

**APPROVED**

**Minutes  
Regular Meeting of the Board of Trustees  
Riverhead Free Library  
February 12, 2025**

**Present:** David Friedrich, President; Jeff Zeiger, Vice-President; Carlos Alvarez, Treasurer; William Sandback, Secretary; Susan Bergmann, Trustee; Mitchell Hagler, Trustee; Mary McDonnell, Trustee; Barbara Ripel, Trustee; Janet Vuturo, Trustee

**Director:** Kerrie McMullen-Smith

**Assistant Director:** Catherine Montazem

**Staff:** Susan Culver

**Members of the Community:** None

The regular meeting of the Board of Trustees was called to order on February 12, 2025 at 6:30 pm. The Board was presented with an amended agenda, board packet and previous minutes.

Janet Vuturo led those present in the pledge of allegiance.

**2.12.25** President Friedrich entertained a motion to approve the amended agenda.  
**1822** Motion was moved by Janet Vuturo and seconded by Barbara Ripel.  
**Motion Carried.**

**2.12.25** President Friedrich entertained a motion to adjourn to executive session.  
**1823** Motion was moved by Barbara Ripel and seconded by Janet Vuturo.  
**Motion Carried.**

The meeting adjourned to executive session at 6:31 pm.

**2.12.25** President Friedrich entertained a motion to go into executive session. Motion  
**1824** was moved by Susan Bergmann and seconded by Janet Vuturo.  
**Motion Carried.**

The executive session was called to order at 6:32 pm.

**2.12.25** President Friedrich entertained a motion to adjourn the executive session.  
**1825** Motion was moved by Barbara Ripel and seconded by Susan Bergmann.  
**Motion Carried.**

The executive session was adjourned at 7:41 pm

**2.12.25** President Friedrich entertained a motion to move back to the regular  
**1826** meeting. Motion was moved by Janet Vuturo and seconded by Mary McDonnell.  
**Motion Carried.**

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The regular meeting was called to order at 7:42 pm.

**2.12.25** President Friedrich entertained a motion to approve the minutes of the  
**1827** regular board meeting of January 8, 2025. Motion was moved by Mary McDonnell and seconded by Barbara Ripel.  
**Motion Carried.**

**PERIOD OF PUBLIC EXPRESSION:** None.

**2.12.25** Carlos Alvarez entertained a motion to approve the bills for the month of  
**1828** January 2025. Motion was moved by Mary McDonnell and seconded by Susan Bergmann.  
**Motion Carried.**

**2.12.25** Carlos Alvarez entertained a motion to approve the receipts and disbursements  
**1829** for the month of January 2025. Motion was moved by Susan Bergmann and seconded by William Sandback.  
**Motion Carried.**

**2.12.25** Carlos Alvarez entertained a motion to approve warrant **25-2-1** general fund  
**1830** checking. Motion was moved by Barbara Ripel and seconded by Susan Bergmann.  
**Motion Carried.**

**2.12.25** Carlos Alvarez entertained a motion to approve warrant **25-2-2** general fund  
**1831** money market to the capital project fund. Motion was moved by Susan Bergmann and seconded by Barbara Ripel.  
**Motion Carried.**

**2.12.25** Carlos Alvarez entertained a motion to approve warrant **25-2-3** general fund  
**1832** money market to the general fund checking. Motion was moved by Mary McDonnell and seconded by Barbara Ripel.  
**Motion Carried.**

**2.12.25** Carlos Alvarez entertained a motion to approve warrant **25-2-4** general fund  
**1833** money market to the payroll account. Motion was moved by William Sandback seconded by Barbara Ripel.  
**Motion Carried.**

**2.12.25** Carlos Alvarez entertained a motion to approve warrant **25-2-5** general fund  
**1834** payroll account. Motion was moved by Mary McDonnell and seconded by Susan Bergmann.  
**Motion Carried.**

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**2.12.25** Carlos Alvarez entertained a motion to approve warrant **25-2-6** capital project  
**1835** fund money market. Motion was moved by Susan Bergmann and seconded by Janet Vuturo.

**Motion Carried.**

**2.12.25** Carlos Alvarez entertained a motion to approve the bank reconciliation for  
**1836** January 31, 2025. Motion was moved by Barbara Ripel and seconded by Susan Bergmann.

**Motion Carried.**

**CORRESPONDENCE:** Kerrie McMullen-Smith read a letter from the Department of Transportation stating the road work they are planning in the area. Kerrie also received an email from Kevin Verbesey, Director of Suffolk Cooperative Library Services, advising of two workshops being offered through SCLS. One in March regarding purchasing off the NYS OGS and one on April 24th at 2 pm pertaining to the NYS Open Meeting Laws. The workshop will count as credits toward the mandatory trustee training. Kerrie highly recommended that the trustees attend the workshop on NYS Open Meeting Laws.

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

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

### COMMITTEE REPORTS:

**PERSONNEL:** (Jeff Zeiger) -

Jeff Zeiger gave the Personnel and Payroll report.

**2.12.25** David Friedrich entertained a motion to approve the January 2025 Personnel  
**1837** and Payroll Report. Motion was moved by Janet Vuturo and seconded by Barbara Ripel.

**Motion Carried.**

**2.12.25** Jeff Zeiger offered Resolution #25-569 Approval to Hire Patricia Harron as a  
**1838** part-time Library Clerk at the hourly rate of \$17.46 which was seconded by Susan Bergmann. The vote was nine in favor. The Resolution was thereupon Duly Declared Adopted.

**2.12.25** Jeff Zeiger offered Resolution #25-570 Approval to Hire Simone Ryan as a  
**1839** part-time Library Clerk at the hourly rate of \$17.46 which was seconded by Susan Bergmann. The vote was nine in favor. The Resolution was thereupon

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Duly Declared Adopted.

- 2.12.25** Jeff Zeiger offered Resolution #25-571 Approval to Hire Kaylee Wells as a  
**1840** part-time Library Clerk at the hourly rate of \$17.46 which was seconded by Susan Bergmann. The vote was nine in favor. The Resolution was thereupon Duly Declared Adopted.
- 2.12.25** Jeff Zeiger offered Resolution #25-572 Approval to Promote Catherine Rankel  
**1841** to full-time Head of Circulation at the biweekly rate of \$2,076.92 which was seconded by Susan Bergmann. The vote was nine in favor. The Resolution was thereupon Duly Declared Adopted.
- 2.12.25** Jeff Zeiger offered Resolution #25-573 Approval to Make Benjamin Granger  
**1842** the full-time Welcome Center Coordinator at the biweekly rate of \$1,851.93 which was seconded by Mitchell Hagler. The vote was nine in favor. The Resolution was thereupon Duly Declared Adopted.
- 2.12.25** Jeff Zeiger offered Resolution #25-574 Approval to Promote Pamela Cook to  
**1843** a full-time Adult & Information Services Coordinator at the biweekly rate of \$2,884.62 which was seconded by Susan Bergmann. The vote was nine in favor. The Resolution was thereupon Duly Declared Adopted.
- 2.12.25** Jeff Zeiger offered Resolution #25-575 Approval to Promote Harry Metcalf to  
**1844** a full-time Maintenance Mechanic I at the hourly rate of \$28.00 which was seconded by Susan Bergmann. The vote was nine in favor. The Resolution was thereupon Duly Declared Adopted.

### **BUILDINGS, GROUNDS & EQUIPMENT: (Jeff Zeiger) -**

- 2.12.25** Jeff Zeiger offered Resolution #25-576 Approval to Purchase Draper Clutch  
**1845** Roller Shades from AT Equipment Sales in the amount of \$13,095.50 which was seconded by Carlos Alvarez. The vote was nine in favor. The Resolution was thereupon Duly Declared Adopted.

### **POLICY, BYLAWS & OBJECTIVES: (William Sandback) -**

- 2.12.25** William Sandback entertained a motion to table Resolution #25-577 which was  
**1846** moved by Susan Bergmann and seconded by Barbara Ripel.  
**Motion Carried.**
- 2.12.25** William Sandback entertained a motion to table Resolution #25-578 which was  
**1847** moved by Susan Bergmann and seconded by Janet Vuturo.

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### Motion Carried.

**FINANCE:** (Carlos Alvarez) -

**2.12.25** Carlos Alvarez offered Resolution #25-579 Approval to Exceed The Tax Levy  
**1848** Limit for the July 1, 2025 to June 30, 2026 fiscal year which was seconded by Barbara Ripel. The vote was nine in favor. The Resolution was thereupon Duly Declared Adopted.

**2.12.25** Carlos Alvarez offered Resolution #25-580 Approval of the Operating Budget  
**1849** for the 225-2026 fiscal year which was seconded by Susan Bergmann. The vote was nine in favor. The Resolution was thereupon Duly Declared Adopted.

**FUNDRAISING:** (Janet Vuturo) - Janet is looking for fundraising ideas. David Friedrich suggested fundraising to meet the balance needed to meet the Yellow Barn goal of \$185,000.

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

### LIAISON REPORTS:

**SCLS:** (Susan Bergmann) - The monthly SCLS report was given by Susan Bergmann.

**UNFINISHED BUSINESS:** William Sandback asked if the staff hired for the new welcome center are greeters? Kerrie McMullen-Smith advised that the new hires are clerks and the new desk will serve as a circulation desk as well. Ben, currently at the existing circulation desk, will be the coordinator for the new welcome desk and he will be working with other entities in the town as there will be information about what's going on in the town as well. Mary McDonnell said she and a friend walked from the other side of Riverhead to the Library's new entryway. Mary expressed concern over the traffic stops and if the town was working on making the traffic flow better and having more signage. Kerrie said she was aware that the town was considering these things.

**NEW BUSINESS:** David Friedrich suggested that Jeff Zeiger, Mary McDonnell and Janet Vuturo be the Ad Hoc Committee for trustee nominations. It was agreed.

**2.12.25** President Friedrich entertained a motion to accept the New York State Annual .  
**1850** Statistic Report. Motion was moved by Susan Bergmann and seconded by Barbara Ripel. **Motion Carried.**

**PERIOD OF BOARD EXPRESSION:** Mary McDonnell asked given what's going on with funding at the federal level which could affect the state funding, could the Library lose funding? Kerrie responded that possibly the Local Library Service Aide could go away. Most of our funding is

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through taxation and PILOT payments. We have received 90% of the New York State Construction grant aid for the HVAC project.

**PERIOD OF PUBLIC EXPRESSION:** None.

**2.12.25** President Friedrich entertained a motion to adjourn the February 12, 2025  
**1851** regular meeting of the Board of Trustees. Motion was moved by Barbara Ripel and seconded by Susan Bergmann.  
**Motion Carried.**

The meeting was adjourned at 8:37 pm.

Respectfully submitted,  
William Sandback / smc