

APPROVED MINUTES
Lindenhurst Memorial Library Board of Trustees Meeting via WebEx
Saturday, March 20, 2021 at 9:30 am

The Lindenhurst Memorial Library held a regular board meeting on March 20, 2021. Present were Board members Jane Dietz, Lori-Ann Novello, Annette DeLuca, Gabrielle Giacomazzo, and Kenny St. John. Library Director Lisa Kropp was also present, along with Network and Systems Specialist Brett Whiteford. Board President Jane Dietz called the meeting to order at 9:30 am.

Motion to adopt the meeting agenda made by Ms. Giacomazzo, seconded by Ms. Novello. (5-0)

The Board approved the prior meeting minutes, upon a motion by Mr. St. John, seconded by Ms. DeLuca. (5-0)

Ms. Kropp shared correspondence received from the West Vancouver Memorial Library, thanking her for speaking with two of their librarians who are interested in the NYLA's sustainable libraries certification program.

Upon a motion by Ms. Giacomazzo, seconded by Mr. St. John, the Board voted 5-0 to accept the Treasurer's report.

Ms. Dietz asked the Board, if they had no further comments or questions, to take action on the internal audit proposal that was presented to the Board last month, by the firm Nawrocki & Smith.

Upon a motion by Ms. DeLuca, seconded by Ms. Giacomazzo, the Board agreed to accept the proposal for internal audit services by Nawrocki & Smith, at a cost not to exceed \$7,860. (5-0)

Ms. Kropp shared her Director's report, a copy of which is attached to the original of these minutes. She noted that virtual advocacy day seemed to be successful, with the Senate and the Assembly both increasing the amount of Library Aid and Construction Aid above the amounts proposed by the Governor. She urged the Board to contact their local elected officials, asking them to support the increase in aid.

Ms. Kropp gave a building project update. The building permit has been issued from NYSED, and the revised MOA has been sent to the school district for their Board President to sign. The Library is purchasing RFID tags and the software licenses to begin tagging materials prior to being placed in storage. This is a cost built into the bond referendum (RFID security system). As part of SCLS, we are bound to use the same RFID company, Envisionware, in order to continue resource sharing with other Suffolk County libraries.

Upon a motion by Mr. St. John, seconded by Ms. DeLuca, the Board voted to approve the quote by Envisionware for RFID tags, software licenses, staff training, and computer station at a cost not to exceed \$8,177.27. (5-0)

The Friends of the Library met virtually on March 16. They are busy preparing for the April 10 book sale. Their winter membership drive brought in 18 new members, four of which joined as lifetime members. The Chipotle fundraiser raised \$110 dollars, and the Panera Bread fundraiser is set for March 31.

Committee reports:

Budget and Finance Committee: committee will meet again in April

Infrastructure Committee: The committee met on March 15 with BBS, Park East, and John Miccoli to begin discussing the work to do in preparation for moving into an “express library” model. Bids are being prepared, and should go out in April.

Strategic Planning Committee: committee will meet again in April.

Policy Committee: The committee will meet again in April

Personnel Committee: The committee is waiting to hear from the union’s labor relation specialist, to begin setting up meeting times to negotiate the new contract.

Unfinished Business:

Ms. Dietz requested postponing the Trustee Handbook Review until the Board can meet safely in person.

New Business:

Ms. Kropp noted that the Annual Report for New York State is complete, and was sent to the Board for review.

Upon a motion by Ms. DeLuca, seconded by Ms. Giacomazzo, the Board voted to approve the 2020 NYS Annual Report (5-0).

With no further business to conduct, Ms. Dietz adjourned the meeting at 10:37 am, on a motion by Ms. Giacomazzo, seconded by Ms. DeLuca (5-0).

Future Board meeting dates: April 17 at 9:30 am and Tuesday, May 18, Tuesday June 22 at 6:30 pm.

Lisa Kropp

Annette DeLuca

Recorder of Minutes

Board Secretary