

APPROVED MINUTES  
Lindenhurst Memorial Library Board of Trustees Meeting  
November 15, 2018

A regular board meeting of the Lindenhurst Memorial Library was held on November 15, 2018. Present were Board members Jane Dietz, Lori Ann Novello, and Bob Shetty. Also present were Library Director Lisa Kropp and invited guest Ted Schlomann. Absent with notice were Annette DeLuca and Gabrielle Giacomazzo.

Board President Jane Dietz called the meeting to order at 6:05 p.m. Upon a motion by Mr. Shetty, seconded by Mrs. Novello, the agenda was adopted by a 3-0 vote.

The minutes of the prior meeting were adopted on a 3-0 vote upon a motion by Mr. Shetty, seconded by Mrs. Novello.

Ted Schlomann presented the annual audit report for the year beginning July 1, 2017 and ending June 30, 2018. The discussion included the monthly auditing of invoices by the library board, approval of the warrants, the pension and healthcare liability, and the designation of fund balance for long term liabilities. Mrs. Dietz thanked Mr. Schlomann for his time, and he left the meeting at 6:45 p.m.

Director Lisa Kropp shared a Board Memorandum regarding former Library Director Peter Ward that is attached to the original of these minutes. She read the memorandum into the official minutes as follows:

***The Board wishes to take this opportunity to formally convey its appreciation of Peter for his contributions to the Library and the Lindenhurst community-at-large for more than 30 years.***

***Peter's dedication toward keeping libraries current was especially helpful in the areas of newly emerging technology. His passion allowed patrons of Lindenhurst to come to the Library and learn to use the latest devices and keep current with new technology.***

***While Peter's accomplishments are many throughout his career, most noteworthy was his immediate and purposeful response in the aftermath of Superstorm Sandy. On the day after the storm, devastation to the Lindenhurst community was just beginning to be realized. Peter determined the Library to be structurally sound, with heat and electric. He suggested inviting FEMA to headquarter in our large community room. His quick and action-driven response provided our community and those communities surrounding us with a comfortable place to obtain warmth, charge devices, enjoy the support of community and have access to all available resources including the federal government for many months after the storm.***

***Along with the Lindenhurst community and the staff of the Lindenhurst Memorial Library, we, the Board of Trustees, congratulate Peter on his retirement and wish him many years of health and happiness.***

Mrs. Kropp shared correspondence from SCLS with the Board regarding the 2018 SCLS Annual Meeting, to be held on December 5, 2018 at 7:00 p.m. She also shared an article from the Beacon Shopper that featured the Kiwanis Club of Lindenhurst celebrating Kiwanis One Day on October 27 at the Library with high school Key Club volunteers reading to young patrons.

She also shared patron suggestion forms asking for a Chromebook charging station, a larger computer area, a rating system for book content, and two compliments: one for Librarian Monika Brusalis who was “very helpful with a great personality” and another commending the instructor for the recently held acrylic painting class.

Upon a motion by Mr. Shetty, seconded by Mrs. Novello, the Board voted 3-0 to accept the Treasurer’s report.

The following committee reports were shared:

**Budget and Finance Committee:** no report. Chair Mrs. Dietz noted that the committee would meet next month as work on the 2019-20 annual budget begins.

**Infrastructure Committee:** Chair Mrs. Novello shared that the committee had recently met with Director Kropp to discuss replacing the worn carpeting in the LMR, which is presenting a safety hazard due to its condition.

Upon a motion by Mrs. Novello, seconded by Mr. Shetty, the Board approved the replacement of the flooring in the LMR by A-1 Carpet, at a cost not to exceed \$9,500, by a 3-0 vote.

Mrs. Novello said the committee met with Director Lisa Kropp to discuss the submitted proposal for master planning by firm BBS Architects, Landscape Architects, Engineers at the fixed fee rate of \$8,900.

Upon a motion by Mr. Shetty, seconded by Mrs. Novello, the Board approved the firm BBS conducting master planning services at a fixed cost of \$8,900, by a 3-0 vote.

**Personnel Committee:** Director Lisa Kropp shared that one part time employee accepted the recent retirement incentive, while another full time employee had put in a letter of resignation. She also asked the Board to consider an unpaid leave of absence from Library Page Terri Kidder for medical reasons.

Upon a motion by Mrs. Novello, seconded by Mr. Shetty, the Board approved by a 3-0 vote the retirement letter of employee Marc Tsakis, effective 12/31/2018.

Upon a motion by Mrs. Novello, seconded by Mr. Shetty, the Board approved by a 3-0 vote the resignation letter of Librarian II Amanda Lotito, effective 12/14/2018.

Upon a motion by Mr. Shetty, seconded by Mrs. Novello, the Board approved an unpaid medical leave of absence for Library Page Terri Kidder up to six weeks beginning November 1, 2018, by a 3-0 vote.

**Policy Committee:** no report

**Strategic Planning Committee:** Chair Mr. Shetty shared that the committee was meeting again on Monday, November 26 to begin looking at preliminary survey results.

Mrs. Kropp shared her Director's report, a copy of which is attached to the original of these minutes. She shared updates from the New York Library Association's annual conference and meeting, which she attended from November 6-10 in Rochester, NY. She also shared a successful collaboration with the Lindenhurst Kiwanis Club that was held at the Library on October 27 called "Read 2 Lead" that paired Key Club volunteers from Lindenhurst High School with young library patrons as they read stories together.

Under new business, Mrs. Kropp asked the Board to consider three quotes for snow removal for the 2018-2019 winter season.

Upon a motion by Mrs. Novello, seconded by Mr. Shetty, the Board approved the quote submitted by JP Automotive Repair for snow removal for the 2018-2019 winter season, by a 3-0 vote.

Future Board meeting dates were set as: Wednesday, December 19 2018, Thursday, January 17, 2019, Tuesday, February 19, Wednesday, March 20, Wednesday, April 17, Thursday, May 16, and Thursday, June 13 – all at 6:00 p.m.

There being no further business and upon a motion by Mrs. Novello, seconded by Mr. Shetty, the meeting was adjourned by a 3-0 vote at 7:40 p.m.

Lisa Kropp  
Recorder of Minutes

Annette DeLuca  
Board Secretary