

APPROVED MINUTES  
Lindenhurst Memorial Library Board of Trustees Meeting  
May 16, 2019: 6:00 p.m.

A regular board meeting of the Lindenhurst Memorial Library was held on May 16, 2019. Present were Board members Jane Dietz, Bob Shetty, Gabrielle Giacomazzo, and Annette DeLuca, and Lori-Ann Novello (6:20 pm). Library Director Lisa Kropp was also present.

Board President Jane Dietz called the meeting to order at 6:05 p.m. Upon a motion by Mr. Shetty, seconded by Ms. Giacomazzo, 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.

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

The following committee reports were shared:

**Budget and Finance Committee:** Chair Ms. Dietz said the annual audit letter from Baldessari & Coster LLP was received with the terms of service listed, for the year ending June 30, 2019.

The Board voted 5-0 to approve the annual audit and related services by the firm Baldessari & Coster LLP for the year ending June 30, 2019, not to exceed \$9,850, on a motion made by Ms. DeLuca and seconded by Ms. Novello.

**Infrastructure Committee:** Ms. Kropp shared the committee met to discuss the timeline with BBS to move forward with an infrastructure referendum in the fall of 2019 to address ADA issues and other facility needs. The Library sent out an RFP for construction management services.

**Personnel Committee:** Ms. DeLuca said the committee met recently to discuss the hiring of a Senior Account Clerk to replace Melissa Negrin, who is moving into the Principal Account Clerk position as a temporary appointment due to Craig Brown's upcoming resignation. The position will become permanent upon the new Principal Account Clerk list, expected before the end of summer from Suffolk County Civil Service. Ms. Kropp shared that the business office interviewed four individuals for the Senior Account Clerk position, and were pleased with the choice they were bringing before the Board for approval. Ms. DeLuca also asked the Board to accept the resignation of Page Taryn Zdenek.

Upon a motion by Ms. DeLuca, seconded by Ms. Giacomazzo, the Board approved by a 5-0 vote the temporary appointment of Melissa Negrin as Principal Account Clerk in the business office, effective Monday, May 20, 2019.

Upon a motion by Ms. Giacomazzo, seconded by Ms. DeLuca, the Board approved the hiring of Elizabeth DaSilva at an annual salary of \$40,000 in the title Senior Account Clerk in the business office, by a 5-0 vote.

Upon a motion by Ms. DeLuca, seconded by Ms. Novello, the Board approved the resignation of Page Taryn Zdenek, effective May 7, 2019.

**Strategic Planning Committee:** Ms. Kropp shared that she is continuing to add information to the final draft, including the technology update, a Facility and Grounds map and update on ADA accessibility issues, and the additional financial data on staffing trends and benefits requested last meeting by Mr. Shetty. The final draft will be ready for distribution and discussion at the June Board meeting.

**Policy Committee:** Mr. Shetty introduced revisions to the Access to Public Records (Freedom of Information Law) policy, as well as a new policy draft regarding Shoes and Shirts. Ms. Kropp explained she was waiting for documents from the lawyer to finalize the Access to Public Records policy language. A discussion regarding the merits and necessity of a policy requiring patrons and staff to wear shoes and shirts at all times ensued. It was agreed by the Board to table the Access to Public Records discussion and vote to the June Board Meeting, and to take no action on the Shoes and Shirts policy draft at this time.

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. The final two Little Free Library stands at Zahn's Park and the North Lindenhurst Pool have been installed. The Friends are hosting a Panera Fundraiser on Tuesday, June 4<sup>th</sup> from 4-8 pm at the West Babylon location. Anyone who shows the attached flier (physically or on their phone) will

have a portion of their order donated to the Friends. The Friends are set for tie-dye t-shirts the morning of May 18.

Under New Business, Lisa Kropp shared the new website for the library (under the same url) will be launched early next week. She thanked Monika Brusalis and Brett Whiteford especially for their work on the updated site.

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 shared a handout detailing Open Meetings Law to the Board for their review.

Ms. Dietz requested that the June 17 Board Meeting begin at 5:30 pm instead of 6:00 pm so that the Trustees could congratulate Mr. Shetty with a dinner afterwards to celebrate his years of service to the Library.

There being no further business and upon a motion by Ms. Giacomazzo, seconded by Mr. Shetty, the meeting was adjourned by a 5-0 vote at 8:00 p.m. by Board President Jane Dietz.

Future Board meeting dates: Monday, June 17 at 5:30 p.m. and Tuesday, July 9 at 7:00 pm for the annual reorganization meeting and regular board meeting immediately following.

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Lisa Kropp  
Recorder of Minutes

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Annette DeLuca  
Board Secretary

