

APPROVED

**Minutes**  
**Regular Meeting of the Board of Trustees**  
**Riverhead Free Library**  
**August 13, 2025**

**Present:** Jeff Zeiger, President; Mary McDonnell, Vice-President; William Sandback, Secretary; Carlos Alvarez, Trustee; Barbara Ripel, Trustee; Janet Vuturo, Trustee

**Absent:** Susan Bergmann, Treasurer; Michael Dubois, Trustee; Janet O'Hare, Trustee

**Director:** Kerrie McMullen-Smith

**Assistant Director:** Catherine Montazem

**Staff:** Susan Culver, Steve Taddeo and Dean Romano

**Members of the Community:** None

The regular meeting of the Board of Trustees was called to order on August 13, 2025 at 6:40 pm. The Board was presented with an agenda, board packet and previous minutes.

William Sandback led those present in the pledge of allegiance.

**8.13.25** President Zeiger entertained a motion to approve the agenda.  
**1968** Motion was moved by Carlos Alvarez and seconded by Barbara Ripel.  
**Motion Carried.**

**8.13.25** President Zeiger entertained a motion to approve the minutes of the  
**1969** regular board meeting of July 9, 2025. Motion was moved by Carlos Alvarez and seconded by Barbara Ripel.  
**Motion Carried.**

**PERIOD OF PUBLIC EXPRESSION:** None.

**8.13.25** Mary McDonnell entertained a motion to approve the bills for the month of  
**1970** July 2025. Motion was moved by Carlos Alvarez and seconded by Barbara Ripel.  
**Motion Carried.**

**8.13.25** Mary McDonnell entertained a motion to approve the receipts and  
**1971** disbursements for the month of July 2025. Motion was moved by Carlos Alvarez and seconded by Barbara Ripel.  
**Motion Carried.**

**8.13.25** Mary McDonnell entertained a motion to approve warrant **25-8-1** general fund  
**1972** checking. Motion was moved by Carlos Alvarez and seconded by Barbara Ripel.  
**Motion Carried.**

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**8.13.25  
1973** Mary McDonnell entertained a motion to approve warrant **25-8-2** general fund money market account to the general fund checking account. Motion was moved by Carlos Alvarez and seconded by Barbara Ripel.

**Motion Carried.**

**8.13.25  
1974** Mary McDonnell entertained a motion to approve warrant **25-8-3** general fund money market to the payroll account. Motion was moved by Carlos Alvarez and seconded by Barbara Ripel.

**Motion Carried.**

**8.13.25  
1975** Mary McDonnell entertained a motion to approve warrant **25-8-4** general fund payroll account. Motion was moved by Barbara Ripel and seconded by Carlos Alvarez.

**Motion Carried.**

**8.13.25  
1976** Mary McDonnell entertained a motion to approve warrant **25-8-5** capital project fund money market. Motion was moved by Barbara Ripel and seconded by Carlos Alvarez.

**Motion Carried.**

**8.13.25  
1977** Mary McDonnell entertained a motion to approve warrant **25-8-6** Yellow Barn checking. Motion was moved by Barbara Ripel and seconded by Carlos Alvarez.

**Motion Carried.**

**8.13.25  
1978** Mary McDonnell entertained a motion to approve the bank reconciliation for July 31, 2025. Motion was moved by Barbara Ripel and seconded by Carlos Alvarez.

**Motion Carried.**

**CORRESPONDENCE:** A thank you was received from Barbara Barth for the wonderful Library and staff. A thank you card was received from the Cards for Hospitalized Kids. A meeting room request was received from Newsday. It was suggested that they partner with the Heart of Riverhead Civic Group.

**Director's Report:** The Director's Report for July 2025 was given by Director, Kerrie McMullen-Smith.

**Assistant Director's Report:** The Assistant Director's Report for July 2025 was given by Assistant Director, Catherine Montazem.

### **COMMITTEE REPORTS:**

**PERSONNEL:** (Mary McDonnell) -

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Mary McDonnell gave the Personnel and Payroll report.

**8.13.25** Jeff Zeiger entertained a motion to approve the July 2025 Personnel  
**1979** and Payroll Report. Motion was moved by Barbara Ripel and seconded by Carlos Alvarez.  
**Motion Carried.**

**8.13.25** Mary McDonnell offered Resolution #25-618 Approval to Hire Maria Gates as  
**1980** a part-time Youth & Family Services Librarian Trainee at the hourly rate of \$27.93 effective August 18, 2025 which was seconded by Barbara Ripel. The vote was six in favor and three absent. The Resolution was thereupon Duly Declared Adopted.

### **BUILDINGS, GROUNDS & EQUIPMENT:** (William Sandback) -

**8.13.25** William Sandback offered Resolution #25-619 Approval to Contract with  
**1981** Residential Fence Corp. for a refuse enclosure in the amount of \$8,181.20 which was seconded by Barbara Ripel. The vote was six in favor and three absent. The Resolution was thereupon Duly Declared Adopted.

**8.13.25** William Sandback offered Resolution #25-620 Approval to Contract with  
**1982** Residential Fence Corp. for a gas header enclosure in the amount of \$5,810.20 which was seconded by Barbara Ripel. The vote was six in favor and three absent. The Resolution was thereupon Duly Declared Adopted.

**8.13.25** William Sandback offered Resolution #25-621 Approval to Contract with  
**1983** W.B. Mason for office furniture in the amount of \$13,197.31 which was seconded by Carlos Alvarez. The vote was six in favor and three absent. The Resolution was thereupon Duly Declared Adopted.

**POLICY, BYLAWS & OBJECTIVES:** (William Sandback) - The Board is still in discussions regarding the RFL Friends group.

### **FINANCE:** (Susan Bergmann) -

**8.13.25** Mary McDonnell offered Resolution #25-622 Approval to transfer \$20,000.00  
**1984** of unassigned funds in the General Fund to the Capital Project Fund to pay for glass walls in the Maker Space which was seconded by Carlos Alvarez. The vote was six in favor and three absent. The Resolution was thereupon Duly Declared Adopted.

**FUNDRAISING:** (Janet Vuturo) - Nothing to report.

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**PLAN OF SERVICE:** Nothing to report.

**LIAISON REPORTS:**

**SCLS:** (Susan Bergmann) - Absent. No report

**UNFINISHED BUSINESS:** Kerrie McMullen-Smith reviewed patron incidents with the Board.

**NEW BUSINESS:** Mary McDonnell reviewed the nominations process that will be discussed further in September to recruit new trustees. The new process will fill gaps and allow for more time to recruit.

**PERIOD OF BOARD EXPRESSION:** None

**PERIOD OF PUBLIC EXPRESSION:** None.

**8.13.25** President Zeiger entertained a motion to adjourn the August 13, 2025  
**1985** regular meeting of the Board of Trustees. Motion was moved by Barbara  
Ripel and seconded by Mary McDonnell.  
**Motion Carried.**

The meeting was adjourned at 7:19 pm.

Respectfully submitted,  
William Sandback / smc