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

**Present:** Janet O'Hare, President; David Friedrich, Vice-President; Gina Chinese, Treasurer; Carlos Alvarez, Trustee, Susan Berdinka, Trustee; William Sandback, Trustee; Jeff Zeiger, Trustee

**Absent:** Ruth Nelson, Secretary; Monique Genchi, Trustee

**Director:** Kerrie McMullen-Smith

**Assistant Director:** Catherine Montazem

**Staff:** Keri Najdzion, Michael Pechenyuck, Steve Taddeo

The regular meeting of the Board of Trustees was called to order on November 9, 2022 at 6:32 pm. The Board was presented with an agenda, board packet and previous minutes.

Jeff Zeiger led those present in the pledge of allegiance.

**11.9.22** President O'Hare entertained a motion to approve the amended agenda. Motion  
**1292** was moved by David Friedrich and seconded by William Sandback.  
**Motion Carried.**

**11.9.22** President O'Hare entertained a motion to approve the minutes for the regular  
**1293** board meeting of October 12, 2022. Motion was moved by David Friedrich and  
seconded by Susan Berdinka.  
**Motion Carried.**

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

**11.9.22** Gina Chinese entertained a motion to approve the bills for the month of  
**1294** October 2022. Motion was moved by David Friedrich and seconded by Susan  
Berdinka.  
**Motion Carried.**

**11.9.22** Gina Chinese entertained a motion to approve the receipts and disbursements  
**1295** for the month of October 2022. Motion was moved by David Friedrich and  
seconded by Susan Berdinka.  
**Motion Carried.**

**11.9.22** Gina Chinese entertained a motion to approve warrant **22.11.1** general fund  
**1296** checking. Motion was made by David Friedrich and seconded by Susan  
Berdinka.  
**Motion Carried.**

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**11.9.22** Gina Chinese entertained a motion to approve warrant **22.11.2** general fund  
**1297** money market. Motion was moved by David Friedrich and seconded by Susan  
Berdinka.

**Motion Carried.**

**11.9.22** Gina Chinese entertained a motion a approve warrant **22-11-3** general fund  
**1298** payroll. Motion was moved by David Friedrich and seconded by Susan  
Berdinka.

**Motion Carried.**

**11.9.22** Gina Chinese entertained a motion to approve warrant **22-11-4** capital project  
**1299** fund. Motion was moved by David Friedrich and seconded by Susan Berdinka.

**Motion Carried.**

**11.9.22** Gina Chinese entertained a motion to approve the bank reconciliation for  
**1300** October 31, 2022. Motion was moved by David Friedrich and seconded by  
Susan Berdinka.

**Motion Carried.**

**CORRESPONDENCE:**

Kerrie read a letter from Robert Rodriguez, Secretary of State of NY, thanking her for serving as a member on the local planning committee for the Riverhead Downtown Revitalization Initiative. The letter indicates that there should be an announcement later this fall on whether we are awarded the grant money we applied for.

**Director's Report:**

October 2022

11/9/2022

**Day to day operations**

**Statistics, Services & Community**

- We had just over 9,500 patrons visit the library in October.
- Island Harvest was at the library on October 3, serving 228 people.
- Long Island Cares mobile food pantry was in our parking lot on October 6, serving 43 families.

**Personnel**

- Alexandra Giresi, full time YFS librarian, has resigned effective 10/28/22.
- Thomas Cayea, part-time YFS clerk, has resigned effective 10/22/22.
- I recommend the following:
  1. Hire Jessica Mendenhall-Kunkle as a part-time Patron Services clerk.
  2. Promote Lilian Perez to full-time YFS librarian trainee.

**Building & Grounds & Technology**

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- The mold remediation in our lower level and entrance areas are complete and we are moving forward on repairing and replacing the sheetrock, fixtures, and flooring that was removed. Cunningham has cleaned our ductwork and replaced the necessary flex tubing. Insight will need to evaluate a small area that was outside the scope of the initial assessment.

**Finance**

- As of November 4, RFL has received \$151,575.20 in donations for our Yellow Barn restoration and maintenance project. Expenses are at \$72, 319.17 with a remaining balance of \$79,256.03.

**Assistant Director: Catherine Montazem**

On October 7, 2022, I had the opportunity to attend the 31st annual Long Island Library Resources Council (LILRC) conference held at the Heritage Club at Bethpage located in Farmingdale. The selected theme this year was Libraries and the Future: Reaching for Leadership. The well-delivered presentations carried a message intended to emphasize the importance for librarians to establish leadership roles within the context of their roles in the library while encouraging those ascending through the ranks of the profession. All four speakers were from varied backgrounds and enthusiastically presented on topics ranging from what leadership is, the role of information and access to information as well as the importance of mentorship and encouragement of younger librarians to pursue leadership roles including those from diverse populations and circumstances.

Riverhead Free Library has recently entered into a community partnership with The Suffolk Theater. Patrons are now able to receive a 20% discount on select shows through this generous offering now available from Suffolk Theater. The program works simply and seamlessly as RFL sends an email to our patrons who receive a list of upcoming shows with links to allow both viewing of sample performances and the purchase of tickets. Logistically, this is accomplished when patrons enter the code RFL20 at checkout which automatically triggers the receipt of discounted tickets. Patrons have reacted favorably to this program and are delighted with the discount.

**Adult & Information Services: James Provencher**

**Social Media**

Instagram, 1,273 with 17 new followers with 5,361 impressions

Facebook Likes: 980

Facebook Followers: 1252

Twitter Followers: 1361

**Electronic Resources Stats**

	<b>Aug 2022</b>	<b>Sept 2022</b>	<b>Oct 2022</b>
<b>Database usage</b>	1582	2282	2671
eBook downloads	4372	3847	3965

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Audiobook downloads	2208	2137	2221
Video downloads	1	0	0
New Overdrive Users	36	27	23
<b>Universal Class</b>			
New Registrants	2	2	2
New Courses	21	12	13
Videos Watched	218	233	479
Login Sessions	34	41	56
Lessons Viewed	365	305	720
Student submissions	459	421	910
<b>Kanopy</b>			
Visits	914	675	886
Page views	1255	902	1331
Plays	174	106	205
Minutes	5976	4873	6530
<b>Flipster emagazines</b>	301	280	Stats N/A at time of report

Miscellaneous	Aug 2022	Sept 2022	Oct 2022
<b>Seed</b> <b>Library</b>	Seed packets Distributed: 92	Seed packets Distributed: 45	Seed packets Distributed: 19
<b>One-on-One Tech Time</b>	21	19	18
<b>Museum Passes</b>	32	23	12
<b>ENL Attendance</b>	91	90	99
<b>Literacy Suffolk Students Served</b>	7	10	7
<b>Notary Stamps</b>	88	128	86
<b>Reference Questions</b>	2170	2068	1868

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<b>HIICAP</b>	3	4	4
<b>SCORE</b>	2	2	4
<b>Career Advisor</b>	2	3	1

**LibraryAware for the month of October**

<b>Date Sent:</b>	<b>Campaign Name:</b>	<b>Sends:</b>	<b>Opens:</b>	<b>Open Rate:</b>
<b>10/03/22</b>	<b>Programs 10/03-10/09</b>	<b>6592</b>	<b>2659</b>	<b>40.37%</b>
<b>10/09/22</b>	<b>Programs 10/10-10/15</b>	<b>6581</b>	<b>2596</b>	<b>29.49%</b>
<b>10/16/22</b>	<b>Programs 10/17-10/22</b>	<b>6567</b>	<b>2525</b>	<b>38.48%</b>
<b>10/23/22</b>	<b>Programs 10/24-10/29</b>	<b>6559</b>	<b>2440</b>	<b>37.27%</b>
<b>10/31/22</b>	<b>Programs 10/31-11/05</b>	<b>6549</b>	<b>2320</b>	<b>34.46%</b>

**Adult Programming Report:**

<b>Total Adult &amp; Senior Programs:</b>	<b>October 2022</b>
<b>In Person:</b>	<b>92</b>
<b>Virtual:</b>	<b>36</b>
<b>Hybrid:</b>	<b>8</b>
<b>Total Adult Programs:</b>	<b>148</b>
<b>Total Attendees:</b>	<b>1652</b>

The month of October began with a concert by Mambo Loco, thanks to the generosity of the Friends of the Riverhead Free Library. Defensive Driving and Senior Social programs top the list of most popular and most well attended programs this month.

**Processing & Receiving: David Troyan**

Technical Services has had another busy month. Simultaneous weeding projects have kept us inundated with carts that the AIS and YFS librarians have chosen for discard. Some are scheduled for replacement, but collection development is becoming much more judicious. Closer attention is being paid to the publication dates; we don't want to use an old book to replace an older book.

We deleted 2,447 items from Sierra, and we added 910 items. Our net total collection is reduced by 1,537. (In September, our collection size reduced by 2,651. That's over 5,000 items discarded in two months!) The additional space gained by these discards – especially in the Large Print and Science Fiction areas – provide room for the collection to breathe, grow

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organically, and be more attractive to the patrons. Science Fiction books that haven't been loaned since 2017 are currently being discarded. Large Print duplicates whose circulation has declined from the height of popularity were discarded in early November. We sent 17 boxes of discards to Better World Books, 51 books to the Veterans. Three carts of children book discards will go to St. John Paul II School in Riverhead.

Once the weeding has slowed down, we would like to consider separating the series DVDs from the movie DVDs. This will be done similar to the way the travel books have been placed in their own section. David credits Cassie Rankel for this idea (as well as for the Travel Section).

Cassie attended the Sierra Upgrade webinar. She was very enthused about beta testing the VEGA product. VEGA replaces the Encore product. We'll begin testing in earnest soon.

Cassie, Brittany, Alison continue their exceptional work. Amberlei is a terrific addition from Patron Services. She has a few hours with Technical Services as a floating clerk. With our weeding endeavors, every additional hand is needed.

David has three ongoing projects: Review of Loan Rules for Juvenile Card Holders, Examine Data from Decision Center regarding Circulation, and Review and change the Automatically Yours author, titles and number that are shipped to us. He is also continuing his work on the Library systems (web page, KnowBe4, Sierra, Gmail, etc.). As soon as he finishes the work of a pesky incomplete, he will begin mapping more library data for the benefit of RFL.

David attended three Rotary meetings in October.

Finally, October 25 marked the one-year anniversary of Genevieve Hettrick's passing. She was an order clerk here from 1984 until her passing. We all think about her frequently.

Unique Visitors:	4,521
Number of Visits:	8,631
Pages:	56,152
Hits:	518,279

### **Public Computer Usage:**

Total Stations:	46
Total Sessions:	709
Total Session Time:	27,697
Average Session Length:	39.06

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

- pick up grounds and outside garbage
- set up rooms for programs
- cleaned and did garbage when one service stopped cleaning
- cleaned closets so accolade could have space
- cleaned bathrooms twice a day
- Inside glass door got reinstalled
- got the mitten tree out of storage and set up
- set up portable wall and got picture hangers for Friends photography show winners
- cleaned some of the garage and got the tractor going for the winter

**Patron Services: Benjamin Granger**

Total Checkouts	5,281
Total Check Ins	5,500
Renewals	321
Holds	539
New Patrons	168
Curbside Items	39
Curbside Appointments	10
Door Count	9,529
Internal Use	575
Self-Check Out: Patrons	277
Self-Check Out: Items	267

**Achievements:**

- Continued to consistently lend out Wi-Fi hotspots.
- Played host to the coat drive which went extremely well. Coats were hung up on a coat rack in circulation and we helped bag and count the coats as it went along.
- Made approximately 75 student cards from school visits.
- Jack Lada helped weed the Science Fiction section by doing a shelf check for older or less frequently used books.
- Prepared for the Woman’s Club of Riverhead pajama/book donation drive set to start at the beginning of November, which is to be monitored by Helen Murray.
- Cleaned out the hold shelf of all items that were waiting too long.

**Youth & Family Services: Lauren Strong**

**Program Statistics**

**Total Youth and Family Services Program Sessions:** 36 Held/ 11 Canceled

**Total Infant Program Sessions:** 4 class/ 30 attendance

**Total Toddler Program Sessions:** 4 classes/ 64 attendance

**Total Preschool Program Sessions:** 3 classes/ 34 attendance

**Total Family Program Sessions:** 8 classes/ 102 attendance

**Total School Age Program Sessions:** 5 classes/ 40 attendance

**Total Teen Program Sessions:** 12 classes/ 39 attendance

**Passive Programming Activities:** 6 activities/ 96 attendance

**Teen Volunteers:** 17

**Community Service Hours Earned:** 21 hours

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**Number of Teens in Loft throughout the Month: 93**

**Video Game Usage: 17**

**Reference Questions**

**Total Children's Reference Questions: 300**

**Total Teen Reference Questions: 69**

**Monthly Focus:**

- We finished our back to school meetings, and started our Preschool Storytime visits with Head Start and Bright and Early Discoveries.
- We are still working on weeding juvenile nonfiction and finished weeding Children's Graphic Novels.
- We cleaned up Iron Pier Beach on October 15 and had other community service opportunities for the Great Give Back.
- We collected 175 coats for the Coat Drive.
- Lauren attended a training program on how to do a diversity audit of our collections using the database CollectionHQ.

Respectfully submitted,  
Kerrie McMullen-Smith  
Library Director

**COMMITTEE REPORTS:**

**PERSONNEL: (Friedrich)**

**11.9.22** David Friedrich entertained a motion to approve the Personnel and Payroll  
**1301** October report. Motion was moved by Susan Berdinka and seconded by William Sandback.  
**Motion Carried.**

**11.9.22** **RESOLUTION #22-432**  
**1302** **APPROVAL TO HIRE JESSICA M. MENDENHALL-KUNKLE**

**David Friedrich offered the following resolution, which was seconded by Susan Berdinka**

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS**, the Board of Trustees hereby approves to hire Jessica M. Mendenhall-Kunkle as a Part-Time Patron Services Clerk at the hourly rate of \$16.30, effective November 14, 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 Friedrich Yes Chinese Yes**

**Nelson Absent Alvarez Yes Berdinka Yes**

**Genchi Absent Sandback Yes Zeiger Yes**

**11.9.22**

**RESOLUTION #22-433**

**1303**

**APPROVAL TO PROMOTE LILIAN PEREZ TO LIBRARIAN TRAINEE**

**David Friedrich offered the following resolution, which was seconded by Carlos Alvarez**

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS**, the Board of Trustees hereby approves to promote Lilian Perez to Youth and Family Services Librarian Trainee at a bi-weekly salary of \$1,784.09, effective November 14, 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 Friedrich Yes Chinese Yes**

**Nelson Absent Alvarez Yes Berdinka Yes**

**Genchi Absent Sandback Yes Zeiger Yes**

**BUILDINGS, GROUNDS & EQUIPMENT:** (Zeiger) - Jeff advised there is nothing to add to the Director's report.

**POLICY, BYLAWS & OBJECTIVES:** (Nelson) - Nothing to report.

**FINANCE:** (Chinese) - Gina advised the committee has met to discuss the budget but has nothing formal to report as of yet. The next meeting is November 28th. Kerrie then confirmed that Al Coster will be coming to the next board meeting to give the annual audit report.

**FUNDRAISING:** (Berdinka) - Susan reported they had a meeting on November 1st and the annual appeal is starting to produce donations and once Ivan produces his report, and we have a coagulated number, they will press forward with a more formal appeal.

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

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**LIAISON REPORTS:**

**FRIENDS:** (Sandback)

William advised the last meeting was canceled but Kerrie advised they might schedule one for next Monday.

**SCLS:** (Bergmann)

Kerrie advised we need to approve the SCLS 2023 annual budget. Also complete trustee ballot. An explanation was given to new trustees about the services that SCLS provides.

**11.9.22**

**RESOLUTION #22-430**

**1304**

**APPROVAL TO ACCEPT THE 2023 SCLS OPERATING BUDGET**

**Janet O'Hare offered the following resolution, which was seconded by David Friedrich**

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS**, the Board of Trustees hereby accepts to approve the Proposed 2023 Operating Budget of the Suffolk Cooperative Library System, approved by the SCLS Board of Trustees on October 31, 2022, and authorizes the Board of Trustees 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 Absent Alvarez Yes Berdinka Yes**

**Genchi Absent Sandback Yes Zeiger Yes**

**11.9.22**

**RESOLUTION #22-431**

**1305**

**APPROVAL TO ACCEPT SUSAN BERGMANN AS SCLS TRUSTEE**

**Janet O'Hare offered the following resolution, which was seconded by Carlos Alvarez**

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS**, the Board of Trustees hereby approves to cast our vote for Susan Bergmann to represent the Town of Riverhead and Southold on the SCLS Board, for the term of January 4, 2023 - December 31, 2025, and hereby 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 **Friedrich** Yes **Chinese** Yes

**Nelson** Absent **Alvarez** Yes **Berdinka** Yes

**Genchi** Absent **Sandback** Yes **Zeiger** Yes

**UNFINISHED BUSINESS:** William Sandback saw on Kerrie's director's report that Marie has been picking up after the homeless and asked if the homeless sleeping on the grounds was an ongoing problem. Kerrie advised it was but the guards do a good job of keeping them from camping on the property and the police patrol often. He asked if there are any organizations that can help and Catherine advised there are people who are trying to help but it's hard as some organizations have lost a lot of volunteers.

**NEW BUSINESS:** Nothing to report

**PERIOD OF BOARD EXPRESSION:** Janet commented that the newsletter looked awesome and that she hopes everyone reads it. She is impressed with all the programs going on, even without having the downstairs open. She is proud of the Library trying to accommodate all the different groups that are being put in any available open space.

Kerrie advised that we had an excellent response to our coat drive and hundreds of coats were donated. John O'Sullivan, head of security, gives them to a non-profit that distributes them at a dinner around Thanksgiving. It was nice that our community and staff really stepped up.

**PERIOD OF PUBLIC EXPRESSION:** None

**11.9.22** President O'Hare entertained a motion to adjourn the October 12, 2022 regular  
**1306** regular meeting of the Board of Trustees. Motion was moved by David Friedrich  
and seconded by Susan Berdinka.  
**Motion Carried.**

Meeting was adjourned at 7:22 pm.

Respectfully submitted,  
KGN