

APPROVED

Minutes
Regular Meeting of the Board of Trustees
Riverhead Free Library
June 14, 2023

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

Director: Kerrie McMullen-Smith

Assistant Director: Catherine Montazem

Staff: Susan Culver, James Provencher, Lauren Strong and Steve Taddeo

The regular meeting of the Board of Trustees was called to order on June 14, 2023 at 6:30 pm. The Board was presented with an amended agenda, board packet and previous minutes.

David Friedrich led those present in the pledge of allegiance.

6.14.23 President O'Hare entertained a motion to approve the amended agenda. Motion
1423 was moved by Carlos Alvarez and seconded by William Sandback.
Motion Carried.

6.14.23 President O'Hare entertained a motion to approve the amended minutes of the
1424 regular board meeting of May 10, 2023. Motion was moved by Carlos Alvarez
and seconded by Ruth Nelson.
Motion Carried.

PERIOD OF PUBLIC EXPRESSION: None

Staff Presentation: James Provencher, Head of Reference and Lauren Strong, Head of Youth & Family Services gave a presentation on the programs and events that will be happening at the Library over the summer. There will be a summer tour booklet. Patrons will be able to visit many other libraries and learn some fun facts about them. Adult summer reading program, a series of seven concerts, various workshops, just for fun programs, technology help, upcycle recycling of laptops etc., gardening and cooking programs and meet the author. Youth and Family Services will have a summer reading challenge, summer bingo, summer family events, early childhood events, school age events and tween/teen summer events. Community service, meet the author who is a Junior at the Riverhead High School. Raffle prizes will be offered at many of these events. The Library will also be participating in Alive on 25 again this year.

6.14.23 Gina Chinese entertained a motion to approve the bills for the month of May
1425 2023. Motion was moved by Susan Berdinka and seconded by Carlos Alvarez.
Motion Carried.

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- 6.14.23
1426** Gina Chinese entertained a motion to approve the receipts and disbursements for the month of May 2023. Motion was moved by Carlos Alvarez and seconded by Susan Berdinka.
Motion Carried.
- 6.14.23
1427** Gina Chinese entertained a motion to approve warrant **23-6-1** general fund checking. Motion was moved by William Sandback and seconded by Carlos Alvarez.
Motion Carried.
- 6.14.23
1428** Gina Chinese entertained a motion to approve warrant **23-6-2** general fund credit card processing to the general fund operating account. Motion was moved by Susan Berdinka and seconded by Carlos Alvarez.
Motion Carried.
- 6.14.23
1429** Gina Chinese entertained a motion to approve warrant **23-6-3** general fund money market to the capital project fund money market. Motion was moved by William Sandback and seconded by Susan Berdinka.
Motion Carried.
- 6.14.23
1430** Gina Chinese entertained a motion to approve warrant **23-6-4** general fund money market to the payroll account. Motion was moved by Ruth Nelson and seconded by Bill Sandback.
Motion Carried.
- 6.14.23
1431** Gina Chinese entertained a motion to approve warrant **23-6-5** general fund payroll. Motion was moved by Ruth Nelson and seconded by William Sandback.
Motion Carried.
- 6.14.23
1432** Gina Chinese entertained a motion to approve warrant **23-6-6** capital project fund. Motion was moved by Ruth Nelson and seconded by William Sandback.
Motion Carried.
- 6.14.23
1433** Gina Chinese entertained a motion to approve the bank reconciliation for May 31, 2023. Motion was moved by William Sandback and seconded by Ruth Nelson.
Motion Carried.

CORRESPONDENCE:

A thank you note was received from Pam Cook and family for the Library's thoughtfulness at their time of loss.

A thank you note from Susan Bergmann, SCLS Trustee, regarding Michael Pechenyuk. Susan needed a notary and found Michael to be very courteous, respectful and knowledgeable.

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William Sandback brought up a discussion about the Library's notaries and suggested that we have more than one if we are going to promote this service. Kerrie McMullen-Smith explained that we have had more than one but people come and go and some decide not to continue being a notary. We do have a new staff member who is a notary and the Library will be getting her the stamp and book. We also encourage others to take the test to become a notary.

Director's Report

Riverhead Free Library
May 2023

06/14/23

Day to day operations

Statistics, Services & Community

- We had over 10,000 people visit the library in May.
- Island Harvest served 200 people at RFL in May.
- Long Island Cares was here on May 4 and served 30 families. In addition to food, they gave out socks and sunscreen.

Personnel

- YFS Librarian trainee, Lilian Perez, has resigned effective July 19, 2023. She will be relocating out of state.

Buildings & Grounds & Technology

- Insight Environmental conducted a lead-based paint inspection and risk assessment on painted surfaces of the exterior window and door lintels, and surfaces in the technology lab. They also conducted a limited asbestos inspection specific to exterior caulking materials, and the building materials within the technology lab which will be disturbed in the course of upcoming renovations. The tests results indicated that there are no lead or asbestos present. Ivan from TFMG is preparing the bid paperwork and we will start soliciting bids for our exterior caulk project in July.
- Catherine and I met with Patrick from Emtec Engineering and Ivan from TFMG regarding our HVAC project on 6/6 to discuss plans moving forward for bid documents, schedule of project, and applying for the NYS construction grant. We plan to go out to bid at the end of July to the beginning of August, and we will have the bids by week 3 or 4 of August.
- I recommend we contract with Library Market to design our new website.

Policies & By-laws

- I recommend we rescind the distracted driver policy we adopted at our May meeting.

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Finance

- On 5/26 we received \$1,200 in E-rate funding to cover the annual cost for our Wi-Fi hotspot service. The FCC's E-rate program makes telecommunications and information services more affordable for schools and libraries.
- On 5/31 we received our third quarter tax levy check from the Riverhead Central School District in the amount of \$1,003,941.50
- On 6/8 we received payment from the school district in the amount of \$64,635.00. This is for the Town of Southampton CPF PILOT for 2022.
- I recommend that we continue to retain legal services with the Volz & Vigliotta law firm for the 2023-2024 fiscal year.

Fundraising:

- As of June 9, we have received \$178,238.05 for the yellow barn restoration and maintenance fundraiser.

Assistant Director: Catherine Montazem

RFL has established a new partnership with the Stony Brook School of Dental Medicine and will be offering a program for patrons to meet with the Pediatric Dental Residents and General Practice Residents that provide care at the Stony Brook School of Dental Medicine Mobile Clinic that serves the Riverhead Elementary schools to provide reliable and comprehensive services to students in need of preventative and restorative dental care.

The residents hosted a table event at the library to meet with parents and caregivers to answer questions relating to general dental concerns and disseminate information regarding the services available. Feedback from patrons as well as the dental residents has been positive and we look forward to having them back on a regular basis.

Adult & Information Services: James Provencher

The Reference Department sent four Librarians to the Long Island Library Conference. Some of the programs attended were as follows: A Vision for Technology in the Library, The Trauma of Library Work, Grammar and Connection, Kind, but with Spine and A Vision of Technology in Libraries for 2023 and Beyond to name a few. Our librarians said that the conference was a great experience and were glad to be able to attend.

We have distributed 248 seed packets from our Seeds of Knowledge Library this month.

Social Media:

Instagram, 1,337 with 6 new followers with 960 impressions

Facebook New Likes: 25

Facebook Followers: 1374

Twitter Followers: 1427

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Electronic Resources Stats:

	Mar 2023	Apr 2023	May 2023
Database usage (WAM Stats)	4,194	655	751
eBook downloads	4,413	4,244	3,974
Audiobook downloads	2,587	2,532	2,568
Video downloads	0	0	0
New Overdrive/Libby Users	41	25	31
Universal Class			
New registrants	35	82	40
New Courses	70	189	189
Videos Watched	593	2,814	3,460
Login Sessions	70	290	315
Lessons Viewed	1,004	4,753	5,993
Student submissions	1,005	4,915	5,982
Kanopy			
Visits	1,125	1,263	1,740
Page views	1,715	1,749	2,183
Plays	210	213	228
Minutes	8,700	9,819	7,394
Flipster emagazines	208	195	226

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Miscellaneous	Mar 2023	Apr 2023	May 2023
One-on-One Tech Time	16	15	13
Museum Passes	30	27	31
ENL Attendance	234	144	138
Literacy Suffolk Students Served	32	17	25
Reference Questions	2266	1846	1749
HIICAP	4	4	3
SCORE	1	5	2
Career Advisor	0	0	0
Career Coaching	3	6	4
Candid	4	17	0

LibraryAware E-blasts for the month of May:

Date Sent:	Campaign Name:	Sends:	Opens	Open Rate:
04/28/23	Programs 4/30-5/6	6257	2384	38.11%
05/02/23	Overdrive App Ending	6254	2420	38.71%

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05/10/23	Meet the Author	6234	2295	36.82%
05/12/23	Programs 05/15-5/20	6249	2360	37.79%
05/13/23	Email Basics	6245	2351	37.65%
05/17/23	NYS DOH Marketplace	6240	2277	36.49%
05/19/23	Programs 05/29-06/03	6233	2326	37.33%

Adult Programming Report:

Total Adult & Senior Programs:	May 2023
In Person:	89
Virtual:	40
One-on-One Sessions	61
Total Adult Programs:	129
Total Attendees:	1832

The month of May began with a bus trip to the Met Gala Exhibit. On Saturday, May 20th we welcomed Julie McElwain, author of the Kendra Donovan mystery/historical fiction series. Patrons expressed how much they enjoyed making paper peony flowers with Casey Cunningham this month. We will be sure to have her back soon.

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Processing & Receiving: David Troyan

For the month of May, Technical Services added 878 new items and deleted 487 items.

The last few months of the fiscal year are somewhat difficult because budget balances are smaller and we have to think economically. However, the trick is to obtain the most popular summer newly published materials on a tight budget. Our automatic service from Baker & Taylor guarantees that we receive works by popular authors quickly and often in multiple copies. We also have agreements with Cengage Publishing (Large Prints) and Ingram (Teens and Children's) so that we receive most recently published popular titles. Adult Services and Technical Service will review our Baker & Taylor subscription list together to ensure our patrons have access to the best and most recent books.

Alison Coffey was productive in repairing items – mostly large print books – of which there were about 250 repairs. Cassie Rankel made about 80 repairs. She also added Vox and Wonderbooks, and LaunchPads to the Children's collection. Big Book Activity bags were also a new collection that Cassie worked on. Brittany Folkes graduated with an Associates of Applied Sciences (Physical Therapy Assistant with honors). She will continue to work for us through the summer at least. We wish her luck as she prepares for the State Boards.

David and Cassie attended the Create Lists and Statistics workshops that SCLS/PALS offered. There are still two workshops in the series in June. David is already using Decision Center to produce better weeding lists. He also has begun to clean up data using these tools (adult sound recordings was his first collection to be cleaned up). David also completed his course in Spatial Statistics and finished his project on Suffolk library locations. He shared it with Kerrie, and will continue to refine his work throughout the summer.

David attended the Long Island Library Conference. He also volunteered at the Rotary Garden Festival, attended four Rotary meetings (one with Kerrie as his guest). Danielle from SCLS came to provide a refresher training on Inter-Library Loan procedures.

Website Statistics

Unique Visitors:	4,138
Number of Visits:	7,603
Pages:	50,657
Hits:	409,529
Bandwidth:	78.74 GB

Public Computer Usage Statistics

Total Stations:	44
Total Sessions:	848
Total Session Length:	4,639
Average Session Length:	40.85

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Patron Services: Ben Granger

Total Checkouts	4,755
Total Check Ins	5,068
Renewals	485
Holds	466
New Patrons	74
Curbside Items	14
Curbside Appointments	4
Door Count	10,534
Internal Use	62
Self-Check Out: Patrons	295
Self-Check Out: Items	347
Notary Appointments	119

Achievements:

- We continued to put aside Large Print books to have their labels changed by Tech Services.
- The Structures of Sound club continues to grow, with the last session of the month having the most attendees in a while.

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Youth & Family Services: Lauren Strong

Program Statistics

Total Youth and Family Services Program Sessions: 44 Held/ 1 Canceled

Total Infant Program Sessions: 2 class/ 21 attendance

Total Toddler Program Sessions: 3 classes/ 50 attendance

Total Preschool Program Sessions: 3 classes/ 49 attendance

Total Family Program Sessions: 3 classes/ 46 attendance

Total School Age Program Sessions: 12 classes/ 72 attendance

Total Teen Program Sessions: 20 classes/ 42 attendance

Passive Programming Activities: 1 activities/ 75 attendance

Teen Volunteers: 11

Community Service Hours Earned: 11

Number of Teens in Loft throughout the Month: 118

Video Game Usage: 26

Reference Questions

Total Children's Reference Questions: 352

Total Teen Reference Questions: 114

Monthly Focus:

- Karin Larrimore started on May 15 as a clerk in our department. She has been a wonderful addition to our team.
- Lauren, Vivien, and Ashley attended the Long Island Library conference on May 11
- We partnered with Riverhead CAP and held the Marijuana Safety Presentation on May 17.
- Lauren, Vivien, Tom, and Ashley visited the 5th and 6th grade classes at Pulaski and talked about Summer Reading and the upcoming programs.
- Barbara went to Riley Avenue to speak with students in grades K-4 about Summer Reading and our upcoming programs and Summer Specials
- We had our teens participate in a community service project to start our seeds for our outdoor garden.
- Lauren set-up the Summer Reading challenges on Beanstack and created a staff training program for staff in youth services to become familiar with navigating the program for the Summer
- Lauren created a Summer BINGO card that goes hand-in-hand with the Summer Library Tour initiative. Youth Services patrons will be able to cross off a box if they pick-up their passport and get it stamped from the Children's/Teen Reference desk and will also be able to cross off another spot if they show that they visited 5 libraries. It's our hope this year to get more children/teens involved in Summer Reading by doing more than just reading and recording books they have read.

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Respectfully submitted,
Kerrie McMullen-Smith
Library Director

COMMITTEE REPORTS:

PERSONNEL: (Friedrich)

6.14.23 David Friedrich entertained a motion to approve the Personnel and Payroll April
1434 report. Motion was moved by Susan Berdinka and seconded by Carlos Alvarez.
Motion Carried.

BUILDINGS, GROUNDS & EQUIPMENT: Jeff Zeiger highlighted the cancellation term of the proposed contract with Library Market for the new website. RFL has worked with them before for our calendar, they do the websites for many other libraries including SCLS and they have been in existence for a while. It was determined to move forward with the contract.

6.14.23 **RESOLUTION #23-470**
1435

APPROVAL TO CONTRACT WITH LIBRARY MARKET

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 Library Market to design our new website at the cost of \$24,900, with an annual fee of \$2,000, for website maintenance and hosting with the total amount of \$26,900, effective July 1, 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 Yes

Sandback Yes Zeiger Yes

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POLICY, BYLAWS & OBJECTIVES: (Nelson)

**6.14.23 RESOLUTION #23-471
1436**

APPROVAL TO RESCIND THE DISTRACTED DRIVING POLICY

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

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS, the Board of Trustees hereby rescinds the Distracted Driving Policy which was approved on May 10, 2023, effective immediately.

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 Yes

Sandback Yes Zeiger Yes

FINANCE: (Chinese)

**6.14.23 RESOLUTION #23-472
1437**

APPROVAL TO RETAIN THE LAW OFFICES OF VOLZ & VIGLIOTTA

Gina Chinese offered the following resolution, which was seconded by David Friedrich

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS, the Board of Trustees hereby approves to retain the Law Offices of Volz & Vigliotta for the 2023-2024 fiscal year, 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 Yes

Sandback Yes Zeiger Yes

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FUNDRAISING: (Berdinka) - Carlos Alvarez suggested having the letter project ready by September for the fundraising discussed in the last committee meeting. Jeff Zeiger asked if there was a comprehensive strategy with a long term view. Difficulty that the Library has had with previous fundraising was brought up. It was decided that the committee needed to have another meeting to come up with a campaign.

PLAN OF SERVICE: Nothing to report.

LIAISON REPORTS:

FRIENDS: (Sandback) Nothing to report

SCLS: (Bergmann) Nothing to report

UNFINISHED BUSINESS: None

NEW BUSINESS: None

PERIOD OF BOARD EXPRESSION: None

PERIOD OF PUBLIC EXPRESSION: Nothing further.

6.14.23 President O'hare entertained a motion to adjourn to the annual meeting. Motion
1438 was moved by Susan Berdinka and seconded by William Sandback.
Motion Carried.

Meeting adjourned at 7:43 pm.

Respectfully submitted,
Ruth Nelson / smc