island Cares School Pantries throughout 2022.
- **393** bags of food were distributed to 780 individuals through Long Island Cares Mobile Food Pantry in 2022.
- 185 coats were donated and given to individuals in need.
- **Mitten Tree Donations:** 167 hats, 161 gloves, 49 scarves, 7 blankets: donations were given to Phillips Avenue, Southampton Head Start, and Sister Margaret.

Respectfully submitted,
Kerrie McMullen-Smith
Library Director

COMMITTEE REPORTS:

PERSONNEL: (Friedrich)

1.11.23
1336

RESOLUTION #22-439
APPROVAL TO REHIRE PATRICK TUMINSKI AS A PART TIME CLERK

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

APPROVED

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS, the Board of Trustees hereby approves to rehire Patrick Tuminski as a Part Time Clerk at the hourly rate of \$16.30, effective 12/28/2022 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 Friedrich Yes Chinese Yes

Nelson Yes Alvarez Yes Berdinka Absent

Genchi Absent Sandback Yes Zeiger Yes

1.11.23 David Friedrich entertained a motion to approve the Personnel and Payroll
1337 December report. Motion was moved by Ruth Nelson and seconded by Carlos Alvarez.
Motion Carried.

BUILDINGS, GROUNDS & EQUIPMENT: (Zeiger)

1.11.23 **RESOLUTION #22-440**
1338 **APPROVAL TO CONTRACT WITH SAKE CONTRACTING, INC.**

Jeff Zeiger offered the following resolution, which was seconded by David Friedrich

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS, the Board of Trustees hereby approves to contract with SAKE Contracting, Inc. to Install Trim, and Paint Doors, Frames and Trim in the amount of \$14,011, effective January 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.

THE VOTE

O'Hare Yes Friedrich Yes Chinese Yes

Nelson Yes Alvarez Yes Berdinka Absent

Genchi Absent Sandback Yes Zeiger Yes

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

FINANCE: (Chinese)

Gina reported they are in budget discussions and will report as soon as they have the numbers.

FUNDRAISING: (Berdinka) - Nothing to report

PLAN OF SERVICE: Nothing to report

LIAISON REPORTS:

FRIENDS: (Sandback)

William reported that at the meeting the Friends asked about fans in the Barn. This has been an ongoing request. Discussion followed and it was decided that as long as it was not inclement weather, security will open the sky lights as part of their daily responsibilities.

SCLS: (Bergmann) - Nothing to report

UNFINISHED BUSINESS: None

NEW BUSINESS: President O'Hare advised the board needs to appoint an Ad Hoc Nominating Committee. David and William advised they will be on the committee and President O'Hare will call Susan to see if she is willing to be on it again.

PERIOD OF BOARD EXPRESSION: President O'Hare expressed that she thinks the website needs to be freshened up a bit. Jeff asked about revisiting having the coffee shop put back in place especially with the impending visiting center.

PERIOD OF PUBLIC EXPRESSION: None

1.11.23 President O'Hare entertained a motion to adjourn the January 11, 2023
1339 regular meeting of the Board of Trustees. Motion was moved by David Friedrich and seconded by Ruth Nelson.
Motion Carried.

Meeting was adjourned at 7:58 pm.

Respectfully submitted,

Ruth Nelson/KGN