

APPROVED MINUTES
Lindenhurst Memorial Library Board of Trustees Meeting
October 20, 2018

A regular board meeting of the Lindenhurst Memorial Library was held on October 20, 2018. Present were Board members Jane Dietz, Annette DeLuca, Lori Ann Novello, Bob Shetty, and Gabrielle Giacomazzo. Also present were Library Director Lisa Kropp and invited guest Joe Rettig.

Board President Jane Dietz called the meeting to order at 9:30 am. Upon a motion by Mrs. Novello, seconded by Ms. Giacomazzo, the agenda was adopted by a 5-0 vote.

The minutes of the prior meeting were adopted on a 5-0 vote upon a motion by Mrs. DeLuca and seconded by Mrs. Novello.

Mrs. Dietz asked guest Joe Rettig from the firm BBS to update the Board regarding plans to address the ADA code requirements in the building along with the addition of business offices and community meeting room space to the Library. Mr. Rettig shared a draft of an approximately 1400 sf addition. He also spoke to the facilities study that was conducted in May 2018 by BBS, which listed over 50 code requirements that need to be remedied. Director Lisa Kropp asked the Board to consider having BBS conduct a master planning and design study with staff so the Board would have a complete picture of the needs and use of the building in order to move forward with any renovation and repair to existing space. Mr. Rettig explained that such a process could be completed in approximately four months, after multiple site visits and interviews with staff by departments were conducted. Mr. Shetty indicated that the Board needs to share constructive feedback with the community to show the challenges the Library is facing. The Board requested a proposal from BBS prior to the November Board meeting. Mrs. Dietz thanked Mr. Rettig for his time, and he left the meeting at 10:20 am.

Upon a motion by Mrs. Novello, seconded by Mrs. DeLuca, the Board entered executive session at 10:25 a.m. for the purpose of discussing a legal matter regarding a former employee and a personnel matter regarding an employee. The Board exited executive session at 11:45 a.m.

By a 5-0 vote, the Board agreed to proceed with an up to 30 day paid leave of a specific employee, with a motion brought forward by Mrs. DeLuca and seconded by Mr. Shetty.

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

The following committee reports were shared:

Infrastructure Committee Chair Mrs. Novello shared that the committee had recently met with Director Kropp to discuss a proposal from Tyco Securities to install a key pass control system at

the staff entrances to the Library and the Annex to increase safety and security of the building. Mrs. Dietz asked if the lobby door that leads to the large meeting room could also be included in the first phase of the key pass system. Director Kropp said she would talk with Tyco to get the additional door included. Mrs. Novello also shared that the committee also discussed the DASNY grant to allow renovations to the mezzanine level, which would include lower shelving for improved sight lines for safety and security, along with additional seating and reading areas.

Upon a motion by Mrs. Novello, seconded by Mrs. DeLuca, the Board approved by a 5-0 vote the following quotes for mezzanine level renovation to be reimbursed by the DASNY grant:

- Demco: furniture and display shelving, book carts at a cost of \$9,046.99
- Acoustical Solutions: ceiling tiles and panels at a cost of \$2,020.75
- Palmieri: laminate counter tops for new shelving at a cost of \$3,949.80
- Jasper Seating Co., Inc. for stools, tables and chairs at a cost of \$5,606.85
- A.R. Kropp Co. & Sons for 28 sections of shelving at a cost of \$23,375.07
- A-1 Carpet for tile floor on mezzanine level to match existing at a cost of \$9,421.40

Upon a motion by Ms. Giacomazzo, seconded by Mrs. DeLuca, the Board approved the purchase of a key pass control system to be installed by Tyco Securities at a cost not to exceed \$18,000 by a 5-0 vote.

Personnel Committee Chair Ms. DeLuca reported that the committee recently met to discuss the termination of a part time employee, along with the need to hire additional pages for assistance with programs and other duties as needed to assist staff. Director Kropp asked the Board to increase the hours of part time security officer Andrea Amoruso to full time status. She noted that the presence of a guard on a regular basis was needed to assist staff with patron issues as they arise.

Upon a motion by Mrs. DeLuca, seconded by Mrs. Novello, the Board voted to accept the termination of a part time security guard by a 5-0 vote.

Upon a motion by Mrs. Novello, seconded by Ms. Giacomazzo, the Board voted to approve the hiring of Taryn Zdnek as a part time Page with an hourly rate of \$11.00 per hour, per NYS minimum wage law, by a 5-0 vote.

Upon a motion by Mrs. DeLuca, seconded by Mr. Shetty, the Board voted to approve Andrea Amoruso moving from a part time security guard to a full time security guard with an annual salary of \$32,414

Policy Committee Chair Ms. Giacomazzo shared that the committee continues to work on policy updates and the creation of new policies as needed. The Board reviewed and discussed the draft of a new policy regarding tutors utilizing Library space.

Upon a motion by Mrs. DeLuca, seconded by Mrs. Novello, the Board approved the Tutoring Policy by a 5-0 vote.

Strategic Planning Committee Chair Mr. Shetty indicated that the committee had met recently with Director Kropp and was in the process of updating the 2013 strategic review study. Mrs. Kropp shared that staff recently completed a two week reference survey at all service desks, including circulation and other support staff members. Program surveys were conducted throughout the month of October, and patron surveys are in the process of being launched, with a goal of 600 completed surveys. Mr. Shetty stated that the committee hopes to have a final document to share at the January 2019 board meeting, which will then be used to create a long range plan for the Board and Library, which is now required by NYS minimum library standards.

Mrs. Kropp shared her Director's report, a copy of which is attached to the original of these minutes. She also shared that the Friends of the Library were gearing up for their Fall Book Sale on November 3, and were in the process of painting and installing the four little free library locations. The Friends also held a paint night fundraiser at local business The Color Palette.

Under unfinished business, Mr. Shetty suggested a campaign of "Did You Know?" facts about the building to share with the public, based off of the facilities study and the library's annual report to NYS.

Mrs. Kropp asked the Board to consider the placement of donation boxes in the lobby for the following campaigns:

- Tree of Warmth collection of hats, scarves, and mittens to complement the Rotary Club's coat drive;
- Operation Gratitude collection of small items such as personal care items, playing cards, etc. to create care kits for deployed troops;
- Toys for Tots collection bins to collect new toys for the Marine Corps Toys for Tots campaign

Upon a motion by Mrs. Novello, seconded by Mr. Shetty, the Board approved the collection bins for the above named campaigns by a vote of 5-0.

Future Board meeting dates were set as: Thursday, November 15 at 6:00 p.m. and Wednesday, December 19 at 6:00 p.m.

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 1:13 p.m.

Lisa Kropp
Recorder of Minutes

Annette DeLuca
Board Secretary