

APPROVED MINUTES
Lindenhurst Memorial Library Board of Trustees Board Meeting
Saturday, November 20, 9:00 am

The Lindenhurst Memorial Library held a regular board meeting on November 20. Board Members Lori-Ann Novello, Gabrielle Giacomazzo and Kenny St. John were present, as was Library Director Lisa Kropp. Adult Services and Community Engagement Coordinator Caitlin Sempowich was present, as was Darin Iacobelli from Nawrocki Smith, LLP. Board President Jane Dietz was absent with notice.

Board Vice-President Gabrielle Giacomazzo called the meeting to order at 9:01 am.

Motion to adopt the meeting agenda made by Ms. Novello, seconded by Mr. St. John. Motion carried. (3-0)

Motion to adopt the prior meeting minutes from the October 16 board meeting made by Mr. St. John, seconded by Ms. Novello. Motion carried. (3-0)

Darin Iacobelli from Nawrocki Smith, LLP gave an internal audit report to the Board. He noted that there were no high risk assessments found, and that the Library was in strong shape regarding its policies and procedures and internal control measures. He also noted that the Library had already moved forward on a few of the suggestions made, allowing for even stronger internal controls. The Board thanked him for his presentation.

Ms. Kropp noted in correspondence a thank you letter from Councilman Manetta regarding the Library's participation in his annual Pasta and Sauce drive, and an email from a happy library patron regarding October's Make and Take craft kit.

Motion to adopt the Treasurer's Report, including receipts and disbursements, warrants and cash flow, made by Mr. St. John, seconded by Ms. Novello. Motion carried (3-0).

Ms. Kropp presented her Director's Report, a copy of which is in the original board meeting packet. Of note in her report is a copy of the testimony she gave at the Assembly's Libraries and Education Technology Committee Hearing in Albany, NY. She also mentioned that in-person programs are being conducted back in the Library building, and patrons are happy to return to "their" library building!

The Friends of the Library photo shoot was a sold-out success! They thanked Library staff, especially Caitlin Sempowich and Andrea Malchiodi, for their assistance with this event. A membership drive will be featured in the January-February 2022 newsletter.

Ms. Kropp shared a Building Project Report in the Board packet with the Trustees. The fire alarm system is now operational. Office areas on the mezzanine level are up and sheetrock work is commencing. Dewatering of the elevator shaft should begin shortly. The walls of the expanded multi-use space are being set, and steelwork will begin soon. He electric vehicle charging stations are installed and awaiting final hook-up to the panel. Solar panel electric box work is complete.

Committee Reports:

Budget and Finance- no report. Committee will meet again in November to begin the 2022-23 budget process.

Infrastructure – 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 (3-0).

- Payment number one to KG Mechanical, Inc. in the amount of \$77,995
- Payment number three to Renu Contracting and Restoration in the amount of \$303,911.65
- Payment number two to Cooper Power & Lighting Corporation in the amount of \$8,443.13

Personnel – Committee discussed the promotion of a part-time page to a part-time clerk to replace hours lost by the recent retirements of two full-time clerks in the Customer Service Department.

Ms. Giacomazzo noted that although the Board previously voted in August on the Library Director's contract, it wasn't signed and executed and therefore needed approval.

Motion by Ms. Novello, seconded by Mr. St. John, to approve the contract amendment dated November 20, 2021 for the Library Director. Motion carried (3-0).

Motion to approve the promotion of Shannon Molinari to a part-time Library Clerk, at a contractual starting salary of \$16.61 per hour, not to exceed 17.5 hours per week, effective December 6, 2021 made by Mr. St. John, seconded by Ms. Novello. Motion carried (3-0).

Policy – Mr. St. John noted that the committee recently reviewed a new policy regarding Notary Services, as well as language additions to the Financial Management Policy to show the Library's commitment to the triple-bottom line definition of sustainability.

Motion by Mr. St. John, seconded by Ms. Novello, to accept the Notary Services Policy as amended and with review by Counsel. Motion carried (3-0).

Motion by Mr. St. John, seconded by Ms. Novello, to accept the changes to the Financial Management policy and with review by Counsel. Motion carried (3-0).

Strategic Planning – Ms. Kropp noted that the December board meeting will have an updated statistical look at the first two goals of the Strategic Long Range Plan.

The Board discussed unfinished business from last month, the SCLS budget vote and the open trustee vacancy for the Library. Ms. Kropp explained that there were a few people interested in the vacancy, and they will be invited to the December 18 Board meeting for interviews with the Board members. If an appointment is made, that term ends June 30, 2022.

Motion to approve the 2022 SCLS Annual Budget, made by Ms. Novello, seconded by Mr. St. John. Motion carried (3-0).

Under new business, Ms. Kropp presented the dates of future board meetings through June 30, 2022 as follows: Saturdays, January 15, February 19 and March 19 with 9:00 am start times and, Tuesdays April 19, May 17 and June 21 with 7:00 pm start times.

Motion made by Ms. Novello, with a second by Mr. St. John, to adopt the future board meeting dates as presented. Motion carried (3-0.)

With no further business to conduct, Ms. Giacomazzo adjourned the meeting at 10:16 am, on a motion by Mr. St. John, seconded by Ms. Novello. Motion carried (3-0).

Future Board meeting date: Saturday, December 18 at 9:00 am at the Lindenhurst Memorial Library.

Lisa Kropp

Recorder of Minutes

Kenneth St. John

Board Secretary