

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, February 27, 2016, at 9:30 a.m.**, in the library's conference room. Present were Jane Dietz, Bob Shetty, Antoinette DeLuca and Garry Biggs. Diana Coyne was absent with notice. Also present were Library Director Peter Ward and Assistant Library Director Lisa Kropp.

Mrs. Dietz, in her capacity as chairperson, stated that a quorum was present and called the meeting to order at 9:30 a.m.

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

Upon a motion by Mr. Biggs, which was seconded by Mrs. DeLuca, and carried by a vote of 4-0, the minutes of the meeting held on January 23, 2016, were approved as presented.

Mr. Ward presented a draft budget for 2016-2017, which was discussed. Mr. Ward said the proposed budget had no increase in library taxes. Mr. Shetty asked about the allocation of money among the budget lines, especially the decrease in the line for books. Mrs. Kropp explained that book circulation was down and the Library could better use the money for programming. Mr. Ward said that the proposed budget also has a new line for library technology: scanners, printers, phone chargers, etc. Upon a motion by Mr. Shetty, which was seconded by Mrs. DeLuca, and carried by a vote of 4-0, the proposed budget was approved as presented.

On the recommendation of the Library Director, and upon a motion by Mr. Biggs, which was seconded by Mr. Shetty, and carried by a vote of 4-0, the promotion of Janet Batson to Principal Library Clerk, effective February 29, 2016, to fill the vacancy created by the retirement of Marcella Illuminato, subject to a twelve-probationary period, at a salary to be determined in accordance with the current collective bargaining agreement, was approved.

On the recommendation of the Library Director, and upon a motion by Mr. Shetty, which was seconded by Mr. Biggs, and carried by a vote of 4-0, the 2015 Annual Report was approved. Mr. Shetty suggested that the Performance Review Committee review the annual report in the future before it is presented to the Board.

On the recommendation of the Library Director, and upon a motion by Mr. Shetty, which was seconded by Mr. Biggs, and carried by a vote of 4-0, security cameras and other incidental equipment were approved for purchase at a cost not to exceed \$20,000.

Upon a motion by Mrs. DeLuca, which was seconded by Mr. Biggs, and carried by a vote of 4-0, the Treasurer's report was accepted and the warrants approved for payment.

Mrs. Kropp reported on the outreach visits by Amanda Lotito to the Lindenhurst Middle School library, the new people counter, her meeting with Lindenhurst Community Cares, the new collection of e-books, and progress on the rendering of improvements to the children's room. She also presented a copy of the library newsletter insert in the South Bay Neighbor.

Mrs. Dietz and Mr. Ward talked about their meeting with Dan Giordano, Lindenhurst school district superintendent. Mrs. Dietz said it was good to have an opportunity to talk to Mr. Giordano about how the Library and school district can

cooperate even more in the future. There was a short discussion about Mr. Giordano's request that a gate be installed along the back of our overflow parking lot.

After some discussion, Mr. Biggs and Mrs. DeLuca agreed that the way the Policy Committee is amending the bylaws is appropriate.

Mrs. Kropp presented library logos designed by Lynn Coffey, a library page, as part of her graphic design coursework. The sense of the meeting was that Lynn did commendable work but that the designs need some changes.

Mr. Shetty mentioned the library survey; he suggested that the results of future surveys be reviewed by the Performance Review Committee.

Mr. Biggs informed the meeting that he's decided not to run for re-election.

Mrs. Dietz mentioned the vision statements presented at the last meeting.

Mr. Shetty suggested that the Library offer tax support, have a fine amnesty more than once a year, and present programs about 3D printers and drones. Mr. Biggs recommended the Library consider a program about virtual reality goggles.

Mrs. Dietz suggested sending letters of commendation and thanks to Sarah Fiorenzo for her work on the newsletter and to the Torres family for the donation of the bearded lizards. She also suggested that hard-copies of the agenda, minutes, and director's report be available to trustees to pick-up at the library before a board meeting.

Mr. Shetty requested a hard copy of the annual report.

The meeting adjourned at 12:30 p.m.

Peter Ward, Recorder

Antoinette Deluca, Secretary

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, March 26, 2016, at 9:30 a.m.**, in the library's conference room. Present were Jane Dietz, Antoinette Deluca, Diana Coyne, and Garry Biggs. Bob Shetty was absent with notice. Also present were Library Director Peter Ward and Assistant Library Director Lisa Kropp.

Mrs. Dietz, in her capacity as chairperson, stated that a quorum was present and called the meeting to order at 9:30 a.m.

Mr. Ward reviewed the proposed library budget during the budget hearing portion of the meeting.

Upon a motion by Mrs. Coyne, which was seconded by Mrs. DeLuca, and carried by a vote of 4-0, the agenda was adopted as presented.

Upon a motion by Mrs. Coyne, which was seconded by Mrs. Deluca, and carried by a vote of 4-0, the minutes of the meeting held on February 27, 2016 were approved as presented.

Mr. Biggs asked whether a decision had been made regarding the school district's request that a gate be put at the north end of the new parking lot so that teachers would have more access to Wellwood Avenue. Mrs. Dietz and Mr. Ward replied that they had met with Superintendent Dan Giordano about the subject and that some outstanding issues had to be resolved before a decision could be made.

The Board discussed a letter from Mary Crump requesting that the Library cancel the bus trip to Atlantic City. The Board decided that the trip should be kept on the library program schedule.

Mrs. Kropp talked about the placement of two vending machines in the lobby. She explained that the new location gave tweens and others better access to food and drink. Mr. Biggs questioned the aesthetic impact on the library. He also wants to know how much electricity the machines use. Mrs. Coyne thought the prices are a bit expensive. It was agreed that the vending machines in the lobby would be evaluated at the next meeting.

Mrs. Kropp talked about the Babylon zone meeting held at LML, Craig Pullen's new responsibilities as technology coordinator, Rosalia Milan and Tina Santiago's good work with programs, the new emphasis on librarian-driven programs, and a community garden. She gave us all a tour of the children's room to show the improvements in progress.

Mrs. Dietz suggested that the Library dedicate a tree to the Torres family in recognition of their donation of the fish and bearded dragons. She also mentioned writing a letter of commendation to Sarah Fiorenzo for her good work on the newsletter insert.

Mr. Biggs gave the Infrastructure Committee report. He thanked Mrs. Kropp for her hard work on the next phase of improvements to the children's room, but expressed reservations about working on the children's room as a separate building improvement. He also talked about security measures that should be taken in the area.

We then had a general discussion about library security. Mrs. Coyne and Mr. Biggs were asked to form a task force charged with reviewing library security. Mrs. Dietz asked Mr. Ward to survey what other libraries are doing with regard to security in their children's rooms.

Mrs. Dietz presented a draft of the substitute bylaws; she asked the Board members present review the draft. She explained that the Policy Committee had a long discussion about majority versus supermajority vote.

Mrs. Coyne suggested matters that could be discussed by the Performance Review Committee.

Mrs. Kropp mentioned that she's working with Lynn Coffey on a library logo, which led to a longer discussion about public relations and branding.

Mrs. Coyne recommended sealcoating the parking lot and re-painting the stripes. She also suggested inexpensive spotlights for Windows on Wellwood.

Three meeting room requests were approved, but Mrs. Dietz suggested we need to have applications that are completed more fully.

We had a discussion about future meeting dates. Upcoming meeting dates are April 23rd and May 21st.

Mr. Biggs would like a separate vote on the warrants rather than include them in the vote on the treasurer's report.

The meeting adjourned at 11:24 a.m.

Peter Ward, Recorder

Antoinette Deluca, Secretary

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, April 22, 2016, at 9:30 a.m.**, in the library's conference room. Present were Jane Dietz, Antoinette Deluca, Diana Coyne, Bob Shetty and Garry Biggs. Also present were Library Director Peter Ward and Assistant Library Director Lisa Kropp.

Mrs. Dietz, in her capacity as chairperson, stated that a quorum was present and called the meeting to order at 9:30 a.m.

The Board presented Nicholas Gleason with a certificate of appreciation for volunteer work in facilitating the Library's Minecraft Club.

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

Upon a motion by Mrs. Deluca, which was seconded by Mrs. Coyne, and carried by a vote of 5-0, the minutes of the meeting held on March 26, 2016, were approved as presented.

Upon a motion by Mr. Biggs, which was seconded by Mrs. Deluca, and carried by a vote of 5-0, the Treasurer's Report was approved as presented.

The Board entered executive session at 10:00 a.m. to discuss matters pertaining the appointment and promotion of certain persons. The Board re-entered open session at 10:15 a.m.

Mr. Ward presented his report which included the following personnel recommendations, approved upon a motion by Mrs. Coyne, seconded by Mr. Shetty, by a 5-0 vote:

- The promotion of Janine Kober to Librarian II, effective July 1, 2016, with a probationary period of 12 weeks, at a salary of \$76,773.
- The promotion of Monika Rostkowski to Librarian II, effective July 1, 2016, with a probationary period of 12 weeks, at a salary of \$53,471.
- The promotion of Rosalia Milan to Librarian II, effective July 1, 2016, with a probationary period of 12 weeks, at a salary of \$53,471.
- The provisional appointment of Crain Pullen to Technical Coordinator I, effective July 1, at a salary of \$70,504.

Mrs. Kropp presented her report, which included information regarding new STEM programs, outreach, and readers' advisory.

There a discussion about installing a gate in the new parking lot suggested by Supt. Giordano. The Board confirmed that such a gate would be a safety hazard.

Mrs. Coyne reported on her attendance at the Public Library Associations Conference in Denver. She mentioned a few of the most interesting programs she attended. Mrs. Coyne also said she would provide a detailed written report.

On the recommendation of the Policy Committee, Mrs. Deluca offered a motion to adopt the substitute Bylaws presented by the Committee, which was seconded by Mr. Biggs, and approved by vote of 5-0.

Mr. Biggs left the meeting.

On the recommendation of the Library Director, and a lengthy discussion, Mrs. Deluca offered a motion to send a request for qualification to library architects, which was seconded by Mrs. Coyne, and approved by a vote of Mrs. Dietz, AYE; Mrs. Deluca, AYE; Mrs. Coyne; AYE; and Mr. Shetty, NAY. Mr. Shetty explained that he is not opposed to a library building project *per se*. However, he feels that engaging an architect is premature at this point.

The Board discussed the experience since last month with the vending machines in the lobby. The Board agreed to extend the trial period another three months.

The meeting adjourned at 12:24 p.m.

Peter Ward, Recorder

Antoinette Deluca, Secretary

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, May 21, 2016, at 9:30 a.m.**, in the library's conference room. Present were Jane Dietz, Antoinette Deluca, Diana Coyne, Bob Shetty and Garry Biggs. Also present were Library Director Peter Ward and Assistant Library Director Lisa Kropp.

Mrs. Dietz, in her capacity as chairperson, stated that a quorum was present and called the meeting to order at 9:34 a.m.

Upon a motion by Mr. Shetty, which was seconded by Mrs. DeLuca, and carried by a vote of 5-0, the agenda was adopted as presented.

Upon a motion by Mrs. Deluca, which was seconded by Mr. Biggs, and carried by a vote of 5-0, the minutes of the meeting held on April 23, 2016, were approved as presented.

Upon a motion by Mr. Biggs, which was seconded by Mrs. Deluca, and carried by a vote of 5-0, the Treasurer's Report was approved as presented. Mr. Ward advised that certain accounts in the budget report included expenditures that rightly should be charged to the capital project fund. Mr. Shetty requested that the budget report be amended accordingly.

The Board heard the report of Assistant Library Director Lisa Kropp.

The Board entered executive session at 10:08 a.m. on a motion from Mrs. Coyne, which was seconded by Mrs. Deluca, to discuss the Library Director's recommendation to appoint certain persons to the positions of Librarian I (PT) and Librarian Trainee (PT). The Board re-entered public session at 10:22 a.m.

Upon the recommendation of the Library Director, and the review of the Personnel Committee, the following appointments were approved by a vote of 4-1: Mrs. Dietz, AYE; Mr. Biggs, AYE; Mrs. Deluca, AYE; Mr. Shetty, AYE; Mrs. Coyne, NAY.

- The appointment of Charlotte Latuso to the position of Librarian I (PT), at 16 hours per week, and a salary of \$25.62 per hour.
- The appointment of Justine Rivera to the position of Librarian trainee (PT), at 16 hours per week, and a salary of \$24.07 per hour.

The Board took a 10 minute recess.

Mrs. Dietz requested that all board committees submit written annual reports before the June meeting.

The Board agreed to postpone further consideration and action to the June meeting regarding a proposal from the Policy Committee about patron behavior. Mrs. Coyne suggested that rather than the word "patron" the word "customer" is more appropriate.

Mrs. Coyne suggested that the Library initiate a mental health public awareness campaign. She said that such an effort would be a very effective way for the Library to engage with the community. The Board discussed at length possible programs about mental health. Mrs. Kropp said that the Library was already working with the Lindenhurst Cares coalition to co-sponsor mental health training.

During the period for public expression, Lori-Ann Novello talked more about mental health training.

Mrs. DeLuca suggested that the Library again solicit RFP's for snow removal.

Mrs. Dietz congratulated Lori-Ann Novello on her election to the library board.

The meeting adjourned at 11:22 am.

Peter Ward, Recorder

Antoinette DeLuca, Secretary

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, June 18, 2016, at 9:30 a.m.**, in the library's conference room. Present were Jane Dietz, Antoinette DeLuca, Diana Coyne (arrived after the vote on the Treasurer's Report), Bob Shetty and Garry Biggs. Also present were Library Director Peter Ward and Assistant Library Director Lisa Kropp.

Mrs. Dietz, in her capacity as chairperson, stated that a quorum was present and called the meeting to order at 9:30 a.m.

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

Upon a motion by Mrs. DeLuca, which was seconded by Mr. Biggs, and carried by a vote of 4-0, the minutes of the meeting held on March 26, 2016, were approved as presented.

Upon a motion by Mrs. DeLuca, which was seconded by Mr. Shetty, and carried by a vote of 4-0, the Treasurer's Report was approved as presented. Mr. Shetty said that he thought there were more checks than usual. Mr. Ward explained that it is not uncommon for more at the end of the fiscal year because of encumbrances paid.

Mr. Ward discussed the potential development of statewide and regional library consortiums for the purchase and distribution of e-books.

Mrs. Kropp's report included information about her attendance at a readers' advisory conference, our 3M e-book collection, staffing in the circulation department, a new performance evaluation form, LML's partnership with Lindy Cares in presenting a program about the mental health of teens, and the visits to other libraries along with Mrs. Dietz, Mr. Shetty, and Mr. Ward.

Annual committee reports were presented and are attached to the original of these minutes.

Mrs. Coyne suggested that LML hold a garage sale. Mr. Ward said that, after talking with library counsel and other libraries, that a garage sale is very feasible and would begin planning one. There followed a general discussion about establishing a library endowment fund, windows on the south side of the library building, the future of the library annex, and a new five-year maintenance plan.

Upon a motion by Mr. Shetty, which was seconded by Mrs. DeLuca, and carried by a vote of 5-0, a Code of Conduct policy was approved as amended. Mrs. Coyne suggested change the title of the policy from "Patron Behavior" to "Code of Conduct," which was adopted by unanimous consent.

Mrs. Coyne opened a discussion about the use of the conference room by the Scrabble players. The discussion touched on the difference between a library-sponsored program and meeting room use by outside groups, the length of time a group may have a meeting room, and if it is a conflict of interest for a trustee also to be a member of a group requesting the use of a meeting room. Mrs. DeLuca said that, according to Jerry Nichols, her facilitation of the Scrabble group was proper in all aspects of the matter. The library board recognized that library-sponsored programs take precedence meeting by outside groups.

By a vote of 5-0, the library board approved the use of the side yard of the annex by the Girl Scouts.

By unanimous consent, the library board adopted a resolution thanking Mr. Biggs for his 22 years of service as a library trustee. Mr. Biggs declined to run for re-election. The resolution is attached to the original of these minutes.

The meeting adjourned at 12:09 p.m.

Peter Ward, Recorder

Antoinette DeLuca, Secretary

MINUTES

Lindenhurst Memorial Library

Board of Trustees

The organizational meeting of the Board of Trustees (Board) of the Lindenhurst Memorial Library was held on **Saturday, July 9, 2016, at 9:30 a.m.**, in the library's conference room. Present were Jane Dietz, Antoinette Deluca, Diana Coyne, and Lori-Ann Novello. Mr. Shetty was absent with notice. Also present were Library Director Peter Ward and library attorney Kevin Seaman.

Mrs. Dietz, in her capacity as chairperson, stated that a quorum was present and called the meeting to order at 9:30 a.m.

The oath of office was administered by library counsel Kevin Seaman to trustee Lori-Ann Novello and library director Peter Ward.

Mrs. Dietz and Mrs. Coyne were duly nominated for the office of President. Mrs. Dietz was elected by a vote of 3-1: DIETZ - Deluca, Novello, Dietz; COYNE – Coyne.

Mr. Shetty and Mrs. Coyne were duly nominated for the office of Vice-President. Mr. Shetty was elected by a vote of 3-1: SHETTY - Deluca, Novello, Dietz; COYNE – Coyne.

Mrs. Deluca and Mrs. Coyne were duly nominated for the office of Secretary. Mrs. Deluca was elected by a vote of 3-1: SHETTY - Deluca, Novello, Dietz; COYNE – Coyne.

The Board made the appointments listed hereinafter:

- Attorney – Kevin Seaman @ \$25,000 per year
- Auditor – Baldessari & Coster @ \$8,700 per audit
- Treasurer – Matthew Barnes @ \$260 per month
- Custodian of Petty Cash – Peter Ward
- Payroll Certification – Peter Ward
- Records Access Officer – Peter Ward
- Wire Transfers – Peter Ward

The Board designated the banks listed hereinafter as library depositories:

- JP Morgan Chase Bank
- Capital One
- TD Bank
- HSBC
- First National Bank of Long Island

The Board selected the newspapers listed hereinafter for official notices:

- South Bay Neighbor Newspapers
- Babylon Beacon
- Newsday

There being no further business, the meeting adjourned at 10:05 a.m.

Peter Ward, Recorder

Antoinette DeLuca, Secretary

MINUTES

Lindenhurst Memorial Library

Board of Trustees

The regular meeting of the Board of Trustees (Board) of the Lindenhurst Memorial Library was held on **Saturday, September 24, 2016, at 9:30 a.m.**, in the library's conference room. Present were Jane Dietz, Bob Shetty, Antoinette Deluca, Diana Coyne, and Lori-Ann Novello. Mr. Also present were Library Director Peter Ward, Assistant Library Director Lisa Kropp.

Mrs. Dietz, in her capacity as chairperson, stated that a quorum was present and called the meeting to order at 9:30 a.m.

Upon a motion by Mrs. Deluca, seconded by Mrs. Coyne, the meeting agenda was approved as presented, by a vote of 5-0.

Upon motions by Mrs. Coyne, seconded by Mrs. Deluca, the minutes of the reorganizational and regular meetings were approved as presented by votes of 5-0.

Upon a motion by Mr. Shetty, seconded by Mrs. Coyne, the treasurer's report, budget report, warrants, and cash flow report were approved as presented by a vote of 5-0.

Mrs. Novello presented information about the Infrastructure Committee's work regarding the selection of a library architect.

Upon the recommendation of the Infrastructure Committee and a motion by Mrs. Deluca, seconded by Mrs. Coyne, the architectural firm of H2M, located in Melville, Long Island, was selected to provide professional services in regard to a building improvement program by a vote of 5-0.

Upon the recommendation of the Policy Committee and a motion by Mr. Shetty, seconded by Mrs. Coyne, amendments to the Circulation Policy were approved by a vote of 5-0.

Upon a motion by Mrs. Deluca, seconded by Mr. Shetty, the Board entered executive session at 10:34 a.m. to discuss matters regarding the employment of certain persons by a vote of 5-0. The Board reentered open session at 11:30 a.m.

Upon the recommendation of the Personnel Committee and a motion by Mr. Shetty, seconded by Mrs. Deluca, the following were approved by a vote of 5-0:

- Approval of a retirement incentive offer to eligible employees according to the terms and conditions attached to the original of these minutes.
- Ratification of the appointment of Melissa Negrin to the position of Senior Account Clerk, effective August 22, 2016, at an annual salary of \$41,472, and a six-month probationary period.
- Part-time appointment of Joan O'Brien to the position of Library Clerk, at an hourly salary of \$15.04.

Mrs. Kropp discussed working with Better World Books.

Mrs. Coyne inquired as to the public's opinion of the vending machine in the front lobby. Mrs. Kropp stated that in her view the reaction has been mixed. The sense of the meeting was that the machines would remain for the time being.

There was also a general discussion about an upcoming author visits, moving forward with establishing a Friend's group, a craft fair, self-checks, and civics programming.

The meeting adjourned at 12:20 p.m.

MINUTES

Lindenhurst Memorial Library

Board of Trustees

The regular meeting of the Board of Trustees (Board) of the Lindenhurst Memorial Library was held on **Saturday, October 22, 2016, at 9:30 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 Peter Ward, Assistant Library Director Lisa Kropp.

Mrs. Dietz, in her capacity as chairperson, stated that a quorum was present and called the meeting to order at 9:30 a.m.

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

Upon a motion by Mrs. Coyne, seconded by Mr. Shetty, the minutes of the meeting held on September 24, 2016, were approved as presented by votes of 5-0.

The Board discussed a letter from Wendy Robertson, Community Relations Coordinator, Department of Veterans Affairs, thanking the Library for hosting a veterans' benefits information program.

Upon a motion by Mrs. Deluca, seconded by Mrs. Novello, the treasurer's report, budget report, warrants, and cash flow report were approved as presented by a vote of 5-0.

Mr. Shetty presented the Budget and Finance Committee Report. He advised the Board that the Committee has reviewed the 2015-16 operating budget, especially budget line variances.

Mrs. Novello asked Mr. Ward to present the report of the Infrastructure Committee. He advised the Board about meetings of the Committee to review the pre-referendum agreement by H2M. The Committee requested more time and information before making a recommendation.

Mrs. Kropp advised the Board about consolidating the Circulation and Technical Services departments. She also proposed hiring a Librarian III to head the Youth Services Department.

Upon the recommendation of the Director, and a motion by Mrs. Deluca, seconded by Mrs. Novello, the part-time of James Jenkins to the position of Computer Technician I, was approved, effective November 11, 2016, at an hourly rate of \$16.00: AYE – Dietz, Shetty, Deluca, Novello; NAY – Coyne.

Upon the recommendation of the Director, and a motion by Mrs. Deluca, seconded by Mrs. Novello, and approved by a vote of 5-0, Luke Korzenko was appointed to the position of Page, effective 10/31/2016, at a starting hourly wage of \$9.00.

Upon the recommendation of the Director, and a motion by Mrs. Novello, which was seconded by Mrs. Deluca, and approved by a vote of 5-0, Mrs. Kropp will attend the New York Library Association Annual Conference on November 2-5, 2016, in Saratoga Springs, New York, with reimbursement for necessary and actual expenses.

Upon the recommendation of the Policy Committee and a motion by Mrs. Coyne, seconded by Mr. Shetty, a substitute meeting room policy as presented was approved by a vote of 5-0.

Mrs. Coyne presented the report of the Performance Review Committee. She recommended a number of goals and objectives to the Board, and asked that members review them and be prepared to discuss them at the next meeting.

Upon the recommendation of the Director, and a motion by Mr. Shetty, seconded by Mrs. Deluca, the following matters regarding the 2017 Budget and trustee election were approved by a vote of 5-0:

Approval of the following dates for the 2017 Budget Vote/Trustee Election:

- Budget Hearing: Saturday, March 25, 2017, 9:30 a.m.
- Voter Registration: Saturday, March 25, 2017, 10:00 a.m. – 3:00 p.m.
- Vote/Election: Tuesday, April 4, 2017, 9:00 a.m. – 9:00 p.m.
- Approval to declare Tuesday, April 4, 2017, as Amnesty Day, with the donation of a non-perishable food item for each overdue item returned. Collected items will be distributed to local food pantries.
- Approval of the appointment of Director Peter Ward as Library District Clerk for the annual library budget vote/trustee election on Tuesday, April 4, 2017.
- Approval of the appointment of two (2) inspectors/assistant clerks, paid at the rate of \$10.00 per hour, for the budget vote/trustee election on Tuesday, April 4, 2017. One (1) full-time employee will act as chairperson for the budget vote/trustee election on Tuesday, April 4, 2017.

The Board postponed further discussion of closing on Mother's Day pending additional information from the Director.

Upon the recommendation of the Director, and a motion by Mrs. Novello, seconded by Mrs. Coyne, and approved by a vote of 5-0, the following holiday closings were approved:

2017

January 1, 2017, Sunday	New Year's Day
January 2, 2017, Monday	New Year's Day Observed
January 16, 2017, Monday	Martin Luther King Jr.'s Birthday
February 20, 2017, Monday	Presidents' Day
April 14, 2017, Friday	Good Friday
April 16, 2017, Sunday	Easter
May 28, 2017, Sunday	Memorial Day
May 29, 2017, Monday	Memorial Day
July 4, 2017, Tuesday	Independence Day
September 4, 2017, Monday	Labor Day
October 9, 2017, Monday	Columbus Day
November 11, 2017, Saturday	Veterans Day
November 23, 2017, Thursday	Thanksgiving Day
December 24, 2017, Sunday	Christmas Eve
December 25, 2017, Monday	Christmas Day
December 31, 2017, Sunday	New Year's Eve

2018

January 1, 2018, Monday	New Year's Day
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The meeting adjourned at 12:34 p.m.

Peter Ward, Recorder

Antoinette DeLuca, Secretary

MINUTES

Lindenhurst Memorial Library

Board of Trustees

The regular meeting of the Board of Trustees (Board) of the Lindenhurst Memorial Library was held on **Saturday, November 19, 2016, at 9:30 a.m.**, in the library's conference room. Present were Jane Dietz, Antoinette Deluca, and Lori-Ann Novello. Also present were Library Director Peter Ward and Assistant Library Director Lisa Kropp.

Mrs. Dietz, in her capacity as chairperson, stated that a quorum was present and called the meeting to order at 9:30 a.m.

Upon a motion by Mrs. Deluca, seconded by Mrs. Novello, the meeting agenda was approved as presented, by a vote of 3-0.

Upon a motion by Mrs. Novello, seconded by Mrs. Deluca, the minutes of the meeting held on October 22, 2016, were approved as presented by a vote of 3-0.

Upon a motion by Mrs. Deluca, seconded by Mrs. Novello, the treasurer's report, budget report, warrants, and cash flow report were approved as presented by a vote of 3-0.

Danny Tanzi and Pansy Chang presented an overview of the pre-referendum work to be done with regard to the building improvement process. A lengthy discussion followed the presentation of the overview with regard to signage, community participation, various constituencies, and meetings with the public.

Upon the recommendation of the Personnel Committee and the Library Director, Mrs. Deluca moved that the following personnel actions be approved. The motion was seconded by Mrs. Novello and carried by a vote of 3-0:

- The part-time appointment of Jennifer Viddertosky to the position of Library Clerk, to fill the vacancy left by the passing of Mary Clancy, at an hourly rate of \$15.05 per hour, effective December 5, 2016.
- The appointment of Angelique Maletta to the position of Page, at an hourly rate of \$9.00 an hour, effective November 21, 2016.
- The appointment of Natalie Vasquez to Page, in order to fill the vacancy left by the appointment of Jennifer Viddertosky to Library Clerk, at a salary of \$9.00 an hour, effective December 5, 2016.
- The retirement of Karen Paradiso from her position as Principal Library Clerk, effective December 30, 2016, according to the terms and conditions of the incentive adopted by the Board at its meeting on September 24, 2016.

- The retirement of Kathryn Sowinski from her position as Principal Library Clerk, effective December 30, 2016, according to the terms and conditions of the incentive adopted by the Board at its meeting on September 24, 2016.

Mrs. Kropp suggested that the Board consider approving the closing of the Library on Mother's Day in 2017 and thereafter. After some discussion, Mrs. Dietz recommended that further discussion of the subject be postponed to the January 2017 meeting. The Board agreed by unanimous consent. Mrs. Kropp gave a progress report to the Board about our partnership with Better World Books.

Upon a motion by Mrs. DeLuca, seconded by Mrs. Novello, and carried by a vote of 3-0, the placement of a bin for the toy drive sponsored by the United States Marines was approved.

Mrs. Dietz commended Diana Coyne for her part in the author visit by Regina Calcaterra and Rosie Maloney.

The next meeting will be held on January 28, 2017.

The meeting adjourned at 11:49 a.m.

Peter Ward, Recorder

Antoinette DeLuca, Secretary