

APPROVED MINUTES

Lindenhurst Memorial Library Board of Trustees

A regular meeting of the Board of Trustees (Board) of the Lindenhurst Memorial Library was held on Wednesday, June 20, 2018, at 11:00 a.m., in the library's conference room.

Present were Jane Dietz, Antoinette DeLuca, Diana Coyne, and Lori-Ann Novello. Library Director Lisa Kropp was also present. Trustee Bob Shetty was absent with notice.

Mrs. Dietz noted that a quorum was present and called the meeting to order at 11:04 a.m.

Upon a motion by Mrs. DeLuca, seconded by Mrs. Novello, the agenda was adopted as presented by a 4-0 vote.

A motion to approve the prior meeting minutes was made by Mrs. Coyne, seconded by Mrs. DeLuca and approved by a 4-0 vote.

Upon a motion by Mrs. Coyne, seconded by Mrs. Novello, the Treasurer's report, budget report, warrants and cash flow were accepted by a 4-0 vote.

The Board received updates from the following standing committees:

Budget and Finance committee: Upon a motion by Mrs. Novello, seconded by Mrs. DeLuca, the following line item transfers were approved by a 4-0 vote:

\$7,000 from the Health Insurance line will be transferred to the Health Insurance Reimbursement line.

\$1,500 from the Books line will be transferred to the Serials & Microfilm line.

\$3,000 from the Postage line will be transferred as follows - \$500 to the Travel line, and \$2,500 to the Professional Fees-Other line.

\$2,500 from the Supplies line will be transferred as follows - \$1,500 to Bank and Payroll Processing Fees line, and \$1,000 to the Circulation Control line.

Infrastructure committee: The committee met to discuss the facilities study and proposal conducted by BBS as presented at the May Board meeting. They also discussed a proposal for replacing outdated analog security cameras with digital ones, and increasing coverage for safety and security. In addition, they reviewed the quotes received for a quarterly, mailed newsletter returning to residents.

Upon a motion by Mrs. Coyne, seconded by Mrs. DeLuca, the hiring of BBS for planning documents and renderings at a cost not to exceed \$4,900 was approved by a 4-0 vote.

Upon a motion by Mrs. Novello, seconded by Mrs. DeLuca, the Board approved hiring Tyco Integrated Security under NYS Contract for the installation of 18 IP cameras at a cost of \$33,825.26 by a 4-0 vote.

Upon a motion by Mrs. DeLuca, seconded by Mrs. Novello, the quote by Searles Graphics for the printing and mailing of the Library newsletter at a cost not to exceed \$25,744 annually of four quarterly newsletters with postage was approved by a 4-0 vote.

Personnel committee: Mrs. Kropp reported that Page Nathalie Vasquez resigned from her position due to an out of state move. Upon a motion by Mrs. DeLuca, seconded by Mrs. Coyne, the Board voted to accept the resignation of Ms. Vasquez by a 4-0 vote.

A motion to move into executive session at 11: 37 a.m. to discuss contract negotiations was made by Mrs. Coyne and seconded by Mrs. DeLuca with a vote of 4-0.

The Board exited executive session at 11:51 a.m. upon a motion made by Mrs. DeLuca, seconded by Mrs. Coyne, and approved by a 4-0 vote.

Policy Committee: Mrs. Dietz asked that the vote on the Bylaws revision be tabled for the July Board meeting.

Strategic Planning Committee: no report.

Upon a motion by Mrs. DeLuca, seconded by Mrs. Novello and approved by a 4-0 vote, the following Resolution of Service to the Board of Trustees was read by Mrs. Kropp:

WHEREAS, **Diana Coyne** has, for the past thirteen years, been a trustee of the **LINDENHURST MEMORIAL LIBRARY**; and

WHEREAS, the LIBRARY recognizes the excellent and dedicated service that **Diana Coyne** has rendered the Library during this term of office; be it

RESOLVED: that the Board of Trustees, on behalf of the entire Library, extends a unanimous vote of thanks to **Diana Coyne**; and, be it further

RESOLVED: That the original resolution be formally presented to **Diana Coyne** , and that a copy be attached as part of the Minutes.

Mrs. Dietz thanked Trustee Coyne for her many years of service and contributions to the Library and the Lindenhurst community. Some of Mrs. Coyne's suggested improvements provided for seasonal painting of the entrance doors, adding tables and chairs for a reading area in the adult area, and providing more comfortable seating for patrons browsing through books and magazines. During her time on the Board, she held the positions of Secretary, Vice-President, and President. Most notably, during her tenure as President, the Board adopted the Lindenhurst Memorial Library Mission Statement in 2013.

Mrs. Kropp presented her report to the Board. A copy of the report is attached to the original of these minutes.

The Library has given a wish list to the Friends of LML. There are currently 8 vendors signed up so far for the Garage/Vendor Sale.

Under unfinished business, Mrs. Kropp noted that the Interact Club will be on site June 30th to plant flowers and donate two large planters to the Library for their Beautification project.

Under new business, Mrs. Kropp noted that the tables and chairs in the Children's Department are in need of replacement. The chairs will be repurposed to use for outside programs in the Backyard. The tables will be made available on the New York Library Association's site, along with the local Library Director listserv.

Upon a motion by Mrs. Novello, seconded by Mrs. DeLuca, the Board approved the quote from A.R. Kropp Co. & Sons for tables and chairs under NYS Contract at a cost not to exceed \$15,000 by a 4-0 vote.
(for clarification in the meeting minutes, there is no relation to Mrs. Kropp and A.R. Kropp Co. & Sons.)

There being no further business, upon a recommendation by Mrs. DeLuca, seconded by Mrs. Coyne, the meeting was adjourned at 12:57 pm by a vote of 4-0.

Future Board Meeting dates: The annual re-organization meeting will be July 11 at 10:30 am, followed immediately by the regular Board Meeting for the month.

Lisa Kropp, Recorder

Antoinette Deluca, Secretary
