

Approved

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

Present: John Munzel, President; Janet O'Hare, Vice President; David Friedrich, Treasurer; Ruth Nelson, Secretary; Jeff Zieger, Trustee; Amy Wood, Trustee; Annette Totten, Trustee; Louise Wilkinson, Trustee; New Trustees: Monique Genchi and Susan Berdinka

Absent: Marilyn Banks-Winter

Director: Kerrie McMullen-Smith

Assistant Director: Stephanie McEvoy

Staff: Steve Taddeo, Patty Giebfried. and Diane Sawchuk

Five community members were present including Laura LaSita

The regular meeting of the Board of Trustees was called to order on July 14, 2021 at 6:36 PM. The Board was provided with an agenda, board packets and previous meeting minutes.

David Friedrich led those present in the Pledge of Allegiance.

7.14.21 President John Munzel entertained a motion to approve the agenda.
1005 The motion was moved by David Friedrich and seconded by Ruth Nelson.
Motion Carried.

7.14.21 President John Munzel entertained a motion to approve the minutes from the regular
1006 Meeting of June 9, 2021. The motion was moved by David Friedrich and seconded Ruth Nelson.
Motion Carried.

PERIOD OF PUBLIC EXPRESSION: None at this time.

7.14.21 David Friedrich entertained a motion to approve the bills for the month of June 2021.
1007 The motion was moved by Janet O'Hare and seconded by Ruth Nelson.
Motion Carried.

7.14.21 David Friedrich entertained a motion to approve the receipts and disbursements for the
1008 month of June 2021. The motion was made by Janet O'Hare and seconded by Ruth Nelson.
Motion Carried.

7.14.21 David Friedrich entertained a motion to approve warrant #21-7-1 account ending in 0672
1009 general fund checking (People's) The motion was moved by Janet O'Hare and seconded by Ruth Nelson.
Motion Carried.

Approved

**7.14.21
1010** David Friedrich entertained a motion to approve warrant #21-7-2 account ending 2992 general fund money market BNB payroll account. Motion was moved by Janet O'Hare and seconded by Ruth Nelson.

Motion Carried.

**7.14.21
1011** David Friedrich entertained a motion to approve warrant #21-7-3 account ending 7706 general fund payroll BNB. The motion was moved by Janet O'Hare and seconded by Ruth Nelson.

Motion Carried.

**7.14.21
1012** David Friedrich entertained a motion to approve the bank reconciliation for the month of June 2021. Motion was move by Janet O'Hare and seconded by Ruth Nelson

Motion Carried.

CORRESPONDENCE:

Kerrie McMullen-Smith read an email from Anita Kennedy that she had sent to Riverhead Local and Times Review with hope of publication. Since she had not seen it published, she wanted to make the Library aware of it. She extended her appreciation to the library for all they did during COVID with curbside pickup, books through the mail etc. and feels The Riverhead Library should be placed in the COVID hero column with extraordinary people doing extraordinary things. There was also an online chat a parton had with Cher about how she loves the Library and it helped her rediscover reading in the last year.

DIRECTOR'S REPORT:

Riverhead Free Library
June 2021

7/14/21

Day to day operations

Services & Statistics

- We had just over 6,000 patrons visit our library in the month of June.
- It's great to have in person programming again at RFL.

Community

- Long Island Cares Mobile Food Pantry was at RFL on June 3, and distributed 18 bags helping 35 people.
- We started the Summer Meal Program with Long Island Cares for children and teens. Each day we are giving out a grab and go breakfast and lunch in the Library's Atrium.
- Island Harvest was in the RFL parking lot on June 14, serving 108 seniors.

Policies & By-laws

- Effective July 1, our face mask policy changed to: Face masks encouraged for all but not required for fully vaccinated patrons.

Approved

Finance

- We have tried to get reimbursed for Town fees-- \$300 for tent permit and \$562.50 fee for YB Annex building. David Friedrich met with the Town Supervisor Aguiar and the Supervisor reviewed the situation with David and agreed to give the Library a refund.

Personnel

- I recommend the following for approval
 - a. Hire Melissa Vermey as part-time bookkeeper
 - b. Hire Keri Grace Najdzion as full-time administrative assistant

Buildings & Grounds & Technology

- As per our Local History Coordinator, Jim Provencher's suggestion, I am recommending that we recognize the Perkins family by renaming our Long Island Collection (local history collection) The Perkins Local History Collection.
- I recommend putting back the second set of doors at the circulation desk this fall to help with the heat when it gets cooler.

Assistant Director / Adult & Information Services: Stephanie McEvoy

The library welcomed the public back slowly for a few in-person programs. It has been great seeing the volume of people in the building increase and the sound of laughing and playing coming from the children's room warms the entire building.

The transition continues as the reference staff adapts to the distribution of duties from senior services. Thus far, all is going very well. The staff has embraced the new tasks and responsibilities. The adult summer reading club is off to a great start. The creation of great displays, book recommendation lists and bookmarks are ongoing throughout the month. The combination of the promotion of the bi-weekly Staff Picks list in the library, on the website and social media has made that display the most popular this month. Pam is doing a wonderful job managing the submissions, the display and collaborating on the social media postings.

The ribbon cutting for the Yellow Barn on June 16th was a success! Local officials and the community came out to show their support. The community really loves that building and loves buying used books. There is a steady flow of people walking in with books to donate and walking out with their next read. The search for YA and computer lab clerks as well as an administrative assistant and bookkeeper continued throughout most of the month. After careful consideration a few recommendations for hire are being made. Kerrie, Marie and I continue to gather information and quotes on the repairs needed in the parking lot, the roof and the HVAC system.

Approved

Electronic Resources Stats

	April 2021	May 2021	June 2021
Database usage	6359	3900	8283
eBook downloads	3815	3749	3791
Audiobook downloads	1743	1777	1762
Video downloads	11	14	9
New Overdrive Users	29	15	21
Universal Class			
New registrants	27	49	68
New Courses	126	135	188
Videos Watched	3079	3755	3430
Login Sessions	1883	1460	1469
Lessons Viewed	5492	6021	5650
Student submissions	2037	1967	2008
Kanopy			
Visits	964	935	888
Page views	1298	1473	1112
Plays	235	253	156
Minutes	7506	6242	4717
Flipster magazines	290	291	302
Miscellaneous	April 2021	May 2021	June 2021
Seeds by mail	123 packets	116 packets	93 packets
Tech Time with Kelsey	2 sessions (by phone & in person)	5 sessions in person	10 sessions in person
Museum Passes	0	12	9

Computer Information Services: John Eickwort

- Swapped over our internet service provider from Optimum to Lightpath successfully and have not had any disturbances in our services provided.
 - This required reconfiguration of the Sonic Firewall to accommodate both Networks Internal and Public.
 - Required setting up rules to segregate network traffic and access.
- Rebuilt phone server with assistance from engineer at New Era when our old one that was never replaced had a hard drive failure. (I know Jonathan had mentioned in a previous report that we had a new phone server installed, that one behind circulation that failed was very old.)
- Started working on a technology plan to be implemented in regards to updating computer hardware.

Approved

- o Finished the first three phases of this plan and continue to update it and add more phases in the future
- Started an IT Documentation document because there was no documentation on many of the systems we have and how they are operating together.
- Have been continuously working to update our inventory list to have it as accurate as possible and remove items from the list that can be recycled and disposed of.
- Have been working tirelessly on getting the phone service transferred over from Optimum to Lightpath.
 - o On the right path, Lightpath has been a nuisance to deal with as you know considering our account manager has been changed a handful of times.
 - o Will hopefully have the numbers transferred from Optimum to Lightpath within the next week so New Era can come and run lines to the demarcation point for us to use Lightpath's service.
- Started to audit our Network and System environment to start planning and determine what can be changed/updated to make a more secure environment when building the new servers.

Computer Lab Usage Statistics:

Total Sessions	662
Total Sessions Length	23149 Minutes
Average Session Length	34.97 Minutes

Processing & Receiving: David Troyan

The library added 929 items and deleted 475 items in June. As the Library concluded the 2020-2021 fiscal year, Technical Services was busy ordering and processing materials for year's end. Adult Books on CDs were collection that had an increased emphasis. Theatrical DVDs are picking up so we will order more movie DVDs along with our increased ordering of streaming releases/television shows that have been a large part of our collection development for the past year. The first wave of Binge Boxes arrived. This is a new collection with great potential for increasing our circulation. Stephanie and David decided to add another theme collection to our automatic delivered large print collection. Legal materials that are on our subscription list are being evaluated. News-Review's weekly paper from 2020 were sent out to be microfilmed. The Department continues their exceptional re-processing efforts. Besides creating new spine labels for faded ones, Cassie and Brittany reworked significant parts of the collection. Cassie worked on the Adult Learner Collection, Children's Theme Boxes, and has begun work on the 1000 Book Bags. Brittany has been working with Local History Collection to repackage some of the material.

Gen has been continuing ordering the Adult Collection. David will assign her additional processing tasks during busy times to help spread the workload within Technical Services.

David has continued working on the web page. He developed a Local History page, and worked with Kevin and Jim to further assist in its development. David also attended a KnowBe4 teleconference, Museum Pass software sales/development meeting, and a Flipster talk. KnowBe4 annual Sexual Harassment course has started.

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Website Stats

UNIQUE VISITORS	NUMBER OF VISITORS	PAGES	HITS
4878	9718	67063	409437

Youth & Family Services: Lauren Strong

Monthly Focus:

- Lauren and Barbara have finished creating the theme bags with the new books that were ordered. Cassie is currently working in processing the new bags.
- Lauren has changed over the storywalk for the last installment of Little Blue Truck.
- We kicked off the Summer Reading Program on June 12. We have had many kids come in and sign-up due to our virtual school visits.
- Lauren has created a scheduling calendar for Imani. She is now back on Mondays and Tuesdays in the Long Island Room.
- All full-time staff are continuing to attend the Libraries Nourish Trainings. Lauren is attending the Libraries Nourish Task Force Meetings biweekly
- All librarians have participated in 76 virtual visits for Riley, Phillips, Roanoke, and Pulaski Elementary School
- Our Long Island Cares Food Donation bin was picked up and we have 2 new bins for donations. We're hoping to get more donations this Summer.
- Nicole, Barbara, Karen, and Alex have all been busy planning programs and creating grab & go kits.
- We started the Summer Meal Program with Long Island Cares on June 28. Each day we are giving out a grab and go breakfast and lunch. We have been serving on average 20 people a day.

Program Statistics

Total Youth and Family Services Program Sessions: 17 Held/2 Cancelled

Total Infant Program Sessions: 3 classes/24 attendance

Total Toddler Program Sessions: 3 classes/ 72 attendance

Total Preschool Program Sessions: 2 classes/ 22 attendance

Total Family Program Sessions: 2 class/58 attendance

Total School Age Program Sessions: 2 classes/12 attendance

Total Teen Program Sessions: 4 classes/39 attendance

Teen Volunteers: 1

Community Service Hours Earned: 4

Number of Teens in Loft throughout the Month: 43

Reference Questions:

Total Youth and Family Services Reference Questions: 670

Approved

Patron Services: Chryso Tsoumpelis

Statistics:

- Total checkouts - 5,536
- New Library Cards- 104
- Library Card Renewals - 154
- Over 30 Curbside Pickup appointments
- Over 90 total curbside items
- Approx. 25 total booked appointments weekly

Achievements:

- Account resolution and improved material management
- Record cleanup- all p-code odd statuses cleaned
- Patron case file follow up/ cleanup
- "In transit too long" list cleaned and updated
- New department documents and cheat sheets created

Building, Grounds & Maintenance: Marie LaDonne

- Cleared out Writer's Cove
- Set up chairs and tables in the library back to normal
- Fixed staff entrance door
- Met with hvac reps. and roofers still working on estimates for parking lot
- Organized computer equipment in projection room closet
- Put fifty of the folding chairs in projection rm closet
- Cleaning some of the older chairs
- Setting up tents, tables and chairs for outside programs
- Setting up more inside programs
- Cleaning and dusting

Adult Programming & Marketing: Rasheima Alvarado

- Adult Program virtual attendance/views: 1,088
- Positive feedback on in person: Adult Drag Queen Hour, Island Harvest Food Distribution, Summer Solstice Tarot Card Reading
- Positive feedback on Virtual programs: How to be less stupid about Race Book Discussion & Elephant Origami Craft on Zoom

Top programs:

1. Island Harvest Food Distribution
2. How to Tell Your Ancestors Story
3. Drag Queen Story Hour

Approved

Digital Marketing Analytics

Facebook	Instagram	Twitter	YouTube
20k Impressions	459 Totals Likes	20.7k Tweet impressions	3.7K Impressions
3,880 Reach	1,980 Reach	3,412 Profile visits	235 Unique viewers
18 new followers	21 new followers	38 Mentions	9 returned viewers
923 Post Engagement	4.1k Impressions	5 New followers	
16 page likes			
928 video views			

Constant Contact

Time Sent	Campaign Name	Opens	Open Rate
6/2/2021 4:02PM	Friends' Travel Club	974	17%
6/11/2021 3:03PM	E-Newsletter 6/11/21	1048	18%
6/15/2021 6:00PM	June 15 COVID EO	1510	26%
6/16/2021 10:06AM	Friends' Photo Walk 6/23	1016	17%
6/24/2021 6:02PM	Friends' Travel Club July	1227	21%
6/25/2021 6:01PM	E-Newsletter 6/25	1092	19%
6/26/2021 9:09AM	Programs 6/28-7/3	1014	17%
6/28/2021 10:01AM	Long Island Cares July '21 Schedule	887	15%
6/30/2021 6:01PM	Mask Policy Effective July 1	1298	22%

Respectfully Submitted
Kerrie McMullen-Smith
Library Director

Approved

COMMITTEE REPORTS:

PERSONNEL: (*O'Hare)

7.14.21 **Resolution #21-340**
1013 ***APPROVAL TO HIRE MELISSA VERMEY AS A PART-TIME BOOKKEEPER***

Janet O'Hare 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 Melissa VermeY as a part-time bookkeeper at the hourly rate of \$20.00, effective July 6, 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

Banks-Winter Absent **Wood** Yes **Friedrich** Yes

Munzel Yes **O'Hare** Yes

Zeiger Yes **Totten** Yes **Nelson** Yes

Wilkinson Yes

The Resolution Was Thereupon Duly Declared Adopted

July 14, 2021

7.14.21 **Resolution #21-341**
1014 ***APPROVAL TO HIRE KERI GRACE NAJDZION AS AN ADMINISTRATIVE ASSISTANT***

Janet O'Hare 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 Keri Grace Najdzion as a full-time administrative assistant at the bi-weekly rate of \$1,692.31 effective July 19, 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.

Approved

THE VOTE

Banks-Winter Absent **Wood** Yes **Friedrich** Yes

Munzel Yes **O'Hare** Yes

Zeiger Yes **Totten** Yes **Nelson** Yes

Wilkinson Yes

The Resolution Was Thereupon Duly Declared Adopted

July 14, 2021

BUILDINGS & GROUNDS & TECHNOLOGY: (*Banks-Winter)

7.14.21

Resolution #21-342

1015

APPROVAL TO RENAME RIVERHEAD FREE LIBRARY'S LONG ISLAND COLLECTION

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

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS, the Board of Trustees hereby approves the renaming of the Riverhead Free Library's Long Island Collection (Local History Collection) to The Perkins Local History Collection effective July 19, 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

Banks-Winter Absent **Wood** Yes **Friedrich** Yes

Munzel Yes **O'Hare** Yes

Zeiger Yes **Totten** Yes **Nelson** Yes

Wilkinson Yes

The Resolution Was Thereupon Duly Declared Adopted

July 14, 2021

POLICIES & BYLAWS & OBJECTIVES (*Nelson) - No Changes

Approved

FINANCE: (*Friedrich)

- 7.14.21** David Friedrich moved to approve the Personnel and Payroll report for the month of June
1016 2021. Motion was seconded by Ruth Nelson.
Motion Carried.

There were two town fees, \$300 for tents and \$562.50 sight fee for the YB annex that has not yet materialized. Circumstances have arrived that these fees could be waived. David advised he met with the Town Supervisor and she will meet with the Town Attorney to put a resolution forward to refund the money.

FUNDRAISING: (*O'Hare)

As of today we have 59 4x8 bricks, 13 8x8 bricks, 3 bronze plaques, 3 platinum plaques and 1 gold plaque and are hoping to get more donations. David Friedrich reported we have 128k and change to date. Kerrie reported Bruce Tria from WRIV agreed to do public service announcements regarding the Yellow Barn project on air.

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

LIAISON REPORTS:

FRIENDS: (*Wilkinson)

There is no report but they will not have a meeting in July but will in August.

SCLS:

Kerrie reported Susan couldn't make the meeting and they don't meet until the end of July because of summer. Kerrie received an email from Kevin Verbesev with the update on June 2021 circulation stats.

UNFINISHED BUSINESS:

John Munzel reminded the board that they had passed a resolution for a formation of a legacy club and then COVID hit. He would like to see the new Board activate a legacy club and push forward with it. There are people that are willing to leave the Library a portion of their estate and distributed a sample from another library.

NEW BUSINESS:

Swearing in of new Trustees - new trustees received packets with Oath of Office, current trustees received packets with updated information. Sandra Berdinka, Monique Genchi and Janet O'Hare (for her second term) were sworn in.

Appointment of new officers to the Board of Trustees:

- 7.14.21** Janet O'Hare nominated David Friedrich as Treasurer, motion seconded by Ruth Nelson.
1017 **Motion Carried.**

Approved

7.14.21 David Friedrich nominated Janet O'Hare as President., motion seconded by Ruth Nelson.
1018 **Motion Carried.**

7.14.21 David Friedrich nominated Jeff Zeiger as Vice-President, motion seconded by Ruth Nelson.
1019 **Motion Carried.**

7.14.21 Janet O'Hare nominated Ruth Nelson for Secretary, motion seconded by David Friedrich.
1020 **Motion Carried.**

The Oath was administered to the new officers and signed.

Janet O'Hare passed around a sign up sheet for committee members. The Vice-President is automatically head of Personnel, the Treasurer is automatically head of Finance and the Secretary is automatically head of Policy & By Laws.

PERIOD OF BOARD EXPRESSION:

Janet read Article 3 Section 9 from the by-laws reminding the Board that all actions of the board should be as a unit and no one should act alone. Susan Berdinka then expressed how happy and excited she is to be here.

PERIOD OF PUBLIC EXPRESSION:

Laura LaSite who just retired from the library commented on what a beautiful library it is with wonderful people, great programs and it's refreshing to see the changes with the library opening back up. She then thanked the new board members and outgoing trustees John and Louise for the time on the board. Janet O'Hare then thanked Laura and said she helped make it a success. Kerrie McMullen-Smith thanked John Munzel and Louise Wilkinson for their time on the board and for all the support and direction they have given her.

7.14.21 President John Munzel entertained motion to adjourn the July 14, 2021 regular meeting
1021 meeting of the Board of Trustees. Motion moved by Janet O'Hare and seconded by Susan Berdinka.
Motion Carried.

Meeting was adjourned at 7:11 PM

Respectfully submitted,

Ruth Nelson / kgn