

APPROVED MINUTES  
Lindenhurst Memorial Library Board of Trustees Meeting via Webex  
Saturday, July 18, 2020 at 9:30 am

A regular board meeting of the Lindenhurst Memorial Library was held on July 18, 2020. Present were Board members Jane Dietz, Lori-Ann Novello, Annette DeLuca, Gabrielle Giacomazzo and Kenny St. John. Library Director Lisa Kropp was also present, along with Network and Systems Specialist Brett Whiteford.

Board President Jane Dietz called the meeting to order at 9:31 am. Upon a motion by Mr. St. John, seconded by Ms. DeLuca, the agenda was adopted by a 5-0 vote.

The minutes of the prior meeting were adopted on a 5-0 vote upon a motion by Ms. DeLuca, seconded by Ms. Giacomazzo.

Mrs. Kropp shared correspondence with the Board. A copy is attached to the original board meeting packet.

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

Mrs. Kropp shared her Director's report, a copy of which is attached to the original of these minutes. Ms. Dietz inquired if the Library should look into purchasing UV lighting to aid in the disinfection of building areas against COVID-19. Ms. Kropp said she would gather information and report back to the Board.

The Building Project is continuing with roof core samples being scheduled within the next two weeks. Mrs. Kropp shared that the Infrastructure committee will be meeting with BBS Architects next Friday to continue finalizing building design plans.

The following committee reports were shared:

**Budget and Finance Committee:** The committee recently met to discuss revisions to the 2020-21 budget, in anticipation of possible rises to health insurance and retirement payments that won't be known until late 2020. Ms. Kropp indicated that the Board will be asked to take action at the August meeting to move additional funds from unreserved balance into the Capital/Renovation fund. She also noted the money market account should hold additional funds since the general checking account is not an interest bearing account. Ms. Novello inquired about using Investors Bank, which has the Investors Foundation and other philanthropic activities that might benefit the Library. Ms. Kropp said she would gather information and report back to the Board.

**Infrastructure Committee:** The committee met via Zoom with the architectural team to look at revisions to the building design. Ms. Kropp shared a request to enter a contract with Lightpath to upgrade the Internet speed and WIFI by removing the Annex from a residential network and placing it on a closed business network without shared traffic. The move to virtual programming and work from home made it evident that this upgrade needed to happen prior to building construction.

Upon a motion by Ms. DeLuca, seconded by Ms. Giacomazzo, the Board voted to approve a three year contract with Lightpath at a cost not to exceed \$13,000 per year, by a 5-0 vote.

Ms. Kropp also noted that the five exhaust fans on the roof, which were noted in the 2018 Facilities Report by BBS to be inoperable, should be replaced now for better airflow into the building in the following areas: Librarian's Office, Tech Services Office, Large Meeting Room, all toilets in library building, and the upper stacks. The recommendation to replace them now also acknowledges that better airflow within office buildings is a key component of reopening buildings safely during COVID-19.

Upon a motion by Mr. St. John, seconded by Ms. Giacomazzo, the Board voted 5-0 to replace the five existing dome exhaust fans at a cost not to exceed \$11,800 by Thermal Solutions.

**Personnel Committee:** Upon a motion by Ms. DeLuca, seconded by Mr. St. John, the Board approved by a 5-0 vote the extension of an unpaid leave of absence due to medical reasons for an employee.

Ms. Kropp shared that the committee recently met to discuss a reorganization of staff in the fall based on vacancies from upcoming retirements. The committee also discussed the effects of building closures on staffing levels, along with uncertainty for the winter season with COVID-19 still an pandemic.

**Strategic Planning Committee:** Ms. Kropp shared that the committee recently met to discuss the reorganization of staff in the fall and how it would assist the Library moving forward with the three-year strategic plan of service.

**Policy Committee:** The committee met recently to discuss a revision to the current Health Emergency/Infectious Disease Outbreak Policy, as well as two new policies regarding SCLS Voting and Volunteers at the Library. Ms. Kropp noted that language in the Health Emergency policy was changed to give the Board additional flexibility should the need to reduce hours or close the building because of a health emergency occurs again in the future.

Upon a motion by Mr. St. John, seconded by Ms. Giacomazzo, the Board adopted the revised Health Emergency/Infectious Disease Outbreak policy by a 5-0 vote.

Upon a motion by Ms. Giacomazzo, seconded by Ms. Deluca, the Board adopted the Suffolk Cooperative Library System (SCLS) Votes policy by a 5-0 vote.

Upon a motion by Ms. Giacomazzo, seconded by Mr. St. John, the Board adopted the Use of Volunteers at the Library policy by a 5-0 vote.

Under old business, Mr. St. John mentioned his request for the Library to explore holding an Author's Night event in the future.

Under New Business, Ms. Kropp shared that Library Counsel continues to advise on the wording for the legal ad for the upcoming Trustee Election on September 15, 2020. As of this moment in time, the election will be held on site instead of fully utilizing absentee ballots. This might change if future executive orders from the Governor mandate all absentee ballot voting. She noted the requirement to now include language regarding military absentee ballots as well.

Upon a motion by Ms. DeLuca, seconded by Ms. Novello, the Board voted 5-0 to approve the 2020 Notice of Annual Library Trustee Election for placement in newspapers.

There being no further business and upon a motion by Ms. Giacomazzo, seconded by Mr. St. John, the meeting adjourned by a 5-0 vote at 11: 19 am.

Future Board meeting dates: Saturday, August 15 at 9:30 am, Wednesday, September 16 at 7:00 pm, Saturday, October 17 at 9:30 am, Thursday, November 19 at 7:00 pm, and Saturday, December 19 at 9:30 am.

Lisa Kropp  
Recorder of Minutes

Annette DeLuca  
Board Secretary