

**UNAPPROVED**

**Minutes  
Regular Meeting of the Board of Trustees  
Riverhead Free Library  
June 11, 2025**

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

**Absent:** Carlos Alvarez, Treasurer

**Director:** Kerrie McMullen-Smith

**Assistant Director:** Catherine Montazem

**Staff:** Susan Culver, Lauren Strong, Catherine Rankel, Steve Taddeo and Thomas Donlon

**Members of the Community:** Mike Dubois

The regular meeting of the Board of Trustees was called to order on June 11, 2025 at 6:30 pm. The Board was presented with an amended agenda, board packet and previous minutes.

David Friedrich led those present in the pledge of allegiance.

**6.11.25** President Friedrich entertained a motion to approve the amended agenda.  
**1922** Motion was moved by Barbara Ripel and seconded by Susan Bergmann.  
**Motion Carried.**

**6.11.25** President Friedrich entertained a motion to adjourn to executive session.  
**1923** Motion was moved by Susan Bergmann and seconded by Barbara Ripel.  
**Motion Carried.**

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

**6.11.25** President Friedrich entertained a motion to go into executive session. Motion  
**1924** was moved by Susan Bergmann and seconded by Barbara Ripel.  
**Motion Carried.**

The executive session was called to order at 6:31 pm.

**6.11.25** President Friedrich entertained a motion to adjourn the executive session.  
**1925** Motion was moved by Barbara Ripel and seconded by Susan Bergmann.  
**Motion Carried.**

The executive session was adjourned at 6:58 pm

**6.11.25** President Friedrich entertained a motion to move resume the regular  
**1926** meeting. Motion was moved by Barbara Ripel and seconded by Susan Bergmann.

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### **Motion Carried.**

The regular meeting was called to order at 6:58 pm.

- 6.11.25  
1927** President Friedrich entertained a motion to approve the minutes of the regular board meeting of May 14, 2025. Motion was moved by Susan Bergmann and seconded by Janet Vuturo.  
**Motion Carried.**

### **PERIOD OF PUBLIC EXPRESSION: None.**

- 6.11.25  
1928** Susan Bergmann entertained a motion to approve the bills for the month of May 2025. Motion was moved by Barbara Ripel and seconded by Janet Vuturo.  
**Motion Carried.**

- 6.11.25  
1929** Susan Bergmann entertained a motion to approve the receipts and disbursements for the month of May 2025. Motion was moved by Barbara Ripel and seconded by Mary McDonnell.  
**Motion Carried.**

- 6.11.25  
1930** Susan Bergmann entertained a motion to approve warrant **25-6-1** general fund checking. Motion was moved by William Sandback and seconded by Janet Vuturo.  
**Motion Carried.**

- 6.11.25  
1931** Susan Bergmann entertained a motion to approve warrant **25-6-2** general fund money market to the capital project fund money market. Motion was moved by Mary McDonnell and seconded by Barbara Ripel.  
**Motion Carried.**

- 6.11.25  
1932** Susan Bergmann entertained a motion to approve warrant **25-6-3** general fund money market to the general fund operating account. Motion was moved by Mary McDonnell and seconded by Barbara Ripel.  
**Motion Carried.**

- 6.11.25  
1933** Susan Bergmann entertained a motion to approve warrant **25-6-4** general fund money market to the capital project fund money market. Motion was moved by Barbara Ripel and seconded by Mary McDonnell.  
**Motion Carried.**

- 6.11.25  
1934** Susan Bergmann entertained a motion to approve warrant **25-6-5** general fund money market to the payroll account. Motion was moved by Barbara Ripel

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and seconded by Mary McDonnell.

**Motion Carried.**

**6.11.25** Susan Bergmann entertained a motion to approve warrant **25-6-6** general fund  
**1935** payroll account. Motion was moved by Barbara Ripel and seconded by William Sandback.

**Motion Carried.**

**6.11.25** Susan Bergmann entertained a motion to approve warrant **25-6-7** capital project  
**1936** fund money market. Motion was moved by Mary McDonnell and seconded by Barbara Ripel.

**Motion Carried.**

**6.11.25** Susan Bergmann entertained a motion to approve the bank reconciliation for  
**1937** May 31, 2025. Motion was moved by Barbara Ripel and seconded by Mary McDonnell.

**Motion Carried.**

**CORRESPONDENCE:** A thank you was received from the Hagemeyer family for the donation made to Stony Brook Children's Hospital in memory of William Hagemeyer, Rob Haughie's father-in-law. A thank you was also received from Laura La Sita for the plant arrangement sent to her due to her mother's passing.

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

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

### COMMITTEE REPORTS:

**PERSONNEL:** (Jeff Zeiger) -

Jeff Zeiger gave the Personnel and Payroll report.

**6.11.25** David Friedrich entertained a motion to approve the May 2025 Personnel  
**1938** and Payroll Report. Motion was moved by William Sandback and seconded by Susan Bergmann.

**Motion Carried.**

**6.11.25** Jeff Zeiger offered Resolution #25-608 Approval to Promote Gabrielle Chambers  
**1939** to a full-time Youth & Family Services Librarian Trainee at the bi-weekly rate of \$1,968.46 effective July 1, 2025 which was seconded by Susan Bergmann. The vote was seven in favor and one absent. The Resolution was

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thereupon Duly Declared Adopted.

- 6.11.25** Jeff Zeiger offered Resolution #25-613 Approval to Hire Kelsey Donnelly as  
**1940** a part-time Patron Services Clerk at the hourly rate of \$17.46 effective June 16, 2025 which was seconded by Susan Bergmann. The vote was seven in favor and one absent. The Resolution was thereupon Duly Declared Adopted.

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

- 6.11.25** Jeff Zeiger offered Resolution #25-609 Approval to Contract with Garland  
**1941** Fire Systems to upgrade the fire panel in the amount of \$9,355.00 which was seconded by Barbara Ripel. The vote was seven in favor and one absent. The Resolution was thereupon Duly Declared Adopted.

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

- 6.11.25** William Sandback offered Resolution #25-610 Approval to Accept the Amended  
**1942** Gifts And Donations Policy which was seconded by Susan Bergmann. The vote was seven in favor and one absent. The Resolution was thereupon Duly Declared Adopted.

- 6.11.25** William Sandback offered Resolution #25-611 Approval to Amend Article III  
**1943** Section 3 Trustees, and Article VI Section 2 Officers, of the Riverhead Free Library Bylaws which was seconded by Mary McDonnell. The vote was seven in favor and one absent. The Resolution was thereupon Duly Declared Adopted.

### **FINANCE:** (Carlos Alvarez) -

- 6.11.25** Susan Bergmann offered Resolution #25-612 Approval to Retain the Services  
**1944** of Baldessari and Coster LLP for the Annual Audit for the Fiscal year beginning July 2024 and ending June 2025 which was seconded by Barbara Ripel. The vote was seven in favor and one absent. The Resolution was thereupon Duly Declared Adopted.

**FUNDRAISING:** (Janet Vuturo) - Janet introduced the idea of a scavenger hunt around Riverhead where participants take pictures. Youth & Family Services Coordinator, Lauren Strong volunteered to help.

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

### **LIAISON REPORTS:**

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

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**UNFINISHED BUSINESS:** None

**NEW BUSINESS:** New officers were nominated and elected.

President David Friedrich asked for nominations for President. Mary McDonnell nominated Jeff Zeiger and Susan Bergmann nominated Mary McDonnell. The vote was four in favor of Jeff Zeiger and two in favor of Mary McDonnell. Jeff Zeiger will be the new President of the Board of Trustees from July 1, 2025 through June 30, 2026.

President David Friedrich asked for nominations for Vice President. Susan Bergmann nominated Mary McDonnell. There were no other nominations. The vote was all in favor of Mary McDonnell. Mary McDonnell will be the new Vice President of the Board of Trustees from July 1, 2025 through June 30, 2026.

President David Friedrich asked for nominations for Treasurer. Janet Vuturo nominated Susan Bergmann. There were no other nominations. The vote was all in favor of Susan Bergmann. Susan Bergmann will be the new Treasurer of the Board of Trustees from July 1, 2025 through June 30, 2026.

President David Friedrich asked for nominations for Secretary. Barbara Ripel nominated William Sandback. There were no other nominations. The vote was all in favor of William Sandback. William Sandback will be the new Secretary of the Board of Trustees from July 1, 2025 through June 30, 2026.

**PERIOD OF BOARD EXPRESSION:** Susan Bergmann thanked David Friedrich for his years of service.

**PERIOD OF PUBLIC EXPRESSION:** Lauren Strong expressed continued interest in the scavenger hunt.

**6.11.25** President Friedrich entertained a motion to adjourn the June 11, 2025  
**1945** regular meeting of the Board of Trustees. Motion was moved by Susan Bergmann and seconded by Barbara Ripel.  
**Motion Carried.**

The meeting was adjourned at 7:28 pm.

Respectfully submitted,  
William Sandback / smc