

APPROVED

**Minutes**  
**Regular Meeting of the Board of Trustees**  
**Riverhead Free Library**  
**October 12, 2022**

**Present:** Janet O'Hare, President; David Friedrich, Vice-President; Ruth Nelson, Secretary; Carlos Alvarez, Trustee; Susan Berdinka, Trustee; Monique Genchi, Trustee; William Sandback, Trustee; Jeff Zeiger, Trustee

**Absent:** Gina Chinese, Treasurer

**Director:** Kerrie McMullen-Smith

**Assistant Director:** Catherine Montazem

**Staff:** Keri Grace Najdzion

The regular meeting of the Board of Trustees was called to order on October 12, 2022 at 6:30 pm. The Board was presented with an agenda, board packet and previous minutes.

Susan Berdinka led those present in the Pledge of Allegiance.

**10.12.22** President O'Hare entertained a motion to approve the amended agenda. Motion  
**1277** was moved by David Friedrich and seconded by Susan Berdinka.  
**Motion Carried.**

**10.12.22** President O'Hare entertained a motion to approve the minutes from the regular  
**1278** board meeting of September 14, 2022. Motion was moved by David Friedrich  
and seconded by William Sandback.  
**Motion Carried.**

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

**10.12.22** David Friedrich entertained a motion to approve the bills for the month of  
**1279** September 2022. Motion was moved by Susan Berdinka and seconded by Ruth  
Nelson.  
**Motion Carried.**

**10.12.22** David Friedrich entertained a motion to approve the receipts and disbursements  
**1280** for the month of September 2022. Motion was moved by Ruth Nelson and  
seconded by Carlos Alvarez.  
**Motion Carried.**

**10.12.22** David Friedrich entertained a motion to approve warrant **22-10-1** general fund  
**1281** checking. Motion was made by Ruth Nelson and seconded by Monique Genchi.  
**Motion Carried.**

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**10.12.22** David Friedrich entertained a motion to approve warrant **22-10-2** general fund  
**1282** money market. Motion was moved by Ruth Nelson and seconded by William Sandback.

**Motion Carried.**

**10.12.22** David Friedrich entertained a motion to approve warrant **22-10-3** general fund  
**1283** credit card processing account. Motion was moved by Ruth Nelson and seconded by Susan Berdinka.

**Motion Carried.**

**10.12.22** David Friedrich entertained a motion to approve warrant **22-10-4** general fund  
**1284** money market. Motion was moved by Ruth Nelson and seconded by Monique Genchi.

**Motion Carried.**

**10.12.22** David Friedrich entertained a motion to approve warrant **22-10-5** general fund  
**1285** payroll. Motion was moved by Ruth Nelson and seconded by Monique Genchi.

**Motion Carried.**

**10.12.22** David Friedrich entertained a motion to approve warrant **22-10-6** yellow barn.  
**1286** Motion was moved by Ruth Nelson and seconded by Monique Genchi.

**Motion Carried.**

**10.22.22** David Friedrich entertained a motion to approve the bank reconciliation for  
**1287** September 30, 2022. Motion was moved by Ruth Nelson and seconded by Monique Genchi.

**Motion Carried.**

**CORRESPONDENCE:**

Catherine read a lovely thank you card from Ruth Nelson regarding the sympathy basket sent from the Library Trustees and staff.

**Director's Report:**  
September 2022

10/12/2022

**Day to day operations**

**Statistics, Services & Community**

- We had just over 9,700 patrons visit the library in September.
- Island Harvest was at the library on September 12, serving 225 people.
- Long Island Cares mobile food pantry was in our parking lot on September 1, serving 29 families.

**Personnel**

- James Moeller, part-time computer services technician, has resigned effective 9/26/22.

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- Patrick Tuminski, part-time computer clerk, has resigned effective 9/30/22.

**Buildings & Grounds & Technology**

- On September 15, Adept Technology began to evaluate the technology and computer systems at RFL and have been working to ensure that all our IT systems are functioning and secure.
- All the reports and findings are in and we are finally ready to move forward with the mold remediation. I recommend the following:
  - Engage services with Rainbow International of Long Island
  - Engage services with Cunningham Airduct & Chimney Services

**Finance**

- On October 6, 2022, we received our first 2022-2023 contract payment from the school district in the amount of \$1,003,941.50
- As of October 7, 2022, RFL has received \$149,995.23 in donations for our Yellow Barn restoration and maintenance project. Expenses are at \$72,319.17 with a remaining balance of \$77,676.06.

**Fundraising**

- We will be running our 2022 Annual Appeal in our November/December newsletter. Searles has prepared an envelope for donations, which will be included in the center of our newsletter.

**Assistant Director:**

- On Tuesday, September 6th we launched our partnership with SUNY Stony Brook's School of Social Welfare to provide our community with our own Social Work Intern.
- Our Department of Labor (DOL) partnership commenced on Wednesday, September 7th.
- We attended the registration event for ESL and GED classes at Eastern Suffolk BOCES Literacy Zone on Thursday, September 8 from 5:30-8pm.
- We began our partnership with Stony Brook Medicine Healthy Libraries Program (HeLP).
- We staffed a table at the Yaphank "Walk to End Alzheimer's" event held at Suffolk County Farm on September 24th.

**Adult & Information Services: James Provencher**

**Social Media**

Instagram, 1,252 with 11 new followers with 4,900 impressions

Facebook Likes: 970

Facebook Followers: 1,236

Twitter Followers: 1349

**Electronic Resources Stats**

	<b>July</b>	<b>August</b>	<b>Sept</b>
<b>Database usage</b>	1539	1582	2282

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eBook downloads	4326	4372	3847
Audiobook downloads	2166	2208	5985
Video downloads	0	1	0
New Overdrive Users	34	36	27
<b>Universal Class</b>			
New Registrants	12	2	2
New Courses	72	21	12
Videos Watched	1294	218	233
Login Sessions	154	34	41
Lessons Viewed	2154	365	305
Student Submissions	2085	459	421
<b>Kanopy</b>			
Visits	970	914	675
Page Views	1256	1255	902
Plays	170	174	106
Minutes	7090	5976	4873
<b>Flipster emagazines</b>	237	301	280

	<b>July 2022</b>	<b>Aug 2022</b>	<b>September 2022</b>
<b>Library Seed</b>	Seed packets Distributed: 114	Seed packets Distributed: 92	Seed packets Distributed: 45
<b>One-on-One Tech Time</b>	44	21	19
<b>Museum Passes</b>	26	32	23
<b>ENL Attendance</b>	75	91	90
<b>Literacy Suffolk Students Served</b>	1	7	10
<b>Notary Stamps</b>	57	88	128

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<b>Reference Questions</b>	2204	2170	2068
<b>HIICAP</b>	0	3	4
<b>SCORE</b>	0	2	2
<b>Career Advisor</b>	4	2	3

**Constant Contact for the month of September (transitioning to Libraryaware)**

<b>Date Sent:</b>	<b>Campaign Name:</b>	<b>Sends:</b>	<b>Opens:</b>	<b>Open Rate:</b>
9/2/22	Programs 9/05-9/10	6641	2295	35%
9/9/22	Programs 9/12-9/17	6634	2328	35%
9/16/22	Programs 9/19-9/24	6608	2579	39%
9/23/22	Programs 9/26-10/01	6590	2563	39%

**Adult Programming Report:**

<b>Total Adult &amp; Senior Programs:</b>	<b>September 2022</b>
<b>In Person:</b>	<b>93</b>
<b>Virtual:</b>	<b>30</b>
<b>Hybrid:</b>	<b>10</b>
<b>Total Adult Programs:</b>	<b>133</b>
<b>Total Attendees:</b>	<b>1772</b>

September started out with The East End Trio performing an outdoor concert sponsored by the Friends of the Riverhead Free Library. About 100 people brought their lawn chairs and enjoyed the music. This month Virtual Zumba Gold became a hybrid class. This exercise program sponsored by the Friends has about 10-15 ladies exercise while Irina is projected on the screen in the Library's Browsing Room.

**Processing & Receiving: David Troyan**

Technical Services had a busy September. There was a concerted effort by the AIS and YFS departments to remove books from our collection. These items are reviewed by librarians to quality, utility, and usage. Space consideration is also a determining factor. Extensive "weeding" has not been done since before the COVID shutdown. So, in September we added 908 Items and Deleted 3,556 Items. To provide perspective, in the past six months Technical Services deleted:

1,391 (Aug), 759 (Jul), 449 (Jun), 401 (May), 494 (Apr), 401 (Mar).

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We are nearly triple over August (when the weeding project was started), and over 3,000 from the average from March to July. There are so many items currently deleted that there is a scarcity of available carts for circulation and other departments. Better World Books have taken 18 boxes of books, the Veterans Group took 34 boxes, the Yellow Barn took 4 boxes, and some went to the Riverhead Charter School.

Large print fiction and DVDs were also weeded. The removal of duplicate titles will create additional space for newly acquired materials.

790 Manga books were reclassified to conform with our standard labeling. Alison, Amberlei, and Cassie worked on this time consuming project. The Teen Loft will be better for all of this work. Graphic Novels will be next on the reprocessing list.

David also provided IT assistance to the library — resetting passwords, updating the web site, analyzing of Gmail user accounts — during Adept's initial work at RFL.

### Website Statistics:

Unique Visitors: 4,230  
Number of Visits: 8,437  
Pages: 54,436  
Hits: 487,746  
Bandwidth: 78.93 GB

### Building, Grounds & Maintenance: Marie LaDonne

- fixed fence on side of building
- picked up and disposed of blankets, pillows, clothes and garbage in the stairwells and the grounds, left by homeless sleeping on library grounds
- emptied outside garbage regularly
- showed the building numerous times to building workman and advisers to inspect for remediation
- Called Briscoe about fault in lines. Three CO detectors were faulty. We have seven so we will be replacing them all. They had to be ordered
- checked and cleaned drains on the roof
- painted Catherine's office
- cleaned and set up the bathrooms twice a day
- consulted and set up programs everyday
- still doing everything the cleaning company has missed

### Patron Services: Benjamin Granger

Total Checkouts	5,261
Total Check Ins	5,726
Renewals	281

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Holds	542
New Patrons	109
Curbside Items	9
Curbside Appointments	5
Door Count	9,753
Internal Use	1,758
Self-Check Out: Patrons	303
Self-Check Out: Items	295

**Achievements:**

- Continued to consistently lend out hot spots.
- Frequently lent out Blood Pressure Kits, helped in part by a visit from Stony Brook students doing free blood pressure readings.
- Helped with continuing weeding efforts by sorting books returning to the shelves.
- Workshopping new additions to the library of things, including bike locks.
- Merged departments with the computer lab staff.
- 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:** 39 Held/ 2 Canceled

**Total Infant Program Sessions:** 4 class/ 26 attendance

**Total Toddler Program Sessions:** 5 classes/ 96 attendance

**Total Preschool Program Sessions:** 7 classes/ 47 attendance

**Total Family Program Sessions:** 6 classes/ 40 attendance

**Total Teen Program Sessions:** 13 classes/ 34 attendance

**Passive Programming Activities:** 6 activities/ 84 attendance

**Teen Volunteers:** 7

**Community Service Hours Earned:** 7

**Number of Teens in Loft throughout the Month:** 106

**Video Game Usage:** 10

**Reference Questions**

Total Children's Reference Questions: 331

Total Teen Reference Questions: 36

**Monthly Focus:**

- Lauren, Vivien, and Nicole attended many Back to School Orientations at the Riverhead High School. We were able to present what the Riverhead Free Library can offer them.

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- Lauren, Nicole, Barbara and Alex attended Open house at Pulaski, Riley, Phillips, and Aquebogue schools. We were able to connect with many parents and explain what library services we have available in our Department.
- We are still working with Tech Services on several weeding projects.
- Lauren attended a 2 Day Digital Literacy workshop at SCLS.
- Lauren has worked on planning a networking event for all Suffolk County Librarians regarding Tween Maker Spaces.

Respectfully submitted,  
Kerrie McMullen-Smith  
Library Director

**COMMITTEE REPORTS:**

**PERSONNEL:** (Friedrich)

**10.12.22** David Friedrich entertained a motion to approve the Personnel and Payroll  
**1288** September report. Motion was moved by Susan Berdinka and seconded by Ruth Nelson.  
**Motion Carried.**

**BUILDING, GROUNDS & EQUIPMENT:** (Zeiger)

**10.12.22** **RESOLUTION #22-428**  
**1289 APPROVAL TO CONTRACT WITH CUNNINGHAM AIR DUCT & CHIMNEY SERVICES**

**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 contract with Cunningham Air Duct & Chimney for HVAC cleaning and Flex Replacement in the sum of \$36,510.00, effective October 12, 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 Absent**

**Nelson Yes Alvarez Yes Berdinka Yes**

**Genchi Yes Sandback Yes Zeiger Yes**



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10.12.22

**RESOLUTIONS #22-429**

**1290 APPROVAL TO CONTRACT WITH RAINBOW INTERNATIONAL OF LONG ISLAND**

**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 contract with Rainbow International of Long Island for Mold Remediation in the sum of \$43,778.92 effective October 12, 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 Absent**

**Nelson Yes Alvarez Yes Berdinka Yes**

**Genchi Yes Sandback Yes Zeiger Yes**

Janet advised the remediation work will start tomorrow and the Library will be closed to the public on Monday, October 17, 2022. All programs or reservations scheduled for that day have been canceled or rescheduled.

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

**FINANCE:** (Chinese) - Nothing to report

**FUNDRAISING:** (Berdinka)

Susan advised there was a meeting on September 22nd on the agenda was the immediate need for capital improvements estimated at at least a million dollars. The decision was made to do an annual appeal which will appear in the next newsletter. David asked if we have received the money from the grant Jodi Giglio secured for us for the Yellow Barn. It has not come yet.

**PLAN OF SERVICE:**

**LIAISON REPORTS:**

**FRIENDS:** (Sandback)

William advised there was a virtual meeting and there is nothing to report.

**SCLS:** (Bergmann)

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Janet advised we nominated Susan Bergmann to be our representative.

**UNFINISHED BUSINESS:**

William asked if we do virtual notarization. Kerrie advised we do not. William wondered if there might be a better way to handle the pick up section where patrons are notified their reserved items are in. It is presently shelved in alphabetical order. He witnessed someone who had difficulty bending over to get their book from the bottom shelf. Kerrie mentioned they can ask the circulation desk staff to assist them. Janet asked if there have been any complaints and she indicated there hasn't been.

**NEW BUSINESS:** Nothing to report

**PERIOD OF BOARD EXPRESSION:** None

**PERIOD OF PUBLIC EXPRESSION:** None

**10.12.22** President O'Hare entertained a motion to adjourn the October 12, 2022  
**1291** regular meeting of the Board of Trustees. Motion was moved by Susan Berdinka and seconded by Monique Genchi.  
**Motion Carried.**

Meeting was adjourned at 7:23 pm.

Respectfully submitted,  
Ruth Nelson/kgm  
BOT Secretary