

APPROVED

**Minutes  
Regular Meeting of the Board of Trustees  
Riverhead Free Library  
September 14, 2021**

**Present:** Janet O'Hare, President; Jeff Zeiger, Vice President; David Friedrich, Treasurer; Ruth Nelson, Secretary; Susan Berdinka, Trustee; Monique Genchi, Trustee; Annette Totten, Trustee; Amy Wood, Trustee.

**Absent:** Marilyn Banks-Winter

**Director:** Kerrie McMullen-Smith

**Assistant Director:** Stephanie McEvoy

The regular meeting of the Board of Trustees was called to order on September 14, 2021 at 6:33 PM. The Board was provided with an agenda, board packets and previous minutes.

Ruth Nelson led those present in the Pledge of Allegiance.

**9.14.21  
1037** President Janet O'Hare entertained a motion to approve the amended agenda. Motion was moved by David Friedrich and seconded by Ruth Nelson.  
**Motion Carried.**

**9.14.21  
1038** President Janet O'Hare entertained a motion to approve the minutes from the regular meeting of August 11, 2021. The motion was moved by David Friedrich and seconded by Susan Berdinka.  
**Motion Carried.**

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

**9.14.21  
1039** David Friedrich entertained a motion to approve the bills for the month of August 2021. The motion was moved by Janet O'Hare and seconded by Ruth Nelson.  
**Motion Carried.**

**9.14.21  
1040** David Friedrich entertained a motion to approve the receipts and disbursements for the month of August 2021. The motion was moved by Ruth Nelson and seconded by Amy Wood.

**9.14.21  
1041** David Friedrich entertained a motion to approve warrant #21-9-1 general fund checking (People's). The motion was moved by Janet O'Hare and seconded by Ruth Nelson.  
**Motion Carried.**

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**9.14.21  
1042** David Friedrich entertained a motion to approve warrant #21-9-2 general fund money market (Dime). The motion was moved by Janet O'Hare and seconded by Ruth Nelson.

**Motion Carried.**

**9.14.21  
1043** David Friedrich entertained a motion to approve warrant #21-9-3 general fund money market (Dime) to operating account (People's). Motion moved by Janet O'Hare and seconded by Ruth Nelson.

**Motion Carried.**

**9.14.21  
1044** David Friedrich entertained a motion to approve warrant #21-9-4 general fund payroll (Dime). Motion moved by Janet O'Hare and seconded by Ruth Nelson.

**Motion Carried.**

**9.14.21  
1045** David Friedrich entertained a motion to approve the bank reconciliation for the month of August 2021. Motion was moved by Janet O'Hare and seconded by Ruth Nelson.

**Motion Carried.**

**CORRESPONDENCE:**

Kerrie McMullen-Smith read a letter from John T. Benjamin describing the exceptional assistance given by James Provencher regarding history on Judge George Miller and also an email from a patron thanking the library for the "path to getting published" program. She hopes the library will have more speakers on this subject.

**DIRECTORS REPORT:**

Riverhead Free Library  
August 2021

9/14/21

**Day to day operations**

**Services & Statistics**

- We had just over 6,400 patrons visit the library in the month of August.
- Riverhead Free Library is a Family Place Library and a Family Center. We have had a social worker from the Family Service League offer support and referral services to RFL patrons for years. I am happy to report that Middle Country Public Library was able to secure a 1-year grant from Pritchard Charitable Trust which will allot for \$7,000 for each library to use toward Family Center. This money will be used to pay for our social worker, Imani Roman, from the Family Service League.

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### Community

- On August 5, the Long Island Cares mobile food pantry served 12 families.
- Our Summer Meal Program with Long Island Cares ended on August 26. Each day we gave out a grab and go breakfast and lunch. We served about 25 children on average each day.
- Island Harvest was in the RFL parking lot on August 16. They served 120 seniors.
- I submitted a letter of support for the Town of Riverhead to receive the Long Island Regional Economic Development grant.

### Finance

- We received a check from SCLS in the amount of \$13,395.23 for the 2020-2021 contract patrons. This is the final 15% of the payment.
- SCLS has received and 90% of the 2021 Local Library Services Aid (LLSA) and disbursed our check to us in the amount of \$9,887.00
- As of September 10, 2021, RFL has received \$139,104.65 in donations for our Yellow Barn restoration and maintenance project.

### Personnel

- I recommend the following:
  - ❖ 1. Hire Andrew Weinstein as a part-time computer services clerk.
  - ❖ 2. Give Kevin Salvaggio the employee recognition award for assisting in the absence of a Program Coordinator.

### Buildings & Grounds & Technology

- I recommend the following
  - ❖ 1. Approval to purchase nine computers and monitors from Dell to update technology at our services desks.
  - ❖ 2. Begin phase two of our Yellow Barn Restoration Project and hire Absolute Clean to remove the lead paint and paint the exterior of the barn.
  - ❖ 4. Hire Parkline to do all the required repairs to the parking lot, the sealcoating and striping as a land improvement project.

### Policy and By Laws

- I recommend we update our Unattended Children Policy (part of our General Policies) to clarify the age limits.

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

The reference department remains in transition as the departure of the Adult Programming & Marketing Coordinator creates the opportunity for adult programming to be housed under the umbrella of Adult & Information Services. The department welcomes Kevin Salvaggio, the full-time

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Digital Media & Marketing Associate. Once the Adult Program Coordinator is in place Kevin will assist with the duties surrounding adult programming and the creation of the newsletter.

In addition to her duties as an adult reference librarian which include notary public services and department statistics recording for the state report Cher Armstrong had been managing the library Facebook account. With the staffing changes in the department Cher has taken over the adult Instagram and twitter accounts as well. She's doing a great job!

I hosted a local author event on August 27th, with Trent Preszler, author of *Little and Often* which packed the stage room (with masks and social distancing of course). As a debut memoir writer, the CEO of Bedell Cellars and the owner of Preszler Woodshop, where he creates beautiful custom artisan canoes, he had much to share. He was warm and entertaining and the crowd loved him. It was a great evening!

- I worked with Barbara Acard at Alive on 25 on August 19th. It was nice to be out in the community promoting the library to people of all ages.
- Kerrie and I are working with the B&G Committee to facilitate scheduling of the exterior work on the Yellow Barn, garage door repairs and the parking lot repair.
- I worked on locating a company to perform an infrared roof scan to determine the condition of our existing roof as we plan for the future.
- Trane did an on-site inspection of our HVAC system on August 19th. We await the recommendations and pricing.
- Kerrie, David Troyan, John Eickwort and myself have begun weekly meetings with the Project Manager at Library Market to build out our interface. All is going well.
- In addition to the weekly planning meetings, David Troyan and I are building the customized taxonomy for the Library Market platform.
- David Troyan, John Eickwort and myself have been coordinating the set-up of the Museum Key interface. All is going well.
- I managed the job postings for the Adult Program Coordinator and Computer Lab Clerk on the SCLA listserv, LILRC Jobline and LIU Palmer School of Library and Information Science. Kerrie and I conducted 4 interviews with candidates for the Adult Program Coordinator.
- David Troyan and I worked together on placing the Library Value Calculator on our website. This digital tool allows the community to calculate how much they save annually by using our itemized services.
- In the absence of a Program Coordinator I have been overseeing program coverage for zoom events, contract preparation for September & October, marketing materials for programs scheduled in the current newsletter, as well as fielding questions and concerns regarding programming that can't be answered by the reference team.
- I am working with Marcia Littenberg and Michelle, the Community Organizer from the North Fork Brewery, on an outreach event for the Friends of the Riverhead Library to take part in a Used Book Fair at the brewery on Sunday, September 26th.

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*Local History: James Provencher*

- Procured collection of Newsday articles for 9/11.
- Helped patrons with genealogical research.
- Connected family member of one of my genealogy patrons with the location of cremated remains of her lost brother
- Helped patron with research on Hon. George Miller from Riverhead.
- Procured 26 more items for our Perkins Local History Collection through donations from The Morton Penny-Packer Collection, East Hampton.
- Procured 38 more items to add to the collection from The Yellow Barn.

**Electronic Resources Stats**

	<b>June 2021</b>	<b>July 2021</b>	<b>August 2021</b>
<b>Database usage</b>	<b>8283</b>	<b>6800</b>	<b>2778</b>
<b>eBook downloads</b>	<b>3791</b>	<b>4005</b>	<b>4211</b>
<b>Audiobook downloads</b>	<b>1762</b>	<b>1750</b>	<b>1853</b>
<b>Video downloads</b>	<b>9</b>	<b>2</b>	<b>0</b>
<b>New Overdrive Users</b>	<b>21</b>	<b>20</b>	<b>28</b>
<b>Universal Class</b>			
<b>New registrants</b>	<b>68</b>	<b>43</b>	<b>55</b>
<b>New Courses</b>	<b>188</b>	<b>130</b>	<b>200</b>
<b>Videos Watched</b>	<b>3430</b>	<b>2802</b>	<b>3945</b>
<b>Login Sessions</b>	<b>1469</b>	<b>970</b>	<b>1372</b>
<b>Lessons Viewed</b>	<b>5650</b>	<b>4626</b>	<b>6903</b>
<b>Student submissions</b>	<b>2008</b>	<b>1549</b>	<b>2216</b>

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<b>Kanopy</b>			
Visits	888	920	1033
Page views	1112	1203	1354
Plays	156	194	163
Minutes	4717	6464	5451
<b>Flipster emagazines</b>	302	351	340
<b>Miscellaneous</b>	<b>June 2021</b>	<b>July 2021</b>	<b>August 2021</b>
<b>Seeds by mail</b>	93 packets	61 packets 25 Salad Garden Kits (75 packets total) 20 Bee Garden Kits (60 packets total)	99 packets
<b>Tech Time with Kelsey</b>	10 sessions in person	9 sessions in person	N/A
<b>Museum Passes</b>	9	9	9

**Patron Services: Chryso Tsoumpelis**

**Statistics:**

- Total checkouts - 5,871
- Total Renewals- 512
- New Library Cards- 90
- Library Card Renewals - 1,044
- Over 40 Curbside pick-up appointments
- Over 100 total curbside items
- 157 Total Booked appointments

**Achievements:**

- Account resolution and improved material management
- Record cleanup- All Pcode 3, PO Box, and Manorville addresses checked
- Patron case file follow up/ cleanup

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- Not on shelf (NOS) list run
- “In transit too long” list cleaned and updated

**Computer Information Services: John Eickwort**

- Completed the Emergency Connectivity Fund (ECF) application for mobile hotspots to lend our patrons and have been keeping track of the process to the application that was submitted.
  - As of now the status of the application is certified and I am waiting to receive more information from the ECF funding committee.
  - Attended a few ECF webinars to learn more about the application process and how the funding will work.
- Started loading the firmware and security patches onto one of the new servers and will hopefully be able to start building it and fix any discrepancies the current environment has in the process so when it is deployed it is more straightforward.
- Received a quote from Dell for the computers we need to replace the service desk computers since they are outdated and do not have adequate hardware to run the software that are used daily.
- Updated our wireless Access Point Firmware throughout the month to make sure that there were no outages and it was done without disturbing use.
- Started narrowing down on one PC reservation software that would be a good replacement for Cassie as it is more up to date and functional than Cassie is.
  - Would like to possibly look into implementing this once new computers are deployed
- Started to compile a list of items that can be removed from inventory and am trying to update the inventory sheet as I find items that are no longer going to be used and are taking up valuable space.
- Had to move a few users' workstations and set them up so they could work in an area that does not have a working ethernet connection.

**Computer Lab Usage Statistics:**

Total Sessions	728
Total Sessions Length (min)	30266
Average Session Length (min)	41.57

## **Processing & Receiving: David Troyan**

Technical Services added 734 items and deleted 346 items.

1. The microfilm of the News-Review for both 2019 and 2020 has been received, cataloged, and given to the Local History Coordinator. All backlogged microfilm projects have concluded. In mid-January, we will initiate the microfilming of the 2021 News-Review.
2. We continue to experience delays in shipments of books from Baker & Taylor. The company blames COVID-19 for low staffing levels, but there is also the impact of closing a New Jersey warehouse on delivery times.
3. Our supplier of DVDs and audiobooks – Midwest Tapes – is also having supply chain issues that are disrupting service. I think in this case it is the plastic used in DVD and audiobook cases. Hopefully, this is a short-term problem that will be remedied quickly.
4. Face masks have been an important item to keep stocked again. We have many children's masks to go along with adult masks.
5. Cassie Rankel repaired 115 books (92 of which were adult books) in 3 weeks. She also completed the Theme Bag project by converting fifty-one 1000 Book Bags into Theme Bags. Both of these activities are very time consuming.
6. Brittany Folkes processed 116 adult fiction books for the week of 8/9-13. This was the most adult fiction books that we received since the week of 8/5-9/2019 when she processed 126.
7. David visited Longwood Public Library's technical services department and will continue visiting other technical services departments to understand workflows, etc.
8. David was happy to be able to take Brittany and Cassie to a Rotary Club meeting to recognize their hard work during the summer. (Gen Hettrick was also invited but declined.)

## **Website Statistics:**

Unique Visitors:	4,303
Number of Visits:	1,478
Pages:	8,258
Hits:	65,703

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

- We changed cleaning companies to Strike Force and they are taking some time to adjust. I need to keep checking and reporting back to them.
- The cables and pulleys on the garage doors have been replaced.
- I set up tents, tables and chairs for Alive on 25 and outdoor programs.



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- I plunged and snaked the staff bathroom various days. Problem was further down the line and started backing up. Called Roto Rooter and resolved the problem.
- Still doing multiple disinfecting and cleaning

### **Youth & Family Services: Lauren Strong**

#### **Monthly Focus:**

- Our Summer Page, Alison Coffey left this month to go back to school. She was a great help this Summer, and we hope to have her back!
- 338 children and 110 teens registered for the Summer Reading Challenge.
- Our Summer Meal Program with Long Island Cares is going well. Each day we are giving out a grab and go breakfast and lunch. We served about 25 children on average each day.
- We have currently donated 7 bins of non-perishable food items to Long Island Cares for the local food pantries.
- Lauren has started to reach out to the school visits for the upcoming school year.
- Karen and Barbara have reached out to 5 preschools for story time visits for the upcoming school year.
- Kelsey and Alex have started updating our TikTok. We are currently taking part in the BookTok scene to engage more teens in our community with library services.
- Lauren and Nicole attended Bubble Palooza on Saturday, August 21. We were able to engage with many different families about library services.
- Alex, Chryso, Stephanie, and Barbara participated in Alive on 25 in August. They were able to engage with different community members and have a passive program station where kids can explore art.
- We are currently going through the YA collection to reorder damaged books and series. We are also working on weeding unpopular series.
- We are all starting to record books for our 125 days of stories project in honor of the library's 125th Anniversary. The first book will be posted on September 1.

#### **Program Statistics**

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

Total Infant Program Sessions: 3 classes/49attendance

Total Toddler Program Sessions: 3 classes/ 62 attendance

Total Preschool Program Sessions: 2 classes/ 37 attendance

Total Family Program Sessions: 1 classes/23 attendance

Total School Age Program Sessions: 6 classes/32 attendance

Total Teen Program Sessions: 7 classes/55 attendance

Passive Programming Activities: 14 activities/ 256 attendance

Teen Volunteers: 4

Community Service Hours Earned: 4

Number of Teens in Loft throughout the Month: 183

Video Game Usage: 37

**Reference Questions:** Total Youth and Family Services Reference Questions: 560

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## Constant Contact August 2021

Time Sent	Campaign Name	Sends	Opens	Click Rate
8/2/2021 10:03	Long Island Cares RFL Schedule Aug '21	5867	924	0%
8/4/2021 13:00	Mask Policy eff. Aug 4	5866	1,439	0%
8/13/2021 9:02	Programs 8/15-8/21	5871	1,111	4%
8/19/2021 12:02	E-newsletter 8/19/21	5861	1,074	7%
8/20/2021 5:03	Programs 8/22-8/28	5859	1,098	2%
8/23/2021 5:03	Meet the Author - Trent Prezler	5942	1,148	1%
8/26/2021 6:01	Museum of Natural History	5845	1,498	0%
8/30/2021 10:04	Long Island Cares RFL Schedule Sept '21	5846	897	0%
8/30/2021 5:00	Friends Travel Club 9/2/21	5842	1,046	0.2%
8/31/2021 10:05	E-newsletter 8/31/21	5836	1,041	8%

Respectfully submitted,

Kerrie McMullen-Smith

Library Director



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**THE VOTE**

**O'Hare Yes Zeiger Yes Friedrich Yes**

**Nelson Yes Banks-Winter Absent Berdinka Yes**

**Genchi Yes Totten Yes Wood Yes**

**9.14.21**

**RESOLUTION #21-351**

**1048**

**APPROVAL TO HIRE JENNY BLOOM AS A FULL TIME ADULT PROGRAMMER-LIBRARIAN**

**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 hiring of Jenny Bloom as a full-time Adult Programmer-Librarian, at the bi-weekly rate of \$2241.81, effective September 20, 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 Absent Berdinka Yes**

**Genchi Yes Totten Yes Wood Yes**

**BUILDINGS & GROUNDS & TECHNOLOGY: (\*Zeiger)**

Restoration of the Yellow Barn is progressing with phase 2. Evaluations have been completed on the library roof, HVAC and parking lot repair.

**9.14.21**

**RESOLUTION #21-346**

**1049**

**APPROVAL OF PAYMENT TO PARKLINE ASPHALT MAINTENANCE, INC.**

**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 \$37,005.00 to clean, repair, sealcoat and stripe the Library parking lot as a land improvement project to be paid from Capital Funds, effective September 14, 2021 and authorizes the Board President to execute the agreement on behalf of the Library.

**APPROVED**

**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 Absent Berdinka Yes**

**Genchi Yes Totten Yes Wood Yes**

**9.14.21  
1050**

**RESOLUTION #21-347  
APPROVAL OF PURCHASE FROM DELL TECHNOLOGIES**

**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 \$8,682.66 for the purchase of computers in order to update the technology at public service desks, effective September 14, 2021 and authorizes the Board President to execute the agreement on behalf of the Library.

**RESOLVED**, that a copy of the 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 Absent Berdinka Yes**

**Genchi Yes Totten Yes Wood Yes**

**9.14.21**

**RESOLUTION #21-348  
1051 APPROVAL TO CONTRACT WITH ABSOLUTE CLEAN PROFESSIONAL EXTERIOR  
RESTORATION**

**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 to hire Absolute Clean for the restoration of the exterior of the Yellow Barn for \$43,500.00 to be paid from the Yellow Barn Restoration & Maintenance account, effective September 14, 2021 and authorizes the Board President to execute the agreement on behalf of the Library.

**APPROVED**

**RESOLVED**, that a copy of the 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 Absent Berdinka Yes**

**Genchi Yes Totten Yes Wood Yes**

**9.14.21  
1052**

**RESOLUTION #21-352  
APPROVAL TO CONTRACT WITH IR ANALYZERS**

**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 to hire IR Analyzers for \$2,650.00 for the Infrared Roof Moisture Analysis and Report, effective September 14, 2021 and authorizes the Board President to execute the agreement on behalf of the Library.

**RESOLVED**, that a copy of the 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 Absent Berdinka Yes**

**Genchi Yes Totten Yes Wood Yes**

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

**9.14.21  
1053**

**RESOLUTION #21-349  
APPROVAL TO AMEND THE UNATTENDED CHILDREN POLICY**

**Ruth Nelson offered the following resolution, which was seconded by Amy Wood.**

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS**, The Board of Trustees hereby approves to amend the Unattended Children Policy to clarify age limits, effective September 14, 2021 and authorizes the Board President to execute the agreement on behalf of the Library.

**APPROVED**

**RESOLVED**, that a copy of the 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 Absent Berdinka Yes**

**Genchi Yes Totten Yes Wood Yes**

**FINANCE:** (\*Friedrich)

**9.14.21** David Friedrich moved to approve the Personnel and Payroll report for the month  
**1054** of August 2021. Motion was seconded by Ruth Nelson.

**Motion Carried.**

**FUNDRAISING:** (\*Friedrich)

David Friedrich reported all trustees have supported the Yellow Barn project and thanked them. David Friedrich and Kerrie McMullen-Smith met with WRIV and they agreed to a 30 second PSA which they will play for free on air.

**PLAN OF SERVICE:** (\*Board of Trustees) - No discussion.

**LIAISON REPORTS:**

**FRIENDS:** (\*Berdinka)

Susan Berdinka reported that the September 13, 2021 meeting was cancelled and there was nothing to report. Janet O'Hare reported that the Friends were hoping to have the work started on the Barn exterior after October 30th when the Friends historically close, but due to the type of product that is used, the contractor advises it cannot be used in cold weather and he needs to start as soon as possible.

**SCLS:** Nothing to report.

**UNFINISHED BUSINESS:** Janet O'Hare attended the ZBA meeting regarding the new building plan and variances as 205 Osborne Ave. The board will not make a determination and will put it before the town meeting. They did not address the issue at all and hopefully everyone will accompany her to the next meeting once it's put back on the agenda.

**NEW BUSINESS:** Nothing to report.

**PERIOD OF BOARD EXPRESSION:** None

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**PERIOD OF PUBLIC EXPRESSION:** None

**9.14.21** Motion entertained by Janet O'Hare to adjourn the September 14, 2021 regular Meeting of the Board of Trustees. Motion was moved by David Friedrich and seconded by Susan Berdinka.  
**Motion Carried.**

Meeting was adjourned at 7:09 PM.

Respectfully Submitted,

Ruth Nelson/kgm