

**APPROVED MINUTES**  
**Lindenhurst Memorial Library Board of Trustees**

A meeting of the Board of Trustees of the Lindenhurst Memorial Library took place on Saturday, January 18, 2020 at 9:30 am in the library's large meeting room. Present were Jane Dietz, Annette DeLuca, and Kenneth St. John. Lori Novello and Gabrielle Giacomazzo were absent with notice. Library Director Lisa Kropp was also present.

Board President Jane Dietz called the meeting to order at 9:35 am.

A motion made by Mr. St. John, seconded by Ms. DeLuca, to adopt the agenda carried 3-0.

Motion by Ms. DeLuca, seconded by Mr. St. John, to approve the December board meeting minutes. Motion carried 3-0.

There was no public expression.

Under correspondence, Ms. Kropp shared the Library Journal editorial from the December 2019 edition, which recognized Lindenhurst Memorial Library for achieving Sustainable Library Certification. Ms. Dietz noted an email forwarded to her from Ms. Novello from NYLA's trustee division, calling for program proposals for the 2020 annual conference. It was mentioned that it would be helpful to see additional programming specific to the role of a library trustee at the conference.

Upon a motion by Mr. St. John, seconded by Ms. DeLuca, the December Treasurer's Report, including receipts and disbursements, warrants, and cash flow, was approved by a 3-0 vote.

Ms. Kropp reported that she was waiting for final reports from the surveying company and the soil boring company for work done in December. She has been in contact with BBS regarding overseeing the solar panel installation and project management for the grant. A discussion occurred regarding the possibility of adding a stove for cooking demonstration classes to the new construction or to renovated meeting space. Ms. Kropp said she would bring this up with the architects and report back to the Board.

The following Board committees gave reports:

**Budget and Finance:** A final draft of the 20-21 budget was shared and discussed. A motion was made by Ms. DeLuca, seconded by Mr. St. John, to approve the amended draft budget for the 20-21 fiscal year. Motion carried by a 3-0 vote.

**Infrastructure:** see building project update above

**Personnel:** Upon a motion by Ms. DeLuca, seconded by Mr. St. John, the Board went into executive session at 10:07 a.m for the purpose of discussing a personnel issue regarding an employee. The Board exited executive session at 10:24 a.m.

Upon a motion by Ms DeLuca, seconded by Mr. St. John, the Board accepted the letter of resignation from employee Gabrielle Volta, effective January 13, 2020, by a 3-0 vote.

**Policy:** no report.

**Strategic Planning:** Ms. Kropp shared information from the January 7, 2020 strategic planning committee meeting. The group is currently working on goals and objectives, with the plan being to share a final draft with the Board at the February 15 Board meeting.

Ms. Kropp gave her report to the Board; a copy of which is attached to the original Board Packet.

**New Business:**

Upon a motion by Ms. DeLuca, seconded by Mr. St. John, the Board accepted the shelving quote from A.R.K.Shelving for 24 double –faced shelving units at a cost not to exceed \$15,339.32 by a 3-0 vote.

Ms. Kropp shared the calendar event and room management reservation software quote from Library Market with the Board. This would replace the current product Program Registration by Sierra, which is no longer supported by Sierra with further updates or maintenance.

Upon a motion by Mr. St. John, seconded by Ms. DeLuca, the Board voted to accept the proposal from Library Market for an event and room management calendar reservation system, at a cost not to exceed \$5,000. Motion carried 3-0.

Ms. Kropp shared two quotes for electrical work to update the lighting and electric service in the Annex’s basement. This is to accommodate a future washer/dryer for program use (tablecloths, heat sanitizing plush toys from children’s area, etc.) and to add lighting to the storage area as we transition the majority of building storage from the Library building to the Annex.

Upon a motion by Ms. DeLuca, seconded by Mr. St. John, the quote from MCL Electric was accepted, not to exceed \$4,800. Motion carried on a 3-0 vote.

The Board had a discussion regarding changes in statistical numbers shown on this month’s report. Ms. Dietz suggested that in the future, any major changes in the stats should have an explanation in the note field to avoid confusion.

Ms. Dietz also suggested that a section of the NYS Trustee Handbook be shared with the Board at future meetings to remain up-to-date on Board responsibilities and procedures.

Future meeting dates were revised as follows for Board meetings: Saturday, February 15, March 14, April 25, May 30 and June 20<sup>th</sup>, all with a 9:30 am start time in the SMR.

There being no further business of the Board, the meeting adjourned at 11:23 am, on a motion by Mr. St. John, seconded by Ms. DeLuca by a 3-0 vote.

The next meeting of the board will be on Saturday, February 15, 2020 at 9:30 am.

Lisa Kropp, Recorder

Antoinette DeLuca, Secretary

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