

APPROVED

Minutes
Regular Meeting of the Board of Trustees
Riverhead Free Library
June 8, 2022

Present: Janet O'Hare, President; David Friedrich, Treasurer; Ruth Nelson, Secretary; Marylin Banks-Winter, Trustee; Susan Berdinka, Trustee; Gina Chinese, Trustee;

Absent: Jeff Zeiger, Monique Genchi, Annette Totten

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 June 8, 2022 at 6:33 pm. The Board was provided with an agenda, board packet and previous minutes.

Marylin Banks-Winter led those present in the Pledge of Allegiance.

6.8.22 President O'Hare entertained a motion to approve the amended agenda. Motion
1194 was moved by David Friedrich and seconded by Marylin Banks-Winter.
Motion Carried.

6.8.22 President O'Hare entertained a motion to approve the minutes from the regular
1195 board meeting of May 8, 2022. The motion was moved by David Friedrich and
seconded by Ruth Nelson.
Motion Carried.

PERIOD OF PUBLIC EXPRESSION: None at this time.

6.8.22 David Friedrich entertained a motion to approve the bills for the month of May
1196 2022. Motion was moved by Marilyn Banks-Winter and seconded by Ruth Nelson
Motion Carried.

6.8.22 David Friedrich entertained a motion to approve the receipts and disbursements
1197 for the month of May 2022. Motion was moved by Marilyn Banks-Winter and
seconded by Ruth Nelson.
Motion Carried.

6.8.22 David Friedrich entertained a motion to approve the warrant 22-6-1 general fund
1198 checking. The motion was moved by Marilyn Banks-Winter and seconded by
Ruth Nelson.
Motion Carried.

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**6.8.22
1199** David Friedrich entertained a motion to approve the warrant 22-6-2 general fund money market. The motion was moved by Marilyn Banks-Winter and seconded by Ruth Nelson.

Motion Carried.

**6.8.22
1200** David Friedrich entertained a motion to approve the warrant 22-6-3 general fund money market to the operating account. Motion was moved by Marilyn Banks-Winter and seconded by Ruth Nelson.

Motion Carried.

**6.8.22
1201** David Friedrich entertained a motion to approve the warrant 22-6-4 general fund payroll. Motion was moved by Marilyn Banks-Winter and seconded by Ruth Nelson.

Motion Carried.

**6.8.22
1202** David Friedrich entertained a motion to approve the bank reconciliation for the month ending May 31, 2022. Motion was moved by Marilyn Banks-Winter and seconded by Ruth Nelson.

CORRESPONDENCE: None

DIRECTOR'S REPORT:

Riverhead Free Library

6/8/2022

May 2022

Day to day operations

Statistics, Services & Community

- We had just over 8,300 patrons visit the library in the month of May.
- Island Harvest was at the library on May 2 serving 160.
- Long Island Cares mobile food pantry was in the RFL parking lot on May 5. They served 22 families and gave out free COVID test kits.

Finance

- As of June 3, 2022, RFL has received \$149,765.83 in donations for our Yellow Barn restoration and maintenance project.
- We have received our fourth 2021-2022 contract payment for the school district in the amount of \$980,697.75

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Personnel

- Full-time Adult & Information Services clerk, Robin Ziemacki is retiring. Her last day is June 29.
- Our Program Coordinator, Jenny Bloom, is leaving RFL to become the Library Director at Locust Valley Library. We wish her all the best.
- One of our full-time Technical Services clerk, Aleena Butt, will be leaving RFL to attend graduate school in Florida. Her last day will be July 1.
- I recommend Pam Cook receive the Employee Recognition Award for assisting in the absence of a Program Coordinator.

Buildings & Grounds & Technology

- The server work was completed over Memorial Day Weekend.
- I recommend we hire R. Essay Plumbing and Heating to install a new bottle filler/water fountain in our lobby and repair the water fountain in the Children's Room.

Assistant Director: Catherine Montazem

I have continued working closely with Kerrie on the new pedestrian entry for the Downtown Riverhead Revitalization Initiative and meeting with potential project managers for our upcoming Buildings and Grounds projects. Plans for the new bottle filling station/water fountain project have been finalized. Free COVID-19 at-home test kits are available for patrons on a first come first serve basis. The kits include simple instructions to self-administer the test. They are very popular with patrons and they go quickly. We just ordered another 270 kits.

Staff Development Day was organized and scheduled for Tuesday May 31st. The day was a great success highlighted by three wonderful presentations. Civility in the Workplace was delivered by Monica Rivera-Margas LCWS, her topic gave great perspective on positive workplace interactions. Understanding Gender Pronouns was presented by Robyn Berger-Gaston from the Family Service League; she generously shared personal experiences, and the ensuing dialogue brought clarity and understanding to a sensitive and important topic.

Finally, Steve Taddeo presented Workplace Safety with a Safety Drill. All of the lecturers were excellent and well-received leaving attendees with a better understanding of each topic and tools to work through related issues and situations moving forward. Thirty-two staff members, some new, enthusiastically attended the full day program and we all left having experienced a terrific positive bonding experience which was appreciated by all.

Adult & Information Services: James Provencher

In May, the Seed Library continued to thrive with nearly 300 seed packets distributed throughout the month. When requesting seeds online, patrons often express their appreciation and offer praise for the program. Two comments that stand out this month are: "Thank you :-) for the seeds and all you do to support the Riverhead community!" and "Thanks again, so much for doing this promotion, I'm loving the seeds!" In all, 95 patrons made requests for seeds and 298 packets were distributed.

The Staff Picks program is still thriving! When new staff members arrived, Pam quickly made the request form accessible to them and they eagerly submitted new titles for future Staff Picks displays. Our Staff Picks social media displays continue to attract author appreciation. Patrons

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took nearly 30 titles from the Staff Picks book display this month. Our Instagram top posts of the month include our Staff Pick collection and Must Reads posts.

Outreach Programs: Island Harvest Food Distributors had 160 attendees this month. SCORE had 1 attendee, HICAP had 2 attendees and American Senior Benefits workshop had 13 attendees. Stony Brook SBDC Small Business Access to Capital Workshop had 7 attendees. Beginner ESL had a total of 56 attendees while Intermediate ESL had 38 attendees. In all, we had a total of 277 attendees to our Outreach Programs for the month of May.

Electronic Resources Stats

	March 2022	April 2022	May 2022
WAM Database usage	776	3124	1265
eBook downloads	3824	3816	3981
Audiobook downloads	1963	1883	2073
Video downloads	2	7	0
New Overdrive Users	33	34	27
Universal Class			
New registrants	72	54	63
New Courses	287	187	247
Videos Watched	4670	4791	5007
Login Sessions	1256	1231	1477
Lessons Viewed	8092	7535	8459
Student submissions	2976	2920	3379
Kanopy			
Visits	919	920	849
Page views	1181	1255	1043
Plays	137	208	150

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Minutes	5585	7453	5240
Flipster emagazines	328	215	Statistic not yet available
Miscellaneous	March 2022	April 2022	May 2022
Seed Library	Seed packets Distributed: 313	Seed packets Distributed: 538	Seed packets Distributed: 298
One-on-One Tech Time	31	16	10
Museum Passes	7	13	16
ENL Attendance	79	75	94
Literacy Suffolk Students Served	14	21	21
Notary Stamps	89	162	112
Reference Questions	2615	1635	1426

Constant Contact for the month of April

Date Sent	Campaign Name	Sends	Opens	Open Rate
4/28/22	Reg. began April 29	6841	2180	32%
05/5/22	Programs 5/9-5/14	6817	2190	32%
5/12/22	Programs 5/16-5/21	6805	2145	31%
5/19/22	Programs 5/23-5/28	6805	2614	38%

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Adult Programming Report: Jenny Bloom

Total Adult & Senior Programs:	May 2022
In Person:	78
Virtual:	39
Total Attendees:	1439

May's most popular programs:

- Zoom Fitness Classes (Chair Yoga, Virtual Breathe Together, Virtual Zumba) each average more than 35 participants; Some average 52 participants.
- Walking club is bringing out an average of 25 people each meeting.
- Defensive Driving Classes continue to be very popular, but the pace of demand seems to be leveling off to level pace of registration.

Patron Services: Benjamin Granger

May 2022 Circulation Report

Total Checkouts	5,090
New Patrons	106
Curbside Items	44
Curbside Appointments	22
Door Count	8,329
Internal Use	103
Self-Checkout	0

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Achievements:

- Did extensive research into the implementation of Wi-Fi hotspot lending, to begin lending in June.
- New supervisor was brought up to speed in just a week thanks to the help and patience of existing circulation staff.

Computer Information Services: Cory Burns

- Mounted New Servers
- Configured New Domains
- Prepared Diagrams for Updated Server Room
- Setup Career Center Printer
- Filed E-Rate (ECF) Emergency Connectivity Fund
- Recycled RFL E-Waste with UPCYCLE
- Met with CCI Voice to discuss what RFL needs are with a new phone system
- Met with Green Solutions to discuss new phone system & Print management
- Met with PBX Store to discuss new phone system
- Welcomed Amberlei Volka to the CIT Department and began training her on computer lab policies & procedures.
- Reconfigured smartboard in Learning Lab
- Moved server rack & reconfigured firewall, switches, and network connections.
- Performed windows updates to public computer lab computers.

Computer Lab Statistics

Total Sessions	Total Session Length (min)	Average Session Length (min)
744	27878	37.47

Processing & Receiving: David Troyan

Technical Services added 761 items and removed 335 items for May. The purchasing has evened out over the fiscal year under policies implemented by the Adult Information Services. The goal is to provide our patrons with a steady stream of new materials. We have a nice supply of summer reading materials in time for the beach season. Substantial additions to our DVD and audiobooks collections have also been made.

In the children's collection, we ordered and processed more Wonderbooks and Activity Tubs. We are ready for Teen Battle of the Books, and the summer reading club has many new books to choose from.

David is glad that his slide from his GIS I final project was included in Kerrie's Annual Meeting presentation. This summer the project will be refined and enhanced to include patron usage.

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He was enrolled in GIS II, but had to take an incomplete. With Brittany's semester complete, staffing is at better levels. He will have enough free time away from work to complete the second course and resume providing analysis to benefit the Library.

David made visits to Cutchogue-New Suffolk Library and to the Quogue Library. He has made recent visits to 12 libraries to visit colleagues and learn about their technical services workflows. He has attended weekly Rotary meetings in May — including participating in the Garden Festival. On June 8, he will attend the "State of the Town" meeting hosted by the Rotary Club. The Town Supervisor speaks at this evening meeting.

He spent time on setting up and analyzing KnowBe4 training. He is also removing old slides for the website.

Website stats

Unique Visitors:	4,381
Number of Visits:	8,786
Pages:	57,846
Hits:	451,362
Bandwidth:	78.81 GB

Building, Grounds & Maintenance: Marie LaDonne

- planted the outside planters
- put up the donation tree in the yellow barn
- rolled up and put in new tubes and labeled all the blueprints
- recertified in CPR and defibrillator course
- finished with old cleaning company and went over routines with new company(keys & supplies)
- cleaning and disinfecting bathrooms twice a day
- setting up meeting rooms for programs
- plunging toilets
- doing outside garbage and picking up grounds
- started up the sprinkler system
- raised and lowered flags

Youth & Family Services: Lauren Strong

Program Statistics

- Total Youth and Family Services Program Sessions: 28 Held / 4 Canceled
- Total Infant Program Sessions: 2 class / 33 attendance
- Total Toddler Program Sessions: 2 classes / 42 attendance
- Total Preschool Program Sessions: 3 classes / 54 attendance
- Total Family Program Sessions: 9 classes / 176 attendance
- Total School Age Program Sessions: 6 classes / 33 attendance
- Total Teen Program Sessions: 7 classes / 11 attendance
- Passive Programming Activities: 2 activities / 36 attendance

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- Teen Volunteers: 3
- Community Service Hours Earned: 5
- Number of Teens in Loft throughout the Month: 84
- Video Game Usage: 5

Reference Questions

Total Children's Reference Questions: 400

Total Teen Reference Questions: 58

Monthly Focus:

- We have been working on weeding the Parent Collection and YA Non-Fiction.
- We have planned all of our Summer programs, and are getting ready for the Summer Reading Kickoff on Saturday, June 11.
- We have started our Summer Reading visits
- Lauren attended the RHS Career Fair with Catherine.
- We had our first Free Comic Book Day on May 7 and the families that came really enjoyed all of the activities we offered.
- Lauren is finalizing all of the Beanstack templates for our webpage.
- We congratulated 5 children with bikes this month for completing 1000 books before Kindergarten. It was so nice to work with Gena from the Friends on this.
- Our new librarian Vivien Cardone has started, and fits in really well with our team

Respectfully submitted,

Kerrie McMullen-Smith

Library Director

COMMITTEE REPORTS:

PERSONNEL: (Zeiger)

6.8.22

RESOLUTION # 22-396

1203

APPROVAL OF EMPLOYEE RECOGNITION AWARD TO PAMELA COOK

David Friedrich offered the following resolution, which was seconded by Marilyn Banks-Winter

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS, the Board of Trustees hereby approves Pamela Cook to receive the employee recognition award, as defined in the collective bargaining agreement Article XI, in the amount of \$500 for assisting in the absence of a program coordinator, effective June 6, 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 to in accordance with applicable laws, rules and regulations.

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THE VOTE

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

Nelson Yes **Banks-Winter** Yes **Berdinak** Yes

Chinese Yes **Genchi** Absent **Totten** Absent

BUILDINGS, GROUNDS & EQUIPMENT: (Zeiger)

Janet gave the report in Jeff's absence. She advised she attended the meeting, and they discussed the water fountain project, cabinetry in the Perkins LI History room, a new phone system and laying a new fiber line as there is only one line coming into the building. We need another line to separate out our two networks.

6.8.22
1204

RESOLUTION #22-395
APPROVAL TO HIRE R. ESSAY PLUMBING AND HEATING

David Friedrich offered the following resolution, which was seconded by Marilyn Banks-Winter

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS, the Board of Trustees hereby approves to hire R. Essay Plumbing and Heating to install a bottle filler/water fountain in the main lobby and repair the water fountain in the children's room at a cost of \$4355, effective June 8, 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 to in accordance with applicable laws, rules and regulations.

THE VOTE

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

Nelson Yes **Banks-Winter** Yes **Berdinak** Yes

Chinese Yes **Genchi** Absent **Totten** Absent

6.8.22
1205

RESOLUTION #22-397
APPROVAL TO CONTRACT WITH AND PURCHASE A NEW PREMISE BASED PHONE SYSTEM FROM CCI VOICE

David Friedrich offered the following resolution, which was seconded by Marilyn Banks-Winter

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NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS, the Board of Trustees hereby approves to contract with and purchase a new Premise Based Phone System from CCI Voice in the amount of \$26,649.60, effective June 8, 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 to in accordance with applicable laws, rules and regulations.

THE VOTE

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

Nelson Yes **Banks-Winter** Yes **Berdinak** Yes

Chinese Yes **Genchi** Absent **Totten** Absent

POLICY, BYLAWS & OBJECTIVES: (Nelson) - None

FINANCE: (Friedrich)

6.8.22

RESOLUTION #22-394

1206

APPROVAL TO RETAIN THE LAW OFFICES OF VOLZ & VIGLIOTTA

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS, the Board of Trustees hereby approves to retain the Law Offices of Voz & Vigliotta for the 2022-2023 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 to in accordance with applicable laws, rules and regulations.

THE VOTE

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

Nelson Yes **Banks-Winter** Yes **Berdinak** Yes

Chinese Yes **Genchi** Absent **Totten** Absent

6.8.22

1207

David Friedrich moved to approve the personnel and payroll report for the month of May 2022. Motion was moved by Marilyn Banks-Winter and seconded by Ruth Nelson.

Motion Carried.

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FUNDRAISING: (Friedrich)

David reported as of June 8, 2022, the yellow barn's total donations is \$149,765.83. Expenses to date are \$72,307.93.

PLAN OF SERVICE: Janet advised we will be starting with our new board next meeting and we will discuss officers and committee members at that time and welcome our new trustees.

LIAISON REPORTS:

FRIENDS: (Berdinka)

Susan reported that at the Friends annual meeting on May 11, 2022, the slate of officers was approved and they are: President, Linda Prizer; Vice-President and Secretary Laurie Lauderbach; and Treasurer Gina Harsh. The next meeting will be Monday, June 13, 2022.

SCLS: (Bergman)

Susan Bergman reported via email that the SCLS trustees were given an in-depth report by Kevin V. about the staff in each department at SCLS. The trustees were given a tour of the two new SCLS tech vans that were purchased. Kevin gave a report about the criteria for libraries who will be applying for NY State construction grants. The deadline for the grant is September. Next meeting is July 20th.

UNFINISHED BUSINESS: None at this time.

NEW BUSINESS:

Janet reported that the owners of the building next door asked to take up 4 parking spaces with a construction trailer that will be their office. It would be there until the building was watertight and they could put an office inside. It would also block accessibility from the adjacent spots to the exit as they would only have one way in/out. After discussion, Janet asked that we have a motion to reject the request.

6.8.22 Marilyn Banks-Winter made a motion that we reject the request from the builders
1208 of 205 Osborne Ave. to place a construction trailer on the property. Motion was
seconded by David Friedrich.
Motion Carried.

PERIOD OF BOARD EXPRESSION:

David Friedrich took a moment to advise that the bylaws preclude him from running again for treasurer. He said it was a pleasure to be the treasurer for 3 years and that he truly enjoyed it and appreciated the board trusting him with the position. He also said that he didn't do it alone, what the board did in the last year was a team effort and that he owes a debt of gratitude to them and his support unit. Kerrie McMullen-Smith who is the head of the support unit and always supported him, discussed all his ideas/thoughts with him and always made time for him. Susan Culver who is not just a business manager but a sharp financial mind who taught him a lot about the business of the library. She takes a lot of care being sure of what she's doing. Lastly Keri Grace Najdzion, who always seemed to anticipate what he needed and was very

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accommodating when he was incapacitated. All three have always done whatever it takes to get the job done. Whoever is taking over his position is inheriting a great support system. He will truly miss it. He's sorry it's over. He loved it. He's lucky to have been elected for another three years and he is willing to help the new treasurer and all the board members in his coming term.

PERIOD OF PUBLIC EXPRESSION: None at this time.

6.8.22 Motion was entertained by Janet O'Hare to adjourn the June 8, 2022 regular
1209 meeting of the Board of Trustees. Motion was moved by Susan Berdinka and
seconded by David Friedrich.

Meeting was adjourned at 7:11 pm.

Respectfully submitted,

Ruth Nelson
BofT Secretary