

APPROVED

**Minutes
Regular Meeting of the Board of Trustees
Riverhead Free Library
October 13, 2021**

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

Absent: Annette Totten, Trustee

Director: Kerrie McMullen-Smith

Assistant Director: Stephanie McEvoy

Friends: Louise Wilkinson

Staff: Patti Sepulveda-Giebfried

The regular meeting of the Board of Trustees was called to order on October 13, 2021 at 6:35PM. The Board was provided with an agenda, board packets and previous minutes.

Ruth Nelson led those present in the Pledge of Allegiance.

10.13.21 President O'Hare entertained a motion to approve the agenda. Motion was
1056 moved by David Friedrich and seconded by Ruth Nelson
Motion Carried.

10.13.21 President O'Hare entertained a motion to approve the minutes from the
1057 regular meeting of September 14, 2021. The motion was moved by Ruth
Nelson and seconded by David Friedrich.
Motion Carried.

PERIOD OF PUBLIC EXPRESSION: None at this time.

10.13.21 David Friedrich entertained a motion to approve the bills for the month of
1058 September 2021. Motion was moved by Monique Genchi and seconded by Ruth
Nelson.
Motion Carried.

10.13.21 David Friedrich entertained a motion to approve the receipts and disbursements
1059 for the month of September 2021. The motion was moved by Susan Berdinka
and seconded by Ruth Nelson.
Motion Carried.

10.13.21 David Friedrich entertained a motion to approve the warrant 21-10-1 general fund
1060 checking (People's). The motion was moved by Ruth Nelson and seconded by
Monique Genchi.
Motion Carried.

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**10.13.21
1061** David Friedrich entertained a motion to approve the warrant 21-10-2 general fund money market (Dime). Motion was moved by Ruth Nelson and seconded by Amy Wood.

Motion Carried.

**10.13.21
1062** David Friedrich entertained a motion to approve the warrant 21-10-3 general fund payroll (Dime). The motion was moved by Ruth Nelson and seconded by Monique Genchi.

Motion Carried.

**10.13.21
1063** David Friedrich entertained a motion to approve the warrant 21-10-4 capital project fund Yellow Barn. The motion was moved by Ruth Nelson and seconded by Susan Berdinka.

Motion Carried.

**10.13.21
1064** David Friedrich entertained a motion to approve the bank reconciliation for the month of September 2021. The motion was moved by Ruth Nelson and seconded by Amy Wood.

Motion Carried.

CORRESPONDENCE:

Janet O'Hare read a thank you card from Barbara McMullen for the flowers she received.

DIRECTOR'S REPORT:

Riverhead Free Library
September 2021

10/13/2021

Day to day operations

Services & Statistics

- We had just over 8,200 patrons visit the library in the month of September.
- The Emergency Connectivity Fund has awarded us \$1,300.00 to purchase WIFI hotspots to lend to our patrons.
- We are updating our library card. The solid mustard card will be for children, the blue card for teens and the green card for adults.

Community

- On September 2, the Long Island Cares mobile food pantry served 24 families and on October 7, they served 20 families.
- We have collected 580 pounds of food donations, from our generous patrons, for the Long Island Cares local food pantries.
- Island Harvest was in the RFL parking lot on September 20. They served 89 seniors.

Finance

- We have received our first 2021-2022 contract payment for the school district in the amount of \$980,697.75
- As of October 8, 2021, RFL has received \$143,792.15 in donations for our Yellow Barn restoration and maintenance project.

Personnel

- Patron Services Coordinator, Chryso Tsoumpelis, has resigned effective October 15.
- Digital Media & Marketing Associate, Kevin Salvaggio, has resigned effective October 15.
- Part-time bookkeeper, Melissa Vermey, has resigned effective September 21.
- We are currently canvassing to fill these positions.
- I recommend Patrick Tuminski, who is currently a temporary employee, become a permanent part-time clerk.
- On October 7, we had an all staff meeting where I reviewed our Airborne Infectious Disease Exposure Prevention Plan with our staff.

Buildings & Grounds & Technology

- I recommend we hire Emerald Landscaping to install the Yellow Barn memorial brick courtyard.

Policy and By Laws

- I recommend we update our Family and Medical Leave policy, and our Insurance Benefits policy.
- I recommend we establish a Health Insurance Buyout policy.

Assistant Director / Adult & Information Services: Stephanie McEvoy

The Adult Reference department welcomed our new Adult Program Coordinator, Jenny Bloom on September 20th. Jenny brings good experience and creative ideas. I look forward to the adult staff collaborating with her on future programming. Kevin Salvaggio resigned on September 17th. Kevin Salvaggio has been very helpful in sharing relevant information with Jenny relating to past programming procedures and contacts.

After much success throughout the spring and summer the seed library will close for the winter on Friday, October 8th. As the monthly stats illustrate the community enjoyed the opportunity to grow their own flowers, herbs and vegetables. Grab-and-Go Garden Kits were extremely popular. Creating and organizing these kits, seed inventory and coordinating registration and distribution was done effortlessly by Pam. Additionally, the Staff Picks reader advisory project that she curates has staff from across departments contributing their recommendations and the community steadily makes selections from the Staff Picks display. She revises the list and the display every 2 weeks and shares the selections on social media. Win-win for staff and community engagement.

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- Weekly meetings with the project manager at Library Market continued throughout the month of September. Lauren has joined the implementation team and has been very helpful.
- With prior Board approval I finalized the contract with Absolute Clean to begin the exterior work on the Yellow Barn. That work began on September 27th and is currently ongoing. All is going well and progress has been good.
- I met with Frank of LoCascio Construction to discuss the exterior trim repair work that needs to be done after the lead paint is removed and before the new paint is applied. It was previously agreed that this phase of the carpentry work would be done as T & M (time and material) as the extent of the required work was unclear until the paint was removed and could not be included in the phase 1 interior work.
- With prior Board approval I finalized the contract for the infrared scan of the roof with IR Analyzers. The scan is scheduled for October 7th, weather permitting.
- With prior Board approval I finalized the contract with Parkline Asphalt to perform repairs and maintenance to our parking lot. The work was done on September 30th, October 6th and 12th.

Electronic Resources Stats

| | July 2021 | August 2021 | September 2021 |
|------------------------|------------------|--------------------|-----------------------|
| Database usage | 6800 | 2778 | 2474 |
| eBook downloads | 4005 | 4211 | 3803 |
| Audiobook downloads | 1750 | 1853 | 1879 |
| Video downloads | 2 | 0 | 0 |
| New Overdrive Users | 20 | 28 | 35 |
| Universal Class | | | |
| New registrants | 43 | 55 | 46 |
| New Courses | 130 | 200 | 163 |
| Videos Watched | 2802 | 3945 | 2665 |
| Login Sessions | 970 | 1372 | 1006 |

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|-----------------------------|---|---|---|
| Lessons Viewed | 4626 | 6903 | 4445 |
| Student submissions | 1549 | 2216 | 1689 |
| Kanopy | | | |
| Visits | 920 | 1033 | 801 |
| Page views | 1203 | 1354 | 1033 |
| Plays | 194 | 163 | 146 |
| Minutes | 6464 | 5451 | 4710 |
| Flipster emagazines | 351 | 340 | 350 |
| Miscellaneous | July 2021 | August 2021 | September 2021 |
| Seeds by mail | 61 packets 25 Salad Garden Kits (75 packets) 136 Seed Packets Total | 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 |
| One-on-One Tech Time | 9 sessions in person | N/A | 7 |
| Museum Passes | 9 | 9 | 9 |

Constant Contact Stats

| <u>Time Sent</u> | <u>Campaign Name</u> | <u>Send</u> <u>s</u> | <u>Open</u> <u>s</u> | <u>Open Rate</u> |
|------------------|-----------------------|-------------------------|-------------------------|------------------|
| 9/3/2021 17:01 | Programs 9/6 - 9/10 | 5832 | 1097 | 18.90% |
| 9/9/2021 10:02 | E-newsletter 9/9/2021 | 5825 | 982 | 16.90% |

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|--------------------|---------------------------|------|------|--------|
| 9/10/2021 17:01 | Programs 9/13 - 9/18 | 5828 | 1094 | 18.90% |
| 9/15/2021 17:03 | Project Hope | 5909 | 1067 | 18.10% |
| 9/20/2021 12:06 | Programs 9/20 - 9/25 | 5815 | 1054 | 18.20% |
| 9/22/2021 17:00 | Army of Eve Concert | 5904 | 1277 | 21.70% |
| 9/23/2021 10:09 | E-newsletter 9/23/2021 | 5806 | 973 | 16.90% |
| 9/27/2021 11:55 | Programs 9/27 - 10/02 | 5808 | 1095 | 19% |

Local History: James Provencher, Local History Coordinator

- Procured 9/11 Newspaper collection.
- Researched historic maps of Jamesport and surrounding area as well as genealogical research for a patron.
- Collaborated with and arranged for a program to be done at RFL by Suffolk County Historical Society.
- Helping several patrons with genealogical research.
- Procured historic newspaper collection containing end of WW II headlines and other historic events.
- Signed up for and began a free two-week class on “The Ten Agents of Deterioration” offered by DHPSNY (Documentary Heritage & Preservation Services of New York)
- Attended Ask an Archivist series “Deaccessioning Do’s and Don’ts”.

Adult Programming: Jenny Bloom, Adult Program Coordinator

I am very happy to join the staff and look forward to working to support the library’s Mission and our community. While I navigate my first time coordinating our program planning and newsletter production, I am excited to work on opportunities to engage our Patrons and offer responsive service. For October, we are asking for participants to fill out comment cards and readying a book club survey to expand upon our discussion groups.

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|------------------------------|-----------------------|
| Total Adult Programs: | September 2021 |
| In Person: | 38 |
| Virtual: | 29 |
| Total Attendees: | |
| In Person: | 265 |
| Virtual: | 536 |

Top three attended programs in September:

- Garden of Eve Concert (70+ people attended)
- Virtual Breathe Together (averages 44 people per session)
- Chair Yoga (averages 43 people per session)

Of note:

- Senior Singles in-person remains popular (13 attendees at On the Docks Grill)
- Defensive Driving Class filled up quickly. In response, two sessions are scheduled for October and one for November to meet demand.

Patron Services: Chryso Tsoumpelis

Statistics: ● Total checkouts - 5,509 ● New Library Cards- 181 ● Library Card Renewals - 443 ● Curbside Pick Up Appointments: 20 ● Total Curbside Items: 25 ● Total Booked Appointments: 159 ● Achievements: ● Account resolution and improved material management ● Thousands of item records checked for and corrected statuses ● “In transit too long” list cleaned and updated ● Updating Circ department records and procedure manual ● Positive patron feedback concerning public services and customer service

Computer Information Services: John Eickwort

- Started to replace all the computers that were taken from the computer lab and organize it to restore it to its original state.
- Started reconfiguring some of these computers that were taken and set up for other areas of the library as they were needed.
- Started and finished closing Data ports to the internal network and put the phone lines that are in the marketing office into the walls and ceiling to make sure they are not accessible to the public.

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- Came up with a printing solution for the Career Center
- Updated the firmware and software of all of the Access Points throughout the library to the most recent version since they released a large update.
- Finalized ordering new computers for all of the service desks in the library and am waiting for the computers to arrive so they can be built and deployed.
- Downloaded an update for Sage accounting software and will install so it is upgraded to the newest version.
 - The forums have had posts outlining issues with the new software so I am waiting to see if they are resolved before upgrading it.
- Documentation started being created on basic computer usage and how to use certain applications on computers.
- Went through and got rid of very old IT supplies that have been stored in a closet for a long time.
- Most of the stuff were wires and garbage that has been held onto for too long.

Usage Statistics:

| | |
|------------------------------|-------|
| Total Sessions | 740 |
| Total Sessions Length (min) | 29426 |
| Average Session Length (min) | 39.76 |

**6 Sessions of personal device support was given in the month of September.

Processing & Receiving: David Troyan

Technical Services added 822 items and deleted 507 items

Ingram – a second book supplier – sent a memo to its customers describing anticipated supply chain problems. We need to place orders as soon as items are available (even if they are available for preorder). Ingram has been quicker to deliver items than Baker & Taylor, but this latest memo might cause a readjustment into our thinking of vendors.

1. Speaking of vendors, we have been fortunate that we have had two book vendors. David's been speaking with his colleagues. Some have only one vendor. If they are not serviced well, they could be stuck in a bad situation. As previously stated, we have the ability to spread our orders between two book vendors depending upon the better service provider at any moment.
2. The Tech Services department continues to work safely during this COVID era. PPE is well-stocked.

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3. Cassie Rankel has processed 202 Children's books, 80 YA books, 95 periodicals. She has also placed orders for Children's, YA, and media. This is in addition to repairs, deletions, and changes to items. She also added 261 records into Sierra.
4. Brittany Folkes processed 145 adult books, 36 AV materials, and received 60 packages. She also processed numerous replacements and patron requests.
5. There is nothing new on the web site.

September Website Stats:

| | |
|-------------------|---------|
| Unique Visitors: | 4,107 |
| Number of Visits: | 8,098 |
| Pages: | 50,665 |
| Hits: | 379,725 |

Building, Grounds & Maintenance: Marie LaDonne

I emptied most of the old computer equipment (monitors , keyboards, wires) out of the projection room closet and brought in all the folding chairs from the garage.

I emptied out and disinfected the chair closet in the open room.

I cleaned out the closet in the basement hall put the computer rack in there for supplies

I was here for the outdoor concert to make sure everything ran smoothly.

I am still monitoring the strike force cleaning company's work.

I started emptying the shelf storage closet.

Youth & Family Services: Lauren Strong

Monthly Focus:

- Lauren has trained Nicole, Alex, and Kelsey to do High School Orientation visits. Collectively, we saw 17 classes.
- Lauren has been working on LibraryMarket with Stephanie, David, and John. She has worked on setting up the room set-up, inputting the days the library is closed in the calendar, and working on the color codes.
- We have collected a total of 580 pounds of food for the local food pantries.
- Barbara and Karen have gotten in contact with 5 preschools and will start visits in the beginning of October.
- Lauren has scheduled Breakout EDU visits with all of the 5th and 6th grade classes at Pulaski for October and November
- We are starting to develop our TikTok more to include children's books and content for parents

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- Barbara is currently weeding our Easy Readers collection to weed out damaged and outdated books.
- Lauren is working on developing the Children's and Teens graphic novel and Manga collections further
- 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.

Program Statistics

Total Youth and Family Services Program Sessions: 21 Held/5 Cancelled

Total Infant Program Sessions: 2 classes/ 35 attendance

Total Toddler Program Sessions: 5 classes/ 84 attendance

Total Preschool Program Sessions: 4 classes/ 31 attendance

Total Family Program Sessions: 3 classes/56 attendance

Total School Age Program Sessions: 6 classes/51 attendance

Total Teen Program Sessions: 6 classes/32 attendance

Passive Programming Activities: 4 activities/ 74 attendance

Teen Volunteers: 7

Community Service Hours Earned: 8.5

Number of Teens in Loft throughout the Month: 42

Video Game Usage: 12

Reference Questions

Total Youth and Family Services Reference Questions: 445

Respectfully submitted,

Kerrie McMullen-Smith

Library Director

COMMITTEE REPORTS:

PERSONNEL: (*Zeiger)

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**10.13.21 RESOLUTION #21-353
1065 APPROVAL TO MAKE TEMPORARY PART-TIME CLERK, PATRICK TUMINSKI, A
PERMANENT PART-TIME CLERK**

Jeff Zeiger offered the following resolution, which was seconded by Amy Wood

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS, the Board of Trustees hereby approves to make temporary part-time clerk, Patrick Tuminski, a permanent part-time clerk at the hourly rate of \$15.90, effective October 13, 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 Absent Wood Yes

**10.13.21 Resolution #21-354
1066 APPROVAL FOR SUSAN CULVER TO RECEIVE EMPLOYEE RECOGNITION
AWARD**

Jeff Zeiger offered the following resolution, which was seconded by Amy Wood

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS, the Board of Trustees hereby approves Susan Culver to receive a \$750 stipend for going above and beyond while administration was short staffed, effective October 13,2021 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 Absent Wood Yes

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POLICY, BY-LAWS & OBJECTIVES; (*Nelson)

10.13.21 Resolution #21-355
1067 APPROVAL TO UPDATE THE FAMILY AND MEDICAL LEAVE OF 1993
POLICY

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

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS, the Board of Trustees hereby approves to update the Family medical Leave of 1993 Policy, effective October 13, 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 Absent Wood Yes

10.13.21 Resolution #21-356
1068 APPROVAL TO UPDATE THE INSURANCE BENEFITS POLICY

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

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS, the Board of Trustees hereby approves to update the Insurance Benefits Policy, effective october 13,2021 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 Absent Wood Yes

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10.13.21 Resolution #21-357
1069 APPROVAL TO ESTABLISH A HEALTH INSURANCE BUYOUT POLICY

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 establish a Health Insurance Buyout Policy, effective October 13, 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 Absent Wood Yes

FINANCE: (*Friedrich)

10.13.21 David Friedrich moved to approve the Personnel and Payroll Payroll report for
1070 the month of September 2021. Motion was seconded by Ruth Nelson .
Motion Carried.

FUNDRAISING: (*Friedrich)

David Friedrich reported to the board on the options for the memorial bricks and the plaques. Discussion followed and all were in agreement that all three color bricks should be used and the tree with the multicolored leaves for the plaques.

10.13.21 David moved that we purchase an Acorn plaque to put at the bottom of the tree
1071 in appreciation to Martin Sendlewski for donating his services to the preservation
of the Yellow Barn. Motion seconded by Susan Berdinka.
Motion Carried.

10.13.21 David moved that we purchase the bricks in the multitude of colors to be
1072 aesthetically pleasing. Motion was seconded by Suan Berdinka.
Motion Carried.

BUILDINGS, GROUNDS & EQUIPMENT: (*Zeiger)

Jeff reported that they are continuing to access the scope of the HVAC project.

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10.13.21 Resolution #21-358
1073 APPROVAL TO CONTRACT WITH EMERALD LANDSCAPING, INC.

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 Emerald Landscaping, Inc. for the installation of the Memorial Courtyard for \$8,000 to be paid from the Yellow Barn Restoration & Maintenance account, effective October 13, 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 Absent Wood Yes

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

LIAISON REPORTS:

FRIENDS: (*Berdinka)
Meeting is next Monday.

SCLS: Nothing to report.

UNFINISHED BUSINESS:

Discussion about mask mandate and that it will remain in place for now and will be revisited on a monthly basis.

NEW BUSINESS: Nothing to report.

PERIOD OF BOARD EXPRESSION: None

PERIOD OF PUBLIC EXPRESSION: None

10.13.21 Motion was entertained by Janet O'Hare to adjourn the October 13, 2021 regular
1074 meeting of the Board of Trustees. Motion was moved by David Friedrich and
seconded by Susan Berdinka.
Motion Carried.

APPROVED

Meeting was Adjourned at 7:01 PM.

Respectfully Submitted,

Ruth Nelson/kgn