

**APPROVED MINUTES**  
**Lindenhurst Memorial Library Board of Trustees Meeting via WebEx**  
**Saturday, January 16, 2021 at 9:30 am**

The Lindenhurst Memorial Library held a regular board meeting on January 16, 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 and Principal Account Clerk Melissa Negrin.

Board President Jane Dietz called the meeting to order at 9:33 am.

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

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

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

Ms. Kropp shared her Director's report, a copy of which is attached to the original of these minutes. She noted that Kimberly Jean-Pierre is the new chair of the Assembly Libraries and Education Technology committee, and that Senator Brooks is a member of the newly formed Senate committee for Libraries and Education Technology. She stressed to Senator Brooks in a meeting with library directors from his service area, the need to include the language "library workers" in the current vaccination schedule for education workers, to make it clear that public library workers are covered under phase 1b of NYS Covid vaccination plans.

Ms. Kropp gave a building project update, noting that we are still waiting for NYSED approval, but are on track to have physical construction begin this June. Staff continue to work on cleaning out storage areas. The POD storage container is now on the property, at the back of the staff parking lot.

**Committee reports:**

**Budget and Finance Committee:**

The committee recently met to discuss the draft 2021-22 operating budget and the inclusion of debt service payment. It is the committee's recommendation to go with a 0% tax levy, and to budget for a 2.5% interest rate for debt service.

**Infrastructure Committee:**

The committee will be meeting in February to discuss a three year facilities plan to target Annex updates that are necessary.

**Strategic Planning Committee:**

The committee is scheduled to meet in February.

**Policy Committee:**

The committee will meet in February to go over revisions to the infectious disease/outbreak policy and the health emergency policy, based on the expiration of FFRCA.

**Personnel Committee:**

No report.

**Unfinished Business:**

Ms. Kropp noted that since the Board met with its external auditor last month, she would like to schedule the internal audit proposal for the February 20 board meeting.

**New Business:**

Upon a motion by Ms. Novello, seconded by Ms. Giacomazzo, the Board adopted the 2021-22 Draft Budget and legal notice for the April 6, 2021 trustee and budget election. (5-0)

Ms. Kropp asked the Board to consider a request from the Lindenhurst Kiwanis Club, Inc, to host a personal care items drive in the lobby from February 1 – 28.

Upon a motion by Ms. DeLuca, seconded by Mr. St. John, the board approved the request for the Lindenhurst Kiwanis Club, Inc. to host a personal care items drive from February 1-28 at the Library. (5-0)

With the new minimum standards now in effect for NYS Public Libraries, and the upcoming requirement for a certain number of hours of training for Library Trustees, Ms. Dietz had asked at the December board meeting, for a different board member each month to choose a passage from the NYS Library Trustees Handbook. This month, Ms. Giacomazzo shared with the Board her area of interest, which included board development, onboarding of new trustees, and the commitment to have the makeup of the Board reflect its local community. Ms. Kropp let the Board know that SCLS plans to offer a few “on demand” trustee workshops this year. The Trustees had a discussion around these topics, and Ms. Dietz volunteered to choose a passage for the February board meeting.

With no further business to conduct, Ms. Dietz adjourned the meeting at 10:39 am, on a motion by Mr. St. John, seconded by Ms. Giacomazzo (5-0).

Future Board meeting dates: February 20, March 20, April 17 at 9:30 am and Tuesday, May 18, June 22 at 6:30 pm.

Lisa Kropp

Annette DeLuca

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Recorder of Minutes

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Board Secretary