

APPROVED

**Minutes
Regular Meeting of the Board of Trustees
Riverhead Free Library
September 14, 2022**

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

Absent: Ruth Nelson, Secretary

Director: Kerrie McMullen-Smith

Assistant Director: Catherine Montazem

Staff: Keri Grace Najdzion, Barbara Acard, Allison Coffey, Michael Pechenyuk

The regular meeting of the Board of Trustees was called to order on September 14, 2022 at 6:30 pm. The Board was presented with an agenda, board packet and previous minutes.

David Friedrich led those present in the Pledge of Allegiance.

9.14.22 President O'Hare entertained a motion to approve the amended agenda. Motion
1259 was moved by David Friedrich and seconded by Susan Berdinka.
Motion Carried.

9.14.22 President O'Hare entertained a motion to approve the minutes from the regular
1260 board meeting of August 10, 2022. Motion was moved by David Friedrich and
seconded by Susan Berdinka.
Motion Carried.

PERIOD OF PUBLIC EXPRESSION: None at this time.

9.14.22 Gina Chinese entertained a motion to approve the bills for the month of August
1260 2022. Motion was moved by David Friedrich and seconded by Carolo Alvarez.

9.14.22 Gina Chinese entertained a motion to approve the receipts and disbursements
1261 for the month of August 2022. Motion was moved by David Friedrich and
seconded by Carlos Alvarez.
Motion Carried.

9.14.22 Gina Chinese entertained a motion to approve warrant **22-9-1** general fund
1262 checking. Motion was moved by David Friedrich and seconded by Susan
Berdinka.
Motion Carried.

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9.14.22 Gina Chinese entertained a motion to approve warrant **22-9-2** general fund
1263 money market. Motion was moved by David Friedrich and seconded by Carlos Alvarez.

Motion Carried.

9.14.22 Gina Chinese entertained a motion to approve warrant **22-9-3** general fund
1264 payroll. Motion was moved by David Friedrich and seconded by Susan Berdinka.

Motion Carried.

9.14.22 Gina Chinese entertained a motion to approve warrant **22-9-4** capital project
1265 fund. Motion was moved by David Friedrich and seconded by Susan Berdinka.

Motion Carried.

9.14.22 Gina Chinese entertained a motion to approve the bank reconciliation for August
1266 31, 2022. Motion was moved by David Friedrich and seconded by Susan Berdinka.

Motion Carried.

CORRESPONDENCE:

Kerrie read a letter from a patron who attended the smart home workshop. She found the workshop to be very informative about the products that have been available in the marketplace for sometime and the presenter's teaching style easy to follow. She asked us to consider the presenter for future technology workshops.

DIRECTOR'S REPORT:

Riverhead Free Library
August 2022

9/14/22

Day to day operations

Statistics, Service & Community

- We had just over 12,000 patrons visit the library in August.
- Island Harvest was at the library on August 8, serving 225 people.
- Long Island Cares mobile food pantry was in our parking lot and served 18 families on August 4.
- RFL staff and the SLED was parked at the Polish Hall Fair on Saturday, August 20. It was great to have children and adults enjoy the amenities in the SLED as well as inform them of the services the library offers. We also received feedback on what they would like to see at their library.

Finance

- As of September 9, 2022, RFL has received \$149,995.23 in donations for your Yellow Barn restoration and maintenance project.
- We received a check in the amount of \$11,163.00 which is 90% of our Local Library Services Aid for 2022.

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Personnel

- I recommend the following:
 1. Approval to hire Kyle Fichtner as a part-time Librarian
 2. Approval to promote Alexandra Giresi from trainee to full time YFS Librarian
 3. Approval for Catherine Montazem, Laruen Strong and Kerrie McMullen-Smith to attend the NYLA Conference in Saratoga Springs, 11/2 - 11/6.

Buildings & Grounds \$ Technology

- I recommend the following:
 1. Hire Adept Technology Consulting, Inc. to conduct a technology assessment.
 2. Hire Adept Technology Consulting, Inc. for technology services.

Assistant Director: Catherine Montazem

Riverhead Free Library is committed to seeking out and implementing thoughtful practical services for our patrons and the community at large. We are extremely pleased to announce a new initiative Books-By-Mail; this is a free service that delivers large print books and audio books on CD through the US Postal Service to homebound, eligible RFL cardholders who are unable to visit the library because of a temporary or long-term illness or physical disability. Only large print books and audio materials are eligible for postal delivery through this program. Feedback from initial responses has been exceptionally positive and we have, in turn, given our several applications to interested parties.

Adult & Information Services: James Provencher

Social Media

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

Facebook Likes: 942

Facebook Followers: 1,202

Twitter Followers: 1332

Electronic Resources Stats

	June 2022	July 2022	Aug 2022
Database usage	1567	1539	1582
ebook downloads	3925	4326	4372
Audiobook downloads	2016	2166	2208
Video downloads	1	0	1
New Overdrive Users	24	34	36
Universal Class			
New registrants	22	12	2

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New Courses	122	72	21
Videos Watched	3309	1294	218
Login Sessions	887	154	34
Lessons Viewed	4868	2154	365
Student submissions	2583	2085	459
Kanopy			
Visits	629	970	914
Page Views	765	1256	1255
Plays	163	170	174
Minutes	549	7090	5976
Flipster emagazines	247	237	N/A
Seed Library	Seed packets Distributed: 327	Seed packets Distributed: 114	Seed packets Distributed: 92
	June 2022	July 2022	Aug 2022
One-on-One Tech Time	12	44	21
Museum Passes	16	26	32
ENL Attendance	61	75	91
Literacy Suffolk Students Served	13	1	7
Notary Stamps	101	57	88
Reference Questions	1826	2204	2170
HIICAP	1	0	3
SCORE	4	0	2
Career Advisor	0	4	2

Constant Contact for the month of August

Date Sent:	Campaign Name:	Sends:	Opens:	Open Rate:
7/29/22	Programs 7/31-8/6	6685	2305	35%
8/5/22	Programs 8/7-8/13	6668	2299	35%

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8/12/22	Programs 8/14-8/20	6661	2309	35%
8/19/22	Programs 8/22-8/27	6651	2284	35%
8/26/22	Programs 8/29-9/3	6643	2203	33%

Adult Program Report:

Total Adult & Senior Programs:	August 2022
In Person:	111
Virtual:	35
Hybrid:	7
Total Adult Programs:	153
Total Attendees:	1800
Summer Reading Challenge:	108
Summer Raffle Entries:	366

August 2022 Adult Program Statistics: During the first part of August, the Summer Reading Challenge ended with a well-attended “Fish-Talk” at the Uber Geek Brewery. Throughout the month, off-site, virtual and in-person gatherings and lectures were all popular program choices with patrons. Included in the most popular programs, again, were in-person and virtual exercise and relaxation programs. Tai Chi for Arthritis was a huge success, with patrons asking for more sessions in the future.

Processing & Receiving: David Troyan

Technical Service added 728 items and deleted 1,392 items. This is indicative of stepped up weeding efforts. David produced several lists for Adult and Information Services and Youth and Family Services for weeding. The collections will present better to the public when duplicates and well-worn books are removed and/or replaced.

A concerted effort has been undertaken to replace paperbacks on the spinners near the browsing room. The items are “mass market paperbacks”. These are paperbacks that are of a certain dimension (think people reading these on a flight, on the train, or at the beach). During COVID we didn’t keep up to date on this collection and it was looking unappealing for our patrons. Cassie selected many popular recent titles (as has AIS Librarian Katen thum), Allison covered many of the books, and Brittany processed them. We still have several dozen to order, but the collection is much improved.

Another collection to be scrutinized is the Ready Reference section near the security office. AIS will review the requirements for retaining these documents. We are relabeling manga, graphic

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novels, and various Children's collections as needed to replace faxed labels and to maintain consistency within the collections. Amberlei Volka is a clerk from Computer Service who spends time in Technical Service helping out. She is a terrific asset to our department.

David attended a LILRC author talk on the book "The Jews of Long Island 1705-1918." This was a very informative program with particular focus on the East End. The book contained very many stories related to Riverhead. Much appreciation to Kerrie and the Board for approving and encouraging staff to take advantage of continuing education opportunities offered by SCLS and LILRC.

Rotary welcomed RFL staff member, Allison Coffey, to speak about her recently completed coursework. She gave a well-received talk entitled "The Buzz About Bees."

On September 1, we received 13 cartons of books! It took Cassie and Brittany 4 hours to unpack the boxes and match the items to the POs, invoices, and packing slips. The library appreciates their skill and diligence. This is not an easy task for one or two boxes, but for 13 cartons the difficulty multiplies.

Careful readers of local media may have seen the obituary of William Esseks. He was a former Library Board member, SCLS Board member, and an active member of ALA. There are many people in Riverhead who worked as hard for our library as Mr. Esseks, but what stands apart is that he was vital to building the first library on its present-day site. When David posted a picture of the 1962 commemorative plaque on social media (Remembering Riverhead Facebook group), many comments of appreciation followed. I *think* that the only surviving member of that 1963 Board of Trustees is Peggy Tooker (listed as Mrs. Robert Tooker). She is no longer our patron having relocated to North Carolina. Bill Esseks was a patron of RFL when he passed away – 60 years after serving on the Board!

Website Statistics:

Unique Visitors:	5,144
Number of Visits:	10,072
Pages:	64,076
Hits:	513,179
Bandwidth:	67.55 GB

Building, Grounds & Maintenance: Marie LaDonne

- Got the fence post painted it and put the sign up for the yellow barn
- moved file cabinets
- emptied and cleaned the elevator pit
- set up and got here early for the voting
- fixed a cover for one of the drains on the roof
- reconfigured and set up rooms for programs
- watered all plants inside and out
- fixed a few sprinklers
- emptied outside garbage and picked up the grounds

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- showing people around to get estimates
- cleaning the bathrooms twice a day and doing everything the cleaning company isn't doing

Patron Services

Total Checkouts	6,469
Total Check Ins	6,996
Renewals	482
Holds	679
New Patrons	86
Curbside Items	49
Curbside Appointments	17
Door Count	12,223
Internal Use	122
Self-Check Out: Patrons	368
Self-Check Out: Items	349

Achievements:

- Added the library's new floating clerk to circulation's schedule one day a week, and started training her.
- Adjusted the department work schedule for employees returning to school.
- Hot Spots and Heart Rate Monitors are consistently being checked out, and plans are in the works for new Library of things items.
- Aquarium tickets are being sold very frequently.
- There was a circulation presence at the Polish Festival.
- We received lots of great quality donations that were partially processed at circulation.
- We kicked off the homebound project with our first sign up.

Computer Information Services: Cory Burns

- Setup and Configured New Phones
- Setup Call Routes
- Setup Paging System
- Updated Inventory
- Ran new Camera line for Tech Service Hallway
- Setup New Printers
- Updated Camera Server
- Updated Windows on 2019 Server 1 & 2

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Adult Computer Lab Statics

Total Stations: 46

Total Sessions: 859

Total Session Length (min): 33596

Average Session Length (min): 39.94

Youth & Family Services: Lauren Strong

Program Statistics

Total Youth and Family Services Program Sessions: 30 Held/ 4 Canceled

Total Infant Program Sessions: 4 class/ 61 attendance

Total Toddler Program Sessions: 3 classes/ 62 attendance

Total Preschool Program Sessions: 3 classes/ 56 attendance

Total Family Program Sessions: 4 classes/ attendance

Total School Age Program Sessions: 3 class/ 16 attendance

Total Teen Program Sessions: 6 classes/ 8 attendance

Passive Programming Activities: 7 activities/ 112 attendance

Teen Volunteers: 4

Community Service Hours Earned: 4

Number of Teens in Loft Throughout the Month: 128

Video Game Usage: 8

Reference Questions

Total Children's Reference Questions: 604

Total Teen Reference Questions: 100

Monthly Focus:

- We had 380 children/teens sign-up for Summer Reading.
- The Youth and Family Services Staff has participated in Alive on 25 and the Polish Festival outreach events this month.
- Our newly furnished Tween area is being used, and both children and parents are happy.
- We revamped the Teen Loft to make our Fiction collection flow better.
- All librarians are working on various weeding projects (Picture books, Juvenile Non-Fiction, Juvenile fiction, and Manga). Our clerks have been a big help in pulling books from the shelf that are on the weeding list.
- Tech Services has replaced almost all of our faded Manga labels.
- We had a great turn out at our End of Summer Reading Show with Nick the Balloonatic. 105 patrons attended in total

Respectfully submitted,
Kerrie McMullen-Smith
Library Director

COMMITTEE REPORTS:

APPROVED

Nelson Absent Alvarez Yes Berdinka Yes

Genchi Yes Sandback Yes Zeiger Yes

President O'Hare asked if anyone had any questions regarding resolutions #22-421, 422 and 423 before they are voted on. David Friedrich stated that he was OK with resolution 421 but regarding resolution 422, he saw no reason in sending both the Director and the Assistant Director to the NYLA Conference. That would leave a vacuum at the top regarding decision making and the Library has a project going on right now that changes daily, that might facilitate financial decisions and Catherine should stay while Kerrie is off sight. Jeff asked who would be in charge in the absence of both Kerrie and Catherine. Kerrie explained the chain of command within the Library and the staff represented in order of that chain. Jeff asked Kerrie her preference and she advised she would be willing to stay back. Kerrie asked to rescind her resolution. Susan voiced that she thought both of them should go as Kerrie would be available by cell phone if anything major occurred. Janet thought that because of the scope of the remediation, she would feel better if Kerrie stayed back and she hates denying her attendance at the conference, but trusts Catherine to come back and give a report on the conference.

9.14.22

RESOLUTION #22-422

1269

**AUTHORIZED CATHERINE MONTAZEM TO ATTEND ANNUAL NYLA
CONFERENCE**

David Friedrich offered the following resolution, which was seconded by Monique Genchi

Whereas the Board of Trustees encourages the professional development of the staff and recognizes the value of having an employee attend conferences and;

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS, the Board of Trustees hereby authorizes Catherine Montazem to attend the NYLA conference in Saratoga Springs, NY from November 2, 2022 to November 6, 2022. The Library will pay for the conference fee of \$350, any customary expenses, allow her paid time from the Library to attend 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

APPROVED

Nelson Absent Alvarez Yes Berdinka Yes

Genchi Yes Sandback Yes Zeiger Yes

9.14.22 RESOLUTION #22-423
1270 AUTHORIZES LAUREN STRONG TO ATTEND ANNUAL NYLA CONFERENCE

David Friedrich offered the following resolution, which was seconded by Monique Genchi

Whereas the Board of Trustees encourages the professional development of the staff and recognizes the value of having an employee attend conferences and;

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS, the Board of Trustees hereby authorizes Lauren Strong to attend the NLA conference in Saratoga Springs, NY from November 2, 2022 to November 6, 2022. The Library will pay for the conference fee of \$350, any customary expenses, allow her paid time from the Library to attend 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 Yes Sandback Yes Zeiger Yes

David requests that Catherine prepare a written report for the Board on the information presented at NYLA so that they are better educated as to what goes on at the conference.

9.14.22 David Friedrich entertained a motion to approve the Personnel and Payroll
1271 August Report. Motion was moved by Monique Genchi and seconded by Susan Berdinka.
Motion Carried.

David, after reading the report, indicated that he has never seen a report this small and questioned why that was. Kerrie reported that August is a slow month for meetings and training as it is a vacation month.

BUILDINGS, GROUNDS & EQUIPMENT: (Zeiger)

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Kerrie advised the company who originally came in to do a mold assessment wasn't thorough enough. So she enlisted the help of Ivan of the Facilities Management Group that the Board. He made some recommendations and put her in touch with Insight Environmental. They have been to the building twice and evaluated the whole building as suggested by the B&G committee. She has part of the report which covers the basement but Insight needs to complete the main Cunningham came in to inspect the duct work, and on visual inspection there are some flex tubes that connect to the registers that need to be replaced when they are cleaned. Rainbow remediation will be doing the remediation. The recommendation was made that the duct work that goes from the basement to the main floor be capped off. That was accomplished today. Kerrie advised they need to come back one more time to complete. There is mold in the atrium and that was caused by removing the doors by circulation. The doors need to be reinstalled in the interior to stop any further issues. The contractor is working on it. The bathroom issue is an exhaust fan that will need replacing. The window curtain system that is in the browsing room is flawed and will need to be addressed.

Jeff advised they are continuing to gather information but there is a high water table in the basement and has been a problem for a while. The supplemental equipment is improperly sized and not working. A lot of this will tie into our larger capital project. We will need to propose budgets by January to incorporate whatever the issues are and decide how much of the capital fund we want to tap. The mold remediation will be done before any other capital project and we might have to replace an HVAC unit immediately and it might take up to 4 months to get. While they have been able to tell us there is mold, they still haven't been able to identify the cause and why today there is mold but 12 months ago there wasn't. The downstairs will not be used for the foreseeable future. Insight Environmental after assessing the problem will come back while it's being remediated to make sure it's being remediated properly and then they come back and do the tests all over again to make sure it's all gone.

Regarding the resolutions for technology, Jeff reported due to how technology moves quickly and the continuity and attrition of staff being what it is, led to the decision that it would be best to have a professional outfit monitor the technology for the Library. They will do a one time up front assessment before they come on monthly.

9.14.22

RESOLUTION #22-424

**1272 APPROVAL TO CONTACT WITH ADEPT TECHNOLOGY CONSULTING, INC. FOR
EVALUATION OF TECHNOLOGY**

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 Adept Technology Consulting, Inc. to evaluate our technology for the sum of \$4,800.00 effective September 15, 2022 and authorized 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.

APPROVED

THE VOTE

O'Hare Yes Friedrich Yes Chinese Yes

Nelson Absent Alvarez Yes Berdinka Yes

Genchi Yes Sandback Yes Zeiger Yes

9.14.22

RESOLUTION #22-425

**1273 APPROVAL TO CONTRACT WITH ADEPT TECHNOLOGY CONSULTING, INC. FOR
A MONTHLY SERVICE AGREEMENT FOR TECHNOLOGY 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 Adept Technology Consulting, Inc. for a Monthly Service Agreement for Technology Services in the sum of \$3,262.00 a month, effective September 15, 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 Yes Sandback Yes Zeiger Yes

9.14.22

RESOLUTION #22-426

**1274 APPROVAL TO CONTRACT WITH ACCOLADE BUILDING MAINTENANCE
CORPORATION FOR DAILY JANITORIAL 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 Accolade Building Maintenance Corporation, for a monthly service agreement for daily janitorial services in the sum of \$5,695.00 a month, effective October 1, 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 Yes **Sandback** Yes **Zeiger** Yes

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

FINANCE: (Chinese)

Gina advised at the last committee meeting they discussed pilot payments at length as well as a budget for next year. A CD was not renewed in anticipation of upcoming mold issues. Kerrie then explained the LIPA pilot payment program.

FUNDRAISING: (Berdinka) - Nothing to report.

PLAN OF SERVICE: Nothing to report.

LIAISON REPORTS:

FRIENDS: (Sandback)

Bill reported that the majority of the meeting was just a catch up for items that needed to be acted upon from earlier in the year. The next meeting will be Monday, 9/19.

SCLS: (Bergman)

Kerrie reported on the change for resolution to the SCLS Resource Sharing Code.

9.14.22

RESOLUTION #22-427

1275 APPROVAL TO ACCEPT AMENDMENTS TO THE SCLS RESOURCE SHARING CODE

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 approves to accept amendments to the SCLS Resource Sharing Code as Outlined in the Memorandum dated September 13, 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

APPROVED

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

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

UNFINISHED BUSINESS: Nothing to report

NEW BUSINESS:

Kerrie advised that before our October board meeting there will be a quick meeting for an SCLS nominating caucus. Susan Bergmann, a former RFL trustee, is the trustee for the North Fork on the SCLS board. Her term expires 12/31/22 and is eligible to run for another term. Susan wants to run again and will be at the meeting. Kerrie suggested the board be there to support her at 6:15 pm.

PERIOD OF BOARD EXPRESSION: Nothing to report.

PERIOD OF PUBLIC EXPRESSION: Nothing to report.

9.14.22 President O'Hare entertained a motion to adjourn the September 14, 2022
1276 regular meeting of the Board of Trustees. Motion was moved by David Friedrich and seconded by Moniques Genchi.

Meeting was adjourned at 8:05 pm.

KGN