

APPROVED

Minutes
Regular Meeting of the Board of Trustees
Riverhead Free Library
May 11, 2022

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

Absent: Annette Totten

Director: Kerrie McMullen-Smith

Assistant Director: Catherine Montazem

Staff: Keri Grace Najdzion, Cory Burns, Susan Culver, Helen Murray, Lauren Strong, Steve Taddeo, David Troyan

The regular meeting of the Board of Trustees was called to order on May 11, 2022 at 6:01pm. The Board was provided with an agenda, board packet and previous minutes.

David Friedrich led those present in the Pledge of Allegiance.

5.11.22 President O'Hare entertained a motion to approve the agenda.
1173 Motion was made by David Friedrich and seconded by Susan Berdinka.
Motion Carried.

5.11.22 President O'Hare entertained a motion to accept the minutes from the regular
1174 board meeting of April 13, 2022. The Motion was moved by David Friedrich and seconded by Ruth Nelson.
Motion Carried.

PERIOD OF PUBLIC EXPRESSION: None at this time.

5.11.22 David Friedrich entertained a motion to approve the bills for the month of April
1175 2022. Motion was moved by Ruth Nelson and seconded by Susan Berdinka.
Motion Carried.

5.11.22 David Friedrich entertained a motion to approve the receipts and disbursements
1176 for the month of April 2022. The motion was moved by Ruth Nelson and seconded by Susan Berdinka.
Motion Carried.

5.11.22 David Friedrich entertained a motion to approve the warrant 22-5-1 general fund
1177 checking. The motion was moved by Ruth Nelson and seconded by Susan Berdinka.
Motion Carried.

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**5.11.22
1178** David Friedrich entertained a motion to approve the warrant 22-5-2 general fund money market. The motion was moved by Ruth Nelson and seconded by Susan Berdinka,
Motion Carried.

**5.11.22
1179** David Friedrich entertained a motion to approve the warrant 22-5-3 general fund payroll. The motion was moved by Ruth Nelson and seconded by Susan Berdinka.
Motion Carried.

**5.11.22
1180** David Friedrich entertained a motion to approve the warrant 22-5-4 general fund credit card deposit. Motion was moved by Ruth Nelson and seconded by Susan Berdinka.
Motion Carried.

**5.11.22
1180** David Friedrich entertained a motion to approve the warrant 22-5-5 capital project fund money market. The motion was moved by Ruth Nelson and seconded by Susan Berdinka.
Motion Carried.

**5.11.22
1181** David Friedrich entertained a motion to approve the warrant 22-5-6 yellow barn restoration account. The motion was moved by Ruth Nelson and seconded by Susan Berdinka.
Motion Carried.

**5.11.22
1182** David Friedrich entertained a motion to approve the bank reconciliation for the month ending April 30, 2022. The motion was moved by Ruth Nelson and seconded by Susan Berdinka.
Motion Carried.

CORRESPONDENCE: Kerrie read a thank you card from the family of Amy Wood for the beautiful flowers the Library sent.

DIRECTOR'S REPORT:

Riverhead Free Library
April 2022

5/11/2022

Day to day operations

Statistics, Services & Community

- We had just 10,062 patrons visit the library in the month of April.
- Island Harvest was at the library on April 4 serving 133 people and again on May 2 serving 160.

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- Long Island Cares mobile food pantry was in the RFL parking lot on April 7 and served 17 bags of food and COVID test kits.
- Assemblywoman Jodi Giglio dropped off several boxes of COVID testing kits for the library to give out to our staff and patrons. Everyone has been appreciative of the free kits.
- I am recommending we close the library on Saturday May 28 and Tuesday May 31 to complete network server work. The staff will report to work on Tuesday 5/31 for a Staff Development Day.

Finance

- As of May 6, 2022, RFL has received \$149,418.31 in donations for our Yellow Barn restoration and maintenance project.

Personnel

- Full-time Patron Services clerk Diane Sawchuk has retired. Her last day was April 22, 2022.
- Full-time librarian Andrea Hill has resigned. Her last day will be June 3, 2022.
- I recommend we hire the following:
 - Vivien Cardone as a full-time YFS librarian trainee
 - Benjamin DeStefano as a full-time Adult & information Services clerk
 - Lilian Perez as a full-time Adult & Information Services senior clerk
 - Benjamin Granger as the Patron Services Coordinator
 - Amberlei Volka as a part-time library clerk

Buildings & Grounds & Technology

- I am a Local Planning Committee Member for the Riverhead Downtown Revitalization Initiative. With funding available to create a walkable, user-friendly downtown, RFL has submitted a project proposal to create a pedestrian entry from Main Street so the community can enter the library from the front of the building.
- Our microfilm / microfiche machine is over 15 years old and its technology is outdated. I recommend we purchase the ScanPro 3500 Microform scanner from the DRS group.
- With the acquisition of the 10 new Dell computers this month we are able to remove dated technology from our inventory. With the Board's permission these items need to be withdrawn from our inventory list. (Please see list in Board packet).
- Please see the attached certificate of destruction from Upcycle USA, LLC for other dated technology decommissioned from our inventory.

Policies & By-laws

- I met with the Policies & By-laws committee regarding updates to Article III of the by-laws

Assistant Director: Catherine Montazem

Kerrie and I have been extremely busy preparing to interview applicants for the various open positions at Riverhead Free Library with the goal of recruiting and securing the best and most-qualified applicants for each position. Conducted interviews for open positions within the library have included meeting with many qualified candidates so it appears as though we will be

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adding several great new hires who are motivated, positive and intelligent people to assist us as we move to carry forward our mission to make RFL the best it can be for our patrons and the community at large.

I have also been working very closely with Kerrie with regard to her idea for the new pedestrian entry for the Downtown Revitalization Initiative along with searching for a project manager for our upcoming Buildings and Grounds projects for a new roof and HVAC system. Additionally, we have also been finalizing plans for the new bottle filling station, and for prospective minor repairs to be made to the Yellow Barn.

My meeting with the Executive Director of the Long Island Educational Opportunity Center (LIEOC) was productive as I have enthusiastically pursued re-connection with the LIEOC. The executive director offered us a fall semester ESL or GED program for adults, something very appealing and exceptionally useful for our patrons.

I met with a community member who has generously agreed to donate \$10,000 to the library which we will use to purchase a ScanPro 3500 at a cost of \$9330.00. The ScanPro 3500 is a high-performance microfilm scanner that patrons can use to digitally capture, enhance, save, and print or email images from microfilm, microfiche, 35-millimeter slides, and more. Patrons may use the library's collection of microfilm/microfiche resources, or they may bring film or slides of their own for viewing on the new scanner. We have a robust Local History and Genealogy department and the scanner will be well utilized by the community. The donor would like to remain anonymous.

Adult & Information Services: James Provencher

April saw the end of our tax season and yet another very successful job by the reference team. AARP and VITA tax volunteers prepared tax returns for over 420 patrons from February-April. In April alone, the tax assistance programs stats are as follows: AARP: 35 returns filed, 40 patrons served and VITA: 91 returns filed, 97 patrons served. VITA conducted a walk-in session on Monday, April 18th for last minute filers. I'd like to also send out a big Thank You to everyone else who helped make this event run smoothly. I would also like to recognize Jenny for doing such a wonderful job on the newsletter and selecting such great programs for our patrons to attend.

Pam, Kelsey and Andrea did a spectacular job with the Seed Library. The Seed Library stats - 179 Patron requests 538 Seed packets distributed. The numbers literally exploded this month. Pam said she couldn't have done it all without Kelsey and Andrea's assistance. Our Staff Picks Display continues to be difficult to keep full. An estimated 35 titles were taken from the display over the month. Cher created Must-Read bundles pertaining to subgenres of romance and mystery on Canva. Cher put out 162 Tweets on Twitter. We had 2,683 profile visits, 30 new followers and 22 mentions. Our social media posts also received recognition from at least one author.

Electronic Resources Stats

	February 2022	March 2022	April 2022
WAM Database usage	1966	776	3124
eBook downloads	3620	3824	3816

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Audiobook downloads	1781	1963	1883
Video downloads	1	2	7
New Overdrive Users	33	33	34
Universal Class			
New registrants	25	72	54
New Courses	62	287	187
Videos Watched	1292	4670	4791
Login Sessions	346	1256	1231
Lessons Viewed	2114	8092	7535
Student submissions	715	2976	2920
Kanopy			
Visits	1533	919	920
Page views	1929	1181	1255
Plays	257	137	208
Minutes	9470	5585	7453
Flipster emagazines	512	840	Not Available at time of report
Miscellaneous	February 2022	March 2022	April 2022
Seed Library	N/A	Seed packets Distributed: 313	Seed packets Distributed: 538
One-on-One Tech Time	21	31	16

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Museum Passes	16	7	13
ENL Attendance	101	79	75
Literacy Suffolk Students Served	18	14	21
Notary Stamps	58	89	162
Reference Questions	2231	2615	1635

Constant Contact for the month of April

Date Sent	Campaign Name	Sends	Opens	Open Rate
3/31/22	Programs 4/4-4/9	5660	1907	34%
4/7/22	Programs 4/11-4/16	7046	2287	33%
4/13/22	Programs 4/18-4/23	6860	2219	32%
4/21/22	Programs 4/25-4/30	6847	2295	34%

Adult Programming: Jenny Bloom, Adult Programmer

We printed a total of 23,214 Newsletters for May/June. They were mailed on April 21 to 22,037 patrons

April's most popular programs:

- Zoom Fitness Classes(Chair Yoga, Virtual Breathe Together, Virtual Zumba) each average more than 35 participants: Some average 58 participants.
- Poetry Street Open Mic poetry event had 31 attendees(14 on Zoom).
- Walking Club is bringing out an average of 25 people each meeting. Registration for May & June sessions is over 35 people.

Total Adult & Senior Programs:

- In Person: 84
- Virtual: 32
- Total Attendees: 1471

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Patron Services:

April Statistics:

Total Checkouts	6,088
New Patrons	102
Curbside Items	59
Curbside Appointments	26
Door Count	10,062
Internal Count Use	130
Self-Check	0

Computer Information Services: Cory Burns

- Updated HVHost-2 Server
- Updated DC-2
- Configured Carbonite Backup on DC-2
- Configured circulation computers to run sierra offline
- Recycled RFL E-Waste via UPCYCLE
- Updated RFL Server 2
- Continued to update RFL inventory list
- Configured staff iPads
- Replaced 10 staff computers & monitors
- Started switching IP to static in preparation for server upgrade
- Configured and deployed 6 New OPAC's
- Started server migration

Computer lab statistics

Total Sessions	Total Session Length (min)	Average Session Length (min)
815	29489	36.18

Processing & Receiving: David Troyan

Technical Services added 798 items and removed 474 items in April.

The pace of deletions has slowed because there has been a lull in weeding. We are afforded a little breathing space to finish up the fiscal year with purchasing new materials. Processing is

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proceeding with Cassie on maternity leave. The retirement of Diane Sawchuk impacted Tech Services by having one less set to hands available to us. Diane understood our database software and the library's workflows with great expertise. The vacuum left by Diane's absence and the vacancy of the Head of Patron Services will be filled, but their dedication and knowledge will not be replaced any time soon.

The Wi-Fi hotspots have been processed and will be circulating.

We received many donations – typical for during residents' Spring cleanup – and placed some into our collections. Some were donated to various organizations, and some went to Better World Books. Now, the Yellow Barn will be a recipient of unneeded donated material.

David has nearly completed his second GIS mapping course at SUNY Stony Brook. He plans to finish this semester's work over the summer. In addition, he will work on creating a map of the patron population of RFL. Of special interest is the distribution of patrons from our contract districts. Hopefully, his work will provide insights into how we can attract more people into the library.

David was pleased to have brought some Library staff to the Rotary Club as a guest. It was particularly satisfying that Kerrie's schedule permitted her to attend on April 20th. (Trustees have an open invitation to attend – noon on Wednesdays – with an email to David. In fact, there are at least three former trustees at any weekly luncheon!)

Website Statistics:

- Unique Visitors 4,633
- Number of Visits: 9,105
- Pages: 61,702
- Hits: 537,302

Building, Grounds & Maintenance: Marie LaDonne

- Took down and stored COVID sneeze guard from teen room
- Finished with tax season-organized rooms, discarded leftover forms, stored rack that was used by entrance and neatened vestibule
- The Perkins Local History Room hvac unit was installed - the electrician had to return and Sav Mor came back to start up the unit
- Met with Walter from Mag Lite again, his techs are trouble shooting to find out what is wrong with the LED lights in the hanging fixtures
- Took the plastic sheeting off the Friends book drops and helped with their startup of Yellow Barn
- Did outside garbage and grounds pickup
- Put up new flag on pole in front of building
- Cleaned bathrooms twice a day
- Set up rooms for programs

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Youth & Family Services: Lauren Strong

Program Statistics

- ❖ **Total Youth and Family Services Program Sessions:** 28 Held / 2 Canceled
- ❖ **Total Infant Program Sessions:** 3 class / 34 attendance
- ❖ **Total Toddler Program Sessions:** 1 classes / 23 attendance
- ❖ **Total Preschool Program Sessions:** 3 classes / 57 attendance
- ❖ **Total Family Program Sessions:** 11 classes/ attendance
- ❖ **Total School Age Program Sessions:** 4 classes / 15 attendance
- ❖ **Total Teen Program Sessions:** 5 classes / 15 attendance
- ❖ **Passive Programming Activities:** 3 activities / 53 attendance
- ❖ **Teen Volunteers:** 12
- ❖ **Community Service Hours Earned:** 14
- ❖ **Number of Teens in Loft throughout the Month:** 80
- ❖ **Video Game Usage:** 9

Reference Questions

Total Children's Reference Questions: 647

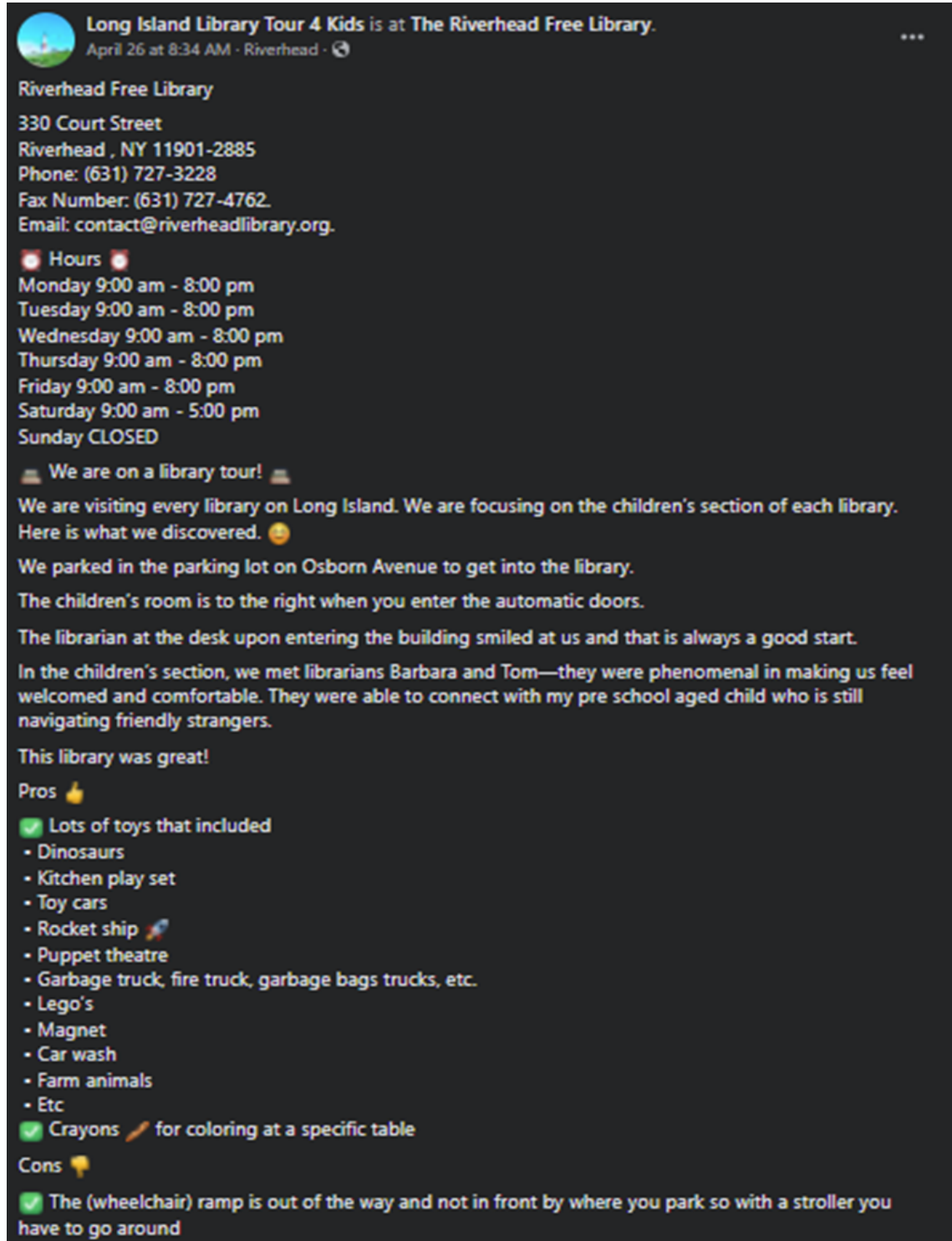
Total Teen Reference Questions: 85

Monthly Focus:

- YFS staff attended the second Libraries Nourish training of the season.
- Lauren met with the Libraries Nourish Task Force to discuss what initiatives we have going on at Riverhead that relate to Libraries Nourish
- We have had many new families join the library and sign-up for programs
- A Facebook Page Long Island Libraries Tour for Kids left us a wonderful review on their Facebook page (see attached)
- We have been working on our collection development for our Graphic Novels/Manga in both departments
- Karen reached out to Amy at the Community Garden. We will be getting another plot there this year to do some off-site family programs for school age children.
- Lauren was able to schedule dates with most elementary schools for Summer Reading visits.
- We worked hard on planning our first Free Comic Book Day, and are excited to see how patrons enjoy the event Saturday, May 7.
- Lauren is gearing up for Summer Reading by creating the challenge templates
- Barbara's classes are doing really well. Families look forward to seeing her and attend her classes each week.
- Our new clerk Tom Cayea is doing wonderful. He's a team player who is always willing to help out a librarian in need and does a great job interacting with our families.

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Attached: Facebook Review



A screenshot of a Facebook review for the Riverhead Free Library. The review is titled "Long Island Library Tour 4 Kids is at The Riverhead Free Library." and was posted on April 26 at 8:34 AM from Riverhead. The review includes contact information, hours of operation, and a detailed account of the library tour experience, listing various toys and activities available for children.

Long Island Library Tour 4 Kids is at The Riverhead Free Library.
April 26 at 8:34 AM · Riverhead · 🌐

Riverhead Free Library
330 Court Street
Riverhead , NY 11901-2885
Phone: (631) 727-3228
Fax Number: (631) 727-4762.
Email: contact@riverheadlibrary.org.

🕒 Hours 🕒
Monday 9:00 am - 8:00 pm
Tuesday 9:00 am - 8:00 pm
Wednesday 9:00 am - 8:00 pm
Thursday 9:00 am - 8:00 pm
Friday 9:00 am - 8:00 pm
Saturday 9:00 am - 5:00 pm
Sunday CLOSED

📍 We are on a library tour! 📍
We are visiting every library on Long Island. We are focusing on the children's section of each library. Here is what we discovered. 😊
We parked in the parking lot on Osborn Avenue to get into the library.
The children's room is to the right when you enter the automatic doors.
The librarian at the desk upon entering the building smiled at us and that is always a good start.
In the children's section, we met librarians Barbara and Tom—they were phenomenal in making us feel welcomed and comfortable. They were able to connect with my pre school aged child who is still navigating friendly strangers.
This library was great!

Pros 👍

- ✅ Lots of toys that included
 - Dinosaurs
 - Kitchen play set
 - Toy cars
 - Rocket ship 🚀
 - Puppet theatre
 - Garbage truck, fire truck, garbage bags trucks, etc.
 - Lego's
 - Magnet
 - Car wash
 - Farm animals
 - Etc
- ✅ Crayons 🖍️ for coloring at a specific table

Cons 👎

- ✅ The (wheelchair) ramp is out of the way and not in front by where you park so with a stroller you have to go around

Respectfully submitted,

Kerrie McMullen-Smith, Library Director

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5.11.22 RESOLUTION #22-389
1185 APPROVAL TO HIRE LILIAN PEREZ AS FULL-TIME SENIOR CLERK

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 the hiring of Lilian Perez as Full-Time Adult & Information Services Senior Clerk at an hourly rate of \$17.34 effective May 16, 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 Freidrich Yes

Nelson Yes Banks-Winter Yes Berdinka Yes

Chinese Yes Genchi Yes Totten Absent

5.11.22 RESOLUTION #22-392
1186 APPROVAL TO HIRE BENJAMIN GRANGER AS FULL-TIME PATRON SERVICES COORDINATOR

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 hire Benjamin Granger as Full-Time Patron Services Coordinator at a bi-weekly rate of \$1,538.46 effective May 23, 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 Freidrich Yes

Nelson Yes Banks-Winter Yes Berdinka Yes

Chinese Yes Genchi Yes Totten Absent

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5.11.22 RESOLUTION #22-393
1187 APPROVAL TO HIRE AMBERLEI VOLKA AS PART-TIME LIBRARY CLERK

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 hire Amberlei Volka as Part-Time Library Clerk at the hourly rate of \$15.90, effective May 23, 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 Freidrich Yes

Nelson Yes Banks-Winter Yes Berdinka Yes

Chinese Yes Genchi Yes Totten Absent

BUILDINGS, GROUNDS & EQUIPMENT: (Zeiger)

Jeff advised Jerry Nichols attended their meeting and talked the committee through the planning and logistics for the HVAC project.

POLICY, BY-LAWS & OBJECTIVES: (Nelson)

Ruth advised that the part of the bylaws that is being amended is Article 3, Sections 3 & 5.

5.11.22 RESOLUTION #22-390
1188 APPROVAL TO AMEND THE LIBRARY'S BY-LAWS

Ruth Nelson offered the following resolution, which was seconded by Susan Berdinka

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS, the Board of Trustees hereby approves to amend the Library's bylaws effective, May 11, 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.

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THE VOTE

O'Hare Yes Zeiger Yes Freidrich Yes

Nelson Yes Banks-Winter Yes Berdinka Yes

Chinese Yes Genchi Yes Totten Absent

FINANCE: (Friedrich)

5.11.22 David Friedrich moved to approve the personnel and payroll report for the month
1189 the month of April 2022. Motion was moved by Monique Genchi and seconded
by Marylin Banks-Winter.
Motion Carried.

5.11.22 **RESOLUTION #22-391**
1190 **APPROVAL TO PURCHASE A SCAN PRO 3500 MICROFORM SCANNER FROM**
DRS GROUP

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

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS, the Board of Trustees hereby
approves to purchase one Scan Pro 3500 Microform Scanner at a cost of \$10,325, effective
May 11, 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 Freidrich Yes

Nelson Yes Banks-Winter Yes Berdinka Yes

Chinese Yes Genchi Yes Totten Absent

FUNDRAISING: (Friedrich)

David reported as of 5/9/2022, the yellow barn's total donations for renovations, maintenance
and repair is \$149,197.10. Expenses to date are \$72,307.19. Catherine explained that the
painter needs to return as the paint on the front of the doors has begun to peel.

PLAN OF SERVICE: None at this time.

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LIAISON REPORTS:

FRIENDS: (Berdinka) Nothing to report.

SCLS: (Bergman) Nothing to report.

UNFINISHED BUSINESS: None at this time..

NEW BUSINESS:

Kerrie asked for the Board to approve the closing of the Library on Saturday, May 28th and Tuesday, May 31st for network maintenance. Tuesday 5/31 will be a staff development day.

5.11.22 Motion was moved by David Friedrich and seconded by Ruth Nelson.
1191 **Motion Carried.**

Kerrie asked that we withdraw the technology from our inventory that is being decommissioned with the purchase of the new technology approved at the last meeting.

5.11.22 Motion was moved by Susan Berdinka and seconded by David Friedrich.
1192 **Motion Carried.**

PERIOD OF BOARD EXPRESSION: None

PERIOD OF PUBLIC EXPRESSION: None

5.11.22 Motion was entertained by Janet O'Hare to adjourn the May 11, 2022 regular
1193 meeting of the Board of Trustees. Motion was moved by David Friedrich and
seconded by Ruth Nelson.
Motion Carried.

Meeting was adjourned at 6:28 pm.

Respectfully submitted,

Ruth Nelson
BoT Secretary