

Approved Minutes

Lindenhurst Memorial Library Board of Trustees

A regularly scheduled meeting of the Board of Trustees (Board) of the Lindenhurst Memorial Library was held on Wednesday, April 25, 2018 in the library's small meeting room. Present were Trustees Jane Dietz, Bob Shetty, Lori-Ann Novello, Diana Coyne, and Annette DeLuca. Also present was Library Director Lisa Kropp.

Mrs. Dietz noted that a quorum was present and called the meeting to order at 11:00 a.m.

Upon a motion by Mrs. DeLuca, seconded by Mrs. Novello, the agenda was adopted as presented by a vote of 5-0.

Upon a motion by Mrs. DeLuca, seconded by Mr. Shetty, the minutes of the March 21, 2018 board meeting were approved 5-0.

Director Lisa Kropp shared correspondence with the Board that commended the good work of library employees Janine Kober and Monika Brusalis. She also shared letters from library patron Dylan Margulis and from Copiague resident Sherrie Godfrey. A copy of the letter sent to Senator Boyle requesting bullet aid to assist with funding for the Library's upcoming mobile WiFi lending program was also shared.

Upon a motion by Mrs. DeLuca, seconded by Mr. Shetty, the Treasurer's report, budget report, warrants and cash flow were accepted by a 5-0 vote.

The Board received the following updates from standing committees:

Budget and Finance committee: The committee reported that the Library Budget passed, with 158 yes votes to 60 no votes. Gabrielle Giacomazzo was elected to the term of office for the seat held by Mrs. Coyne, who did not run for re-election. Mrs. Kropp shared that the business office is working on the transfer from Sage Peachtree software to QuickBooks for the new fiscal year. She noted this will enable more detailed monthly reports.

Infrastructure committee: reported on the updating of the old water coolers (one on public floor by bathrooms, one on lower level by bathrooms) to take place to a new model that will allow for the filling of re-usable water bottles. The water on both coolers will continue to be filtered water.

Personnel committee: Mrs. DeLuca shared information on Library Pages, including a ten year review of the number of Pages the library has employed, with a range in numbers of a high of 18 positions to our current number of seven. The Library currently has seven part time pages in the main building, and one part time page assigned to the Business Office. Mrs. Kropp noted that there has been a large increase in requests for page assistance in programs as the Library continues to add additional programs to accommodate patrons. This can be a challenge during the day, when a large amount of youth programming takes place. The Personnel committee requested the approval of the hiring of two additional part time pages for the main building, which was tabled to the next meeting to continue discussion. Mrs. Coyne stated she felt the Library had enough page positions at this time. Mrs. Kropp

will meet with the Page supervisors and other department heads to discuss their needs and the current responsibilities of our pages more in depth to present at the May meeting. The Personnel committee also recommended the hiring of a part time security guard to expand coverage Monday – Friday during the week.

Upon a motion made by Mrs. DeLuca, seconded by Mr. Shetty, the hiring of Antonino La Cerva as a part-time security guard at a salary of \$17.00 per hour was approved by a vote of 4-1.

Policy Committee: An update to the Library Cards and Circulation of Materials Policy was presented for discussion and vote. Refund requests for lost and paid materials were revised from ninety days to thirty days. The late fee for museum passes was capped at a maximum of \$100, and the late fees for Play-away devices was lowered to match the late fees of books, DVDS, and music CDs.

Upon a motion made by Mrs. Novello, seconded by Mrs. DeLuca, the update to the Library Cards and Circulation of Materials Policy was approved by a vote of 5-0.

The Board discussed the Director's recommendation for a Photography and Video Policy. It was agreed to bring a draft of such policy to the committee at its next meeting.

Strategic Planning Committee: Mrs. Coyne and Mrs. Novello shared they met with Director Kropp to discuss having a new five year infrastructure and strategic building plan conducted. Mrs. Kropp noted that the previous plan the Board had on file expired in 2017. The firm BBS will conduct an engineering and architectural facilities study and it is anticipated that a report will be available for the next Board meeting. Mrs. Novello thanked Mr. Shetty for sharing his copy of the 2013 strategic review that he conducted while on the Strategic Planning Committee. The document will help current committee members as they move forward.

Mrs. Kropp presented her report to the Board. A copy of the report is attached to the original of these minutes. She noted that the Library is now recycling its paper, plastic bottles, cans, and glass with the Village of Lindenhurst providing pick-up. This arrangement has been working very smoothly to date. The Library is also in the process of replacing all remaining fluorescent lighting with energy efficient LED bulbs, which will save the Library an estimated \$3,700 a year in electrical costs. Based on research done at the request of the Board at last month's meeting, she recommended a cover sheet be attached to all warrants for Trustees to sign as acknowledgement that they reviewed the monthly bills. This procedure will begin at the start of the next fiscal year, July 1 2018.

Mrs. Kropp reported on behalf of the Friends of LML that membership currently stands at 62 members. The slate of nominations for the Friends' Board was presented at their April 17 meeting and consists of:

President – Katie Grover
Vice President – Open
Secretary – Melody Murphy
Treasurer – Joe Castillo

Voting will take place at their May 22 meeting.

Mrs. Kropp shared that Legacy Donations were featured in our April advertisement in the South Bay Neighbor. Mrs. Coyne asked if a special logo could be created for Legacy Donations, and that a form be made available to further advertise it within the building.

The beautification project by the Interact Club is proceeding on target with a June completion date.

Andrea Malchiodi is going to reach out to the district art teachers to discuss hosting some student art displays next school year at the Library.

Mrs. Novello shared that the Director of the Rainbow Center, Barbara Polodino, asked that the Library contact her about possibly expanding the Little Free Library program, which has been very successful since its launch in October 2017.

There being no further business, upon a recommendation by Mrs. Novello, seconded by Mrs. DeLuca, the meeting was adjourned at 12:58 pm by a vote of 5-0.

Future Board Meeting dates: May 17 (Thursday) and June 20. Annual re-organization meeting will be on July 11 at 10:30 am, followed immediately by the regular Board Meeting for the month.

Lisa Kropp, Recorder

Antoinette DeLuca, Secretary
