

APPROVED MINUTES
Lindenhurst Memorial Library Board of Trustees Board Meeting
Saturday, January 15, 2022 at 9:00 am

The Lindenhurst Memorial Library held a regular board meeting on January 15. Board Members Jane Dietz, Lori-Ann Novello, Gabrielle Giacomazzo and Kenny St. John were present, as was Library Director Lisa Kropp. Caitlin Sempowich, Head of Adult Services and Community Engagement, was also present. Resident Courtney Bynoe was also present.

Board President Jane Dietz called the meeting to order at 9:05 am.

Motion to adopt the meeting agenda made by Ms. Giacomazzo, seconded by Mr. St. John. Motion carried. (3-0)

Board member Lori-Ann Novello joined the meeting at 9:08 am.

Mr. St. John administered the oath of office to Courtney Bynoe, who was appointed to fill the empty board seat of Trustee DeLuca, who resigned in August 2021. Ms. Bynoe will serve through June 30, 2022, when the term ends.

Motion to adopt the prior meeting minutes from the December 18, 2021 meeting made by Mr. St. John, seconded by Ms. Giacomazzo. Motion carried. (5-0)

Ms. Kropp shared correspondence with the Board from a librarian at another library who attended a lecture given by Ms. Kropp as part of the Public Library Administration Certificate in December, and a glowing email from a patron extolling the virtues of part-time librarian Noel Reich, who went above and beyond in delivering a one-on-one zoom training, while the desk was short staffed.

Motion to adopt the Treasurer's Report, including receipts and disbursements, warrants and cash flow, made by Ms. Giacomazzo, seconded by Ms. Novello. Motion carried (5-0).

Ms. Kropp presented her Director's Report, a copy of which is in the original board meeting packet. She noted that Governor Hochul just extended the ability to have virtual and/or hybrid board meetings throughout the duration of the current state of emergency, as opposed to extending it month to month.

Ms. Kropp shared a Building Project Report in the Board packet with the Trustees. The solar panel grant project has begun, and panels are being laid out on the roof. The water main break that occurred on January 5th was repaired and the library was able to re-open at 1:00 pm on January 6. The elevator shaft has been built up to the mezzanine, and work on the roof cutout will begin in the next few weeks. The concrete pad will also be poured shortly (weather permitting) for the extension, allowing steel to be set beginning in February to start building out walls. The framing of the staff lounge, storage closet, ADA bathroom and community room on the lower level also is complete.

Motion to approve payment 5 for Renu Contracting & Restoration at a cost of \$ made by Ms. Novello, second by Ms. Giacomazzo. Motion carried (5-0).

The Friends of the Library met virtually on January 4. A membership campaign is underway, along with plans for a spring photo mug fundraiser and an outdoor book and media sale.

Committee Reports:

Budget and Finance- Committee met again to finalize the draft budget, which calls for a modest 1% increase and is within the allowed tax cap. Ms. Kropp let the Board know that the paper work for Ridgewood Savings Bank is finalized,

allowing us to move forward with account set-up for the Library. This is to help diversify holdings between two banks (First National Bank of Long Island and Ridgewood Savings Bank)

Motion by Ms. Giacomazzo, second by Mr. St. John, to adopt the 2022-23 fiscal year draft budget. Motion carried (5-0).

Motion by Ms. Novello, second by Ms. Giacomazzo, to adopt the 2022-23 Annual Trustee and Budget Election legal ad. Motion carried (5-0).

Motion by Mr. St. John, second by Ms. Novello, to move \$50,000 from the FNBLI checking account to the Ridgewood checking account, and to move \$1,000,000 from the FNBLI Checking account to the Ridgewood savings account. Motion carried (5-0).

Infrastructure – see building project report.

Personnel – The committee recommended that the Board adopt as a condition of new employment, proof of vaccination against COVID-19, effective January 1, 2022. The committee also recommended the approval of a part-time library clerk to fill the vacant position in the Customer Service/Marketing department.

Motion by Mr. St. John, second by Ms. Giacomazzo, to adopt as a condition of new employment, proof of vaccination against COVID-19, effective January 1, 2022. Motion carried (5-0).

Motion by Mr. St. John, second by Ms. Giacomazzo, to approve the hiring of Tuyetmai (Maggie) Nguyen at a contractual salary of \$16.61 per hour, not to exceed 17.5 hours per week according to civil service guidelines. Motion carried (5-0).

Policy – Mr. St. John noted that the committee recently reviewed edits NYS Public Health Emergency Plan and the COVID-19 Testing and Contact Tracing policy, recommended by counsel. The committee also recommended the deletion of the “Public Health Emergency/Infectious Disease Outbreak” policy, which has been superseded by the mandated NYS Public Health Emergency Plan.

Motion by Mr. St. John, second by Ms. Giacomazzo, to delete the “Public Health Emergency/Infectious Disease Outbreak policy” from the policy manual. Motion carried (5-0).

Motion by Ms. Giacomazzo, second by Mr. St. John, to approve attached revisions to the “NYS Public Health Emergency Plan policy” and the “COVID-19 Testing and Contact Tracing policy”. Motion carried (5-0).

Strategic Planning – The committee met in January, and recommends a change in language to the mission statement to reflect our updated mission of service. They will continue to meet to start working on a vision statement and values, along with recruiting for a new strategic planning committee with community and staff input later this year.

Motion by Ms. Giacomazzo, second by Mr. St. John, to approve the following mission statement: “The mission of the Lindenhurst Memorial Library is to help its community engage, grow, and discover, using library resources and services.” Motion carried (5-0).

Under unfinished business, the board discussed the attached 2022 calendar of days/holidays closed.

Motion by Ms. Giacomazzo, second by Ms. Bynoe, to approve the 2022 calendar of days/holidays closed. Motion carried (5-0).

Under new business, Ms. Kropp discussed a request to link the Library's Overdrive digital content, to the school district's Sora (Overdrive) account. This gives students the ability to sign in with their school ID, and access offerings in both digital accounts. Anything borrowed by students from the Library's Overdrive account, is charged to the Library. We would not pay for anything borrowed from the school version, Sora.

The Board agreed to a pilot period, with the understanding that if the cost rises significantly for the Library to not be sustainable for the budget line for e-books, that the two accounts would be unlinked. Ms. Kropp will discuss this with the Library Media Coordinator for the school district, Jen Freedman, and with Head of Youth Services and Family Engagement, Andrea Malchiodi. We will also discuss with Ms. Freedman, the ability to launch a library card campaign to allow easier access for students to have their parents/guardians apply for a library card on their behalf.

With no further business to conduct, Ms. Dietz adjourned the meeting at 11:00 am, on a motion by Ms. Novello, second by Mr. St. John. Motion carried. (5-0).

Future Board meeting date: Saturday, February 19, 2022 at 9:00 am.

Lisa Kropp

Kenneth St. John

Recorder of Minutes

Board Secretary