

APPROVED MINUTES

Lindenhurst Memorial Library Board of Trustees Meeting via Zoom Tuesday, May 18 at 6:30 pm

The Lindenhurst Memorial Library held a regular board meeting on May 18, 2021. Present in person were Board Members Jane Dietz, Gabrielle Giacomazzo, and Kenny St. John. Library Director Lisa Kropp was also present, along with Network and Systems Specialist Brett Whiteford. Present virtually were Board members Lori-Ann Novello, and Annette DeLuca.

Board President Jane Dietz called the meeting to order at 6:31 pm.

Motion to adopt the meeting agenda made by Ms. Giacomazzo, seconded by Mr. St. John. Motion carried.
(5-0)

Motion to approve the prior meeting minutes by Ms. Giacomazzo, seconded by Ms. Deluca. Motion carried.
(5-0)

Ms. Kropp shared correspondence including thank you notes from Kiwanis President Alice Cromarty for the recent attendance of Caitlin and Andrea at the Chamber of Commerce meetings. A thank you from LI Cares for a recent donation of 38 bags of personal protection equipment from Staples, facilitated by staff members Joe Santiago and Sara Fiorenzo, was also shared.

Motion to accept the Treasurer's Report made by Ms. Giacomazzo, seconded by Mr. St. John. Motion carried.
(5-0)

Ms. Kropp shared her Director's report, a copy of which is attached to the original of these minutes. She shared information about a potential partnership with SuffolkShare to install EV chargers on library property, as well as information on the New Resident Welcome Packs that the Library is working on with the Lindenhurst BID and Chamber.

Ms. Kropp gave a building project update, a copy of which is attached to the original of these minutes. The period to bid was extended to June 3 to accommodate the Memorial Day weekend. Staff continue to pack and go through old files. All furniture and equipment is in the process of being completely inventoried and tagged. We will need a special board meeting scheduled for June 10 in anticipation of awarding bids.

Committee reports:

Budget and Finance Committee: Committee shared the "municipal advisor services agreement" provided by Munistat for bond services.

Motion by Ms. DeLuca, seconded by Mr. St. John, to accept the "municipal advisor services agreement."
Motion carried. (5-0)

Infrastructure Committee: Ms. Kropp and Mr. Whiteford presented a new phone system to the committee, which allows for staff to use their library issued laptop as a "soft phone." This allows staff working from home or in off site locations, to have a phone that will be identified as "Lindenhurst Memorial Library" when calling

patrons. The new phone system is internet based and allows for future growth as the building project begins. The Library would start with 15 physical handsets and 25 soft phones.

Motion made by Mr. St. John, seconded by Ms. Giacomazzo, to enter into a three year contract with Lightpath for telephone services at a cost of \$9,300 annually. Motion carried. (5-0)

Strategic Planning Committee: Ms. Giacomazzo shared that the committee met on May 17, and is continuing to work on the statistics section of the board report to match the needed stats for the annual report to NYS.

Policy Committee: Mr. St. John shared the committee met to look at a background check policy for new employees. A draft for discussion and possible action will be included in the June board packet.

Personnel Committee: Committee continues to meet regularly during contract negotiations. Ms. Kropp noted a request to accept the resignation of part time librarian Robert Voyles, who has accepted a full time position out of state. She noted that Mr. Voyles was instrumental in helping update the Lindenhurst Community Guide that will be a key piece of the New Resident Welcome Packs.

Motion by Mr. St. John, seconded by Ms. DeLuca, to accept the resignation of part time librarian Robert Voyles, effective May 21, 2021. Motion carried, (5-0)

Upon a motion by Ms. Giacomazzo, seconded by Mr. St. John, the Board entered executive session at 7:54 pm to discuss staff contract negotiations. Motion carried, (5-0)

The Board exited executive session at 8:11 pm.

Unfinished Business:

No discussion.

New Business:

A discussion occurred regarding the new CDC and NYS Guidelines regarding mask wearing and non-mask wearing by fully vaccinated people. The decision was made to follow the CDC and NYS Guidelines, with a review to take place at next month's board meeting.

Ms. Kropp will mail meeting dates out for Board members to check against their calendars for the upcoming fiscal year.

With no further business to conduct, Ms. Dietz adjourned the meeting at 8:12 pm, on a motion by Ms. Novello, seconded by Ms. DeLuca (5-0).

Future Board meeting dates: June 22 at 6:30 pm.

Lisa Kropp

Annette DeLuca

Recorder of Minutes

Board Secretary