

APPROVED

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

Absent: Monique Genchi, Trustee

Director: Kerrie McMullen-Smith

Assistant Director: Catherine Montazem

Staff: Keri Grace Najdzion, Susan Culver

The regular meeting of the Board of Trustees was called to order on March 8, 2023 at 6:32 pm. The Board was presented with an amended agenda, board packet and previous minutes.

Susan Berdinka led those present in the pledge of allegiance.

3.8.23 President O'Hare entertained a motion to approve the amended agenda. Motion
1362 was moved by Susan Berdinka and seconded by Ruth Nelson.
Motion Carried.

3.8.23 President O'Hare entertained a motion to approve the minutes of the regular
1363 board meeting of February 15, 2023. Motion was moved by Ruth Nelson and
seconded by Susan Berdinka.
Motion Carried.

PERIOD OF PUBLIC EXPRESSION: None

3.8.23 Gina Chinese entertained a motion to approve the bills for the month of February
1364 2023. Motion was moved by Susan Berdinka and seconded by Ruth Nelson.
Motion Carried.

3.8.23 Gina Chinese entertained a motion to approve the receipts and disbursements
1365 for the month of February 2023. Motion was moved by Ruth Nelson and
seconded by Susan Berdinka.
Motion Carried.

3.8.23 Gina Chinese entertained a motion to approve warrant **23-3-1** general fund
1366 checking. Motion was moved by Ruth Nelson and seconded by Susan Berdinka.
Motion Carried.

3.8.23 Gina Chinese entertained a motion to approve warrant **23-3-2** general fund
1367 credit card processing account to general fund checking. Motion was moved

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by Ruth Nelson and seconded by Susan Berdinka.

Motion Carried.

3.8.23 Gina Chinese entertained a motion to approve warrant **23-3-3** general fund
1368 money market to payroll account. Motion was moved by Ruth Nelson and
seconded by Susan Berdinka.

Motion Carried.

3.8.23 Gina Chinese entertained a motion to approve warrant **23-3-4** general fund
1369 payroll. Motion was moved by Ruth Nelson and seconded by Susan Berdinka.

Motion Carried.

3.8.23 Gina Chinese entertained a motion to approve warrant **23-3-5** capital project
1370 fund. Motion was moved by Ruth Nelson and seconded by Susan Berdinka.

Motion Carried.

3.8.23 Gina Chinese entertained a motion to approve the bank reconciliation for
1371 February 28, 2023. Motion was moved by Ruth Nelson and seconded by
Susan Berdinka.

Motion Carried.

CORRESPONDENCE: None

Director's Report
February 2023

03/08/2023

Day to day operations

Statistics, Services & Community

- We had just over 10,800 patrons visit the library in February.
- Island Harvest was at the library on February 6, serving 81 people.
- Long Island Cares mobile food pantry was in our parking lot February 2, serving 19 families and on March 2, serving 22 families.
- RFL received a plaque in recognition for participating in the Walk to End Alzheimer's and being a 2022 Bronze Sponsor.
- For the month of March, we are showcasing the artwork from Riverhead High School students in our display cases and in the Overton Gallery.
- Happy to announce the return of The Friends Piano Plus Concert series. Four Hands Over Paumanok on Saturday March 25, at 2 pm.

Buildings & Grounds & Technology

- I recommend we contract with Emerald Landscaping, Inc. for our monthly maintenance for 2023 and have them trim and remove necessary vegetation as outlined in our Five-Year Plan.

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Policies & By-Laws

- Approval to amend RFL's by-laws, Article III, section 2.

Finance

- We received a check for \$1,240.00 which is the last 10% of the 2022 Local Library Services Aid (LLSA) payment.

Fundraising

- As of March 3, we have received the following in donations: \$177,040.05 for our Yellow Barn restoration and maintenance and \$3,352.36 for our Annual Appeal.

Assistant Director: Catherine Montazem

On Tuesday, February 7, 2023 I was invited to make a presentation on Community Partnerships at the BOCES Literacy Zone Quarterly Meeting. My talk centered on describing the various types of partnerships we currently have and the specific benefits to the agencies that arise from partnering with Riverhead Free Library. The presentation was well-attended as representatives from 14 different agencies were in attendance and all seemed enthusiastic for the prospect to collaborate.

The Suffolk County Office of Emergency Management is now partnering with public libraries throughout the county to provide warming center locations; we have signed on to participate and expect that we will see this become a useful resource for some in our community.

The New York State Annual Report is now due and over the past several weeks administration in collaboration with staff has been working to prepare this document. The Questionnaire is divided into sections of various content and assigned to the appropriate department head for completion. Many questions on the report have remained unchanged over many years, but with the Covid-19 pandemic compelling us to expand the way we deliver our services, answering some of the questions, especially those relating to programming, can be a little complicated and even confusing. Our department heads were outstanding, preparing and completing their sections in a timely manner allowing for the report to be well done and ready for finalization.

Adult & Information Services: James Provencher

The Reference Department scheduled 75 VITA tax appointments as well as 75 AARP tax appointments for our patrons in the month of February. We are currently preparing the spring seed packets for our Seeds of Knowledge Library which will open on March 07.

Social Media:

Instagram, 1313 with 10 new followers with 903 impressions

Facebook Likes: 1,019

Facebook Followers: 1,282

Twitter Followers: 1,382

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Electronic Resources Stats:

	Dec 2022	Jan 2023	Feb 2023
Database usage	1794	4675	Stats N/A at time of report
eBook downloads	4118	4638	4178
Audiobook downloads	2353	2590	2452
Video downloads	0	0	0
New Overdrive Users	29	51	45
Universal Class			
New registrants	3	4	6
New Courses	9	3	6
Videos Watched	120	38	128
Login Sessions	14	18	28
Lessons Viewed	169	58	134
Student submissions	165	73	89
Kanopy			
Visits	887	1036	1158
Page views	1413	1511	1798
Plays	226	297	363
Minutes	7797	12,940	14,057
Flipster emagazines	203	224	Stats N/A at time of report

Miscellaneous	Dec 2022	Jan 2023	Feb 2023
One-on-One Tech Time	9	19	21
Museum Passes	11	19	26
ENL Attendance	36	129	87
Literacy Suffolk Students served	5	6	12
Notary Stamps	54	29	50

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Reference Questions	1680	2269	2111
HIICAP	1	2	1
SCORE	2	3	1
Career Advisor	0	2	2
Career Coaching	4	11	5
Candid Foundation Center	1	22	80

LibraryAware for the month of January:

Date Sent:	Campaign Name:	Sends:	Opens:	Open Rate:
01/23/23	Programs 1/29-2/04	6391	2502	39.18%
02/03/23	Programs 2/05-2/11	6381	2499	39.19%
02/10/23	Programs 2/12-2/18	6371	2477	38.9%
02/17/23	Programs 2/19-2/25	6369	2395	37.65%
02/24/23	Programs 2/26-3/4	6358	2362	37.16%
02/09/23	Senator Anthony Palumbo/Shed the Meds	6376	2225	34.92%

Adult Programming Report:

Total Adult & Senior Programs:	February 2023
In Person:	65
Virtual:	34
One-on-One Sessions:	180
Total Adult Programs:	103
Total Attendees:	1665

In honor of Black History month, our February programs feature a viewing of the film Selma followed by a discussion led by James "Dr. Love" Banks. We also hosted Scott Joplin: King of Ragtime virtual program and Before Brooklyn: The Unsung Heroes Who Helped Break the Color Barrier with Author Ted Reinstein virtual program. Exercise and Defensive Driving programs remain popular and well attended.

Processing & Receiving: David Troyan

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While this next time happened in March, it should be brought up now because of its current: Pam Cook - the Adult Programming Librarian - spoke at the Rotary Club Meeting on March 1. She did a fantastic job talking about upcoming programs and engaging the 40 Rotarians in attendance. There were four former Library Trustees (including two past Presidents) present, and many terrific comments and questions. Many people talked about how often they use Libby for electronic books.

Technical Services added 612 items and deleted 1,511 items in February. Most of the deleted items were J Fiction and outdated nonfiction DVD's.

The relabeling and reshelving of the TV series DVDs appears to be a big hit with the patrons. It took a lot of work, but the benefit to our patrons is huge.

Graphic Novels continue to be worked on. Items that are returned from being checked require relabeling and repairs.

Ordering materials continued. We are being prudent with orders knowing that we have entered the second half of the fiscal year. We will continue to ensure that the New Book Shelf is full. DVDs and audiobooks are being ordered.

David has been updating the website as needed, maintains our KnowBe4 training account, and contributed to the Annual Report. He has also been collecting information on library district populations to complete his course in Applied Spatial Statistics. He attended four Riverhead Rotary Club meetings.

As always, the staff of Technical Services - Cassie Rankel, Alison Coffey, Brittany Folkes, Amberlei Volka (works with us but is Patron Services staff)-continue to do yeoman work. I am very appreciative of their knowledge and work ethic.

Website Statistics

Unique visitors:	4,136
Number of Visits:	8,219
Pages:	54,658
Hits:	461,380
Bandwidth:	93.35 GB

Computer Lab Statistics

Adult: 822 (Sessions)
Kids: 95 (Sessions)
Teens: 92 (Sessions)
Total: 940 Sessions 38120 Minutes

Building, Grounds & Maintenance: Marie LaDonne

- Got two calls on Sat. Feb 5, no heat in the basement and later that day security heard loud knocking coming from the sewage closet. I came in to shut down the children's room bathroom which is connected to that line and downstairs bathrooms and shut off the sewage pump. Sav Mor and Rotor Rooter came in the next day to make necessary repairs.

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- Set up all programs
- Fire sprinkler inspection 2/15 B&K sprinkler
- Cleaned bathrooms twice a day
- Came in early some days for contractors
- Shut off alarms for exit doors and unlock all downstairs
- Picked up grounds
- Empty outside garbage
- De-iced walks when needed
- Tightened toilet seats
- Swapped out floor sockets
- Cleared the walks for our one snowfall

Patron Services: Benjamin Granger

Total Checkouts	5,487
Total Check Ins	5,268
Renewals	613
Holds	469
New Patrons	126
Curbside items	10
Curbside Appointments	5
Door Count	10,875
Internal Use	100
Self-Check Out: Patrons	268
Self-Check Out: Items	283

Achievements:

- Circulation and computer lab clerks helped shift over the DVDs and reshelve the TV Show DVDs in their own section with the help of Karen Thum from reference.
- For Love Your Library Month we made origami bookmarks with hearts on them to give out to patrons. It was a hit and got us many compliments! Helen Murray taught us how to make them and made a lot of them herself.
- Multiple boxes of Covid tests were handed out, some of which were donated by Island Harvest. Island Harvest also gave us Earth Breeze ECO Laundry sheets to give away.
- Michael Pechenyuck started his notary hours in conjunction with the existing notary hours that Cher Armstrong does at reference.
- The Structures of Sound program that I facilitate is doing well and has attracted some “new adult” patrons to participate.

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Youth & Family Services: Lauren Strong

Program Statistics

Total Youth and Family Services Program Sessions: 30 Held/ 1 Canceled

Total Infant Program Sessions: 2 class/ 26 attendance

Total Toddler Program Sessions: 3 classes/ 56 attendance

Total Preschool Program Sessions: 4 classes/ 63 attendance

Total Family Program Sessions: classes/ attendance

Total School Age Program Sessions: 4 classes/ 17 attendance

Total Teen Program Sessions: 10 classes/ 18 attendance

Passive Programming Activities: 7 activities/ 130 attendance

Teen Volunteers: 3

Community Service Hours Earned: 7

Number of Teens in Loft throughout the Month: 72

Video Game Usage: 5

Reference Questions

Total Children's Reference Questions: 520

Total Teen Reference Questions: 115

Monthly Focus:

- YFS librarian, Tom Arcuri, started on February 15. He is a nice addition to the department.
- We're still working on weeding Juvenile Fiction.
- All librarians are working on updating their bibliographies
- Lauren and Lily attend a Food Manager course at SCLS.
- Lauren attended the Performers Showcase and was able to book some new programmers for our Wednesday Specials in the Summer.
- Lauren and Vivien both attended Pulaski Street School for CAP Presentations

Respectfully submitted,
Kerrie McMullen-Smith
Library Director

COMMITTEE REPORTS:

PERSONNEL: (Friedrich)

3.8.23 David Friedrich entertained a motion to approve the Personnel and Payroll
1372 February report. Motion was moved by Ruth Nelson and seconded by Susan Berdinka.
Motion Carried.

BUILDINGS, GROUNDS & EQUIPMENT: (Zeiger)

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RESOLUTION #23-450

1373 APPROVAL TO CONTRACT WITH EMERALD LANDSCAPING, INC.

Jeff Zeiger offered the following resolution, which was seconded by Carlos Alvarez

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS, the Board of Trustees hereby approves to contract with Emerald Landscaping, Inc. for monthly lawn maintenance during the 2023 season in the amount of \$21,000.00, effective March 9, 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

Genchi Absent Sandback Yes Zeiger Yes

3.8.23

RESOLUTION #23-451

1374 APPROVAL TO CONTRACT WITH EMERALD LANDSCAPING, INC.

Jeff Zeiger offered the following resolution, which was seconded by William Sandback

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS, the Board of Trustees hereby approves to contract with Emerald Landscaping, Inc. for Trimming of Plants, Shrubs and Vegetation, adding mulch and Removal of Plant Vegetation from Building Surface in accordance with the Five Year Plan, in the amount of \$3750.00, effective March 9, 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

Genchi Absent Sandback Yes Zeiger Yes

POLICY, BYLAWS & OBJECTIVES: (Nelson)

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the remainder of Monique Genchi's term, the candidate is Ruth Nelson. Janet reminded everyone to vote. Kerrie advised the Meet the Candidates night is Wednesday, March 29th at 6:30. President O'Hare suggested a meet and greet style instead of a sit down question and answer session would be nicer since their bio's will be up on the website. Everyone agreed.

PERIOD OF BOARD EXPRESSION: David Friedrich advised that he and Jeff didn't get a follow up about whether Ivan from TFMG accepted the committee's recommendation regarding the five year plan. Kerrie advised he did accept them and she will email him that the Board would like a final report regarding the five year plan. Kerrie advised that there are recommendations that are being taken care of even though we haven't received the final report i.e. having the vegetation removed from the building.

PERIOD OF PUBLIC EXPRESSION: None

3.8.23 President O'Hare entertained a motion to adjourn the March 8, 2023 regular
1378 meeting of the Board of Trustees. Motion was moved by Susan Berdinka and
seconded by Ruth Nelson.
Motion Carried.

Meeting was adjourned at 6:57 pm.

Respectfully submitted,
Ruth Nelson/kgm