

APPROVED

**Minutes**  
**Regular Meeting of the Board of Trustees**  
**Riverhead Free Library**  
**November 10, 2021**

**Present:** Janet O'Hare, President; Jeff Zeiger, Vice-President; David Friedrich (via Zoom) Treasurer; Ruth Nelson, Secretary; Marilyn Banks-Winter, Trustee; Susan Berdinka, Trustee; Monique Genchi, Trustee; Annette Totten, Trustee; Amy Wood, Trustee.

**Absent:** None

**Director:** Kerrie McMullen-Smith

**Assistant Director:** Stephanie McEvoy

**Staff:** Helen Murray

The regular meeting of the Board of Trustees was called to order on November 10, 2021 at 6:37 p.m. The Board was provided with an agenda, board packets and previous minutes.

Monique Genchi led those present in the Pledge of Allegiance.

**11.10.21** President O'Hare entertained a motion to approve the agenda. Motion was  
**1075** moved by David Friedrich and seconded by Ruth Nelson.  
**Motion Carried.**

**11.10.21** President O'Hare entertained a motion to approve the minutes from the regular  
**1076** Board meeting of September 14, 2021. The Motion was moved by Marilyn  
Banks-Winter and seconded by David Friedrich.  
**Motion Carried.**

**PERIOD OF PUBLIC EXPRESSION:** None at this time.

**Annual Audit Report:** Al Coster from Baldessari & Coster LLP reported a good audit with no recommendations.

**11.10.21** David Friedrich entertained a motion to approve the bills for the month of  
**1077** October 2021. Motion was moved by Marilyn Banks-Winter and seconded by  
Ruth Nelson.  
**Motion Carried.**

**11.10.21** David Friedrich entertained a motion to approve the receipts and disbursements  
**1078** for the month of October 2021. The motion was moved by Marilyn Banks-Winter  
and seconded by Ruth Nelson.  
**Motion Carried.**

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**11.10.21** David Friedrich entertained a motion to approve the warrant 21-11-1 general fund  
**1079** checking (People's). The motion was moved by Ruth Nelson and seconded by Marilyn Banks-Winter.

**Motion Carried.**

**11.10.21** David Friedrich entertained a motion to approve the warrant 21-11-2 general fund  
**1080** money market (Dime). Motion was moved by Ruth Nelson and seconded by Amy Wood.

**Motion Carried.**

**11.10.21** David Friedrich entertained a motion to approve the warrant 21-11-3 general fund  
**1081** payroll (Dime). The motion was moved by Marilyn Banks-Winter and seconded by Ruth Nelson.

**Motion Carried.**

**11.10.21** David Friedrich entertained a motion to approve the warrant 21-11-4 capital  
**1082** project fund Yellow Barn (People's). The motion was moved by Ruth Nelson and seconded by Marilyn Banks-Winter.

**Motion Carried.**

**11.10.21** David Friedrich entertained a motion to approve the warrant 21-11-5 capital  
**1083** project fund money market. The motion was moved by Ruth Nelson and seconded by Marilyn Banks-Winter

**Motion Carried.**

**11.10.21** David Friedrich entertained a motion to approve the bank reconciliations for the  
**1084** month of October 2021. The motion was moved by Ruth Nelson and seconded by Marilyn Banks-Winter.

**Motion Carried.**

**CORRESPONDENCE:** None

**DIRECTOR'S REPORT:**

Riverhead Free Library  
October 2021

11/10/21

**Day to day operations**

**Services & Statistics**

- We had just over 8,700 patrons visit the library in the month of October.

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### Community

- On 10/10 RFL staff manned the East End Arts School House at the Riverhead Country Fair. There were numerous story time sessions and promotion of library services.
- We had a great turn out at our Great Give Back Beach Clean up on 10/16. Twenty-three community members volunteered to help clean up at Iron Pier Beach.
- Island Harvest was in the RFL parking lot on 10/18. They served 180 seniors.
- We are starting something new, Island Harvest will be distributing food to people age 60 & over, Operation Hope will be distributing food to Veterans, and the Mobile Food Pantry will be open to all community members simultaneously at RFL on 11/15 & 12/13.

### Finance

- As of November 10, 2021, RFL has received \$144,732.15 in donations for our Yellow Barn restoration and maintenance project.

### Personnel

I am recommending the following for approval:

- Hire Jessica Nielson as our Patron Services Coordinator
- Hire Aleena Butt as a full-time Processing & Receiving senior clerk
- Promote Brittany Folkes to senior clerk
- Employee recognition award to Diane Sawchuk
- Employee recognition award to Catherine Rankel

### Buildings & Grounds & Technology

- I recommend the Krayon Kiosk that was located in Youth & Family Services be removed from our inventory.
- We should receive our first batch of engraved memorial bricks on 12/2.

### Assistant Director / Adult & Information Services: Stephanie McEvoy

Jenny Bloom and the Adult Reference department worked very hard creating a dynamic program schedule and newsletter for November -December. The staff navigated the bumps in the process as we grow into the new role of the adult programming team. Kelsey Holts has returned to the Adult Reference department from Youth & Family Services and adds her digital skills to programming and adult services.

There has been an exorbitant number of requests for notary services recently. Cher reports notarizing 112 documents and Andrea reports 56 for a total of 168 documents notarized in October. I will be exploring options for additional employees who are willing to complete the notary training to assist with the demand.

ENL (English as a New Language) returned to in-person classes in September and attendance has increased from 39 to 49 in October. We are happy to welcome Literacy Suffolk tutors back to in-person tutoring sessions. There were 9 meetings with a total of 14 student lessons.

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- Kerrie and I conducted numerous interviews for a new Head of Patron Services.
- Lauren and I are working on the final details on the build-out of the Library Market calendar/program registration platform, which should be ready to go live for the January-February newsletter cycle.
- The exterior carpentry and paint work on the YB are almost finished. We await the electrician for the addition of some exterior security lighting, a couple of small carpentry items and some paint touch ups.
- The infrared roof scan was completed and will be discussed at the next B&G meeting.
- The repairs and resurfacing in the parking lot is complete.

**Electronic Resources Stats**

	<b>August 2021</b>	<b>September 2021</b>	<b>October 2021</b>
<b>Database usage</b>	2778	2474	1305
eBook downloads	4211	3803	3867
Audiobook downloads	1853	1879	1932
Video downloads	0	0	8
New Overdrive Users	28	35	28
<b>Universal Class</b>			
New registrants	55	46	56
New Courses	200	163	171
Videos Watched	3945	2665	3925
Login Sessions	1372	1006	1129
Lessons Viewed	6903	4445	6428
Student submissions	2216	1689	2392
<b>Kanopy</b>			

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Visits	1033	801	900
Page views	1354	1033	1181
Plays	163	146	155
Minutes	5451	4710	6414
<b>Flipster emagazines</b>	340	350	310
<b>Miscellaneous</b>	<b>August 2021</b>	<b>September 2021</b>	<b>October 2021</b>
<b>Seeds by mail</b>	99 packets 20 Bee Garden Kits (60 packets) 159 Seed Packets Total	82 packets 30 Culinary Herb Garden Kits (90 packets) 172 Seed Packets Total	Closed for the winter
<b>One-on-One Tech Time</b>	N/A	N/A	0
<b>Museum Passes</b>	9	9	10

**Constant Contact Stats**

Sent	Campaign Name	Sends	Opens	Open Rate
10/1/2021 17:00	Programs 10/4 - 10/9	5806	1177	20.40%
10/4/2021 10:02	LI Cares RFL schedule Oct '21	5804	1082	18.80%
10/7/2021 9:31	E-newsletter 10/7/2021	5801	1086	18.80%
10/7/2021 17:01	Programs 10/11 - 10/16	5795	1181	20.50%
10/15/2021 17:01	Programs 10/18 - 10/23	5792	1206	21%
10/16/2021 9:00	Early Voting	5787	1261	21.90%

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10/21/2021 9:30	E-newsletter 10/21/2021	5780	1052	18.30%
10/22/2021 18:25	Programs 10/25 - 10/30	5780	1428	24.90%
10/29/2021 18:30	Programs 11/1 - 11/6	5775	1174	20.40%

*Local History: James Provencher*

- Continue to help patrons with genealogical research
- Finished Documentary Heritage Preservation Services for New York (DHPSNY) class on Understanding the 10 Agents of Deterioration
- Started Documentary Heritage Preservation Services for New York (DHPSNY) class on Preservation Planning: A Primer
- Procured a collection of art books that were donated to our collection from a community member
- Procured a private collection of ephemera from the Chorus of the Peconic and the Chorus of the Hamptons for our Perkins Local History Collection.
- Have been in touch with Greg Kropp to get an estimate for matching locking shelving for the Perkins Long Island Collection as we are out of room for our expanding collection.
- Continue to procure yearbooks that we do not have in our collection.

*Adult Programming Report: Jenny Bloom*

In October, I experienced our newsletter development process, and had great support from staff as I planned November and December's Adult Programs, generated contracts and Zoom log-ins, wrote copy, and worked with our printer on design, editing, and our production time-line.

I look forward to meeting with our designer in the coming weeks to evolve and streamline the process. Reference and circulation staff worked seamlessly to support patrons through the rush of our November 1st registration process.

Kelsey Holt's addition to the Adult Programming team has been appreciated as she dove into developing our public program calendar and picked up our weekly program eblasts where Kevin left off. I appreciate her enthusiasm and willingness to learn. Diane Sawchuk has been incredibly helpful as I learn how to create program records in our system, and as we work through our November – December registration process.

<b>Total Adult Programs:</b>	<b>October 2021</b>
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<b>In Person:</b>	<b>60</b>
<b>Virtual:</b>	<b>26</b>
<b>Total Attendees:</b>	
<b>In Person:</b>	<b>641</b>
<b>Virtual:</b>	<b>430</b>

**Top three attended programs in October:**

- Hallock State Park Preserve Nature Walk (27)
- Great Giveback Beach cleanup at Iron Pier (23)
- Tarot Card Reading (16)

**Of note:**

- Senior exercise classes and Senior Singles events remain well attended with 11 attendees at the evening dinner meeting at Grana in Jamesport.
- The demand for Defensive Driving Class remains high. We hosted 2 sessions at full capacity in October and have 2 more scheduled for November.

**Patron Services:**

Statistics: ● Total checkouts: 5,224 ● New Library Cards: 126 ● Curbside Pick Up Appointments: 29

- Total Curbside Items: 44

**Computer Information Services: John Eickwort**

- Received the new computers that had been ordered to replace old computers at the service desks.
  - Was able to set up and update a couple of the computers so they can be deployed to the adult reference desk and started working on setting up and updating more computers for the children's reference desk and circulation desk. These will be deployed within the first few days of November.
- Resolved issues with the phone server preventing in-bound calls and only allowing outbound calls from happening.
- In the process of ordering Wi-Fi Hotspots from TechSoup.
- Took over administrative tasks for the website and have been updating it and trying to organize certain areas because it can be difficult to navigate.
  - Have been actively updating and adding/deleting widgets on the website on a daily basis.
- Put the learning lab back to work so that it can be used for programming if needed.

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- A Hockey team was the first to use this again for concussion testing.
- Spent time troubleshooting the Epson printers that are used to print receipts as the drivers for them have to be installed a certain way.

**Usage Statistics:**

Total Sessions	731
Total Sessions Length (min)	28127
Average Session Length (min)	38.48

**Processing & Receiving: David Troyan**

Technical Services reports adding 869 items and deleting 666 items.

There were 200 new children's books, 300 new adult books, 45 DVDs/blu-rays, and 31 audiobooks. The remaining added items are magazines/serials.

We mourn the passing of long time Technical Service Clerk Genevieve Hettrick. Gen was a book order clerk for the majority of her time at the Library. For decades, she was the primary adult circulating and adult reference book purchaser. The Hettrick Family appreciates the flowers that were sent from the Library. It was an honor to be her supervisor during her final years at RFL.

**October Web Stats:**

Unique Visitors: 4,236  
Number of Visits: 8,476  
Pages: 56,135  
Hits: 414,654

**Building, Grounds & Maintenance: Marie LaDonne**

The parking lot was done. Still working on closets. Three have been completed. One is empty and two are organized with folding chairs and ready for tax forms, copy paper and supplies. I am still organizing the shelves closet and moved the paint into that closet also. Now that the cooler weather is here we are having mice problems again and I'm reminding everyone to store food in containers



**Youth & Family Services: Lauren Strong**  
**Monthly Focus:**

- Lauren has trained Nicole on the Breakout EDU boxes. She will now be able to facilitate the activities with classes in the district.
- Lauren has been working with Ray Coyne, Supervisor of Parks and Recreation to relocate our StoryWalk to accommodate more people. The new home of the StoryWalk will be at the Veteran's Sports Park in Calverton. Lauren was able to find outdoor StoryWalk stations that are durable and good in all weather conditions. The town has offered to pay for the 16 stations.
- Lauren and Karen were able to put together 15 tote bags filled with non-perishable food that will be going to Long Island Cares Homeless outreach. These bags will help individuals that are living outside in the woods and on the streets.
- Barbara and Karen started their preschool visits.
- Lauren was able to do Breakout EDU at Pulaski Street School with 8 classes and will be continuing in November.
- Karen updated our chalk wall to a Fall theme.
- Our StoryWalk was a huge success with 45 individuals attending.
- Our Outdoor Movie Night was such a great way to start celebrating the spooky season. We had 34 patrons come and watch *Hocus Pocus*.
- We had many teens reach out for community service opportunities this month. It was wonderful seeing them participating in these activities.
- The Great Give Back was on Saturday, October 16, Karen and Nicole worked with teens and adults to help clean up Iron Pier Beach. We had positive feedback from the community.
- Lauren is working on developing the Children's and Teens graphic novel and Manga collections.
- We are all recording books for our 125 days of stories project in honor of the library's 125th Anniversary. We are posting one read aloud per day on our YouTube channel.

**Program Statistics**

Total Youth and Family Services Program Sessions: 40 Held/ 4 Cancelled  
Total Infant Program Sessions: 3 classes/ 30 attendance  
Total Toddler Program Sessions: 6 classes/ 79 attendance  
Total Preschool Program Sessions: 8 classes/ 59 attendance  
Total Family Program Sessions: 6 classes/ 160 attendance  
Total School Age Program Sessions: 7 classes/ 67 attendance  
Total Teen Program Sessions: 10 classes/ 35 attendance  
Passive Programming Activities: 11 activities/ 201 attendance  
Teen Volunteers: 10  
Community Service Hours Earned: 14  
Number of Teens in Loft throughout the Month: 70  
Video Game Usage: 17

**Reference Questions**

Total Youth and Family Services Reference Questions: 552

Respectfully submitted,

Kerrie McMullen-Smith

Library Director

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COMMITTEE REPORTS:

PERSONNEL: (Zeiger)

**11.10.21 RESOLUTION #21-359**  
**1085 APPROVAL TO HIRE JESSICA NEILSON AS PATRON SERVICES COORDINATOR**

Jeff Zeiger offered the following resolution which was seconded by Marilyn Banks-Winter

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS**, the Board of Trustees hereby approves the hiring of Jessica Neilson as a Patron Services Coordinator at a bi-weekly salary of \$1346.46, effective November 15, 2021 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 Yes**

**11.10.21 RESOLUTION #21-360**  
**1086 APPROVAL TO HIRE ALEENA BUTT AS FULL-TIME PROCESSING AND RECEIVING SENIOR CLERK**

Jeff Zeiger offered the following resolution which was seconded by Marilyn Banks-Winter

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS**, the Board of Trustees hereby approves the hiring of Aleena Butt as a full-time processing and received senior clerk at the hourly rate of \$17.34, effective November 15, 2021 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**

**APPROVED**

**Genchi Yes Totten Yes Wood Yes**

**11.10.21 RESOLUTION #21-361**  
**1087 APPROVAL TO PROMOTE BRITTANY FOLKES TO SENIOR CLERK**

**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 promotion of Brittany Folkes to senior clerk at the hourly rate of \$17.34, effective November 15, 2021 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 Yes**

**11.10.21 RESOLUTION #21-362**  
**1088 APPROVAL FOR DIANE SAWCHUK TO RECEIVE EMPLOYEE RECOGNITION AWARD**

**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 Diane Sawchuk to receive a \$500 stipend for going above and beyond in the absence of a Patron Service Coordinator, effective November 10, 2021 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**

**APPROVED**

**Genchi Yes Totten Yes Wood Yes**

**11.10.21 RESOLUTION #21-363**  
**1089 APPROVAL FOR CATHERINE RANKEL TO RECEIVE EMPLOYEE RECOGNITION AWARD**

**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 Catherine Rankel to receive a \$500 stipend for going above and beyond while Processing and Receiving was short staffed, effective November 10, 2021 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 Yes**

**POLICY, BY-LAWS & OBJECTIVES: (\*Nelson)**

Nothing to report.

**FINANCE: (\*Friedrich)**

**11.10.21** David Friedrich moved to approve the Personnel and Payroll report for the month  
**1090** of October 2021. Motion was seconded by Ruth Nelson.

**FUNDRAISING: (\*Friedrich)**

David reported that the current balance for the Yellow Barn restoration project is the same number the Director reported.

**BUILDINGS, GROUNDS & EQUIPMENT: (\*Zeiger)**

Jeff had nothing to add to the assistant director's report.

**PLAN OF SERVICE: (\*Board of Trustees) - Nothing to report.**

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**LIAISON REPORTS:**

**FRIENDS:** (Susan Berdinka)

Meeting was a Zoom meeting on 10/18 and Marcia expressed her gratitude for the flowers. The Barn closed 9/25 to complete the outside renovation. Yellow Barn south is still open and the Barn has stopped accepting donations until they reopen in the Spring.

**SCLS:**

**11.10.21** Kerrie McMullen Smith recommended we accept the SCLS proposed Fiscal Year  
**1091** 2022. Budget. Janet O'hare made a motion to approve the budget and was seconded by Ruth Nelson and motion carried.

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:** Susan Berdinka asked about the open meetings law regarding posting of minutes on the website. Kerrie advised that the open meetings law requires meeting minutes to be posted within 2 weeks of the meeting and that will be followed. Marilyn Banks-Winter read the Governor's legislation regarding transparency and recommended that we make our meeting public via zoom. Kerrie stated that we do not have the right technology for a combination meeting –in person at the library and on zoom and we'll have to research what that will entail. Janet advised there will be another meeting on December 7, regarding the building going up next door at 205 Osborne Ave and asked that anyone that can attend with her, please do so.

**PERIOD OF BOARD EXPRESSION:**

David Friedrich thanked everyone for the get well gift and card. He really appreciated it.

**PERIOD OF PUBLIC EXPRESSION:** None

**11.10.21** Motion was entertained by Janet O'Hare to adjourn the November 10, 2021  
**1092** regular meeting of the Board of Trustees. Motion was moved by Ruth Nelson and seconded by Susan Berdinka.  
**Motion Carried.**

Meeting was adjourned at 7:28 p.m.

Respectfully Submitted,

Ruth Nelson