

APPROVED MINUTES  
Lindenhurst Memorial Library Board of Trustees Meeting  
April 17, 2019: 6:00 p.m.

A regular board meeting of the Lindenhurst Memorial Library was held on April 17, 2019. Present were Board members Jane Dietz, Bob Shetty, Gabrielle Giacomazzo, and Annette DeLuca. Library Director Lisa Kropp was also present. Trustee Lori-Ann Novello entered the meeting at 6:22 pm.

Board President Jane Dietz called the meeting to order at 6:07 p.m. Upon a motion by Mr. Shetty, seconded by Ms. DeLuca, the agenda was adopted by a 4-0 vote.

The minutes of the prior meeting were adopted on a 4-0 vote upon a motion by Ms. DeLuca, seconded by Mr. Shetty.

Mrs. Kropp shared correspondence with the Board, including patron suggestion forms, copies of which are attached to the original minutes. The Library was notified it won the 2019 Outstanding Achievement in Organizational Commitment Award, to be given out at the 9<sup>th</sup> Annual Green Business Partnership Awards Ceremony in White Plains on June 11.

Mrs. Kropp also shared an email from School Board Trustee Mike. DeGuiseppe, that thanked our staff members (Andrea Malchiodi, Charlotte Latuso, Rosalia Millan, and Monika Brusalis) for attending the first annual Lindenhurst Building Trades Fair on April 10<sup>th</sup>.

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

The following committee reports were shared:

**Budget and Finance Committee:** Chair Ms. Dietz shared the results of the budget and trustee vote and election and asked the Board for a resolution accepting both. Mr. Shetty inquired if the mutual fund account was FDIC insured and/or collateralized.

The Board voted 5-0 to accept the results of the 2019-20 Budget Vote of 209 yes votes and 69 no votes, on a motion made by Ms. Novello and seconded by Ms. Giacomazzo.

The Board voted 5-0 to accept the results of the 2019-20 Trustee Election of 130 votes for Kenneth St. John as the elected Trustee, to 122 votes for Incumbent Trustee Mr. Shetty, on a motion made by Ms. DeLuca and seconded by Ms. Giacomazzo.

**Infrastructure Committee:** Ms. Kropp shared the committee met to discuss the proposal for pre-referendum services from BBS, as well as updated the Board on the timeline for finishing

the shelving on the mezzanine level in the Teen Zone. A request was also placed with Senator Brooks' office for construction grant aid to update a bathroom on the lower level for ADA accessibility.

On a motion by Ms. Novello, seconded by Ms. DeLuca, the Board voted to accept the terms of the proposal to enter pre-referendum services with BBS at a fixed cost of \$8,900, by a 5-0 vote.

**Personnel Committee:** Ms. Kropp reported the committee did not meet because there were no responses to the resident list canvas for senior account clerk typist. Letters were mailed out to the larger county wide list, and to date there has been one response.

**Strategic Planning Committee:** Mr. Shetty shared the latest draft of the 2018 report, and suggested the following additions to the final draft:

- A technology update

- Facility and Grounds map and update on ADA accessibility issues from the facilities report completed by BBS

- Additional financial data on staffing trends and benefits

**Policy Committee:** Mr. Shetty introduced revisions for the Board to consider to the Confidentiality of Library Records policy, which was last updated in 2003. He also shared three new policies for the Board to consider: Public Participation in Board Meetings, Lost and Found Items, and a Smoke Free Facility policy. Ms. Kropp informed the Board that there had been issues of late with items left behind at the Library, and a policy was necessary to let patrons and staff know how long items were kept in the lost and found area.

The Library currently follows Suffolk County Law regarding no smoking anywhere in the interior of the building, and the new policy asked the Board to consider making all interior and exterior property and grounds smoke free.

Upon a motion by Ms. DeLuca, seconded by Mr. Shetty, the following policies were revised and/or adopted by the Board, by a 5-0 vote:

- Public Participation in Board Meetings

- Confidentiality of Library Records

- Lost and Found

- Smoke Free Facility

Mrs. Kropp shared her Director's report, a copy of which is attached to the original of these minutes.

Mrs. Kropp also shared an update for the Friends of the Lindenhurst Memorial Library Board. There are 62 current members, with 12 lifetime memberships. The Town of Babylon approved the placement of the final two Little Free Library stands at Zahn's Park and the North Lindenhurst Pool. The casino bus trip planned for April 22 is being rescheduled for the fall, and

will be jointly shared with the Friends of Copiague Memorial Library. They are purchasing the t-shirts for the May 18 Library Building Anniversary Bash.

Under New Business, Lisa Kropp shared the success to date of Team Lindy in the Project Drawdown Eco Challenge, where our team was 77<sup>th</sup> out of over 1,000 teams!

SCLS is hosting a Trustee Open House on June 5<sup>th</sup>, with sessions either 3-4 pm, or 6-7 pm. The SCLS Board has a regular board meeting at 7 pm that evening, and it is open to any trustees who would like to attend and see how SCLS runs their business meeting.

Ms. Kropp asked the Board for approval to attend the ALA Annual conference in Washington DC from June 20-25, where she is an active board member for the SustainRT and a Priority Group Consultant for the Partnerships Committee in the Association for Library Services for Children (ALSC).

Upon a motion by Mr. Shetty, seconded by Ms. DeLuca, the Board voted 5-0 for the attendance of Director Kropp at ALA Annual Conference from June 20-25 with reasonable expenses and conference fees paid.

The Board discussed the logistics of the Saturday, May 18 50<sup>th</sup> Building Anniversary Bash. Ms. Kropp asked that all Board members able to attend, arrive for a 10:00 am kickoff presentation and time capsule project.

There being no further business and upon a motion by Ms. Novello, seconded by Ms. DeLuca, the meeting was adjourned by a 5-0 vote at 8:17 p.m. by Board President Jane Dietz.

Future Board meeting dates: Thursday, May 16, and Monday, June 17 at 6:00 p.m.

