

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, August 15, 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, along with Library Counsel Kevin Seaman and Friends of the Lindenhurst Memorial Library President Katie Grover.

Mrs. Dietz noted that a quorum was present and called the meeting to order at 11:03 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 Ms. Giacomazzo, seconded by Mrs. DeLuca and approved by a 5-0 vote.

Katie Grover, President of the Friends of the Lindenhurst Memorial Library, gave a report to the Board. They currently have 66 members, and have raise \$2,800. The Vendor/Garage Sale has 8 vendors currently. The Friends are planning an October paint night fundraiser at the Color Palette on October 11, and a November 3 book sale fundraiser. Ms. Grover mentioned she is working with Mrs. Kropp regarding placement of six Little Free Libraries in the Lindenhurst area. The next meeting of the Friends is Tuesday, August 21 at 7:00 pm, where a photo will be taken with those who donated money to fund the Little Free Libraries. The Board thanked Ms. Grover for her report.

Ms. Grover exited the meeting at 11:22 a.m.

Upon a motion by Mrs. DeLuca, seconded by Mr. Shetty, the Board moved into executive session at 11:23 a.m. to discuss a legal matter regarding a former employee, by a vote of 5-0.

Upon a motion by Mr. Shetty, seconded by Mrs. DeLuca, the Board exited executive session at 11:53 p.m. by a vote of 5-0.

Attorney Seaman left the meeting at 11:53 a.m.

Director Kropp noted correspondence from patron Susan Perone thanking Library Clerk Joan O'Brien for her excellent customer service skills, and correspondence from patron Joe Delio requesting additional "no smoking" signs be placed near the benches outside the main entrance.

Upon a motion by Mrs. Novello, seconded by Mrs. DeLuca, the Treasurer's report, budget report, warrants and cash flow were accepted by a 5-0 vote.

The Board received updates from the following standing committees:

Budget and Finance committee: no report.

Infrastructure committee: no report.

Personnel committee: Chair Antoinette DeLuca was pleased to report that the staff union voted to approve the new staff contract for the 2018 – 2021 time period.

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

- Unattended Children

- Program Policy
- Wi-Fi Hotspots
- Streaming Devices

Upon a motion by Mrs. Novello, seconded by Mrs. DeLuca, the revisions to the Unattended Children and Program Policies, and the new Wi-Fi Hotspots and Streaming Devices policies were accepted by a 5-0 vote.

Strategic Planning Committee: no report.

Mrs. Kropp presented her report to the Board. A copy of the report is attached to the original of these minutes. She mentioned the Legislative Breakfast will be held at Brentwood Public Library on 9/21/18.

Upon a motion by Mrs. DeLuca, approved by Mrs. Novello, the Board voted to accept the attendance of Director Lisa Kropp at the annual New York Library Association's conference from November 6-10, 2018 at a cost not to exceed \$800 by a 5-0 vote.

There was no unfinished business to discuss.

Under new business, Director Kropp noted that Head Custodian Joan Dilluvio obtained quotes for the cleaning of all air ducts and toilet exhaust fans in both the main building and the annex. A discussion ensued and it was noted the Cunningham Air Duct Cleaning Company has provided services to the Library in the past for the air ducts.

Upon a motion by Mrs. DeLuca, seconded by Ms. Giacomazzo, the Board voted to accept Cunningham Air Duct Cleaning Company's quote to clean the air ducts and toilet exhaust fans in both the main building and the annex at a cost not to exceed \$14,000 by a 5-0 vote.

Mrs. Kropp introduced the upgrade of the security camera system to a fully digitized system to replace the non-functional analog system. She noted this should comprise our application for the Library Construction Program, which could reimburse the Library up to 50% of the system cost and installation.

Upon a motion by Mrs. DeLuca, seconded by Ms. Giacomazzo, the Board voted by a 5-0 vote to approve the Lindenhurst Memorial Library's fiscal year 2018-19 State Aid for Library Construction Program application.

The Library is planning to work with Eyes on Lindy and the Lindy Cares Foundation on their annual Trunk or Treat on Saturday, October 27 in lieu of a haunted house at the Library. She also shared that staff will be invited to personally participate in the new initiative "Lights on Lindy" where staff will adopt a tree to decorate at Irmisch Park this holiday season.

There being no further business, upon a recommendation by Mr. Shetty, seconded by Mrs. Novello, the meeting was adjourned at 12:58 p.m. by a vote of 5-0.

Future Board Meeting dates: SATURDAYS: September 22, October 20, November 17, at 9:30 a.m.

Lisa Kropp, Recorder

Antoinette Deluca, Secretary
