

APPROVED MINUTES

Lindenhurst Memorial Library Board of Trustees

A special meeting of the Board of Trustees (Board) of the Lindenhurst Memorial Library was held on Wednesday, January 3, 2018, at 11:00 a.m., in the library's conference room.

Present were Jane Dietz, Bob Shetty, Antoinette Deluca, Diana Coyne, and Lori-Ann Novello. Also present were Library Director Library Director Lisa Kropp. Resident John Lisi was also in attendance.

Mrs. Dietz noted that a quorum was present and called the meeting to order at 11:00 a.m.

Upon a motion by Mrs. Deluca, seconded by Mr. Shetty, the agenda was adopted as presented by a 5-0 vote.

Board President Mrs. Dietz asked that each member of the Board share their thoughts on the Library Building Project and November 2017 bond referendum.

The Board discussed possibly creating a hybrid working committee of Lindenhurst residents, staff members, and Board members, to address future building updates and improvements to the infrastructure of the facility.

Mrs. Dietz requested that the members of the Board prepare a list of priorities for future building work, for discussion at the January 17, 2018 Board meeting.

Mrs. Coyne requested that the Board look into moving the office of the Library Director into the main building as quickly as possible.

Resident John Lisi, President of the Daniel Street Civic Association, shared thoughts on the November 2017 bond vote, including:

- There were not enough line items to show detailed cost of construction
- The front of the mailer was visually misleading regarding the true size of the exterior
- He strongly urged staying off social media sites such as Facebook to publicize or share information
- Overall, the price tag did not effectively show the dollar value to the community

The board thanked Mr. Lisi for participating in the presentations and for taking the time to offer valuable feedback.

The Board, with the exception of Mrs. Deluca, took a tour of the main Library building with Library Director Lisa Kropp.

There being no further business to discuss, upon a motion by Mrs. Deluca and seconded by Mr. Shetty, the meeting was adjourned at 12:31 p.m. by a vote of 5-0.

Upcoming Board Meetings: Wednesday, January 17, 2018 at 11:00 a.m. and Wednesday, February 21, 2018 at 11:00 am.

Lisa Kropp, Recorder

Antoinette Deluca, Secretary

APPROVED MINUTES

Lindenhurst Memorial Library Board of Trustees

A regularly scheduled meeting of the Board of Trustees (Board) of the Lindenhurst Memorial Library was held on Wednesday, January 17, 2018 at 11:00 a.m., in the library's conference room.

Present were Jane Dietz, Bob Shetty, Antoinette Deluca, and Lori-Ann Novello. Also present were Library Director Lisa Kropp, Business Office Clerk Craig Brown, and the Library's CPA, Al Coster. Absent with notice was Trustee Diana Coyne.

Mrs. Dietz noted that a quorum was present and called the meeting to order at 11:02 a.m.

Upon a motion by Mrs. Deluca, seconded by Mr. Shetty, the agenda was adopted as presented by a vote of 4-0.

Upon a motion by Mrs. Deluca, seconded by Mrs. Novello, the minutes of the December 2017 meeting were approved by a vote of 4-0.

Al Coster presented the annual audit report for the year beginning July 1, 2016 and ending June 30, 2017. The discussion included the monthly auditing of invoices by the Library Board, approval of the warrants, the pension and healthcare liability, and the suggestion to close special purpose fund accounts (such as gift and grant) and to instead put a line item in the general fund.

Upon a motion by Mrs. Novello, seconded by Mrs. Deluca, the Treasurer's report, budget report, warrants, and cash flow were accepted by a vote of 4-0.

The Board had a lengthy discussion regarding working committees. Mr. Shetty asked that there be no more than five committees to give all on the Board the ability to chair and co-chair a committee, and he suggested a term limit of two years on a committee. Mrs. Dietz recommended combining Performance Review and Safety & Security into one committee named Strategic Planning. It was decided that the following working committees would move forward:

Infrastructure: Mrs. Novello, chair and Mrs. Coyne, co-chair

Personnel: Mrs. Deluca, chair and Mrs. Dietz, co-chair

Policy: Mrs. Dietz, chair and Mr. Shetty, co-chair

Budget and Finance: Mr. Shetty, chair and Mrs. Deluca, co-chair

Strategic Planning: Mrs. Coyne, chair and Mrs. Novello, co-chair

Mr. Shetty noted that the Budget and Finance committee met to begin discussing the 2018-2019 budget process.

Mrs. Dietz distributed a draft of the financial management policy to the Board from the Policy Committee, and asked that a vote take place at the February meeting to adopt the policy.

Upon the recommendation of the Director, on a motion by Mrs. Novello, seconded by Mrs. Deluca, and carried by a vote of 4-0, the placement of the legal notice required by state law regarding the 2018 library budget vote and trustee election in The Beacon South Bay Neighbor Newspapers was ratified as presented.

Mrs. Kropp presented her report to the Board. A copy of the report is attached to the original of these minutes.

Upon the recommendation of the Director, on a motion by Mrs. Deluca, seconded by Mrs. Novello, the attendance and reimbursement of necessary and appropriate expenses up to the amount of \$350 for Lisa Kropp at Library Advocacy Day in Albany, New York, was approved by a vote of 4-0.

Mrs. Kropp reported on behalf of the Friends of the Lindenhurst Memorial Library that the group currently has 35 active members. They have two upcoming fundraisers: a book sale on Saturday, March 24, and a Vendor-Garage sale on Saturday, June 9. She noted that Library staff members Sara Fiorenzo and Monika Brusalis have been very helpful with the group as staff/web liaisons.

Future Board meeting dates were set as: March 21, April 18, May 17, and June 20, 2018.

There being no further business, on a motion by Mrs. Novello, seconded by Mr. Shetty, and a vote of 4-0 the Board adjourned the meeting at 1:04 p.m.

Lisa Kropp, Recorder

Antoinette Deluca, Secretary

Approved Minutes

Lindenhurst Memorial Library Board of Trustees

A regularly scheduled meeting of the Board of Trustees (Board) of the Lindenhurst Memorial Library was held on Wednesday, February 21, 2018 at 11:00 a.m. in the library's small meeting room. Present were Trustees Jane Dietz, Bob Shetty, Lori-Ann Novello, and Annette DeLuca. Also present was Library Director Lisa Kropp. Absent with notice was Trustee Diana Coyne.

Mrs. Dietz noted that a quorum was present and called the meeting to order at 11:00 a.m.

Upon a motion by Mrs. DeLuca, seconded by Mr. Shetty, the agenda was adopted as presented by a vote of 4-0.

Upon a motion by Mrs. DeLuca, seconded by Mr. Shetty, the minutes of the special Board meeting held on January 3, 2018 were approved by a vote of 4-0. Upon a motion by Mrs. DeLuca, seconded by Mrs. Novello, the minutes of the regular Board meeting from the January 17, 2018 meeting were approved 4-0.

Director Lisa Kropp shared correspondence with the board from high school library media specialist Diane Miller thanking employees Andrea Malchiodi and Amanda Lotito for their instruction on the 3D printer. She also shared a letter from former patrons Melissa and Margaret Michalski commending the customer service of the library, and a letter from student Adam Kulaczowski requesting a community service project sponsored by the local interact club.

Mrs. Kropp also shared a report in Newsday that mentioned tax preparation being done for seniors and other low income individuals through The Health and Welfare Council of Long Island. Lindenhurst is the first library in Suffolk County to partner with them.

Upon a motion by Mr. Shetty, seconded by Mrs. DeLuca, the Treasurer's report, budget report, warrants and cash flow were accepted by a 4-0 vote.

The Board received the following updates from standing committees:

The Budget and Finance committee discussed the proposed 2018-19 budget and noted the Library was remaining within the state tax cap. There was a discussion noting the inclusion of \$100,000 to Capital Expenditures for necessary building maintenance and updates.

Upon a motion by Mrs. Novello, seconded by Mrs. DeLuca, the proposed budget for the fiscal year beginning July 1, 2018 and ending June 30, 2018, upon the advice of the Budget and Finance Committee and the recommendation of the Library Director was approved by a vote of 4-0.

Mrs. Novello and Mrs. Coyne met separately with Director Kropp to discuss projects related to the safety and security of the building for the Infrastructure Committee. The committee is exploring relocating business office staff to the main building and using the Annex more for storage purposes. Mrs. Kropp gave an in- depth discussion of grants, including bullet aid and state construction grants.

Mrs. Kropp gave the Personnel Committee and the Board background information on the commendable efforts of Craig Brown and Craig Pullen to facilitate the Library's computer network and software. While greatly appreciated, the Board agreed this is an important area which needs a dedicated professionally trained network and systems specialist.

Upon a motion by Mrs. Deluca, seconded by Mr. Shetty, the board approved the canvassing of the civil service network and systems specialist I list by a vote of 4-0.

The Board approved the resignation of page Helen Verneuille due to retirement by a vote of 4-0.

The Policy Committee presented two policies for final review. Upon a motion made by Mrs. Novello, seconded by Mr. Shetty, the Financial Management Policy was approved by a vote of 4-0.

Upon a motion made by Mrs. Novello, seconded by Mrs. DeLuca, the Security Camera Surveillance Policy was approved by a vote of 4-0.

Mrs. Kropp presented her report to the Board. A copy of the report is attached to the original of these minutes.

Mrs. Kropp reported on behalf of the Friends of LML that the group currently has 45 active members and will hold their annual meeting and elections in May. A book sale is being held on Saturday March 24. Mrs. Kropp requested a re-vote take place to approve the memorandum of understanding and the Friend's by-laws, which were presented to the Board last spring, but not noted in the minutes.

Upon a motion by Mrs. DeLuca, seconded by Mrs. Novello, the Board accepted the Memorandum of Understanding and by-laws of the Friends of the Lindenhurst Memorial Library by a vote of 4-0.

As recommended by Library CPA and Auditor Al Coster, in order to close out old balances in outdated accounts, a resolution was put forth by Bob Shetty and seconded by Annette DeLuca for the following motions:

- A motion to transfer \$1,079.09 from the Gift Fund to the General Fund (approved 4-0)
- A motion to transfer \$76,282.70 from the Capital Fund to the Grant Fund (approved 4-0)
- A motion to transfer \$200,000.00 from the Grant Fund to the Capital Fund (approved 4-0)
- A motion to close out the Grant Fund and to transfer all assets and liabilities to the General Fund (approved 4-0)
- A motion to close out the Gift Fund and to transfer all assets and liabilities to the General Fund (approved 4-0)

Mrs. Kropp presented the NYS Annual Report for the 2016-17 fiscal year to the Board for discussion and approval.

Upon a motion by Mrs. DeLuca, seconded by Mrs. Novello, the Board approved the 2017 Annual Report as prepared for submission to New York State by a vote of 4-0.

A discussion took place with regards to patrons requesting the Library mail home a newsletter again rather than publish an insert in South Bay Neighbor.

A lengthy discussion took place on the number of private tutors that are utilizing the adult and children's rooms after school and in the evening, and the space constraints that occur. The Board asked Mrs. Kropp to look into other libraries policies regarding tutoring instruction.

Future Board Meeting dates were set as: March 21, April 18, May 17 (Thursday) and June 20.

There being no further business, on a motion by Mrs. Novello, seconded by Mr. Shetty, and a vote of 4-0 the Board adjourned the meeting at 12:50 p.m.

Lisa Kropp, Recorder

Antoinette DeLuca, Secretary

Approved Minutes

Lindenhurst Memorial Library Board of Trustees

A regularly scheduled meeting of the Board of Trustees (Board) of the Lindenhurst Memorial Library was held on Wednesday, March 21, 2018 in the library's small meeting room. Present were Trustees Jane Dietz, Bob Shetty, Lori-Ann Novello, and Diana Coyne. Also present was Library Director Lisa Kropp. Absent with notice was Trustee Annette DeLuca.

Mrs. Dietz noted that a quorum was present and called the meeting to order at 11:04 a.m.

Upon a motion by Mr. Shetty, seconded by Mrs. DeLuca, the agenda was adopted as presented by a vote of 4-0.

Upon a motion by Mr. Shetty, seconded by, Mrs. Coyne, the minutes of the February 21, 2018 board meeting were approved 4-0.

Director Lisa Kropp shared her response to former patrons Melissa and Margaret Michalski regarding their letter last month complementing the Library and staff. A compilation of patron comments on hearts displayed behind the circulation desk during the month of February, that allowed them to share what they loved about their Library, was also included in correspondence. Mrs. Kropp noted that many of the comments were commending our fine staff members.

Upon a motion by Mrs. Coyne, seconded by Mrs. Novello, the Treasurer's report, budget report, warrants and cash flow were accepted by a 4-0 vote.

The Board received the following updates from standing committees:

Budget and Finance committee: no report.

The Infrastructure and Strategic Planning committees met to discuss exploring a NYS Construction Grant. A wide variety of ideas were discussed, including swapping the adult computer area with the copiers and OPACS to help reduce noise distraction in the afternoon from the Teen Zone, the addition of seasonal tables and chairs in the lower atrium for staff use, and the creation of a sun room off of the front patio by *Windows on Wellwood*. Mrs. Kropp suggested taking a ride with committee members to visit the recently renovated Commack Public Library. The creation of a new five year strategic plan was discussed and the committee will work on establishing one for the Board to review.

Mrs. Dietz noted that the Personnel committee recently met to discuss the possibility of making contract language clearer for both parties to understand. An extended discussion was had regarding the position of "Page" at the library. Mrs. Coyne requested that the committee look into the current number of Page positions at the library.

The Policy Committee presented two new policies for discussion and vote: an environmental policy and a whistleblower policy. During discussion, Mrs. Coyne noted that the Library should be recycling plastic, glass, and metal. Mrs. Kropp will call the Village to discuss being added to the pick-up schedule for such items.

Upon a motion made by Mrs. Coyne, seconded by Mrs. Novello, the Environmental Policy was approved by a vote of 4-0.

Upon a motion made by Mrs. Coyne, seconded by Mrs. Novello, the Whistleblower Policy was approved by a vote of 4-0.

Mrs. Kropp presented her report to the Board. A copy of the report is attached to the original of these minutes. She commended custodian Joe Santiago for the barn façade he built for the chick incubator, located in the adult services area. She also shared the budget information hearing presentation with the Board. The budget information hearing is scheduled for March 27 at 7:00 pm. A local girl scout troop is working with Andrea Malchiodi and teen librarian Charlotte Latuso on a beautification project for the library, including the flower beds and vegetable garden area.

Mrs. Kropp reported on behalf of the Friends of LML that membership continues to grow monthly, and is now over 50 members. A book sale is being held on Saturday March 24. She will discuss with the Friends the possibility of them purchasing and maintaining two large planters for the front entrance.

Mrs. Coyne requested that the Library contact the school district and look into hosting a district wide art show featuring student artwork at the Library. She also inquired if there is a fee to visit the Village Museum, if the Library could look into adding the museum to our Museum Pass Program. Mrs. Kropp indicated she would look into this and report back to the Board. Mrs. Coyne also expressed that the Library should advertise the availability of Legacy Donations to patrons who may be interested in including the Library in their financial planning legacy.

The Board had a lengthy discussion regarding the article in Newsday about the recent audit of the East Meadow Public Library. The Board asked Mrs. Kropp to survey other Directors on this issue. Mrs. Kropp shared the Aspirations Exercise from the Harwood Institute with the Board, and urged them to return completed forms to her so they can be included in feedback being gathered from the community.

A motion to move into executive session at 12:54 pm to discuss a legal matter pertaining to a former employee was made by Mr. Shetty and seconded by Mrs. Coyne with a vote of 4-0.

The Board exited executive session at 12:59 p.m. There being no further business, on a motion by Mr. Shetty, seconded by Mrs. Novello, and a vote of 4-0, the Board adjourned the meeting at 1:00 p.m.

Future Board Meeting dates: March 21, April 25, May 17 (Thursday) and June 20.

Lisa Kropp, Recorder

Antoinette DeLuca, Secretary

Approved Minutes

Lindenhurst Memorial Library Board of Trustees

A regularly scheduled meeting of the Board of Trustees (Board) of the Lindenhurst Memorial Library was held on Wednesday, April 25, 2018 in the library's small meeting room. Present were Trustees Jane Dietz, Bob Shetty, Lori-Ann Novello, Diana Coyne, and Annette DeLuca. Also present was Library Director Lisa Kropp.

Mrs. Dietz noted that a quorum was present and called the meeting to order at 11:00 a.m.

Upon a motion by Mrs. DeLuca, seconded by Mrs. Novello, the agenda was adopted as presented by a vote of 5-0.

Upon a motion by Mrs. DeLuca, seconded by Mr. Shetty, the minutes of the March 21, 2018 board meeting were approved 5-0.

Director Lisa Kropp shared correspondence with the Board that commended the good work of library employees Janine Kober and Monika Brusalis. She also shared letters from library patron Dylan Margulis and from Copiague resident Sherrie Godfrey. A copy of the letter sent to Senator Boyle requesting bullet aid to assist with funding for the Library's upcoming mobile WiFi lending program was also shared.

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

The Board received the following updates from standing committees:

Budget and Finance committee: The committee reported that the Library Budget passed, with 158 yes votes to 60 no votes. Gabrielle Giacomazzo was elected to the term of office for the seat held by Mrs. Coyne, who did not run for re-election. Mrs. Kropp shared that the business office is working on the transfer from Sage Peachtree software to QuickBooks for the new fiscal year. She noted this will enable more detailed monthly reports.

Infrastructure committee: reported on the updating of the old water coolers (one on public floor by bathrooms, one on lower level by bathrooms) to take place to a new model that will allow for the filling of re-usable water bottles. The water on both coolers will continue to be filtered water.

Personnel committee: Mrs. DeLuca shared information on Library Pages, including a ten year review of the number of Pages the library has employed, with a range in numbers of a high of 18 positions to our current number of seven. The Library currently has seven part time pages in the main building, and one part time page assigned to the Business Office. Mrs. Kropp noted that there has been a large increase in requests for page assistance in programs as the Library continues to add additional programs to accommodate patrons. This can be a challenge during the day, when a large amount of youth programming takes place. The Personnel committee requested the approval of the hiring of two additional part time pages for the main building, which was tabled to the next meeting to continue discussion. Mrs. Coyne stated she felt the Library had enough page positions at this time. Mrs. Kropp

will meet with the Page supervisors and other department heads to discuss their needs and the current responsibilities of our pages more in depth to present at the May meeting. The Personnel committee also recommended the hiring of a part time security guard to expand coverage Monday – Friday during the week.

Upon a motion made by Mrs. DeLuca, seconded by Mr. Shetty, the hiring of Antonino La Cerva as a part-time security guard at a salary of \$17.00 per hour was approved by a vote of 4-1.

Policy Committee: An update to the Library Cards and Circulation of Materials Policy was presented for discussion and vote. Refund requests for lost and paid materials were revised from ninety days to thirty days. The late fee for museum passes was capped at a maximum of \$100, and the late fees for Play-away devices was lowered to match the late fees of books, DVDS, and music CDs.

Upon a motion made by Mrs. Novello, seconded by Mrs. DeLuca, the update to the Library Cards and Circulation of Materials Policy was approved by a vote of 5-0.

The Board discussed the Director's recommendation for a Photography and Video Policy. It was agreed to bring a draft of such policy to the committee at its next meeting.

Strategic Planning Committee: Mrs. Coyne and Mrs. Novello shared they met with Director Kropp to discuss having a new five year infrastructure and strategic building plan conducted. Mrs. Kropp noted that the previous plan the Board had on file expired in 2017. The firm BBS will conduct an engineering and architectural facilities study and it is anticipated that a report will be available for the next Board meeting. Mrs. Novello thanked Mr. Shetty for sharing his copy of the 2013 strategic review that he conducted while on the Strategic Planning Committee. The document will help current committee members as they move forward.

Mrs. Kropp presented her report to the Board. A copy of the report is attached to the original of these minutes. She noted that the Library is now recycling its paper, plastic bottles, cans, and glass with the Village of Lindenhurst providing pick-up. This arrangement has been working very smoothly to date. The Library is also in the process of replacing all remaining fluorescent lighting with energy efficient LED bulbs, which will save the Library an estimated \$3,700 a year in electrical costs. Based on research done at the request of the Board at last month's meeting, she recommended a cover sheet be attached to all warrants for Trustees to sign as acknowledgement that they reviewed the monthly bills. This procedure will begin at the start of the next fiscal year, July 1 2018.

Mrs. Kropp reported on behalf of the Friends of LML that membership currently stands at 62 members. The slate of nominations for the Friends' Board was presented at their April 17 meeting and consists of:

President – Katie Grover
Vice President – Open
Secretary – Melody Murphy
Treasurer – Joe Castillo

Voting will take place at their May 22 meeting.

Mrs. Kropp shared that Legacy Donations were featured in our April advertisement in the South Bay Neighbor. Mrs. Coyne asked if a special logo could be created for Legacy Donations, and that a form be made available to further advertise it within the building.

The beautification project by the Interact Club is proceeding on target with a June completion date.

Andrea Malchiodi is going to reach out to the district art teachers to discuss hosting some student art displays next school year at the Library.

Mrs. Novello shared that the Director of the Rainbow Center, Barbara Polodino, asked that the Library contact her about possibly expanding the Little Free Library program, which has been very successful since its launch in October 2017.

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

Future Board Meeting dates: May 17 (Thursday) and June 20. Annual re-organization meeting will be on July 11 at 10:30 am, followed immediately by the regular Board Meeting for the month.

Lisa Kropp, Recorder

Antoinette DeLuca, Secretary

Approved Minutes
Lindenhurst Memorial Library Board of Trustees

A regularly scheduled meeting of the Board of Trustees (Board) of the Lindenhurst Memorial Library was held on Thursday, May 17, 2018 in the library's small meeting room. Present were Trustees Jane Dietz, Diana Coyne, and Annette DeLuca. Also present was Library Director Lisa Kropp. Absent with notice was Trustee Bob Shetty.

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 Mrs. Coyne, the agenda was adopted as presented by a vote of 3-0.

Upon a motion by Mrs. DeLuca, seconded by Mrs. Coyne, the minutes of the April 25, 2018 board meeting were approved 3-0.

Mr. Joe Rettig and Mr. Fred Seeba from the firm BBS presented a facilities study to the Board. A copy is attached to the original minutes.

Trustee Lori-Ann Novello entered the meeting at 11:28 am.

Mr. Rettig and Mr. Seeba left the meeting at 12:30 pm. The Board thanked them for the informative presentation.

Upon a motion by Mrs. DeLuca, seconded by Mrs. Novello, the Treasurer's report, budget report, warrants and cash flow were accepted by a 4-0 vote.

The Board received updates from the following standing committees:

Budget and Finance committee: no report

Infrastructure committee: reported on the necessary repair to the stage in the Annex backyard due to water damage. Due to the heavy usage of the backyard stage for spring, summer, and fall programs, it was recommended that the stage be repaired before the start of summer programming.

Upon a motion by Mrs. Coyne, seconded by Mrs. Novello, repairs to the stage at a cost not to exceed \$15,000 were approved 4-0.

Personnel committee: Mrs. DeLuca shared that a meeting has been scheduled for May 21 to begin contract negotiations. She noted that the current collective bargaining agreement expires on June 30, 2018.

Policy Committee: Mrs. Dietz shared the Filming and Photography policy with the board for discussion and vote. The Board agreed to table discussion on the revision to By-laws and the staff email policy, and on a new 3-D printer policy, until next month.

Upon a motion made by Mrs. Novello, seconded by Mrs. DeLuca, the Filming and Photography Policy was approved by a vote of 4-0.

Strategic Planning Committee: The committee asked that Mrs. Kropp share the 2013 strategic report with all board members for their review and comments in June.

Mrs. Kropp presented her report to the Board. A copy of the report is attached to the original of these minutes.

Mrs. Kropp reported on behalf of the Friends of LML that membership currently stands at 72 members. The slate of nominations for the Friends' Board being voted on at their May 22 meeting includes:

President – Katie Grover
Vice President – Karen Paradiso
Secretary – Melody Murphy
Treasurer – Joe Castillo

The Garage/Vendor Sale sponsored by the Friends has been moved from June to September 8, 2018 due to the repairs needed to the stage, and to allow for the formalization of the Friends' Board of Directors.

Under unfinished business, Mrs. Kropp noted that the Interact Club would be hosting a car wash fundraiser on Saturday, May 19 at Lindenhurst Middle School to benefit their Library beautification project. She is meeting with the owner of the Little Flower Shop on May 29 to discuss plantings.

Upon a motion by Mrs. Coyne, seconded by Mrs. Novello, the Board entered executive session at 1:20 pm to discuss a former employee by a vote of 4-0.

Upon a motion by Mrs. DeLuca, seconded by Mrs. Coyne, the Board exited executive session at 1:34 pm.

Under new business, Mrs. Coyne asked if the Library could have a banner made for future Memorial Day parades to honor Lindenhurst's veterans as they march by the Library in the annual parade.

There being no further business, upon a recommendation by Mrs. Coyne, seconded by Mrs. DeLuca, the meeting was adjourned at 1:40 pm by a vote of 4-0.

Future Board Meeting dates: Wednesday, June 20 at 11:00 am. The annual re-organization meeting will be July 11 at 10:30 am, followed immediately by the regular Board Meeting for the month.

Lisa Kropp, Recorder

Antoinette DeLuca, Secretary

APPROVED MINUTES

Lindenhurst Memorial Library Board of Trustees

A special meeting of the Board of Trustees (Board) of the Lindenhurst Memorial Library was held on Monday, June 11, 2018, at 11:00 a.m., in the library's conference room.

Present were Jane Dietz, Bob Shetty, Antoinette Deluca, Diana Coyne, and Lori-Ann Novello. Also present were Library Director Lisa Kropp and Library Counsel Kevin Seaman.

Mrs. Dietz noted that a quorum was present and called the meeting to order at 11:09 a.m.

Upon a motion by Mrs. Deluca, seconded by Mrs. Novello, the agenda was adopted as presented by a 5-0 vote.

A motion to move into executive session at 11:15 a.m. to discuss a legal matter pertaining to a former employee and contract negotiations was made by Mrs. Coyne and seconded by Mrs. Novello with a vote of 5-0.

The Board exited executive session at 12:34 p.m. upon a motion by Mr. Shetty, seconded by Mrs. Deluca with a 5-0 vote.

Trustee Novello left the meeting at 12:40 p.m.

The Director's report was presented by Director Lisa Kropp. A candidate for the position of a Network and Systems Specialist I has been selected. Seven candidates applied, with one dropping out before the interview process began.

A motion to approve the hiring of Brett Whiteford at an annual salary of \$70,000 for the position of Network and Systems Specialist I was made by Mrs. DeLuca, seconded by Mrs. Coyne and approved by a 4-0 vote.

There being no further business to discuss, upon a motion by Mrs. Deluca and seconded by Mrs. Coyne, the meeting was adjourned at 12:49 p.m. by a vote of 4-0.

Upcoming Board Meetings: Wednesday, June 20, 2018 at 11:00 a.m. and Wednesday July 11, 2018 at 11:00 a.m.

Lisa Kropp, Recorder

Antoinette Deluca, Secretary

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, June 20, 2018, at 11:00 a.m., in the library's conference room.

Present were Jane Dietz, Antoinette DeLuca, Diana Coyne, and Lori-Ann Novello. Library Director Lisa Kropp was also present. Trustee Bob Shetty was absent with notice.

Mrs. Dietz noted that a quorum was present and called the meeting to order at 11:04 a.m.

Upon a motion by Mrs. DeLuca, seconded by Mrs. Novello, the agenda was adopted as presented by a 4-0 vote.

A motion to approve the prior meeting minutes was made by Mrs. Coyne, seconded by Mrs. DeLuca and approved by a 4-0 vote.

Upon a motion by Mrs. Coyne, seconded by Mrs. Novello, the Treasurer's report, budget report, warrants and cash flow were accepted by a 4-0 vote.

The Board received updates from the following standing committees:

Budget and Finance committee: Upon a motion by Mrs. Novello, seconded by Mrs. DeLuca, the following line item transfers were approved by a 4-0 vote:

\$7,000 from the Health Insurance line will be transferred to the Health Insurance Reimbursement line.

\$1,500 from the Books line will be transferred to the Serials & Microfilm line.

\$3,000 from the Postage line will be transferred as follows - \$500 to the Travel line, and \$2,500 to the Professional Fees-Other line.

\$2,500 from the Supplies line will be transferred as follows - \$1,500 to Bank and Payroll Processing Fees line, and \$1,000 to the Circulation Control line.

Infrastructure committee: The committee met to discuss the facilities study and proposal conducted by BBS as presented at the May Board meeting. They also discussed a proposal for replacing outdated analog security cameras with digital ones, and increasing coverage for safety and security. In addition, they reviewed the quotes received for a quarterly, mailed newsletter returning to residents.

Upon a motion by Mrs. Coyne, seconded by Mrs. DeLuca, the hiring of BBS for planning documents and renderings at a cost not to exceed \$4,900 was approved by a 4-0 vote.

Upon a motion by Mrs. Novello, seconded by Mrs. DeLuca, the Board approved hiring Tyco Integrated Security under NYS Contract for the installation of 18 IP cameras at a cost of \$33,825.26 by a 4-0 vote.

Upon a motion by Mrs. DeLuca, seconded by Mrs. Novello, the quote by Searles Graphics for the printing and mailing of the Library newsletter at a cost not to exceed \$25,744 annually of four quarterly newsletters with postage was approved by a 4-0 vote.

Personnel committee: Mrs. Kropp reported that Page Nathalie Vasquez resigned from her position due to an out of state move. Upon a motion by Mrs. DeLuca, seconded by Mrs. Coyne, the Board voted to accept the resignation of Ms. Vasquez by a 4-0 vote.

A motion to move into executive session at 11: 37 a.m. to discuss contract negotiations was made by Mrs. Coyne and seconded by Mrs. DeLuca with a vote of 4-0.

The Board exited executive session at 11:51 a.m. upon a motion made by Mrs. DeLuca, seconded by Mrs. Coyne, and approved by a 4-0 vote.

Policy Committee: Mrs. Dietz asked that the vote on the Bylaws revision be tabled for the July Board meeting.

Strategic Planning Committee: no report.

Upon a motion by Mrs. DeLuca, seconded by Mrs. Novello and approved by a 4-0 vote, the following Resolution of Service to the Board of Trustees was read by Mrs. Kropp:

WHEREAS, **Diana Coyne** has, for the past thirteen years, been a trustee of the **LINDENHURST MEMORIAL LIBRARY**; and

WHEREAS, the LIBRARY recognizes the excellent and dedicated service that **Diana Coyne** has rendered the Library during this term of office; be it

RESOLVED: that the Board of Trustees, on behalf of the entire Library, extends a unanimous vote of thanks to **Diana Coyne**; and, be it further

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

Mrs. Dietz thanked Trustee Coyne for her many years of service and contributions to the Library and the Lindenhurst community. Some of Mrs. Coyne's suggested improvements provided for seasonal painting of the entrance doors, adding tables and chairs for a reading area in the adult area, and providing more comfortable seating for patrons browsing through books and magazines. During her time on the Board, she held the positions of Secretary, Vice-President, and President. Most notably, during her tenure as President, the Board adopted the Lindenhurst Memorial Library Mission Statement in 2013.

Mrs. Kropp presented her report to the Board. A copy of the report is attached to the original of these minutes.

The Library has given a wish list to the Friends of LML. There are currently 8 vendors signed up so far for the Garage/Vendor Sale.

Under unfinished business, Mrs. Kropp noted that the Interact Club will be on site June 30th to plant flowers and donate two large planters to the Library for their Beautification project.

Under new business, Mrs. Kropp noted that the tables and chairs in the Children's Department are in need of replacement. The chairs will be repurposed to use for outside programs in the Backyard. The tables will be made available on the New York Library Association's site, along with the local Library Director listserv.

Upon a motion by Mrs. Novello, seconded by Mrs. DeLuca, the Board approved the quote from A.R. Kropp Co. & Sons for tables and chairs under NYS Contract at a cost not to exceed \$15,000 by a 4-0 vote.
(for clarification in the meeting minutes, there is no relation to Mrs. Kropp and A.R. Kropp Co. & Sons.)

There being no further business, upon a recommendation by Mrs. DeLuca, seconded by Mrs. Coyne, the meeting was adjourned at 12:57 pm by a vote of 4-0.

Future Board Meeting dates: The annual re-organization meeting will be July 11 at 10:30 am, followed immediately by the regular Board Meeting for the month.

Lisa Kropp, Recorder

Antoinette Deluca, Secretary

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, July 11, 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, Library Treasurer Matthew Barnes, and Principal Library Clerk Craig Brown.

Mrs. Dietz noted that a quorum was present and called the meeting to order at 10:44 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 Mr. Shetty, seconded by Mrs. DeLuca and approved by a 5-0 vote.

Upon a motion by Mrs. DeLuca, seconded by Mr. Shetty, the Board moved into executive session at 11:03 am to discuss contract negotiations and confidential/management employee compensation, by a vote of 5-0.

Upon a motion by Mrs. DeLuca, seconded by Mr. Shetty, the Board exited executive session at 12:14 pm by a vote of 5-0.

Upon a motion by Mrs. DeLuca, seconded by Mr. Shetty, the Board voted to ratify the MOA between the Lindenhurst Memorial Library and CSEA Local 1000, AFSCME, AFL-CIO Library Unit by a 5-0 vote.

Upon a motion by Mrs. DeLuca, seconded by Mrs. Novello, the Board voted to accept the recommended salaries for management/confidential employees as presented by the Library Director beginning July 1, 2018 by a vote of 5-0:

Principal Library Clerk Craig Brown \$50,614

Senior Account Clerk Melissa Negrin \$45,630

Youth Services and Family Engagement Coordinator Andrea Malchiodi \$88,000

Board President Jane Dietz authorized a contract amendment for Library Director Lisa Kropp providing for a salary of \$120,000

Director Kropp noted that the Library sent out thank you notes to the Interact Club of Lindenhurst and to The Little Flower Shop for their donations of plants, two planters, and the time it took to plant the materials at the Library.

Upon a motion by Mr. Shetty, 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: Outgoing Chair Bob Shetty gave a brief end of year report.

Infrastructure committee: Chair Lori Novello deferred to the Director's report.

Personnel committee: Chair Antoinette DeLuca gave an end of year report.

Policy Committee: Chair Jane Dietz gave an end of year report that included discussion on two policies and a revision to the by-laws.

Upon a motion by Mrs. Novello, seconded by Mrs. DeLuca, the revisions to the Lindenhurst Memorial Library By-laws were accepted by a 5-0 vote.

Upon a motion by Mrs. Novello, seconded by Mrs. DeLuca, the revisions to the staff email policy and the new 3-D Printer policy were approved 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.

There was no report from the Friends of the Lindenhurst Memorial Library

There was no unfinished business to discuss.

Under new business, Director Kropp asked the Board to vote on the Town of Babylon Trustee for the SCLS Board. Ballots were passed out and collected to send to SCLS.

Trustee Bob Shetty left the meeting at 1:00 pm.

There being no further business, upon a recommendation by Ms. Giacomazzo, seconded by Mrs. DeLuca, the meeting was adjourned at 1:20 pm by a vote of 4-0.

Future Board Meeting dates: September 19, October 17, November 15, and December 19 at 11:00 am.

Lisa Kropp, Recorder

Antoinette DeLuca, Secretary

APPROVED MINUTES
Lindenhurst Memorial Library Board of Trustees

The annual reorganization meeting of the Board of Trustees of the Lindenhurst Memorial Library was held on Wednesday, July 11, 2018 at 10:30 am in the library's small meeting room. Present were Jane Dietz, Antoinette DeLuca, Lori Ann Novello, Bob Shetty and Gabrielle Giacomazzo. Also present were Library Counsel Kevin Seaman, Treasurer Matthew Barnes, Library Director Lisa Kropp, and Principal Library Clerk Craig Brown, along with two members of the public.

The meeting was called to order by Mrs. Dietz at 10:30 am.

Kevin Seaman administered the oath of office to Ms. Giacomazzo.

Kevin Seaman administered the oath of office to library director Lisa Kropp.

Mrs. Dietz was nominated by Mrs. DeLuca for President, seconded by Mrs. Novello. Mrs. Dietz was elected President by a vote of 5-0.

Mrs. Novello was nominated by Mrs. DeLuca for Vice-President, seconded by Mr. Shetty. Mrs. Novello was elected Vice-President by a vote of 5-0.

Mrs. DeLuca was nominated by Mrs. Novello for Secretary, seconded by Mr. Shetty. Mrs. DeLuca was elected Secretary by a vote of 5-0.

The following Board Committees were appointed by Mrs. Dietz:

Finance: Mrs. Dietz and Mrs. DeLuca

Infrastructure: Mrs. Novello and Mrs. Dietz

Personnel: Mrs. DeLuca and Ms. Giacomazzo

Policy: Ms. Giacomazzo and Mr. Shetty

Strategic Review: Mr. Shetty and Mrs. Novello

The following appointments were approved by a vote of 5-0 on a motion made by Mrs. DeLuca, seconded by Mr. Shetty:

Library Attorney – Kevin Seaman at an annual retainer of \$25,000

Auditor – Baldessari & Coster at an annual retainer of \$9,050

Treasurer – Matthew Barnes at a fee of \$270 per month

Custodian of Petty Cash – Lisa Kropp

Payroll Certification – Lisa Kropp

Records Access Officer – Lisa Kropp

Wire Transfers – Lisa Kropp

The following banks were designated as depositories by a vote of 5-0 on a motion made by Mrs. DeLuca, seconded by Ms. Giacomazzo:

1. JP Morgan Chase Bank
2. Capital One
3. TD Bank

4. HSBC
5. First National Bank of Long Island

The following were designated as official newspapers by a vote of 5-0 on a motion made by Mrs. DeLuca, seconded by Ms. Giacomazzo:

1. Neighbor Newspapers
2. Babylon Beacon
3. Newsday

The reorganization meeting adjourned at 10:38 am.

Lisa Kropf, Recorder

Antoinette DeLuca, Secretary

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

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 Saturday, September 22, 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.

Mrs. Dietz noted that a quorum was present and called the meeting to order at 9:31 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 Mrs. DeLuca, seconded by Ms. Giacomazzo and approved by a 5-0 vote.

Director Kropp shared a thank you letter from Long Island Cares for the 68 pounds of food that was donated during our April amnesty event. She also shared a letter thanking the Library for participating in the Suffolk County's Department of Health Services "See and Be Seen" safety campaign for pedestrians.

The Library's suggestion box contained many forms commending the return of the print newsletter. Suggestions also came in looking for: additional audio books, a new items bibliography on the website, an evening book club, and cooking programs for vegans.

Upon a motion by Mr. Shetty, seconded by Ms. Giacomazzo, the Treasurer's report, budget report, warrants and cash flow were accepted by a 5-0 vote.

Budget and Finance committee: A discussion ensued around the possibility of the Library joining the Suffolk County shared services initiative – a cooperative organization designed to facilitate the sharing of services, assist members in compliance with state bidding requirements, and identify qualified vendors of commodities, goods, and services. Mrs. Kropp noted that the Shared Services Initiative was the topic of a dedicated meeting recently for Library Directors, and that a few Suffolk County libraries were planning to join the cooperative in an effort to reduce costs and share local services. She further noted that there was no annual cost to the Library to join.

Upon a motion by Mr. Shetty, seconded by Mrs. DeLuca, the Board voted to join the Suffolk County Shared Services Program by a 5-0 vote.

Infrastructure committee: A discussion ensued about replacing the three sets of lobby doors. Mrs. Kropp noted that the doors are over 30 years old, malfunction frequently, and that replacement parts are no longer made for the door models because they are so outdated. She recommended replacement, the sensors on the door also were no longer able to be balanced, causing a loss of warm/cold air throughout the year.

Upon a motion by Mr. Shetty, seconded by Mrs. DeLuca, the Board voted to replace the three sets of lobby doors, at a cost not to exceed \$26,000, by a 5-0 vote.

The committee also discussed the rendering supplied by BBS for two new public meeting areas and business offices in the Library building. Director Kropp added that Joe Rettig from BBS would join the Board at the October Board meeting to answer questions regarding the rendering and the facilities study that was completed in May.

Personnel committee: Upon a motion by Ms. Giacomazzo, seconded by Mrs. DeLuca, the Board moved into executive session at 10:30 a.m. to discuss a retirement incentive, by a vote of 5-0.

The Board exited executive session at 10:52 a.m. by a vote of 5-0, with a motion made by Mrs. DeLuca and seconded by Ms. Giacomazzo.

Upon a motion by Mr. Shetty, seconded by Ms. Giacomazzo, the Board approved offering a retirement incentive to employees that meet the criteria for retirement based on the NYSLRS, by a vote of 5-0.

Chair Annette DeLuca noted that the committee recently discussed increasing the hours of part time security officer Andrea Amoruso to include morning coverage in addition to afternoons and evenings. The Board agreed this was in the best interest of the Library community.

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

- Press and Public Media
- Social Media
- Standard Work Day
- Sexual Harassment

Mrs. Kropf noted that New York State recently mandated changes to existing sexual harassment policies and procedures for all employees, and that each entity needed a policy that was within compliance with those changes by October 9, 2018. While the Library had a policy in place, she explained it had not been updated in 20 years, so she recommended the Board adopt the NYS policy and procedure language to be compliant. Staff must also attend training annually, and must be trained before October 9, 2019 to be in compliance with the new changes.

Upon a motion by Mrs. DeLuca, seconded by Mr. Shetty, the Press and Public Media policy was approved by a 5-0 vote.

Upon a motion by Mrs. DeLuca, seconded by Ms. Giacomazzo, the Social Media policy was approved by a 5-0 vote.

Upon a motion by Mrs. DeLuca, seconded by Mr. Shetty, the Standard Work Day policy was approved by a 5-0 vote.

Upon a motion by Mrs. Novello, seconded by Mrs. DeLuca, the Board voted to adopt the NYS Sexual Harassment policy by a 5-0 vote.

Strategic Planning Committee: Chair Mr. Shetty noted that the committee has met twice with Director Kropf to discuss and consider renewed efforts to present a new plan for the next five years as a sequel to the plan that was approved by the Board in 2013. He also shared that Director Kropf informed the committee that changes to the NYS minimum standards for public libraries meant the Library needs to have a strategic long range plan in place by January 1, 2020. A copy of Mr. Shetty's full report is attached to the original of these minutes.

Mr. Shetty exited the meeting at 11:35 a.m.

Mrs. Kropp presented her report to the Board. A copy of the report is attached to the original of these minutes. She asked that the Board approve the 2019 calendar of days closed so it can be reported to SCLS in a timely fashion.

Upon a motion by Mrs. DeLuca, approved by Ms. Giacomazzo, the Board voted to accept the 2019 calendar of days closed by a 4-0 vote.

Director Kropp also asked the Board to consider approval of collection boxes for the Interact Club's towel drive and the Youth Services "soap it up" campaign for October.

Upon a motion by Mrs. DeLuca, seconded by Ms. Giacomazzo, the Board approved the placement of collection boxes for the named campaigns, by a vote of 4-0.

Mrs. Kropp reported on behalf of the Friends of the Library that they are now accepting donations of gently used books and DVDs in excellent condition for the November 3 book sale. The October 11 paint night fundraiser at the Color Palette is open for registration.

Under new business, Director Kropp shared that she and Business Office Clerk Melissa Negrin met with representatives from Colonial Insurance to discuss offering supplemental insurance packages for catastrophic illness, cancer, and disability to employees, at no cost to the Library. She explained the policies are 100% funded by employee contributions, should the elect to obtain coverage. The Library used to offer an AFLAC policy to staff, but no one had signed up in the past five years for coverage.

The Board also discussed the Better World Book Bin, and a request by the Friends group to possibly remove the bin and allow the Friends to handle all donations. Mrs. Kropp said she would talk with the Friends, and call BWB to inquire about ways the bin could be used more advantageously by the Library.

There being no further business, upon a recommendation by Mrs. DeLuca, seconded by Ms. Giacomazzo, the meeting was adjourned at 12:03 p.m. by a vote of 4-0.

Future Board Meeting dates: Saturday, October 20 at 9:30 a.m.

Lisa Kropp, Recorder

Antoinette Deluca, Secretary

APPROVED MINUTES
Lindenhurst Memorial Library Board of Trustees Meeting
October 20, 2018

A regular board meeting of the Lindenhurst Memorial Library was held on October 20, 2018. Present were Board members Jane Dietz, Annette DeLuca, Lori Ann Novello, Bob Shetty, and Gabrielle Giacomazzo. Also present were Library Director Lisa Kropp and invited guest Joe Rettig.

Board President Jane Dietz called the meeting to order at 9:30 am. Upon a motion by Mrs. Novello, seconded by Ms. Giacomazzo, 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 Mrs. DeLuca and seconded by Mrs. Novello.

Mrs. Dietz asked guest Joe Rettig from the firm BBS to update the Board regarding plans to address the ADA code requirements in the building along with the addition of business offices and community meeting room space to the Library. Mr. Rettig shared a draft of an approximately 1400 sf addition. He also spoke to the facilities study that was conducted in May 2018 by BBS, which listed over 50 code requirements that need to be remedied. Director Lisa Kropp asked the Board to consider having BBS conduct a master planning and design study with staff so the Board would have a complete picture of the needs and use of the building in order to move forward with any renovation and repair to existing space. Mr. Rettig explained that such a process could be completed in approximately four months, after multiple site visits and interviews with staff by departments were conducted. Mr. Shetty indicated that the Board needs to share constructive feedback with the community to show the challenges the Library is facing. The Board requested a proposal from BBS prior to the November Board meeting. Mrs. Dietz thanked Mr. Rettig for his time, and he left the meeting at 10:20 am.

Upon a motion by Mrs. Novello, seconded by Mrs. DeLuca, the Board entered executive session at 10:25 a.m. for the purpose of discussing a legal matter regarding a former employee and a personnel matter regarding an employee. The Board exited executive session at 11:45 a.m.

By a 5-0 vote, the Board agreed to proceed with an up to 30 day paid leave of a specific employee, with a motion brought forward by Mrs. DeLuca and seconded by Mr. Shetty.

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

The following committee reports were shared:

Infrastructure Committee Chair Mrs. Novello shared that the committee had recently met with Director Kropp to discuss a proposal from Tyco Securities to install a key pass control system at

the staff entrances to the Library and the Annex to increase safety and security of the building. Mrs. Dietz asked if the lobby door that leads to the large meeting room could also be included in the first phase of the key pass system. Director Kropf said she would talk with Tyco to get the additional door included. Mrs. Novello also shared that the committee also discussed the DASNY grant to allow renovations to the mezzanine level, which would include lower shelving for improved sight lines for safety and security, along with additional seating and reading areas.

Upon a motion by Mrs. Novello, seconded by Mrs. DeLuca, the Board approved by a 5-0 vote the following quotes for mezzanine level renovation to be reimbursed by the DASNY grant:

- Demco: furniture and display shelving, book carts at a cost of \$9,046.99
- Acoustical Solutions: ceiling tiles and panels at a cost of \$2,020.75
- Palmieri: laminate counter tops for new shelving at a cost of \$3,949.80
- Jasper Seating Co., Inc. for stools, tables and chairs at a cost of \$5,606.85
- A.R. Kropf Co. & Sons for 28 sections of shelving at a cost of \$23,375.07
- A-1 Carpet for tile floor on mezzanine level to match existing at a cost of \$9,421.40

Upon a motion by Ms. Giacomazzo, seconded by Mrs. DeLuca, the Board approved the purchase of a key pass control system to be installed by Tyco Securities at a cost not to exceed \$18,000 by a 5-0 vote.

Personnel Committee Chair Ms. DeLuca reported that the committee recently met to discuss the termination of a part time employee, along with the need to hire additional pages for assistance with programs and other duties as needed to assist staff. Director Kropf asked the Board to increase the hours of part time security officer Andrea Amoruso to full time status. She noted that the presence of a guard on a regular basis was needed to assist staff with patron issues as they arise.

Upon a motion by Mrs. DeLuca, seconded by Mrs. Novello, the Board voted to accept the termination of a part time security guard by a 5-0 vote.

Upon a motion by Mrs. Novello, seconded by Ms. Giacomazzo, the Board voted to approve the hiring of Taryn Zdnek as a part time Page with an hourly rate of \$11.00 per hour, per NYS minimum wage law, by a 5-0 vote.

Upon a motion by Mrs. DeLuca, seconded by Mr. Shetty, the Board voted to approve Andrea Amoruso moving from a part time security guard to a full time security guard with an annual salary of \$32,414

Policy Committee Chair Ms. Giacomazzo shared that the committee continues to work on policy updates and the creation of new policies as needed. The Board reviewed and discussed the draft of a new policy regarding tutors utilizing Library space.

Upon a motion by Mrs. DeLuca, seconded by Mrs. Novello, the Board approved the Tutoring Policy by a 5-0 vote.

Strategic Planning Committee Chair Mr. Shetty indicated that the committee had met recently with Director Kropp and was in the process of updating the 2013 strategic review study. Mrs. Kropp shared that staff recently completed a two week reference survey at all service desks, including circulation and other support staff members. Program surveys were conducted throughout the month of October, and patron surveys are in the process of being launched, with a goal of 600 completed surveys. Mr. Shetty stated that the committee hopes to have a final document to share at the January 2019 board meeting, which will then be used to create a long range plan for the Board and Library, which is now required by NYS minimum library standards.

Mrs. Kropp shared her Director's report, a copy of which is attached to the original of these minutes. She also shared that the Friends of the Library were gearing up for their Fall Book Sale on November 3, and were in the process of painting and installing the four little free library locations. The Friends also held a paint night fundraiser at local business The Color Palette.

Under unfinished business, Mr. Shetty suggested a campaign of "Did You Know?" facts about the building to share with the public, based off of the facilities study and the library's annual report to NYS.

Mrs. Kropp asked the Board to consider the placement of donation boxes in the lobby for the following campaigns:

- Tree of Warmth collection of hats, scarves, and mittens to complement the Rotary Club's coat drive;
- Operation Gratitude collection of small items such as personal care items, playing cards, etc. to create care kits for deployed troops;
- Toys for Tots collection bins to collect new toys for the Marine Corps Toys for Tots campaign

Upon a motion by Mrs. Novello, seconded by Mr. Shetty, the Board approved the collection bins for the above named campaigns by a vote of 5-0.

Future Board meeting dates were set as: Thursday, November 15 at 6:00 p.m. and Wednesday, December 19 at 6:00 p.m.

There being no further business and upon a motion by Ms. Giacomazzo, seconded by Mr. Shetty, the meeting was adjourned by a 5-0 vote at 1:13 p.m.

Lisa Kropp
Recorder of Minutes

Annette DeLuca
Board Secretary

APPROVED MINUTES
Lindenhurst Memorial Library Board of Trustees Meeting
November 15, 2018

A regular board meeting of the Lindenhurst Memorial Library was held on November 15, 2018. Present were Board members Jane Dietz, Lori Ann Novello, and Bob Shetty. Also present were Library Director Lisa Kropp and invited guest Ted Schlomann. Absent with notice were Annette DeLuca and Gabrielle Giacomazzo.

Board President Jane Dietz called the meeting to order at 6:05 p.m. Upon a motion by Mr. Shetty, seconded by Mrs. Novello, the agenda was adopted by a 3-0 vote.

The minutes of the prior meeting were adopted on a 3-0 vote upon a motion by Mr. Shetty, seconded by Mrs. Novello.

Ted Schlomann presented the annual audit report for the year beginning July 1, 2017 and ending June 30, 2018. The discussion included the monthly auditing of invoices by the library board, approval of the warrants, the pension and healthcare liability, and the designation of fund balance for long term liabilities. Mrs. Dietz thanked Mr. Schlomann for his time, and he left the meeting at 6:45 p.m.

Director Lisa Kropp shared a Board Memorandum regarding former Library Director Peter Ward that is attached to the original of these minutes. She read the memorandum into the official minutes as follows:

The Board wishes to take this opportunity to formally convey its appreciation of Peter for his contributions to the Library and the Lindenhurst community-at-large for more than 30 years.

Peter's dedication toward keeping libraries current was especially helpful in the areas of newly emerging technology. His passion allowed patrons of Lindenhurst to come to the Library and learn to use the latest devices and keep current with new technology.

While Peter's accomplishments are many throughout his career, most noteworthy was his immediate and purposeful response in the aftermath of Superstorm Sandy. On the day after the storm, devastation to the Lindenhurst community was just beginning to be realized. Peter determined the Library to be structurally sound, with heat and electric. He suggested inviting FEMA to headquarter in our large community room. His quick and action-driven response provided our community and those communities surrounding us with a comfortable place to obtain warmth, charge devices, enjoy the support of community and have access to all available resources including the federal government for many months after the storm.

Along with the Lindenhurst community and the staff of the Lindenhurst Memorial Library, we, the Board of Trustees, congratulate Peter on his retirement and wish him many years of health and happiness.

Mrs. Kropp shared correspondence from SCLS with the Board regarding the 2018 SCLS Annual Meeting, to be held on December 5, 2018 at 7:00 p.m. She also shared an article from the Beacon Shopper that featured the Kiwanis Club of Lindenhurst celebrating Kiwanis One Day on October 27 at the Library with high school Key Club volunteers reading to young patrons.

She also shared patron suggestion forms asking for a Chromebook charging station, a larger computer area, a rating system for book content, and two compliments: one for Librarian Monika Brusalis who was “very helpful with a great personality” and another commending the instructor for the recently held acrylic painting class.

Upon a motion by Mr. Shetty, seconded by Mrs. Novello, the Board voted 3-0 to accept the Treasurer’s report.

The following committee reports were shared:

Budget and Finance Committee: no report. Chair Mrs. Dietz noted that the committee would meet next month as work on the 2019-20 annual budget begins.

Infrastructure Committee: Chair Mrs. Novello shared that the committee had recently met with Director Kropp to discuss replacing the worn carpeting in the LMR, which is presenting a safety hazard due to its condition.

Upon a motion by Mrs. Novello, seconded by Mr. Shetty, the Board approved the replacement of the flooring in the LMR by A-1 Carpet, at a cost not to exceed \$9,500, by a 3-0 vote.

Mrs. Novello said the committee met with Director Lisa Kropp to discuss the submitted proposal for master planning by firm BBS Architects, Landscape Architects, Engineers at the fixed fee rate of \$8,900.

Upon a motion by Mr. Shetty, seconded by Mrs. Novello, the Board approved the firm BBS conducting master planning services at a fixed cost of \$8,900, by a 3-0 vote.

Personnel Committee: Director Lisa Kropp shared that one part time employee accepted the recent retirement incentive, while another full time employee had put in a letter of resignation. She also asked the Board to consider an unpaid leave of absence from Library Page Terri Kidder for medical reasons.

Upon a motion by Mrs. Novello, seconded by Mr. Shetty, the Board approved by a 3-0 vote the retirement letter of employee Marc Tsakis, effective 12/31/2018.

Upon a motion by Mrs. Novello, seconded by Mr. Shetty, the Board approved by a 3-0 vote the resignation letter of Librarian II Amanda Lotito, effective 12/14/2018.

Upon a motion by Mr. Shetty, seconded by Mrs. Novello, the Board approved an unpaid medical leave of absence for Library Page Terri Kidder up to six weeks beginning November 1, 2018, by a 3-0 vote.

Policy Committee: no report

Strategic Planning Committee: Chair Mr. Shetty shared that the committee was meeting again on Monday, November 26 to begin looking at preliminary survey results.

Mrs. Kropp shared her Director's report, a copy of which is attached to the original of these minutes. She shared updates from the New York Library Association's annual conference and meeting, which she attended from November 6-10 in Rochester, NY. She also shared a successful collaboration with the Lindenhurst Kiwanis Club that was held at the Library on October 27 called "Read 2 Lead" that paired Key Club volunteers from Lindenhurst High School with young library patrons as they read stories together.

Under new business, Mrs. Kropp asked the Board to consider three quotes for snow removal for the 2018-2019 winter season.

Upon a motion by Mrs. Novello, seconded by Mr. Shetty, the Board approved the quote submitted by JP Automotive Repair for snow removal for the 2018-2019 winter season, by a 3-0 vote.

Future Board meeting dates were set as: Wednesday, December 19 2018, Thursday, January 17, 2019, Tuesday, February 19, Wednesday, March 20, Wednesday, April 17, Thursday, May 16, and Thursday, June 13 – all at 6:00 p.m.

There being no further business and upon a motion by Mrs. Novello, seconded by Mr. Shetty, the meeting was adjourned by a 3-0 vote at 7:40 p.m.

Lisa Kropp
Recorder of Minutes

Annette DeLuca
Board Secretary

APPROVED MINUTES
Lindenhurst Memorial Library Board of Trustees Meeting
December 19, 2018

A regular board meeting of the Lindenhurst Memorial Library was held on December 19, 2018. Present were Board members Jane Dietz, Lori Ann Novello, Bob Shetty, Gabrielle Giacomazzo and Annette DeLuca. Also present were Library Director Lisa Kropp.

Board President Jane Dietz called the meeting to order at 6:02 p.m. Upon a motion by Mr. Shetty, 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 Mrs. Novello, seconded by Ms. Giacomazzo.

Mrs. Kropp shared correspondence from the Babylon IDA in regard to PILOT payments related to the Tritec development being planned on the former Lakeville site, and a letter from the school superintendent that was requested by DASNY to explain that while the school district is the owner of the Library building and property, per Education Law §260(10), the Library Board of Trustees is responsible for any and all renovations and/or building improvements to Library property.

Mrs. Kropp also shared correspondence and a conversation that she had with patron Brittany Hamilton regarding the noise in the Library during afternoon hours, and the need for quiet study spaces.

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:

Budget and Finance Committee: The business office has begun drafting the 2019-20 annual budget to share at the January 2019 meeting.

Infrastructure Committee: The rug in the LMR is being replaced December 29-30. The new access door cards are operational and being distributed to staff.

Personnel Committee: As of 12/31/2018, minimum wage rates in NYS rise to \$12.00 per hour. Director Kropp shared that interviews were conducted to replace the part time security guard, and she recommended a candidate to the Board for approval.

Upon a motion by Ms. DeLuca, seconded by Ms. Giacomazzo, the Board approved the hiring of part time security guard Peter Quinones at a rate of \$17.00 per hour, by a 5-0 vote.

Policy Committee: Changes to the Conflict of Interest and Board Ethics policies are currently being reviewed by the committee.

Strategic Planning Committee: The 2018 strategic review report should be ready to share at the January 2019 Board meeting. This document will help shape the creation of a long range plan for the Library, required as part of the NYS minimum public library standards.

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

Under new business, Mrs. Kropp asked the Board to consider her request to attend the ALA midwinter conference in Seattle from January 24 -29, 2019 due to her committee work on the SustainRT board and as a priority group consultant to the ALSC partnership committees. She also asked the Board to consider her request to attend NYLA's 2019 Advocacy Day in Albany from February 26-27.

Upon a motion by Ms. DeLuca, seconded by Ms. Giacomazzo, the Board approved by a 5-0 vote Mrs. Kropp's attendance at the ALA midwinter conference from January 24-29, 2019.

Upon a motion by Ms. DeLuca, seconded by Ms. Giacomazzo, the Board approved by a 5-0 vote Mrs. Kropp's attendance at NYLA's Advocacy Day from February 26-27, 2019.

The Board discussed the 2019 fiscal year budget for SCLS, which includes an increase in cost for Overdrive services. Mrs. Kropp noted that Lindenhurst patron's use of Overdrive has been increasing each year it has been offered.

Upon a motion by Ms. DeLuca, seconded by Ms. Giacomazzo, the Board approved their ballot regarding the fiscal year 2019 operating budget for SCLS, by a 5-0 vote.

There being no further business and upon a motion by Ms. DeLuca, seconded by Ms. Giacomazzo, the meeting was adjourned by a 5-0 vote at 7:24 p.m.

Future Board meeting dates: Thursday, January 17, 2019, Tuesday, February 19, Wednesday, March 20, Wednesday, April 17, Thursday, May 16, and Thursday, June 13 – all at 6:00 p.m.

Lisa Kropp
Recorder of Minutes

Annette DeLuca
Board Secretary