

APPROVED

**Minutes
Regular Meeting of the Board of Trustees
Riverhead Free Library
January 14, 2026**

Present: Jeff Zeiger, President; Mary McDonnell, Vice-President; Susan Bergmann, Treasurer; William Sandback, Secretary; Carlos Alvarez, Trustee; Michael Dubois, Trustee; Janet O'Hare, Trustee; Barbara Ripel, Trustee

Absent: Janet Vuturo, Trustee

Director: Kerrie McMullen-Smith

Assistant Director: Catherine Montazem

Staff: Susan Culver and Steve Taddeo

Members of the Community: None

The regular meeting of the Board of Trustees was called to order on January 14, 2026 at 6:35 pm. The Board was presented with an agenda, board packet and previous minutes.

Jeff Zeiger led those present in the pledge of allegiance.

1.14.26 President Zeiger entertained a motion to approve the agenda.
2048 Motion was moved by Carlos Alvarez and seconded by Susan Bergmann.
Motion Carried.

1.14.26 President Zeiger entertained a motion to approve the minutes of the
2049 regular board meeting of December 10, 2025. Motion was moved by Michael Dubois and seconded by Susan Bergmann.
Motion Carried.

PERIOD OF PUBLIC EXPRESSION: None.

1.14.26 Susan Bergmann entertained a motion to approve the bills for the month of
2050 December 2025. Motion was moved by William Sandback and seconded by Barbara Ripel.
Motion Carried.

1.14.26 Susan Bergmann entertained a motion to approve the receipts and
2051 disbursements for the month of December 2025. Motion was moved by William Sandback and seconded by Michael Dubois.
Motion Carried.

1.14.26 Susan Bergmann entertained a motion to approve the following warrants:
2052 26-1-1 General Fund checking in the amount of \$184,948.18, 26-1-2 General Fund money market to the Capital Fund money market account in the amount of \$34,500.00, 26-1-3 General Fund credit card account to the General Fund

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operating account in the amount of \$7,000.00, 26-1-4 General Fund money market to the Capital Fund money market in the amount of \$100.00, 26-1-5 General Fund money market to the Payroll account in the amount of \$205,000.00, 26-1-6 General Fund Payroll in the amount of \$204,936.29 and 26-1-7 Capital Project Fund money market in the amount of \$207,461.76. Motion was moved by Michael Dubois and seconded by Barbara Ripel.

Motion Carried.

1.14.26 Susan Bergmann entertained a motion to approve the bank reconciliations for
2053 December 31, 2025. Motion was moved by Mary McDonnell and seconded by Carlos Alvarez.

Motion Carried.

CORRESPONDENCE: The Library received thank you notes from L.I. Cares for the 792 pounds of food our patrons donated and from the Long Island senior veterans home for the cards our Teens made and sent to them. The America 250 Red White & Blue Ball will be held at the Sea Star Ballroom on January 23rd. Two memos were received from SCLS. The trustee caucus for the Riverhead and Southold Towns will be held at the Riverhead Free Library on the 23rd at 2pm. The SCLS contract services fee will change in January.

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

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

COMMITTEE REPORTS:

PERSONNEL: (Mary McDonnell) -

Mary McDonnell gave the Personnel and Payroll report for December 2025.

1.14.26 Jeff Zeiger entertained a motion to approve the December 2025 Personnel
2054 and Payroll Report. Motion was moved by Barbara Ripel and seconded by Susan Bergmann.

Motion Carried.

BUILDINGS, GROUNDS & EQUIPMENT: (William Sandback) -

1.14.26 William Sandback offered Resolution #26-637 Approval to Contract
2055 with The Fireplace Factory for the fireplace restoration in the amount of \$24,337.00 which was seconded by Michael Dubois. The vote was eight in favor and one absent. The Resolution was thereupon Duly Declared Adopted.

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POLICY, BYLAWS & OBJECTIVES: (William Sandback) - William and Janet continue to review the Bylaws and will put forth some suggestions to the Board.

FINANCE: (Susan Bergmann) - There is a CD maturing on January 21, 2026. The proceeds will be moved from M&T Bank to Metropolitan Commercial Bank.

FUNDRAISING: (Janet Vuturo) - Janet O'Hare spoke about the brick fundraiser that is underway.

PLAN OF SERVICE: Nothing to report.

LIAISON REPORTS: SCLS: (Susan Bergmann) - There currently is not a representative for SCLS. The caucus will be held on the 23rd at the Riverhead Free Library and Susan Bergmann will nominate Janet O'Hare. A ballot will then go out to the North Fork libraries for SCLS's February meeting.

UNFINISHED BUSINESS: William Sandback asked if there was any update from the law firm. Jeff Zeiger indicated that there have been conversations with them but they are still collecting information.

NEW BUSINESS: None

PERIOD OF BOARD EXPRESSION: Jeff Zeiger asked if improving the air circulation and filtration in the computer lab was possible. Kerrie will have John Miccoli look into it. Mary McDonnell asked if ICE had been on the premises. Kerrie McMullen-Smith said no. Michael Dubois asked if there will be two separate areas during the budget vote and trustee election which are held at the same time. Kerrie McMullen-Smith advised yes there will be two areas. The Riverhead Central School District runs the budget vote and the Library runs the trustee election. They can not be in the same room.

PERIOD OF PUBLIC EXPRESSION: None.

1.14.26 President Zeiger entertained a motion to adjourn the January 14,
2056 2026 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 7:41 pm.

Respectfully submitted,
William Sandback / smc