

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, February 21, 2018 at 11:00 a.m. in the library's small meeting room. Present were Trustees Jane Dietz, Bob Shetty, Lori-Ann Novello, and Annette DeLuca, Also present was Library Director Lisa Kropp. Absent with notice was Trustee Diana Coyne.

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 Mr. Shetty, the agenda was adopted as presented by a vote of 4-0.

Upon a motion by Mrs. DeLuca, seconded by Mr. Shetty, the minutes of the special Board meeting held on January 3, 2018 were approved by a vote of 4-0. Upon a motion by Mrs. DeLuca, seconded by Mrs. Novello, the minutes of the regular Board meeting from the January 17, 2018 meeting were approved 4-0.

Director Lisa Kropp shared correspondence with the board from high school library media specialist Diane Miller thanking employees Andrea Malchiodi and Amanda Lotito for their instruction on the 3D printer. She also shared a letter from former patrons Melissa and Margaret Michalski commending the customer service of the library, and a letter from student Adam Kulaczowski requesting a community service project sponsored by the local interact club.

Mrs. Kropp also shared a report in Newsday that mentioned tax preparation being done for seniors and other low income individuals through The Health and Welfare Council of Long Island. Lindenhurst is the first library in Suffolk County to partner with them.

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

The Board received the following updates from standing committees:

The Budget and Finance committee discussed the proposed 2018-19 budget and noted the Library was remaining within the state tax cap. There was a discussion noting the inclusion of \$100,000 to Capital Expenditures for necessary building maintenance and updates.

Upon a motion by Mrs. Novello, seconded by Mrs. DeLuca, the proposed budget for the fiscal year beginning July 1, 2018 and ending June 30, 2018, upon the advice of the Budget and Finance Committee and the recommendation of the Library Director was approved by a vote of 4-0.

Mrs. Novello and Mrs. Coyne met separately with Director Kropp to discuss projects related to the safety and security of the building for the Infrastructure Committee. The committee is exploring relocating business office staff to the main building and using the Annex more for storage purposes. Mrs. Kropp gave an in- depth discussion of grants, including bullet aid and state construction grants.

Mrs. Kropp gave the Personnel Committee and the Board background information on the commendable efforts of Craig Brown and Craig Pullen to facilitate the Library's computer network and software. While greatly appreciated, the Board agreed this is an important area which needs a dedicated professionally trained network and systems specialist.

Upon a motion by Mrs. DeLuca, seconded by Mr. Shetty, the board approved the canvassing of the civil service network and systems specialist I list by a vote of 4-0.

The Board approved the resignation of page Helen Verneuille due to retirement by a vote of 4-0.

The Policy Committee presented two policies for final review. Upon a motion made by Mrs. Novello, seconded by Mr. Shetty, the Financial Management Policy was approved by a vote of 4-0.

Upon a motion made by Mrs. Novello, seconded by Mrs. DeLuca, the Security Camera Surveillance Policy was approved by a vote of 4-0.

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

Mrs. Kropp reported on behalf of the Friends of LML that the group currently has 45 active members and will hold their annual meeting and elections in May. A book sale is being held on Saturday March 24. Mrs. Kropp requested a re-vote take place to approve the memorandum of understanding and the Friend's by-laws, which were presented to the Board last spring, but not noted in the minutes.

Upon a motion by Mrs. DeLuca, seconded by Mrs. Novello, the Board accepted the Memorandum of Understanding and by-laws of the Friends of the Lindenhurst Memorial Library by a vote of 4-0.

As recommended by Library CPA and Auditor Al Coster, in order to close out old balances in outdated accounts, a resolution was put forth by Bob Shetty and seconded by Annette DeLuca for the following motions:

- A motion to transfer \$1,079.09 from the Gift Fund to the General Fund (approved 4-0)
- A motion to transfer \$76,282.70 from the Capital Fund to the Grant Fund (approved 4-0)
- A motion to transfer \$200,000.00 from the Grant Fund to the Capital Fund (approved 4-0)
- A motion to close out the Grant Fund and to transfer all assets and liabilities to the General Fund (approved 4-0)
- A motion to close out the Gift Fund and to transfer all assets and liabilities to the General Fund (approved 4-0)

Mrs. Kropp presented the NYS Annual Report for the 2016-17 fiscal year to the Board for discussion and approval.

Upon a motion by Mrs. DeLuca, seconded by Mrs. Novello, the Board approved the 2017 Annual Report as prepared for submission to New York State by a vote of 4-0.

A discussion took place with regards to patrons requesting the Library mail home a newsletter again rather than publish an insert in South Bay Neighbor.

A lengthy discussion took place on the number of private tutors that are utilizing the adult and children's rooms after school and in the evening, and the space constraints that occur. The Board asked Mrs. Kropp to look into other libraries policies regarding tutoring instruction.

Future Board Meeting dates were set as: March 21, April 18, May 17 (Thursday) and June 20.

There being no further business, on a motion by Mrs. Novello, seconded by Mr. Shetty, and a vote of 4-0 the Board adjourned the meeting at 12:50 p.m.

Lisa Kropp, Recorder

Antoinette DeLuca, Secretary
