

APPROVED MINUTES

Lindenhurst Memorial Library Board of Trustees Meeting via Zoom Saturday, August 15, 2020 at 9:30 am

A regular board meeting of the Lindenhurst Memorial Library was held on August 15, 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. Library Attorney Kevin Seaman joined the call at 10:15 am.

Board President Jane Dietz called the meeting to order at 9:36 am. Upon a motion by Ms. DeLuca, seconded by Ms. Giacomazzo, 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. Giacomazzo, seconded by Mr. St. John.

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

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

Mrs. Kropp shared her Director's report, a copy of which is attached to the original of these minutes. She was happy to note that the Library will have a social worker intern this fall semester. She suggested with school reopening in a hybrid capacity, that the Library go back to full hours on Saturdays, commencing after Labor Day. As of September 12, 2020, the Library will be open from 9 am -5 pm on Saturdays. The Board will re-evaluate operating hours at the September and October meetings to determine further changes to evening and/or Sunday hours. Ms. Kropp noted that two libraries out of the 54 in Suffolk County were open for Sunday hours currently, with the majority waiting to re-assess COVID numbers in the County in October before determining any further additions to Sunday hours.

Building Project Update:

Design meetings continue with staff and BBS. Paperwork is being prepared to submit shortly to SED to begin the design approval process this fall. Ms. Kropp will contact the Village of Lindenhurst to alert them of necessary changes to the parking lot to comply with ADA. She shared estimates from BBS for the lower level window replacement project, which was not included in the original scope of the bond work. BBS sent plans to Park East Construction Management to get more accurate numbers on the scope of work needed to the parking lot. BBS also worked on estimates for two EV Charging stations and the replacement of the solar parking lot lights, which would hopefully be fully funded by the use of SAM funds procured by Senator Brooks on behalf of the library. The exhaust fans on the roof were replaced and

electrical connections restored, so all meeting rooms, bathrooms and office areas in the Library are now properly ventilated.

Committee reports:

Budget and Finance Committee:

The committee met briefly to discuss the 20-21 operating budget and reorganization plans needed due to upcoming staff retirements. Ms. Kropp indicated the committee will meet again prior to the September Board meeting, to discuss opening a new savings or money market account at an additional commercial banking location to supplement the FNBLI accounts.

Infrastructure Committee:

See building project for update.

Strategic Planning Committee:

Ms. Kropp met with staff to introduce the Board approved Strategic Plan for 2020-23.

Policy Committee:

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

Personnel Committee:

Motion by Ms. DeLuca, seconded by Ms. Giacomazzo, to promote Lynn Coffey from library page to part-time library clerk at a rate of \$16.28 per hour. Motion carried 5-0.

Motion by Mr. St. John, approved by Ms. DeLuca, to change the title of employee Monika Brusalis from Librarian II: Web Librarian to Librarian II: Publicity and Marketing Coordinator with a one-time contractual salary increase of \$1,000. Motion carried 5-0.

Motion by Ms. DeLuca, seconded by Ms. Novello, to accept the retirements of full time librarians Lisa Smith, Eileen Feynman, and Adult Services Coordinator Paula Bornstein, all effective September 30, 2020. Motion carried 5-0.

Board President Jane Dietz conveyed her thanks, on behalf of the Board of Trustees, to the three as long-term, valued employees of the Library.

Ms. Novello made a motion, seconded by Mr. St. John, at 10:51 am for the Board to enter executive session to discuss the abolishment of certain positions. (5-0.)

The Board exited executive session at 11:16 am, on a motion by Mr. St. John, seconded by Ms. Novello (5-0.)

Upon a motion by Ms. Giacomazzo, seconded by Ms. DeLuca, the Board voted 4-1 (St. John, NAY) to abolish the position of part-time custodial worker. Motion carried.

Upon a motion by Ms. Giacomazzo, seconded by Ms. DeLuca, the Board voted 4-1 (St. John, NAY) to terminate the employment of employee Robert Radie as of 8/17/2020. Motion carried.

Under New Business, Ms. Kropp shared the 2021 calendar of holidays to submit to SCLS.

Upon a motion by Mr. St. John, seconded by Ms. DeLuca, the Board voted 5-0 to approve the 2021 calendar of holidays and days closed to submit to SCLS.

There being no further business and upon a motion by Ms. DeLuca, seconded by Ms. Giacomazzo, the meeting adjourned by a 5-0 vote at 11: 50 am.

Future Board meeting dates: Wednesday, September 16 at 6:00 pm, 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