

Lindenhurst Memorial Library Board of Trustees Meeting via Webex Platform
Approved Board Meeting Minutes: Saturday, June 20, 2020 at 9:30 am

Present: Jane Dietz, Trustees Lori-Ann Novello, Gabrielle Giacomazzo, Annette DeLuca, Kenny St. John, Library Director Lisa Kropp, Network and Systems Specialist Brett Whiteford. No members of the public dialed into the call.

Board President Jane Dietz called the meeting to order at 9:31 am.

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

Motion made by Ms. DeLuca, seconded by Mr. St. John, to approve the prior meeting minutes. Motion carried 5-0.

Motion made by Ms. DeLuca, seconded by Ms. Giacomazzo, to accept the Treasurer's Report, including all receipts, disbursements, warrants and cash flow. Motion carried 5-0.

Director Kropp gave her report to the Board, a copy of which is attached to the original Board packet. The Library received nice coverage in Newsday about starting curbside pickup services. She commended staff for their positive outlook transitioning back to the building. In particular, Janet Batson and Peggy Furrer have done a wonderful job organizing and preparing for this new service. She also shared that the cost for Overdrive (e-Books) went up by 29% for the first five months of the calendar year, compared with the same time-period in 2019. This is certainly due to being physically closed to the public for three months, but it will also have ramifications on the budget moving forward that the budget & finance committee will need to discuss further.

Committee Reports:

Budget & Finance: Ms. DeLuca said the committee has met to discuss the Overdrive increase, along with looking at the 2020-2021 budget lines. Ms. Kropp noted that the committee will be meeting at least twice a month in the short term future to take a look at financial implications of COVID-19 on the budget.

Infrastructure: Director Kropp noted that the HVAC filters were upgraded to MERV-13 from MERV-8, to provide additional protection. In addition, the air intake was increased to 25% of outside air for better airflow within the building. A quote for laptops was discussed. Laptops would be assigned to staff, so they had the same equipment in the building and at home, in the event of work from home assignments continuing or restarting with a possible second wave of COVID. Additional laptops would be used by the public when the building reopens, to space computer users out more effectively with new social distancing guidelines. A discussion ensued over keeping the three year warranty, or exploring a five year warranty instead. Brett Whiteford said he would look into the differences between the two, and that we could start with the three year and purchase the extended warranty down the line, if the Board felt it was needed.

Motion made by Ms. Novello, seconded by Ms. Giacomazzo to accept the quote from SHI International Corporation as attached, at a cost not to exceed \$39,513.60, utilizing funds committed by the Board for technology. Motion carried 5-0.

Policy: Ms. Giacomazzo noted that the committee recently met to discuss a revision to the Health Emergency policy, as well as a new Telecommuting policy. After discussing the policy revisions, the Board requested additional information from its attorney, and tabled any action on the Health Emergency policy.

Motion made by Ms. Giacomazzo, seconded by Mr. St. John, to accept the Telecommuting Policy. Motion carried 5-0.

Strategic Planning: Ms. Kropp indicated that the committee would meet in July to discuss an implementation plan for the adopted strategic plan, including how COVID-19 disruptions would require revisions or delays of certain goals and objectives. A program survey will request feedback on the types of virtual programs patrons are most interested in, to help staff plan accordingly.

Personnel: Ms. Kropp noted the committee had met several times to address issues related to management/confidential employees. She commended the efforts and vast amounts of time spent ensuring that Library business office and public facing operations didn't waver while the building was physically closed, given by Brett Whiteford, Melissa Negrin, Elizabeth DaSilva, and Andrea Malchiodi. Ms. Kropp asked the Board to freeze her salary until October 1, 2020, at which time more information regarding cuts to the state budget should be available.

Motion to enter executive session at 11:35 am to discuss the management/confidential personnel salary chart, as well as to discuss an unpaid leave of absence for health reasons for a specific employee, was made by Ms. DeLuca, seconded by Ms. Giacomazzo. Motion carried 5-0.

Motion to exit executive session at 12:00 pm made by Mr. St. John, seconded by Ms. Giacomazzo. Motion carried 5-0.

Motion to grant an unpaid leave of absence for health reasons from June 22 through July 15, 2020 for a specific employee made by Ms. DeLuca, seconded by Ms. Giacomazzo. Motion carried 5-0.

Motion made by Ms. DeLuca, seconded by Ms. Giacomazzo to approve the management/confidential personnel chart at a 3% increase, a copy of which is attached to the original meeting packet, for the 2020-21 fiscal year, along with a freeze of the Director's salary until October 1, 2020. Motion carried 5-0.

Building Update: BBS is hosting a Zoom meeting on Monday with Support Services and Youth Services, to go over building design plans. Ms. Kropp noted that environmental testing was completed, and that core roof samples are the last necessary step to complete before the report is finalized. BBS Engineers are coming on Tuesday to do a walk through in regard to both the building project and the upcoming solar array installation. A new round of NYS construction grants is open, and Ms. Kropp will be presenting an application for Board approval at the August meeting. She will also touch base with Senator Brooks office in regards to a possible infrastructure grant to the Library.

New Business:

Board President Dietz commended staff member Joe Santiago for taking care of the Library's pet bearded dragon while the building was closed, at his home. She suggested that the Library purchase a certificate for reptile food and supplies to give Mr. Santiago. Ms. Kropp noted that he volunteered to give the bearded dragon a permanent home with him, since COVID-19 restrictions makes it not viable to have a pet in the building.

There being no further business to discuss, a motion to adjourn the meeting was made at 12:02 pm by Ms. Giacomazzo, seconded by Mr. St. John. Motion carried 5-0.

Lisa Kropp, Recorder of Minutes

Antoinette DeLuca, Secretary
