

APPROVED

Minutes
Regular Meeting of the Board of Trustees
Riverhead Free Library
January 10, 2024

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

Absent: Janet O'Hare, President and Ruth Nelson, Trustee

Director: Kerrie McMullen-Smith

Assistant Director: Catherine Montazem

Staff: Susan Culver

The regular meeting of the Board of Trustees was called to order on January 10, 2024 at 6:30 pm. The Board was presented with an agenda, board packet and previous minutes.

David Friedrich led those present in the pledge of allegiance.

1.10.24 Vice-President Friedrich entertained a motion to approve the agenda.
1574 Motion was moved by Susan Berdinka and seconded by William Sandback.
Motion Carried.

1.10.24 Vice-President Friedrich entertained a motion to approve the minutes of the
1575 regular board meeting of December 6, 2023. Motion was moved by Barbara Ripel and seconded by Janet Vuturo.
Motion Carried.

PERIOD OF PUBLIC EXPRESSION: None

ANNUAL AUDIT REPORT: Al Coster from Baldessari & Coster LLP gave the Annual Audit Report to the Board.

1.10.24 Susan Berdinka entertained a motion to approve the bills for the month of
1576 December 2023. Motion was moved by William Sandback and seconded by Carlos Alvarez.
Motion Carried.

1.10.24 Susan Berdinka entertained a motion to approve the receipts and disbursements
1577 for the month of December 2023. Motion was moved by Barbara Ripel and seconded by William Sandback.
Motion Carried.

1.10.24 Susan Berdinka entertained a motion to approve warrant **24-1-1** general fund

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- 1578** checking. Motion was moved by Carlos Alvarez and seconded by William Sandback.
Motion Carried.
- 1.10.24** Susan Berdinka entertained a motion to approve warrant **24-1-2** general fund
1579 money market account to the payroll account. Motion was moved by William Sandback and seconded by Barbara Ripel.
Motion Carried.
- 1.10.24** Susan Berdinka entertained a motion to approve warrant **24-1-3** general fund
1580 payroll account. Motion was moved by Barbara Ripel and seconded by William Sandback.
Motion Carried.
- 1.10.24** Susan Berdinka entertained a motion to approve warrant **24-1-4** capital project
1581 fund money market. Motion was moved by Carlos Alvarez and seconded by William Sandback.
Motion Carried.
- 1.10.24** Susan Berdinka entertained a motion to approve the bank reconciliation for
1582 December 31, 2023. Motion was moved by Barbara Ripel and seconded by William Sandback.
Motion Carried.

CORRESPONDENCE: A letter was received from John Sciacchitano, who provided HIICAP Free Insurance Counseling under the Library's Community Outreach Program for 25 years. John will be retiring as of January 1, 2024. John wished to thank the staff for their assistance over the years. Ben Granger, Circulation Department Head, received a comment card from Barbara Yeager stating that he is amazing. David Enos, Principal of the Riley Avenue Elementary School sent a thank you note for the mitten tree. Susan Culver, Business Manager, thanked the Board for the donation made in memory of her father.

Director's Report: The Director's Report for December 2023 was given by Director, Kerrie McMullen-Smith.

Assistant Director's Report: The Assistant Director's Report for December 2023 was given by Assistant Director, Catherine Montazem.

COMMITTEE REPORTS:

PERSONNEL: (Friedrich)

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**1.10.24
1583** David Friedrich entertained a motion to approve the December 2023 Personnel and Payroll Report. Motion was moved by Susan Berdinka and seconded by Barbara Ripel.

Motion Carried.

**1.10.24
1584** David Friedrich offered Resolution #24-506 Approval To Hire Harry Metcalf as a Full-Time Custodian at the hourly rate of \$25.00 which was seconded by William Sandback. The vote was seven in favor and two absent. The Resolution was thereupon Duly Declared Adopted.

**1.10.24
1585** David Friedrich offered Resolution #24-508 Appointment of Kerrie McMullen-Smith As Library Director for a three year term commencing January 10, 2024 with compensation based on Agreement which was seconded by Susan Berdinka. The vote was seven in favor and two absent. The Resolution was thereupon Duly Declared Adopted.

BUILDINGS, GROUNDS & EQUIPMENT: (Zeiger) -

**1.10.24
1586** Jeff Zeiger offered Resolution #24-507 Approval to Hire Park East Construction Corp. For Construction Management Services For The HVAC Project which was seconded by Carlos Alvarez. The vote was seven in favor and two absent. The Resolution was thereupon Duly Declared Adopted.

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

FINANCE: (Berdinka) - The Finance Committee will be meeting shortly to discuss the 2024-2025 budget.

FUNDRAISING: (Alvarez) - Nothing to report.

PLAN OF SERVICE: Nothing to report.

LIAISON REPORTS:

SCLS: (Bergmann) - The January 3, 2024 Report was given via email and was read by Director Kerrie McMullen-Smith.

UNFINISHED BUSINESS: Carlos Alvarez asked if there was anything news on the Licensing Agreement. It is still under review. William Sandback asked if the petition submitted by the construction company next door was granted. It was not.

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New Business: Trustee Janet Vuturo asked if the Library was discarding any children's books in Spanish that could be donated to the Roanoke Avenue Elementary School and Phillips Avenue School Libraries. Janet will get the librarian's information and get back to Kerrie.

PERIOD OF BOARD EXPRESSION: None

PERIOD OF PUBLIC EXPRESSION: None

1.10.24 Vice-President Friedrich entertained a motion to adjourn to executive session.
1587 Motion was moved by Susan Berdinka and seconded by Carlos Alvarez.
Motion Carried.

Meeting adjourned to executive session at 7:21 pm.

1.10.24 Vice-President Friedrich entertained a motion to go into executive session. Motion
1588 was moved by Susan Berdinka and seconded by Carlos Alvarez.
Motion Carried.

Executive session was called to order at 7:22 pm.

1.10.24 Vice-President Friedrich entertained a motion to adjourn the executive session.
1589 Motion was moved by Susan Berdinka and seconded by Carlos Alvarez.
Motion Carried.

Executive session was adjourned at 8:02 pm.

1.10.24 Vice-President Friedrich entertained a motion to move back to the regular
1590 meeting. Motion was moved by Susan Berdinka and seconded by Carlos
Alvarez.
Motion Carried.

Regular meeting was called to order at 8:02 pm.

1.10.24 Vice-President Friedrich entertained a motion to adjourn the January 10, 2024
1591 regular meeting of the Board of Trustees. Motion was moved by Susan Berdinka
and seconded by Carlos Alvarez.
Motion Carried.

Meeting was adjourned at 8:03 pm.

Respectfully submitted,
William Sandback / smc

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