

APPROVED

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

Absent: None

Director: Kerrie McMullen-Smith

Assistant Director: Catherine Montazem

Staff: Susan Culver

Members of the Community: Mike Dubois

The regular meeting of the Board of Trustees was called to order on May 14, 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.

5.14.25 President Friedrich entertained a motion to approve the amended agenda.
1889 Motion was moved by Barbara Ripel and seconded by Carlos Alvarez.
Motion Carried.

5.14.25 President Friedrich entertained a motion to approve the minutes of the
1890 regular board meeting of April 9, 2025. Motion was moved by Janet Vuturo and seconded by Susan Bergmann.
Motion Carried.

PERIOD OF PUBLIC EXPRESSION: Mike Dubois said he is looking forward to coming on board.

5.14.25 Carlos Alvarez entertained a motion to approve the bills for the month of
1891 April 2025. Motion was moved by Susan Bergmann and seconded by Barbara Ripel.
Motion Carried.

5.14.25 Carlos Alvarez entertained a motion to approve the receipts and disbursements
1892 for the month of April 2025. Motion was moved by Mary McDonnell and seconded by Susan Bergmann.
Motion Carried.

5.14.25 Carlos Alvarez entertained a motion to approve warrant **25-5-1** general fund
1893 checking. Motion was moved by Barbara Ripel and seconded by Mary McDonnell.

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Motion Carried.

5.14.25 Carlos Alvarez entertained a motion to approve warrant **25-5-2** general fund
1894 money market to the capital project fund money market. Motion was moved by Barbara Ripel and seconded by Susan Bergmann.

Motion Carried.

5.14.25 Carlos Alvarez entertained a motion to approve warrant **25-5-3** general fund
1895 money market to the payroll account. Motion was moved by Mary McDonnell and seconded by Susan Bergmann.

Motion Carried.

5.14.25 Carlos Alvarez entertained a motion to approve warrant **25-5-4** general fund
1896 payroll account. Motion was moved by Susan Bergmann and seconded by Barbara Ripel.

Motion Carried.

5.14.25 Carlos Alvarez entertained a motion to approve warrant **25-5-5** capital project
1897 fund money market. Motion was moved by Susan Bergmann and seconded by Barbara Ripel.

Motion Carried.

5.14.25 Carlos Alvarez entertained a motion to approve the bank reconciliation for
1898 April 30, 2025. Motion was moved by Susan Bergmann and seconded by Mary McDonnell.

Motion Carried.

CORRESPONDENCE: A notice was received from the Riverhead Town Assessors office notifying the Library that the assessed value has increased by \$2,000.00. Joanna Pollistena has made a donation to the Arbor Day Foundation in the name of the Library. A Comment Card from Nancy Raynor thanked the Library for allowing the Eastern LI Quilt Guild to display items made by the members. Long Island Cares sent a thank you for the 437 pounds of pet food collected.

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

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

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COMMITTEE REPORTS:

PERSONNEL: (Jeff Zeiger) -

Jeff Zeiger gave the Personnel and Payroll report.

- 5.14.25 1899** David Friedrich entertained a motion to approve the April 2025 Personnel and Payroll Report. Motion was moved by Susan Bergmann and seconded by Carlos Alvarez.
Motion Carried.
- 5.14.25 1900** Jeff Zeiger offered Resolution #25-591 Approval to Increase the Annual Salary of Adult & Information Services Coordinator Pamela Cook to the bi-weekly rate of \$3,057.69 effective July 1, 2025 which was seconded by Barbara Ripel. The vote was all in favor. The Resolution was thereupon Duly Declared Adopted.
- 5.14.25 1901** Jeff Zeiger offered Resolution #25-592 Approval to Increase the Annual Salary of Business Manager Susan Culver to the bi-weekly rate of \$3,288.46 effective July 1, 2025 which was seconded by Susan Bergmann. The vote was all in favor. The Resolution was thereupon Duly Declared Adopted.
- 5.14.25 1902** Jeff Zeiger offered Resolution #25-593 Approval to Increase the Annual Salary of Welcome Center Coordinator Patron Services Benjamin Granger to the bi-weekly rate of \$1,944.52 effective July 1, 2025 which was seconded by Mary McDonnell. The vote was all in favor. The Resolution was thereupon Duly Declared Adopted.
- 5.14.25 1903** Jeff Zeiger offered Resolution #25-594 Approval to Increase the Annual Salary of the Building Maintenance Manager Robert Haughie to the bi-weekly rate of \$2,942.31 effective July 1, 2025 which was seconded by Susan Bergmann. The vote was all in favor. The Resolution was thereupon Duly Declared Adopted.
- 5.14.25 1904** Jeff Zeiger offered Resolution #25-595 Approval to Increase the Annual Salary of the Patron Services Coordinator Catherine Rankel to the bi-weekly rate of \$2,222.31 effective July 1, 2025 which was seconded by Mary McDonnell. The vote was all in favor. The Resolution was thereupon Duly Declared Adopted.
- 5.14.25 1905** Jeff Zeiger offered Resolution #25-596 Approval to Increase the Annual Salary of the Purchasing Coordinator Dean Romano to the bi-weekly rate of \$2,692.31 effective July 1, 2025 which was seconded by Susan Bergmann. The vote was all in favor. The Resolution was thereupon Duly Declared Adopted.

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- 5.14.25
1906** Jeff Zeiger offered Resolution #25-597 Approval to Increase the Annual Salary of the Youth & family Services Coordinator Lauren Strong to the bi-weekly rate of \$3,176.04 effective July 1, 2025 which was seconded by Barbara Ripel. The vote was all in favor. The Resolution was thereupon Duly Declared Adopted.
- 5.14.25
1907** Jeff Zeiger offered Resolution #25-598 Approval to Increase the Annual Salary of the Program & Marketing Coordinator Joann White to the bi-weekly rate of \$2,884.62 effective July 1, 2025 which was seconded by Susan Bergmann. The vote was all in favor. The Resolution was thereupon Duly Declared Adopted.
- 5.14.25
1908** Jeff Zeiger offered Resolution #25-599 Approval to Increase the Annual Salary of the Co-Security Manager John O'Sullivan to the bi-weekly rate of \$672.00 plus an hourly rate of \$28.00 effective July 1, 2025 which was seconded by Susan Bergmann. The vote was all in favor. The Resolution was thereupon Duly Declared Adopted.
- 5.14.25
1909** Jeff Zeiger offered Resolution #25-600 Approval to Increase the Annual Salary of the Co-Security Manager Steven Taddeo to the bi-weekly rate of \$672.00 plus an hourly rate of \$28.00 effective July 1, 2025 which was seconded by Barbara Ripel. The vote was all in favor. The Resolution was thereupon Duly Declared Adopted.

BUILDINGS, GROUNDS & EQUIPMENT: (Jeff Zeiger) -

- 5.14.25
1910** Jeff Zeiger offered Resolution #25-601 Approval to Contract with Trane for BAS controls for the boiler in the amount of \$15,950.00 which was seconded by Barbara Ripel. The vote was all in favor. The Resolution was thereupon Duly Declared Adopted.
- 5.14.25
1911** Jeff Zeiger offered Resolution #25-602 Approval to Contract with Health and Educational Equipment for the Makerspace casework in the amount of \$19,402.20 which was seconded by Susan Bergmann. The vote was all in favor. The Resolution was thereupon Duly Declared Adopted.
- 5.14.25
1912** Jeff Zeiger offered Resolution #25-603 Approval to Contract with Health and Educational Equipment to purchase KI adjustable tables and stools in the amount of \$23,743.82 for the makerspace which was seconded by Mary McDonnell. The vote was all in favor. The Resolution was thereupon Duly Declared Adopted.
- 5.14.25
1913** Jeff Zeiger offered Resolution #25-604 Approval to Contract with Health and Educational Equipment for Special T Furniture for the makerspace in the

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amount of \$5,134.80 which was seconded by Barbara Ripel. The vote was all in favor. The Resolution was thereupon Duly Declared Adopted.

POLICY, BYLAWS & OBJECTIVES: (William Sandback) - Is reviewing the Trustees Bylaws regarding the election of officers.

FINANCE: (Carlos Alvarez) -

5.14.25 Carlos Alvarez offered Resolution #25-605 Approval to uncommit \$500,000.00
1914 of unassigned funds for the main entrance courtyard and parking lot renovation which was seconded by Barbara Ripel. The vote was all in favor. The Resolution was thereupon Duly Declared Adopted.

5.14.25 Carlos Alvarez offered Resolution #25-606 Approval to Transfer \$500,000.00
1915 of unassigned funds from the General Fund to the Capital Project Fund which was seconded by Janet Vuturo. The vote was all in favor absent. The Resolution was thereupon Duly Declared Adopted.

5.14.25 Carlos Alvarez offered Resolution #25-607 Approval to change the Library's
1916 credit card from Dime Bank to M&T Bank which was seconded by Susan Bergmann. The vote was all in favor absent. The Resolution was thereupon Duly Declared Adopted.

FUNDRAISING: (Janet Vuturo) - Janet suggested that the Library hold a Trivia night once a month where the people pay to play. Kerrie McMullen-Smith will look into the details.

PLAN OF SERVICE: Nothing to report.

LIAISON REPORTS:

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

UNFINISHED BUSINESS: None

NEW BUSINESS: None

PERIOD OF BOARD EXPRESSION: Barbara Ripel asked if a formal opening was going to be held for the new entryway. Kerrie McMullen-Smith said one would be held with officials.

PERIOD OF PUBLIC EXPRESSION: Mike Dubois has used a tax grievance company that he could recommend if the Library would like their information.

5.14.25 President Friedrich entertained a motion to adjourn to executive session.
1917 Motion was moved by Susan Bergmann and seconded by Barbara Ripel.

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Motion Carried.

The meeting adjourned to executive session at 7:27 pm.

5.14.25 President Friedrich entertained a motion to go into executive session. Motion
1918 was moved by Barbara Ripel and seconded by Mary McDonnell.
Motion Carried.

The executive session was called to order at 7:28 pm.

5.14.25 President Friedrich entertained a motion to adjourn the executive session.
1919 Motion was moved by Janet Vuturo and seconded by Barbara Ripel.
Motion Carried.

The executive session was adjourned at 7:40 pm.

5.14.25 President Friedrich entertained a motion to move back to the regular
1920 meeting. Motion was moved by Janet Vuturo and seconded by Barbara
Ripel.
Motion Carried.

The regular meeting was called to order at 7:40 pm.

5.14.25 President Friedrich entertained a motion to adjourn the May 14, 2025
1921 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 7:41 pm.

Respectfully submitted,
William Sandback / smc