

APPROVED

Minutes
Regular Meeting of the Board of Trustees
Riverhead Free Library
March 9, 2022

Present: Janet O'Hare, President; Jeff Zeiger, Vice-President; David Friedrich, Treasurer; Ruth Nelson, Secretary; Susan Berdinka, Trustee; Marilyn Banks-Winter, Trustee; Monique Genchi, Trustee.

Absent: Annette Totten, Trustee; Amy Wood, Trustee

Director: Kerrie McMullen-Smith

Staff: Keri Grace Najdzion, Susan Culver, Patricia Giebfried-Sepulveda, Lauren Strong, Andrew Weinstein.

The Regular meeting of the Board of Trustees was called to order on March 9, 2022 at 6:27 pm. The Board was provided with an agenda, board packets and previous minutes.

Ruth Nelson led those present in the Pledge of Allegiance.

3.9.22 President O'Hare entertained a motion to approve the amended agenda.
1138 Motion was made by David Friedrich and seconded by Ruth Nelson.
Motion Carried

3.9.22 President O'Hare entertained a motion to accept the minutes from the regular
1139 board meeting of February 9, 2022. The motion was moved by David Friedrich and seconded by Ruth Nelson.

PERIOD OF PUBLIC EXPRESSION: None at this time.

Meeting adjourned to executive session at 6:29 pm.

3.9.22 President O'Hare entertained a motion to return to regular session. Motion was
1140 moved by David Friedrich and seconded by Ruth Nelson.
Motion Carried.

Meeting returned to regular session at 7:00 pm.

3.9.22 David Friedrich entertained a motion to approve the bills for the month of
1141 February 2022. Motion was moved by Monique Genchi and seconded by Ruth Nelson.
Motion Carried.

3.9.22 David Friedrich entertained a motion to approve the receipts and disbursements
1142 for the month of February 2022. The motion was moved by Ruth Nelson and seconded by Susan Berdinka.
Motion Carried.

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3.9.22 David Friedrich entertained a motion to approve the warrant 22-3-1 general fund
1143 checking (People's). The motion was moved by Ruth Nelson and seconded by
Monique Genchi.

Motion Carried.

3.9.22 David Friedrich entertained a motion to approve the warrant 22-3-2 general fund
1144 money market (Dime). The motion was moved by Ruth Nelson and seconded by
Monique Genchi.

Motion Carried.

3.9.22 David Friedrich entertained a motion to approve the warrant 22-3-3 general fund
1145 payroll (Dime). The motion was moved by Ruth Nelson and seconded by
Monique Genchi.

Motion Carried.

3.9.22 David Friedrich entertained a motion to approve the bank reconciliation for the
1146 month of February 2022. The motion was moved by Ruth Nelson and seconded
by Monique Genchi.

Motion Carried.

CORRESPONDENCE: None to report.

DIRECTOR'S REPORT:

Riverhead Free Library
February 2022

3/9/2022

Day to day operations

Statistics & Services

- We had just over 8,200 patrons visit the library in the month of February. With the increase in the number of patrons visiting the library and holding more in-person programming, we will be extending the library's hours of operation to Monday through Friday 9am to 8 pm and Saturday 9am to 5 pm. Effective Monday March 28, 2022.
- We have finally received our mobile WIFI hotspots which are currently being added to our collection for patrons to borrow. Our hotspot lending program is a free service that allows cardholders to check out a hotspot device and connect to the internet from almost anywhere. A hotspot is a small device you can use to connect a wireless enabled device, such as a laptop, smartphone or tablet, to the internet.

Community

- Island Harvest was at the library on 2/7 serving 108 people.
- Long Island Cares mobile food pantry was in the RFL parking lot on 2/3 serving 23 people.
- The AAECF had their Black History Month exhibit in our display cabinets this month and it received a lot of positive feedback from our patrons.

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Finance

- As of March 4, 2022, RFL has received \$148,564.40 in donations for our Yellow Barn restoration and maintenance project.

Personnel

- David, Jim, Lauren and I attended Library Advocacy Day via Zoom on March 2 & 3.
- Part-time security guard, Gary Hogan, has resigned.
- Our Network & System Administrator, John Eickwort has resigned. His last day is 3/25/22
- Full time clerk, Diane Sawchuk, is retiring. Her last day at RFL will be 3/25/22.
- I recommend the following:
 - Promote Phatima Mitchell to part-time librarian.

Buildings & Grounds & Technology

- I've contacted Chris Schwarz, from the FPM group regarding our HVAC project and Creative Library Concepts regarding the cabinetry in the Perkins Local History Room.

Adult & Information Services: James Provencher

I am so grateful to have such a wonderful staff in the Adult and Information Services Department. They all have made the transition into my supervisory position very easy and pleasant. I look forward to a very productive and fulfilling future in this position.

On February 4th and 5th, Pam welcomed the AARP and VITA tax assistance volunteers with coffee and donuts. After an incident that occurred on the first day of the AARP appointments, Pam had to spread the 12 appointments over two days, Fridays and Mondays. Each week, after confirming new dates and times with patrons, she is mailing intake packets to those patrons. Patrons have been receiving packets two weeks prior to their appointments. Pam is also preparing weekly attendance sheets for both programs, in addition to fielding patron questions which she then relays to the tax preparers. The tax preparers have commented that patrons have been coming to their appointments well prepared as a result of having the forms sent to them.

The IRS tax forms arrived at the end of January. The NYS tax forms arrived at the end of the second week of February, which made everyone, both staff and patrons, extremely happy. Pam organized all of the forms and placed the most widely used forms in a display under the Reference office window.

Kudos to Pam for a wonderful job with our tax preparation!!!

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Electronic Resources Stats

	December 2021	January 2022	February 2022
WAM Database usage	881	1302	1966
eBook downloads	3586	4108	3620
Audiobook downloads	1876	1872	1781
Video downloads	3	1	1
New Overdrive Users	23	31	33
Universal Class			
New registrants	52	21	25
New Courses	269	115	62
Videos Watched	5995	2211	1292
Login Sessions	1220	628	346
Lessons Viewed	9359	3671	2114
Student submissions	3358	1352	715
Kanopy			
Visits	1507	1436	1533
Page views	1887	1876	1929
Plays	163	240	257
Minutes	5957	9398	9470
Flipster emagazines	279	282	Not yet published

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Seed Library	N/A	Grab and Go Air Plants - 45 kits	N/A
One-on-One Tech Time	4	15	21
	December 2021	January 2022	February 2022
Museum Passes	6	12	16
ENL Attendance	34	53	101
Literacy Suffolk -Students Served	10	12	18
Notary Stamps	115	85	58
Reference Questions	1623	2394	2231

Constant Contact for February 2022

Date Sent	Campaign Name	Sends	Opens	Open Rate
2/2/2022	E-Newsletter Feb 2022	5683	1777	31%
2/3/2022	Programs 2/7 - 2/12	5680	1865	33%
2/9/2022	Programs 2/14 - 2/19	5674	1831	32%
2/17/2022	Programs 2/21 - 2/26	5676	1828	32%
2/24/2022	Programs 2/28 - 3/5	5678	1821	32%

Adult Programming: Jenny Bloom, Adult Programmer

- The Reference team met to work through best practices for using Library Market and will build on what we have learned to develop our March/April program records.
- Our March/April newsletter was printed on Feb 18 and sent to 22,076 Riverhead postal addresses.

Total Adult & Senior Programs February:

In Person: 38

Virtual: 60

Total Attendees: 1,249

February's top 3 most popular programs:

- Zoom Fitness Classes (Chair Yoga, Breathe Together, Zumba) each averaging over 35 participants.
- Defensive Driving 2 programs a month scheduled with 30 people each.
- Virtual Tour of NYC's Art Deco Buildings had 35 people on zoom.

Patron Services: Jessica Neilson

Achievements:

- Completed several "create list" training courses through SCLS.
- Attended a Circulation Report class through SCLS for NYS Annual Report.
- Reported all circulation stats for NYS Annual Report to Director.

Statistics:

Total Checkouts	5,639
New Patrons	109
Curbside Items	36
Curbside Appointments	22
Internal Count Use	194
Self-Check Out	0

Computer Information Services: John Eickwort

- Moved and resolved issues with phone lines.
- Received quotes for new phone systems to update the current one
- Completed processing of WIFI Hotspot order
- Cory resolved issues with servers crashing and brought them back up
- Worked on Network stability and keeping devices connected without issues
- Updated computers when new patches released

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Computer Lab Usage

Total Session	770
Total Session Length (minutes)	29211
Average Session Length (minutes)	37.94

Processing & Receiving: David Troyan

Technical Services added 847 items and deleted 1,325 items

Long-time staff member Cassie Rankel began her maternity leave at the end of February. Her tremendous store of knowledge, the speed and accuracy of her work, and her personality will be missed until she returns. I will keep you posted on any news from her.

We deleted more items than we added this month because the librarians weeded in the Children's Room and the Teen Loft. Also, many of the duplicate titles in the mystery collection and Adult Fiction were deleted. As demand for older titles fade and space for new materials is needed, this is an easy way to determine which materials can be removed. Better World Books takes some titles for resale, the Friends receives some items, and most of the other books are donated to a Veteran's group.

We are closely monitoring the supply chain issues with regard to books. We received a large order of books on March 1st within 2-3 weeks of the order being placed. This is about the same pace as our pre-pandemic rates.

KnowBe4 Cybersecurity Training for staff and managers has begun. A new Sexual Harassment module was added to our offerings. Sexual Harassment training is on an annual basis. Most staff are due to take the course in June.

Website Statistics:

Unique Visitors: 4,349
Number of Visits: 8,289
Pages: 56,778
Hits: 484,670

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Building, Grounds & Maintenance: Marie LaDonne

- Dealing with the ice and snow
- Had the back-flow device in our sprinkler room inspected
- Keeping up with strike force cleaning company
- Setting up rooms
- Cleaning twice a day
- Moving furniture in offices

Youth & Family Services: Lauren Strong

Program Statistics

- Total Youth and Family Services Program Sessions: 26 Held/ 10 Canceled
- Total Infant Program Sessions: 3 class/ 13 attendance
- Total Toddler Program Sessions: 1 classes/ 10 attendance
- Total Preschool Program Sessions: 4 classes/ 24 attendance
- Total Family Program Sessions: 9 classes/ attendance
- Total School Age Program Sessions: 4 class/ 21 attendance
- Total Teen Program Sessions: 4 classes/ 10 attendance
- Passive Programming Activities: 3 activities/ 36 attendance
- Teen Volunteers: 14
- Community Service Hours Earned: 14.5
- Number of Teens in Loft throughout the Month: 50
- Video Game Usage: 14

YFS Reference Questions

- **Total Children's Reference Questions: 53**
- **Total Teen Reference Questions: 140**
 - Lauren attended the Programmers Showcase and was able to book a few performers for programs and performances for this Summer.
 - All librarians have finished creating bibliographies for Teens and Children's. Parents are already utilizing them.
 - Lauren worked with Cassie in Tech Services to pull Young Teen and LGBT books to re-sticker and update in catalog.
 - The Teen Art Show Reception date was finalized. It will be held on Friday, March 18 from 4-6pm. We will have students from the High School band performing in the Stage Room
 - All librarians are continuing to attend virtual meetings, and have started to attend a few in-person meetings

Respectfully submitted,

Kerrie McMullen-Smith, Library Director

COMMITTEE REPORTS:

PERSONNEL: (Zeiger)

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3.9.22 RESOLUTION #22-375
1147 APPROVAL TO PROMOTE PHATIMA A. MITCHELL TO LIBRARIAN

Jeff Zeiger offered the following resolution which was seconded by Susan Berdinka

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS, The Board of Trustees hereby approves the promotion of Phatima A. Mitchell to Part Time Librarian at an hourly rate of \$28.68 effective March 9, 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 Zeiger Yes Friedrich Yes

Nelson Yes Banks-Winter Yes Berdinka Yes

Genchi Yes Totten Yes Wood Absent

RESOLUTION #22-376 was tabled.

3.9.22 RESOLUTION #22-377
1148 APPROVAL TO HIRE PATRICIA WEBER AS A PART-TIME BOOKKEEPER

Jeff Zeiger offered the following resolution which was seconded by Ruth Nelson

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS, The Board of Trustees hereby approves the hiring of Patricia Weber as a part-time bookkeeper at an hourly rate of \$24.00 effective March 29, 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 Zeiger Yes Friedrich Yes

Nelson Yes Banks-Winter Yes Berdinka Yes

Genchi Yes Totten Yes Wood Absent

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BUILDINGS, GROUNDS & EQUIPMENT: (Zeiger)

Jeff advised planning continues for HVAC and Perkins Local History Room initiatives.

POLICY, BY-LAWS & OBJECTIVES: (Nelson)

Meeting will be this Friday the 11th.

FINANCE: (Friedrich)

3.9.22 David Friedrich moved to approve the personnel and payroll report for the month
1149 of February 2022. Motion was moved by Monique Genchi and seconded by Ruth Nelson.

Motion Carried.

FUNDRAISING:

David reported on the yellow barns total donations, expenses and remaining funds which are earmarked for future maintenance and repair. .

PLAN OF SERVICE: None

LIAISON REPORTS:

FRIENDS: (Berdinka)

Susan reported the last meeting was held on February 14, 2022 and they discussed the cookbook fundraiser and that it will be dedicated to the memory of Marcia Littenberg. She reported the income for Yellow Barn south. On April 15th the book bins will open and the yellow barn itself will open on April 20th. Their next meeting will be via Zoom on March 10th. Various methods for renewing and recruiting new members was discussed. Photography club members' show will be displayed in the Overton gallery from April 2 - 30. Travel club is looking for volunteers. Discussion followed. The library will put a tear away for membership at the bottom of the newsletter.

SCLS: (Bergmann)

Kerrie reported for Susan Bergmann that SCLS staff members gave presentations about what their departments do and Kevin gave a summary on how well the Library Advocacy day went. Virtual meetings seem to be the accepted norm as many more people are able to attend.

UNFINISHED BUSINESS:

Marilyn had a chance to review info from FPM and she has reservations on it. Janet advised he will be coming to a board meeting to give a more detailed explanation. Ruth asked if we are reopening on Sunday and Kerrie and Janet advised it was discussed at the budget meeting that opening Sundays was not in the budget.

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NEW BUSINESS:

Janet advised that Amy Wood is resigning and can no longer serve due to some health issues. She is pleased to announce that Gina Chinese has accepted to complete Amy's term. Gina took the Oath of Office. A round of applause was given. Gina will serve for the remainder of Amy's term which is June 30th and will run again to complete her term until 2023.

Kerrie advised that we have completed entering the data for the NY State annual report for public and association libraries for 2021. The board has to make a motion to approve the information, so it can be officially submit it to SCLS who will then takes all data from the Suffolk County libraries and submits it to the state.

3.9.22 Motion moved by David Friedrich to approve the annual report. Seconded by
1150 Susan Berdinka.
 Motion Carried.

PERIOD OF BOARD EXPRESSION: Marylin gave wake and funeral information for Harry Wilkinson. Husband of past board president Louise Wilkinson.

PERIOD OF PUBLIC EXPRESSION: None

3.9.22 Motion was entertained by Janet O'Hare to adjourn the March 9, 2022 regular
1151 meeting of the Board of Trustees. Motion was made by Susan Berdinka and
 seconded by Ruth Nelson.

Meeting was adjourned at 7:15 pm.

Respectfully Submitted,

Ruth Nelson
BOT Secretary