

## 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 Saturday, September 22, 2018, at 11:00 a.m., in the library's conference room.

Present were Jane Dietz, Antoinette DeLuca, Gabrielle Giacomazzo, Bob Shetty and Lori-Ann Novello. Library Director Lisa Kropp was also present.

Mrs. Dietz noted that a quorum was present and called the meeting to order at 9:31 a.m.

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

A motion to approve the prior meeting minutes was made by Mrs. DeLuca, seconded by Ms. Giacomazzo and approved by a 5-0 vote.

Director Kropp shared a thank you letter from Long Island Cares for the 68 pounds of food that was donated during our April amnesty event. She also shared a letter thanking the Library for participating in the Suffolk County's Department of Health Services "See and Be Seen" safety campaign for pedestrians.

The Library's suggestion box contained many forms commending the return of the print newsletter. Suggestions also came in looking for: additional audio books, a new items bibliography on the website, an evening book club, and cooking programs for vegans.

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

**Budget and Finance committee:** A discussion ensued around the possibility of the Library joining the Suffolk County shared services initiative – a cooperative organization designed to facilitate the sharing of services, assist members in compliance with state bidding requirements, and identify qualified vendors of commodities, goods, and services. Mrs. Kropp noted that the Shared Services Initiative was the topic of a dedicated meeting recently for Library Directors, and that a few Suffolk County libraries were planning to join the cooperative in an effort to reduce costs and share local services. She further noted that there was no annual cost to the Library to join.

Upon a motion by Mr. Shetty, seconded by Mrs. DeLuca, the Board voted to join the Suffolk County Shared Services Program by a 5-0 vote.

**Infrastructure committee:** A discussion ensued about replacing the three sets of lobby doors. Mrs. Kropp noted that the doors are over 30 years old, malfunction frequently, and that replacement parts are no longer made for the door models because they are so outdated. She recommended replacement, the sensors on the door also were no longer able to be balanced, causing a loss of warm/cold air throughout the year.

Upon a motion by Mr. Shetty, seconded by Mrs. DeLuca, the Board voted to replace the three sets of lobby doors, at a cost not to exceed \$26,000, by a 5-0 vote.

The committee also discussed the rendering supplied by BBS for two new public meeting areas and business offices in the Library building. Director Kropp added that Joe Rettig from BBS would join the Board at the October Board meeting to answer questions regarding the rendering and the facilities study that was completed in May.

**Personnel committee:** Upon a motion by Ms. Giacomazzo, seconded by Mrs. DeLuca, the Board moved into executive session at 10:30 a.m. to discuss a retirement incentive, by a vote of 5-0.

The Board exited executive session at 10:52 a.m. by a vote of 5-0, with a motion made by Mrs. DeLuca and seconded by Ms. Giacomazzo.

Upon a motion by Mr. Shetty, seconded by Ms. Giacomazzo, the Board approved offering a retirement incentive to employees that meet the criteria for retirement based on the NYSLRS, by a vote of 5-0.

Chair Annette DeLuca noted that the committee recently discussed increasing the hours of part time security officer Andrea Amoruso to include morning coverage in addition to afternoons and evenings. The Board agreed this was in the best interest of the Library community.

**Policy Committee:** Chair Gabrielle Giacomazzo and Co-Chair Bob Shetty shared the following policies for Board approval upon discussion and review:

- Press and Public Media
- Social Media
- Standard Work Day
- Sexual Harassment

Mrs. Kropp noted that New York State recently mandated changes to existing sexual harassment policies and procedures for all employees, and that each entity needed a policy that was within compliance with those changes by October 9, 2018. While the Library had a policy in place, she explained it had not been updated in 20 years, so she recommended the Board adopt the NYS policy and procedure language to be compliant. Staff must also attend training annually, and must be trained before October 9, 2019 to be in compliance with the new changes.

Upon a motion by Mrs. DeLuca, seconded by Mr. Shetty, the Press and Public Media policy was approved by a 5-0 vote.

Upon a motion by Mrs. DeLuca, seconded by Ms. Giacomazzo, the Social Media policy was approved by a 5-0 vote.

Upon a motion by Mrs. DeLuca, seconded by Mr. Shetty, the Standard Work Day policy was approved by a 5-0 vote.

Upon a motion by Mrs. Novello, seconded by Mrs. DeLuca, the Board voted to adopt the NYS Sexual Harassment policy by a 5-0 vote.

**Strategic Planning Committee:** Chair Mr. Shetty noted that the committee has met twice with Director Kropp to discuss and consider renewed efforts to present a new plan for the next five years as a sequel to the plan that was approved by the Board in 2013. He also shared that Director Kropp informed the committee that changes to the NYS minimum standards for public libraries meant the Library needs to have a strategic long range plan in place by January 1, 2020. A copy of Mr. Shetty's full report is attached to the original of these minutes.

Mr. Shetty exited the meeting at 11:35 a.m.

Mrs. Kropp presented her report to the Board. A copy of the report is attached to the original of these minutes. She asked that the Board approve the 2019 calendar of days closed so it can be reported to SCLS in a timely fashion.

Upon a motion by Mrs. DeLuca, approved by Ms. Giacomazzo, the Board voted to accept the 2019 calendar of days closed by a 4-0 vote.

Director Kropp also asked the Board to consider approval of collection boxes for the Interact Club's towel drive and the Youth Services "soap it up" campaign for October.

Upon a motion by Mrs. DeLuca, seconded by Ms. Giacomazzo, the Board approved the placement of collection boxes for the named campaigns, by a vote of 4-0.

Mrs. Kropp reported on behalf of the Friends of the Library that they are now accepting donations of gently used books and DVDs in excellent condition for the November 3 book sale. The October 11 paint night fundraiser at the Color Palette is open for registration.

Under new business, Director Kropp shared that she and Business Office Clerk Melissa Negrin met with representatives from Colonial Insurance to discuss offering supplemental insurance packages for catastrophic illness, cancer, and disability to employees, at no cost to the Library. She explained the policies are 100% funded by employee contributions, should the elect to obtain coverage. The Library used to offer an AFLAC policy to staff, but no one had signed up in the past five years for coverage.

The Board also discussed the Better World Book Bin, and a request by the Friends group to possibly remove the bin and allow the Friends to handle all donations. Mrs. Kropp said she would talk with the Friends, and call BWB to inquire about ways the bin could be used more advantageously by the Library.

There being no further business, upon a recommendation by Mrs. DeLuca, seconded by Ms. Giacomazzo, the meeting was adjourned at 12:03 p.m. by a vote of 4-0.

Future Board Meeting dates: Saturday, October 20 at 9:30 a.m.

**Lisa Kropp, Recorder**

**Antoinette Deluca, Secretary**

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