

APPROVED MINUTES
Lindenhurst Memorial Library Board of Trustees Meeting
June 17, 2019: 5:30 p.m.

A regular board meeting of the Lindenhurst Memorial Library was held on June 17, 2019. Present were Board members Jane Dietz, Bob Shetty, Lori-Ann Novello, Annette DeLuca, and Gabrielle Giacomazzo (5:40 pm). Library Director Lisa Kropp was also present.

Board President Jane Dietz called the meeting to order at 5:33 p.m. Upon a motion by Ms. DeLuca, seconded by Mr. Shetty, the agenda was adopted by a 4-0 vote.

The minutes of the prior meeting were adopted on a 4-0 vote upon a motion by Ms. DeLuca, seconded by Mr. Shetty.

Mrs. Kropp shared correspondence with the Board, including patron suggestion forms, a thank you letter from our youth services intern, and a thank you from LI Cares for the donated food for fines campaign, copies of which are attached to the original minutes.

Upon a motion by Mr. Shetty, seconded by Ms. DeLuca, the Board voted 5-0 to accept the Treasurer's report.

The following committee reports were shared:

Infrastructure Committee: The committee interviewed three firms for construction management services, with the committee unanimously recommending Park East Construction Corporation. Mr. Shetty asked that the Board members go around the room and respond "yes or no" if a personal or professional relationship with Park East existed. All five board members responded to no personal or professional relationship with any associates of Park East.

Upon a motion by Ms. Novello, seconded by Mr. Shetty, the Board voted 5-0 on the recommendation of the infrastructure committee to approve Park East Construction Corporation for construction management services.

Personnel Committee:

Upon a motion by Ms. DeLuca, seconded by Mr. Shetty, the Board approved by a 5-0 vote the resignation letter of Principal Library Clerk Craig Brown. On behalf of the personnel committee, Ms. DeLuca thanked Mr. Brown for his 4.5 years of service to the Library.

Upon a motion by Mr. Shetty, seconded by Ms. DeLuca, the Board approved the hiring of Sabia Akand and Shannon Molinari at current minimum wage as a Library Page, starting after July 1, 2019, by a 5-0 vote.

Upon a motion by Ms. DeLuca, seconded by Mr. Shetty, and with a 5-0 vote, the Board entered executive session at 6:34 pm to discuss salaries of management/confidential employees.

The Board exited executive session at 7:37 pm.

Upon a motion by Ms. Giacomazzo, seconded by Mr. Shetty, the Board approved the management/confidential personnel chart for the 2019-20 fiscal year by a 5-0 vote.

Strategic Planning Committee: The Board reviewed the final draft of the 2018 Strategic Review. Board President Ms. Dietz noted that the committee will use the document to help shape the required long range plan of service, and she thanked Mr. Shetty and Ms. Novello for their dedication to completing the Strategic Review before Mr. Shetty's final board meeting as a trustee.

Upon a motion by Mr. DeLuca, seconded by Ms. Giacomazzo, the Board voted 5-0 to adopt the 2018 Strategic Review.

Policy Committee: Mr. Shetty introduced revisions to the Access to Public Records (Freedom of Information Law) policy, as well as a revision to the Family and Medical Leave Act (FMLA) policy. Mr. Shetty requested a further revision to the Access to Public Records policy that would list "or other negotiations" on line 4 of the application for access to public records. He also inquired if the Library kept statistical data for how often FMLA is utilized. Ms. Kropp will check with the business office and send such data to the Board for review.

Upon a motion by Mr. Shetty, seconded by Ms. DeLuca, the Board adopted the revised Access to Public Records policy with further revision to the application as noted, by a 5-0 vote.

Upon a motion by Ms. Giacomazzo, seconded by Mr. Shetty, the Board adopted the revised Family and Medical Leave Act policy by a 5-0 vote.

Mrs. Kropp shared her Director's report, a copy of which is attached to the original of these minutes.

Mrs. Kropp shared an update for the Friends of the Lindenhurst Memorial Library Board. The May 18 tie-dye event led by the Friends at our 50th building anniversary celebration was a huge success, with 80 shirts being designed. The Friends held their spring book sale on June 8th, and will have a final count of sales at their June 20 membership and board meeting.

Under old business, Mr. Shetty inquired if the Library could pursue placing a Little Free Library at the Lindenhurst train station. He also inquired about a possible scholarship for high school seniors to apply for next year. Ms. Kropp said she would reach out to other libraries who recently placed a LFL at their local train station for contact information. She also said she would

talk with the Friends of the Library to see if they would be interested in funding a senior scholarship award from the Library and the Friends.

Under New Business, Lisa Kropp shared a patron requested permission to place a donation box for new and used yarn in the lobby, to benefit the non-profit organization "We Care Blankets" that donates knitted or crocheted blankets to children undergoing cancer treatment. The Board agreed to have a donation box placed in the lobby through July 31.

Ms. Dietz shared the following resolution with the Board, thanking Mr. Shetty for his dedication and service to the Lindenhurst Memorial Library.

WHEREAS, Bob Shetty has, for the past seven (7) years, been a trustee of the LINDENHURST MEMORIAL LIBRARY; and

WHEREAS, the LIBRARY recognizes the excellent and dedicated service that Bob Shetty has rendered the Library during this term of office; and

WHEREAS, Bob Shetty was an active and engaged trustee of the Library, be it

RESOLVED: That the Board of Trustees on behalf of the Lindenhurst Memorial Library, extends a unanimous vote of thanks to Bob Shetty; and, be it further

RESOLVED: That the original resolution be formally presented to Bob Shetty, and that a copy be attached as part of the Minutes.

There being no further business and upon a motion by Ms. DeLuca, seconded by Mr. Shetty, the meeting was adjourned by a 5-0 vote at 7:48 p.m. by Board President Jane Dietz.

Future Board meeting dates: Tuesday, July 9 at 7:00 pm for the annual reorganization meeting and regular board meeting immediately following.

Lisa Kropp
Recorder of Minutes

Annette DeLuca
Board Secretary