

APPROVED MINUTES
Lindenhurst Memorial Library Board of Trustees Board Meeting
Saturday, October 16, 9:30 am

The Lindenhurst Memorial Library held a regular board meeting on October 16. Board Members Jane Dietz, Lori-Ann Novello, Gabrielle Giacomazzo and Kenny St. John were present, as was Library Director Lisa Kropp. Ted Schulmann of Baldessari & Coster LLP was present, as was Principal Account Clerk Melissa Negrin.

Board President Jane Dietz called the meeting to order at 9:31 am.

Motion to adopt the meeting agenda made by Ms. Giacomazzo, seconded by Mr. St. John. Motion carried. (4-0)

Motion to adopt the prior meeting minutes from the August 17 meeting made by Mr. St. John, seconded by Ms. Giacomazzo. Motion carried. (4-0)

CPA Ted Schulmann from Baldessari & Coster gave an audit report to the Board, where he reported “the Library is in very good fiscal shape.” He noted that the Library should set a meeting up with the school district and their auditing firm, to discuss and account for the bond premium and any interest that the Library is due to receive from the bond proceeds to make sure it is accounted for and goes towards the building renovation and expansion project. The Board thanked him for his presentation. A copy of the Library’s audit is attached to the original Board meeting packet and is available upon formal request.

Ms. Kropp noted in correspondence an email from a happy library patron; a note from a staff member stating that the new sign in front of the Library stating we are open during construction was being noticed by patrons; and a blog post from the Association of Library Service for Children that quoted Ms. Kropp regarding being fine free and the correlation to early literacy efforts.

A Board member suggested that when patrons are entering the Express Library, staff at the customer service desk make sure to greet them and ask if they need help locating materials since the space is so new.

Motion to adopt the Treasurer’s Report, including receipts and disbursements, warrants and cash flow, made by Ms. Giacomazzo, seconded by Mr. St. John. Motion carried (4-0).

Ms. Kropp presented her Director’s Report, a copy of which is in the original board meeting packet. Of note in her report is the draft of the SCLS 2022 budget, along with updated Overdrive numbers. She also noted that the SCLS Construction Grant Committee conditionally awarded Lindenhurst a grant of \$42,419 towards the refurbishment of its metal shelves, the courtyard surface, and the broadband connection. Governor Hochul also signed into law the Trustee Training bill that mandates two hours annually per library trustee.

The Friends of the Library have a meeting scheduled virtually on October 19 at 7:00 pm. They are planning a fall photo shoot in conjunction with the Library as a fundraiser, and are building a membership campaign for the start of 2022.

Ms. Kropp shared a Building Project Report in the Board packet with the Trustees. The fire alarm system is almost fully wired and will be operational by the end of next week, eliminating the need for a manual fire watch. Concrete has been poured for the foundation of the expansion, and the electrical meter was moved to its new location. Solar work will be commencing over the next few weeks.

Committee Reports:

Budget and Finance- no report. Committee will meet again in November to begin the 2022-23 budget process.
Infrastructure – Committee met on October 6. Report given under Building Project report.

Motion to approve the attached payment schedule* for the building renovation project made by Ms. Novello, seconded by Mr. St. John. Motion carried (4-0).

- Invoices to BBS Architects in the amount of \$3,592.99
- Invoices to Hartcorn Plumbing in the amount of \$24,890
- Invoices to Renu Construction in the amount of \$238,108.95

Personnel – The committee received notice of a full time employee’s upcoming retirement, along with the resignation of a part-time employee who is moving out of state.

Motion to accept the resignation of full-time Library Clerk Angela D’Esposito, effective November 30, 2021 made by Ms. Giacomazzo, seconded by Ms. Novello. Motion carried (4-0).

Motion to accept the resignation of part-time Library Clerk Lynn Coffey, effective December 18, 2021 made by Mr. St. John, seconded by Ms. Giacomazzo. Motion carried (4-0).

Policy – Mr. St. John noted that the committee recently reviewed language putting into practice the Library’s compliance with civil service law 159-b which gives employees paid leave for cancer screening.

Motion by Mr. St. John, seconded by Ms. Novello, to accept the Cancer Screening Policy. Motion carried (4-0).

Strategic Planning – Ms. Kropp shared that each month a new goal from the current Strategic Plan will be shared on the agenda for the board meeting. Next month’s will have an update of the outcomes staff achieved with goal one, as well as a look at goal two.

The Board discussed unfinished business from last month, including current guidelines regarding vaccinated and unvaccinated employees, mask mandates, and COVID-19 guidelines.

Motion to require employees working in the public areas of the Express Library space to wear a mask, regardless of vaccine status, made by Mr. St. John, seconded by Ms. Giacomazzo. Motion carried (4-0).

Motion made by Ms. Giacomazzo, with a second by Mr. St. John, to require unvaccinated employees to fill out a daily health assessment form digitally before each shift, and to submit a negative Covid-19 test (either antigen or PCR) taken within 48-72 hours of an employee’s first shift of work each week. Motion carried (4-0.)

With no further business to conduct, Ms. Dietz adjourned the meeting at 11:53 am, on a motion by Mr. St. John, seconded by Ms. Giacomazzo. Motion carried. (4-0).

Future Board meeting date: Saturday, November 20 at 9:30 am at the Lindenhurst Memorial Library.

Lisa Kropp

Kenneth St. John

Recorder of Minutes

Board Secretary