

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, January 17, 2018 at 11:00 a.m., in the library's conference room.

Present were Jane Dietz, Bob Shetty, Antoinette Deluca, and Lori-Ann Novello. Also present were Library Director Lisa Kropp, Business Office Clerk Craig Brown, and the Library's CPA, Al Coster. Absent with notice was Trustee Diana Coyne.

Mrs. Dietz noted that a quorum was present and called the meeting to order at 11:02 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 Mrs. Novello, the minutes of the December 2017 meeting were approved by a vote of 4-0.

Al Coster presented the annual audit report for the year beginning July 1, 2016 and ending June 30, 2017. The discussion included the monthly auditing of invoices by the Library Board, approval of the warrants, the pension and healthcare liability, and the suggestion to close special purpose fund accounts (such as gift and grant) and to instead put a line item in the general fund.

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

The Board had a lengthy discussion regarding working committees. Mr. Shetty asked that there be no more than five committees to give all on the Board the ability to chair and co-chair a committee, and he suggested a term limit of two years on a committee. Mrs. Dietz recommended combining Performance Review and Safety & Security into one committee named Strategic Planning. It was decided that the following working committees would move forward:

Infrastructure: Mrs. Novello, chair and Mrs. Coyne, co-chair

Personnel: Mrs. Deluca, chair and Mrs. Dietz, co-chair

Policy: Mrs. Dietz, chair and Mr. Shetty, co-chair

Budget and Finance: Mr. Shetty, chair and Mrs. Deluca, co-chair

Strategic Planning: Mrs. Coyne, chair and Mrs. Novello, co-chair

Mr. Shetty noted that the Budget and Finance committee met to begin discussing the 2018-2019 budget process.

Mrs. Dietz distributed a draft of the financial management policy to the Board from the Policy Committee, and asked that a vote take place at the February meeting to adopt the policy.

Upon the recommendation of the Director, on a motion by Mrs. Novello, seconded by Mrs. Deluca, and carried by a vote of 4-0, the placement of the legal notice required by state law regarding the 2018 library budget vote and trustee election in The Beacon South Bay Neighbor Newspapers was ratified as presented.

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

Upon the recommendation of the Director, on a motion by Mrs. Deluca, seconded by Mrs. Novello, the attendance and reimbursement of necessary and appropriate expenses up to the amount of \$350 for Lisa Kropp at Library Advocacy Day in Albany, New York, was approved by a vote of 4-0.

Mrs. Kropp reported on behalf of the Friends of the Lindenhurst Memorial Library that the group currently has 35 active members. They have two upcoming fundraisers: a book sale on Saturday, March 24, and a Vendor-Garage sale on Saturday, June 9. She noted that Library staff members Sara Fiorenzo and Monika Brusalis have been very helpful with the group as staff/web liaisons.

Future Board meeting dates were set as: March 21, April 18, May 17, and June 20, 2018.

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 1:04 p.m.

Lisa Kropp, Recorder

Antoinette Deluca, Secretary
