

**APPROVED MINUTES**  
**Lindenhurst Memorial Library Board of Trustees Meeting via Zoom**  
**Wednesday, September 16, 2020 at 6:00 pm**

A regular board meeting of the Lindenhurst Memorial Library was held on September 16, 2020. 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 6:06 pm. Upon a motion by Ms. Giacomazzo, seconded by Ms. DeLuca, the agenda was adopted by a 5-0 vote.

The minutes of the prior meeting were adopted on a 5-0 vote upon a motion by Ms. DeLuca, seconded by Mr. St. John.

Mrs. Kropp shared correspondence with the Board. A copy is attached to the original meeting packet.

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

Mrs. Kropp shared the certified trustee election results from the September 15, 2020 Trustee Election. 104 total ballots were cast, with 100 votes choosing Ms. Dietz for the open Trustee seat. Ms. Dietz ran unopposed. Mr. St. John administered the Oath of Office to Board President Jane Dietz, for a five year term, commencing September 16, 2020 and expiring June 30, 2025.

Mrs. Kropp shared her Director's report, a copy of which is attached to the original of these minutes. She noted that the NYLA Annual Conference will be virtual this year. Sara Fiorenzo applied on the library's behalf, for a \$1,000 Climate Change resiliency grant through the American Library Association. We should hear by the beginning of October.

**Building Project Update:**

Ms. Kropp met with the Mayor and Deputy Mayor to share updated building plans with them, and to discuss the necessary work to the parking lot for ADA accessibility and grading issues. They indicated it should be a simple permit to pull just prior to the start of work on the parking lot openings. They expressed interest in the progress and plans to date. Attached to the Board reports is a quote from BBS regarding the replacement of the existing Courtyard windows, which were not include in the scope of the bond. Director Kropp is applying for a NYS Public Library's Construction Grant on behalf of the Library, to hopefully recoup some of the costs.

**Committee reports:**

**Budget and Finance Committee:**

The committee did not have an opportunity to meet prior to the meeting, and will do so prior to the October 17 meeting date.

**Infrastructure Committee:**

See building project for update.

**Strategic Planning Committee:**

No report.

**Policy Committee:**

Will meet in coming months to finalize revisions to policy manual.

**Personnel Committee:**

The committee will meet at the end of September to discuss appointing the Librarian III Head of Information Services and Community Engagement at a special meeting prior to the October 17 Board Meeting. The committee needs to begin work towards contract negotiations.

Ms. Kropp introduced a candidate for the part time Librarian I position for the Board's consideration.

Upon a motion by Mr. St. John, seconded by Ms. Novello, the Board approved the hiring of Matthew Still as a part-time Librarian I, not to exceed 17.5 hours per week at an hourly salary of \$28.13 per union contract. Motion carried 5-0.

**New Business:**

The Board voted 5-0 to accept the 2021 NYS Public Library Construction Grant application for the Courtyard Windows project, on a motion by Ms. DeLuca, second by Ms. Novello.

Ms. Kropp introduced the proposal from Capira Technologies regarding a customized Library App and Mobile Library Card, to allow the Library to offer library cards remotely and to allow patrons to store a copy of their library card in their digital wallet on their phone. A copy of the proposal is attached to the original board meeting packet.

Upon a motion by Ms. DeLuca, second by Ms. Giacomazzo, the Board voted 5-0 to award a three year contract to Capira Technologies, not to exceed \$3,816 per year, including the Mobile Library Card sign up feature. Motion carried 5-0.

Ms. Kropp noted that Monika Brusalis put a request for maternity leave to the Board, from a period of October 5 – January 31, 2021.

Upon a motion by Mr. St. John, second by Ms. DeLuca, the Board approved the maternity leave application from Librarian II Monika Brusalis. Motion carried 5-0.

Ms. Dietz indicated that she has a conflict for the October 17 Board Meeting, and that Vice-President Ms. Novello will run the meeting. There being no further business of the Board, upon a motion by Ms. Novello, second by Ms. Giacomazzo, the meeting adjourned at 7:10 pm.

Future Board meeting dates: Saturday, October 17 at 9:30 am, Thursday, November 19 at 7:00 pm, and Saturday, December 19 at 9:30 am. In person or virtual platform to be decided based on current Executive Orders from the State.

Lisa Kropp  
Recorder of Minutes

Annette DeLuca  
Board Secretary