

# MINUTES

## Lindenhurst Memorial Library

### Board of Trustees

A meeting of the Board of Trustees (Board) of the Lindenhurst Memorial Library was held on **Saturday, January 28, 2017, at 6:00 p.m.**, in the library's conference room. Present were Jane Dietz, Bob Shetty, Antoinette Deluca, and Lori-Ann Novello. Also present were Library Director Peter Ward and Assistant Library Director Lisa Kropp.

Mrs. Dietz noted that a quorum was present and called the meeting to order at 9:32 a.m.

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

Al Coster presented the annual audit report for the year beginning July 1, 2015 and ending June 30, 2016. 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. Diets called for a recess at 10:10 a.m. The meeting reconvened at 10:20 a.m.

Correspondence included a letter from State Sen. John Venditto thanking the Library for hosting a program regarding veterans. Karen Paradiso sent a card thanking the library board their good wishes on her retirement.

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

Mrs. Novello presented the Infrastructure Committee report. She commented favorably on the community meeting held earlier in the month.

Mrs. Deluca presented the Personnel Committee report. Upon the recommendation of the Director and advice of the Personnel Committee the resignation of Mary Perez, Page, effective January 19, 2017, was accepted by a vote of 5-0.

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

Upon the recommendation of the Director, on a motion by Mrs. Novello, seconded by Mr. Shetty, institutional membership in the New York Library Association at a cost of \$1,250 was approved by a vote of 5-0.

Upon the recommendation of the Director, on a motion by Mrs. Deluca, seconded by Mr. Shetty, reimbursement to Lisa Kropp for necessary and appropriate expenses for her attendance at 2017 Mid-Winter ALA Conference, not to exceed \$800.00, was approved by a vote of 5-0.

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 of Lisa Kropp at Library Advocacy Day in Albany, New York, was approved by a vote of 5-0.

Upon the recommendation of the Director, on a motion by Mrs. Coyne, seconded by Mrs. Deluca, Food for Fines in partnership with Long Island Cares on the day of the 2017 budget vote and trustee election was approved by a vote of 5-0.

Mrs. Coyne inquired as to library fundraising. Mrs. Kropp replied that an event was being planned for the spring. Mrs. Coyne also suggested that legacy donation be encouraged via our newsletter and social media.

Mrs. Dietz suggested moving the regular monthly meeting to the second Saturday of the month in order to approve warrants before the check are actually sent out.

Mr. Shetty asked the Board to consider an internal auditor.

Mrs. Kropp presented information regarding the door count on Mother's Day.

Mrs. Coyne said we should consider moving the front entrance to Wellwood Avenue. She also suggested doing more author visits.

Mr. Shetty suggested more outreach and having a bus bring seniors to the Library.

The Board agreed on the following dates for future meeting: February 11, 2017; March 11, 2017; April 18, 2017; May 13, 2017; June 10, 2017.

There being no further business, the meeting adjourned at 12:17 p.m.

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Peter Ward, Recorder

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Antoinette Deluca, Secretary

# MINUTES

## Lindenhurst Memorial Library

### Board of Trustees

A meeting of the Board of Trustees (Board) of the Lindenhurst Memorial Library was held on **Saturday, February 11, 2017, at 9:30 a.m.**, in the library's conference room. Present were Jane Dietz, Bob Shetty, and Lori-Ann Novello. Also present were Library Director Peter Ward and Assistant Library Director Lisa Kropp. Diana Coyne was absent without notice.

Mrs. Dietz noted that a quorum was present and called the meeting to order at 9:39 a.m.

Upon a motion by Mr. Shetty, seconded by Mrs. Novello, the agenda was adopted as presented by a vote of 3-0.

Upon a motion by Mrs. Novello, seconded by Mr. Shetty, the minutes of the January were approved as corrected by a vote of 3-0.

Upon a motion by Mr. Shetty, seconded by Mrs. Novello, The Treasurer's report, budget report, and warrants were approved by a vote of 3-0.

Mr. Shetty inquired as to why certain financial information was not included in the board packet. Mr. Ward replied that the shorter of time between the January and February meetings was the reason.

Mrs. Dietz called for a recess at 10:10 a.m. The meeting reconvened at 10:20 a.m.

Upon the advice of the Budget Committee and the recommendation of the library director, the proposed operating budget for the fiscal year beginning July 1, 2017 and ending June 30, 2018, was approved by a vote of 3-0.

Mr. Ward commended Lisa Kropp and Craig Brown on their good working on the operating budget.

Upon the advice of the Personnel Committee and the recommendation of the library director, the board approved the following personnel transactions by a vote of 3-0:

- Promotion of Peggy Furrer to Principal Library Clerk to fill the vacancy left by the retirement of Kathy Sowinski, effective February 13 2017, at a salary of \$ 41,104, subject to a 12-week probationary period.
- Promotion of Nancy Sweeney to the position of Senior Library Clerk to fill the vacancy left by the promotion of Peggy Furrer, effective February 13, 2017, at an annual salary of \$31,238, subject to a 12-week probationary period.

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

Upon a motion by Mr. Shetty, seconded by Mrs. Novello, and the recommendation of the library director, and approved by a vote of 3-0, the annual budget hearing will be held on Wednesday, March 22, 2017, at 6:30 p.m.

The Board also discussed matters pertaining to financial reporting, library use statistics, outreach, legislative engagement, Mayor Brennan, building maintenance, and the Rainbow Center.

There being no further business, the meeting adjourned at 12:39 p.m.

# MINUTES

## Lindenhurst Memorial Library

### Board of Trustees

A meeting of the Board of Trustees (Board) of the Lindenhurst Memorial Library was held on **Saturday, March 11, 2017, at 9:30 p.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 and Assistant Library Director Lisa Kropp.

Mrs. Dietz noted 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 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 January were approved by a vote of 4-0.

Upon a motion by Mr. Shetty, seconded by Mrs. Deluca, The Treasurer's report, budget report, and warrants were approved by a vote of 3-0.

Mrs. Coyne arrived at the meeting.

Mrs. Dietz called for a recess at 10:10 a.m. The meeting reconvened at 10:20 a.m.

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

Mr. Shetty presented the report of the Budget and Finance Committee.

Mrs. Deluca presented the report of the Personnel Committee.

Mrs. Coyne presented the report of the Performance Review Committee.

Upon the recommendation of the Policy Committee, a motion by Mrs. Novello, which was seconded by Mrs. Deluca, a Credit Card Policy was adopted by a vote of 5-0.

The Board also discussed matters pertaining to starting a Friends group, fundraising, change of address, circulation statistics, outreach, a maintenance plan, the building improvement plan, vending machines, and Mayor Brennan.

Upon a motion by Mrs. Deluca, which was seconded by Mr. Shetty, the Board approved closing the Library on Mother's day and opening on the first Sunday after Labor Day.

Upon the request of Mrs. Kropp, her attendance at the annual American Library Association Conference in Chicago on June 22-27, 2017, with reimbursement for appropriate and necessary expenses in accordance with library policy was approved 5-0.

The Board discussed the availability of property adjacent to library property on Lee Avenue. The matter was referred to the Infrastructure Committee.

Mrs. Coyne suggested library trustees rotate attending Village Board meetings.

There being no further business, and on a motion by Mrs. Deluca, which was seconded by Mr. Shetty, the meeting adjourned at 11:24 a.m.

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Peter Ward, Recorder

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Antoinette Deluca, Secretary

# MINUTES

## Lindenhurst Memorial Library

### Board of Trustees

A meeting of the Board of Trustees (Board) of the Lindenhurst Memorial Library was held on **Saturday, April 8, 2017, at 9:30 p.m.**, in the library's conference room. Present were Jane Dietz, Bob Shetty, Antoinette Deluca, and Diana Coyne. Also present were Library Director Peter Ward and Assistant Library Director Lisa Kropp. Lori-Ann Novello was absent with notice.

Mrs. Dietz noted 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 agenda was adopted as presented by a vote of 4-0.

Upon a motion by Mrs. Coyne, seconded by Mrs. Deluca, the minutes of the March meeting were approved as corrected by a vote of 4-0.

Upon a motion by Mrs. Coyne, seconded by Mr. Shetty, the treasurer's report, budget report, and warrants were approved by a vote of 4-0.

Mrs. Coyne presented the report of the Policy Committee. The Board adopted the following on the recommendation of the Committee by votes of 4-0.

- That the Staff Development policy be amended by changing the reimbursement clause to "reimburse necessary and appropriate expenses, excluding registration fees, with the total not to exceed \$800.00."
- Delete policies 510, 610, 810.
- Increase petty cash to \$500.00.
- Amend hours of library service as presented. Copy is attached to the original of these minutes.

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

Upon a motion by Mrs. Coyne, seconded by Mrs. Deluca, and a vote of 4-0, the attendance of Mr. Shetty at the 2017 American Library Association Annual Conference was approved, with necessary and appropriate expenses to be reimbursed according to library policy.

The Board also discussed matters pertaining to starting a Friends group, fundraising, handicapped access signs and honoring Mayor Brennan.

There being no further business, and on a motion by Mrs. Deluca, which was seconded by Mr. Shetty, the meeting adjourned at 12:30 p.m.

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Peter Ward, Recorder

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Antoinette Deluca, Secretary

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

A meeting of the Board of Trustees (Board) of the Lindenhurst Memorial Library was held on **Saturday, May 13, 2017, at 9:30 p.m.**, in the library's conference room. Present were Jane Dietz, Bob Shetty, Antoinette Deluca, and Lori Novello. Diana Coyne was absent with notice. Also present were Library Director Peter Ward and Assistant Library Director Lisa Kropp.

Mrs. Dietz noted 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 agenda was adopted as presented by a vote of 4-0.

Joe Mottola and Pansy Chang of H2M presented schematic design options.

The Board entered executive session at 11:04 a.m. to discuss contractual matters and re-entered public session at 11:45 p.m. The Board then engaged in a lengthy discussion about the presentation and the building program.

Upon a motion by Mrs. Deluca, seconded by Mrs. Shetty, the minutes of the April meeting were approved as corrected by a vote of 4-0.

Upon a motion by Mrs. Deluca, seconded by Mrs. Novello, the treasurer's report, budget report, and warrants were approved by a vote of 4-0.

Upon a motion by Mrs. Deluca, seconded by Mrs. Novello, and approved by a vote of 4-0, the appointment of Andrea Malchiodi, to the position of Librarian III, at a salary of \$80,000 and benefits in accordance with library policy, subject to a six-month probationary period, effective June 5, 2017.

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

The Board commended Janine Kober for her outstanding work on the chick-hatching program.

Mrs. Novello left the meeting at 12:56 p.m.

The Board also discussed matters pertaining to starting a Friends group, vending machine, signage, the Torres family tree, and honoring Mayor Brennan.

There being no further business, and on a motion by Mrs. Deluca, which was seconded by Mr. Shetty, the meeting adjourned at 1:10 p.m.

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Peter Ward, Recorder

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Antoinette Deluca, Secretary

# MINUTES

## Lindenhurst Memorial Library

### Board of Trustees

A meeting of the Board of Trustees (Board) of the Lindenhurst Memorial Library was held on **Saturday, June 10, 2017, at 9:30 a.m.**, in the library's conference room. Present were Jane Dietz, Bob Shetty, Antoinette Deluca, Diana Coyne and Lori Novello. Also present were Library Director Peter Ward and Assistant Library Director Lisa Kropp.

Mrs. Dietz noted that a quorum was present and called the meeting to order at 9:32 a.m.

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

Mrs. Dietz asked the library board to decide whether a building referendum should be held in October. Mrs. Dietz, Mrs. DeLuca, Mrs. Coyne, and Mrs. Novello agreed, Mr. Shetty did not.

Mrs. Dietz then asked the library board to choose between Option I and Option II schematic designs as presented by H2M. The library board chose Option II unanimously.

Mrs. Dietz called for a recess at 10:07 a.m. The library reconvened at 10:13 a.m.

Upon a motion by Mrs. Deluca, seconded by Mrs. Shetty, the minutes of the May meeting were approved as presented by a vote of 5-0.

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

The Personnel Committee report was presented by Mrs. Deluca. She advised the library board that the Committee was continuing its work reviewing the labor agreement with the bargaining unit.

The Policy Committee report was presented by Mr. Shetty. On the recommendation of the Committee and by unanimous vote the library board agreed to delete sections 510, 610, and 810.

Mrs. Dietz recommended adopting and including in the minutes of the meeting the resolution presented to Mayor Thomas Brennan in his honor on the occasion of his retirement from public service.

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

Mrs. Coyne recommended that the library board review the need for hiring security guards again.

The subject of committee assignments was briefly discussed.

Mrs. Kropp discussed the subject of architectural renderings from H2M. After a lengthy discussion, the library board authorized the director to agree to a price not to exceed \$5,000 for four renderings.

The library discussed holding a meeting on August 10, 2017, at 3:00 p.m.

The Board also discussed matters pertaining to starting a Friends group, vending machine, craft fair, signage, and planting a tree in recognition of the contributions from the Torres family.

There being no further business, and on a motion by Mrs. Deluca, which was seconded by Mr. Shetty, the meeting adjourned at 12:28 p.m.

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Peter Ward, Recorder

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Antoinette Deluca, Secretary

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

A meeting of the Board of Trustees (Board) of the Lindenhurst Memorial Library was held on **Saturday, July 8, 2017, at 10:00 a.m.**, in the library's conference room. Present were Jane Dietz, Antoinette Deluca, Diana Coyne and Lori Novello. Bob Shetty was absent with notice. Also present were Library Director Peter Ward and Assistant Library Director Lisa Kropp.

Mrs. Dietz noted that a quorum was present and called the meeting to order at 10:00 a.m.

Upon a motion by Mrs. Deluca, seconded by Mrs. Novello, 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 June meeting were approved as presented by a vote of 4-0.

The Board discussed the library building project. Mrs. Dietz commended Lisa Kropp for her presentations at the public meetings. Mrs. Kropp presented renderings form H2M. Discussion followed.

Upon a motion by Mrs. Deluca, seconded by Mrs. Novello, the treasurer's report, budget report, and warrants were approved by a vote of 4-0.

Mrs. Coyne presented the annual report of the Performance Review Committee. She stated that although the Library accomplished much in the previous year, there are still matters left unfinished.

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

The Board briefly discussed the schedule of money to be received from the school district.

The Board decided to hold regular meetings on August 10, 2017, at 3:30 p.m.; September 7, 2017, at 11:00 a.m.; October 11, 2017, at 11:00 a.m.; November 15, 2017, at 11:00 a.m.; and December 13, 2017, at 11:00 a.m.

There being no further business, and on a motion by Mrs. Deluca, which was seconded by Mrs. Novello, the meeting adjourned at 11:52 a.m.

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Peter Ward, Recorder

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Antoinette Deluca, Secretary



# MINUTES

## Lindenhurst Memorial Library

### Board of Trustees

The annual reorganization meeting of the Board of Trustees (Board) of the Lindenhurst Memorial Library was held on **Saturday, July 8, 2017, at 9:30 a.m.**, in the library's conference room. Present were Jane Dietz, Antoinette Deluca, Diana Coyne and Lori Novello. Bob Shetty was absent with notice. Also present were Library Director Peter Ward and Assistant Library Director Lisa Kropp.

The meeting was called to order by Mrs. Dietz at 9:30 a.m.

Mrs. Dietz administered the oath of office to Mrs. Deluca.

Mrs. Dietz administered the oath of office to library director Peter Ward.

Nominations from the floor:

Mrs. Dietz was nominated by Mrs. Deluca for President. Mrs. Coyne inquired as to whether the bylaws prescribed term limits for officers. Mrs. Dietz was elected by a vote of 4-0.

Mr. Ward administered the oath of office to Mrs. Dietz.

Mr. Shetty was nominated by Mrs. Deluca for Vice-President. Mr. Shetty was elected by a vote of 4-0.

Mrs. Deluca was nominated by Mrs. Dietz for the office of Secretary. VOTE: AYES: Dietz, Novello, Deluca NAYS Coyne.

Mrs. Dietz stated that in her capacity as President she will leave the committee assignments as they are and will reconsider such assignments after the anticipated bond referendum in November. Mrs. Coyne stated that she would prefer to be assigned to different committees. Discussion followed.

The following appointments were approved by a vote of 4-0:

- Library Attorney – Kevin Seaman at an annual retainer of \$25,000.
- Auditor – Balderssari & Coster at an annual retainer of \$9,050.
- Treasurer – Matthew Barnes at a fee of \$260 per month.
- Custodian of Petty Cash – Peter Ward
- Payroll Certification – Peter Ward
- Records Access Officer – Peter Ward
- Wire Transfers – Peter Ward

The following banks were designated as depositories by a vote of 4-0:

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

The following were designated as official newspapers by a vote of 4-0:

Neighbor Newspapers

Babylon Beacon

Newsday

The organizational meeting adjourned at 9:53.

# MINUTES

## Lindenhurst Memorial Library

### Board of Trustees

A meeting of the Board of Trustees (Board) of the Lindenhurst Memorial Library was held on **Thursday, August 10, 2017, at 3:30 p.m.**, in the library's conference room. Present were Jane Dietz, Antoinette Deluca, Diana Coyne and Lori Novello. Bob Shetty was absent with notice. Also present were Library Director Peter Ward and Assistant Library Director Lisa Kropp.

Mrs. Dietz noted that a quorum was present and called the meeting to order at 3:31 p.m.

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

The Board discussed the progress of the building project at length.

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

Upon a motion by Mrs. Coyne, seconded by Mrs. Deluca, the treasurer's report, budget report, and warrants were approved by a vote of 4-0.

Upon a motion by Mrs. Deluca, seconded by Mrs. Novello, and a vote of 4-0, the Board entered executive session at 5:07 p.m. The Board re-entered public session at 5:18 p.m.

Upon a motion by Mrs. Novello, seconded by Mrs. Coyne, the Board approved the following salary adjustments, retroactive to July 1, by a vote of 4-0.

- Peter Ward, Director, \$129,000.
- Lisa Kropp, Assistant Library Director, 102,742
- Craig Brown, Principal Library Clerk, \$47,616 and a one-time lump sum payment of \$2,000.
- Melissa Negrin, Account Clerk, \$43,131 and a one-time lump sum payment of \$1,500.

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

Upon a motion by Mrs. Deluca, seconded by Mrs. Novello the following resolution was adopted by a vote of 4-0:

*WHEREAS*, the Library requires assistance with planning and conducting a public information program in order to keep residents informed about the library building project; therefore, be it

*RESOLVED*, that the Library retain the services of CJ2 for services related thereto, at a rate of \$2,500.00 for one month, provided that CJ2 provides appropriate references.

The Board agreed to have Mrs. Coyne chair a security committee.

Upon a motion by Mrs. Coyne, seconded by Mrs. Deluca, the attendance of Monika Brusalis, Justine Rivera, and Lisa Kropp at the annual conference of the New York Library Association in Saratoga Springs, on November 8-11, 2017, with reimbursement for actual and necessary expenses according to library policy, was approved by a vote of 4-0.

Upon a motion by Mrs. Novell, seconded by Mrs. Deluca, the attendance of Diana Coyne at the Library Association Workshop to be held on Saturday, August 12, 2017 at Plainview-Old Bethpage Library, with reimbursement for actual and necessary expenses, was approved by a vote of 4-0.

Upon a motion by Mrs. Deluca, seconded by Mrs. Novello, the purchase of a digital library card system from Metropolitan Data Solutions, according to the terms and conditions of NYS Contract #PT63105, for a cost not to exceed \$7,207.50, was approved by a vote of 4-0.

The matter of retaining bond counsel was postponed to the September meeting.

The Board decided to hold regular meetings on September 13, 2017, at 11:00 a.m.; October 18, 2017, at 11:00 a.m.; November 15, 2017, at 11:00 a.m.; and December 20, 2017, at 11:00 a.m.

There being no further business, and on a motion by Mrs. Deluca, which was seconded by Mrs. Novello, the meeting adjourned at 5:56 p.m.

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Peter Ward, Recorder

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Antoinette Deluca, Secretary

# MINUTES

## Lindenhurst Memorial Library

### Board of Trustees

A meeting of the Board of Trustees (Board) of the Lindenhurst Memorial Library was held on **Wednesday, September 13, 2017, at 11:00 a.m.**, in the library's conference room. Present were Jane Dietz, Bob Shetty, Antoinette Deluca, Diana Coyne and Lori Novello. Also present were Library Director Peter Ward, Assistant Library Director Lisa Kropp, and library attorney Kevin Seaman.

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. Coyne, the agenda was adopted as presented by a vote of 5-0.

Upon a motion by Mrs. Deluca, seconded by Mrs. Novello, the minutes of the August meeting were approved as amended by a vote of 5-0.

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

Mr. Seaman presented information and legal documents related to the library building project and vote to be given to the school board. Mr. Seaman requested that the library approve the documents by a roll call vote:

Dietz – AYE  
Shetty – AYE  
Deluca – AYE  
Coyne – AYE  
Novello - AYE

Mrs. Dietz left the meeting at 12:40 p.m.

Upon a motion by Mrs. Deluca, seconded by Mrs. Novello, and a vote of 4-0, the Board entered executive session at 12:43 p.m. to discuss matters related to the employment of a certain person. The Board re-entered public session at 1:15 p.m.

The Board approved by a vote of 4-0 canvassing the Suffolk County Department of Civil Service List of eligible candidates for the position of Library Director at a salary of \$110,000.

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

There being no further business, and on a motion by Mrs. Deluca, which was seconded by Mrs. Novello, the meeting adjourned at 1:30 p.m.

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Peter Ward, Recorder

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Antoinette Deluca, Secretary

# MINUTES

## Lindenhurst Memorial Library

### Board of Trustees

A meeting of the Board of Trustees (Board) of the Lindenhurst Memorial Library was held on **Wednesday, October 18, 2017, at 11:00 a.m.**, in the library's conference room. Present were Jane Dietz, Bob Shetty, Antoinette DeLuca, Diana Coyne and Lori Novello. Also present were Director Peter Ward and Assistant 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 Mr. Shetty, seconded by Mrs. Novello, the agenda was adopted as presented by a vote of 5-0.

Upon a motion by Mrs. DeLuca, seconded by Mrs. Novello, the minutes of the September meeting were approved as presented by a vote of 5-0. Mr. Shetty requested that a draft of the meeting minutes be published within 5 days of a board meeting and distributed to trustees.

At 12:03 p.m. Mrs. DeLuca left the meeting.

Upon a motion by Mr. Shetty, seconded by Mrs. DeLuca, the treasurer's report, budget report, and warrants were approved by a vote of 4-0. Mr. Shetty noted that for the last few months, certain budget lines are being overspent. Peter Ward stated that prior to overspending budget lines, funds can be transferred between budget lines to balance them out via board resolution at meetings.

Upon a motion by Mr. Shetty, seconded by Mrs. Novello, and a vote of 4-0, the Board entered executive session for the purpose of discussing a personnel matter regarding an employee discipline case at 12:33 p.m. The Board re-entered public session at 1:06 p.m.

Director Peter Ward left the meeting at 1:06 p.m.

Upon a motion by Mrs. Coyne, seconded by Mrs. Novello, the Board approved the disciplinary actions discussed in executive session, by a vote of 3-1.

Upon a motion by Mrs. Coyne, seconded by Mr. Shetty, the Board approved the dates for the 2018 Budget Vote/Trustee Election and 2018 Holiday Closings calendar, by a vote of 4-0.

Assistant Director Lisa Kropp forgot to ask the Board to approve the hiring of Charlotte Latuso from a 17.5 hour per week position to an 18 hour per week position at her current hourly rate of \$28.51. An email vote was conducted after the meeting approving this, however in accordance with NYS Open Meeting Law, the Board will vote on this action at the November meeting.

Craig Brown is working on a draft Financial Management Policy for the policy committee.

The security officer position will be re-advertised.

Mr. Shetty requested that a copy of LML's 2016 NYS Annual Report be sent to the Board.

**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, November 1, 2017, at 11:00 a.m.**, in the library's conference room. Present were Trustees Jane Dietz, Antoinette Deluca, Diana Coyne and Lori Novello. Trustee Bob Shetty was absent with notice. There were no attendees from the public.

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. Coyne, the board entered executive session at 11:01 a.m. for the purpose of discussing a personnel issue regarding the matter of granting leave to the Director.

Following discussions and a return to open session, a motion was made by Mrs. DeLuca, seconded by Mrs. Novello, a resolution granting Director Peter Ward a paid to work leave on special assignment and to report directly to LML Board President Jane Dietz, effective November 1, 2017, through the effective date of his resignation/retirement December 31, 2017, was adopted by a vote of 4-0.

There being no further business, and on a motion by Mrs. Deluca, which was seconded by Mrs. Coyne, the meeting adjourned at 11:16 a.m.

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Peter Ward, Recorder

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Antoinette Deluca, Secretary

# APPROVED MEETING MINUTES

## Lindenhurst Memorial Library Board of Trustees Meeting

A regular meeting of the Board of Trustees (Board) of the Lindenhurst Memorial Library was conducted on Wednesday, November 15, 2017 at 11:00 a.m., in the Library's Small Meeting Room. Present were Trustees Jane Dietz, Antoinette DeLuca, and Lori-Ann Novello. Also present was Library Assistant Director Lisa Kropp. Library Board Members Diana Coyne and Bob Shetty were absent with notice.

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 3-0.

Upon a motion by Mrs. DeLuca, seconded by Mrs. Novello, the minutes of the October 18 Board Meeting, and the November 1 Special Board Meeting, were approved by a vote of 3-0.

Board President Mrs. Dietz commended the staff for their efforts regarding the bond referendum, which received 521 yes votes and 683 no votes. She indicated that the Board would host a "lessons learned" session after the holidays and invite key members of the community to share their perspectives.

During Public Expression, residents Maureen Savin and Valerie San Filippo expressed disappointment that the bond referendum was voted down, and thanked the Board for its work.

Upon a motion by Mrs. Novello, seconded by Mrs. DeLuca, the Treasurer's report, budget report, and warrants were approved by a vote of 3-0.

Committee reports were as follows:

- Budget and Finance: no report
- Infrastructure: Mrs. Novello advised that it was critical to return to the drawing board by way of considering feedback received as a result of the negative vote.
- Personnel: Mrs. DeLuca reported that the committee was to meet on November 20.
- Policy: Mrs. Kropp reported she would email Mr. Shetty and Mrs. Dietz for a new committee date.
- Performance Review: no report
- Safety and Security: Mrs. Kropp reported that an ad was placed in the South Bay Neighbor for a four week period, beginning November 15, for a part time security officer position.

Mrs. Kropp presented her report, a copy of which is attached to the original of these minutes.

Mrs. Kropp presented a report on behalf of the Friends of the Lindenhurst Memorial Library. The group was extremely helpful in the days leading up to the bond referendum, and currently

possesses 26 active members. They are launching a membership drive in early 2018 and will be shortly electing officers for the 2018 year.

Unfinished Business was as follows:

- Due to the oversight of a vote conducted at the October 18 meeting, the Board voted on the hiring of Charlotte Latuso, part time youth services librarian for an 18 hour per week position at her current rate of \$28.51.
- Canvass letters were issued for the position of Library Director.

New Business was as follows:

- Mrs. Kropp shared the SCLS 2018 Budget Ballot, as well as the SCLS Town of Babylon Trustee Ballot. Both are due back to SCLS by December 29, 2017. She advised the Board to read through the packet, and be prepared to discuss and vote on the two ballots at the December Board meeting.
- Mrs. Kropp shared an email from Principal Library Clerk Janet Batson that detailed the scheduling difficulties of having to maintain part time clerks at or below 17.5 hours a week, including weekend hours worked.

Upon a motion by Mrs. DeLuca and seconded by Mrs. Novello, the Board approved by a vote of 3-0 canvassing the Suffolk County Department of Civil Service list of eligible candidates for two, 22 hour per week positions of Library Clerk.

- Mrs. Kropp introduced the NYLA-Sustainability Initiative's Benchmark Program and asked the Board to review the membership terms, conditions and agreement form in order that a discussion and vote could take place at the December meeting.

Upon a motion by Mrs. DeLuca, seconded by Mrs. Novello, and a vote of 3-0 the Board entered executive session at 11:59 a.m. for the purpose of revisiting the Resolution granting Director Ward a paid terminal leave. The Board re-entered Public Session at 12:51 p.m.

Upon a motion by Mrs. DeLuca and seconded by Mrs. Novello, the Board approved by a vote of 3-0 an amendment to the Resolution granting Director Ward a paid terminal leave. Resolved, that during the course of Director Ward's paid terminal leave that in order to avoid any disruption to the operation of the Library and to assure a smooth transition to the management and leadership of a successor Director of the Library that Director Ward be requested to refrain from appearing on Library premises through the date of his effective retirement and resignation (December 31, 2017).

There being no further business, and on a motion by Mrs. DeLuca and seconded by Mrs. Novello, the meeting adjourned at 1:04 p.m.

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Lisa Kropp, Designated Recorder

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Antoinette DeLuca, Secretary



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

A meeting of the Board of Trustees (Board) of the Lindenhurst Memorial Library was held on Wednesday, December 20, 2017, 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 Assistant Director Lisa Kropp and Library attorney Kevin Seaman. Library Director Peter Ward was absent with notice.

Mrs. Dietz noted that a quorum was present and called the meeting to order at 11:03 a.m.

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

Upon a motion by Mrs. Deluca, seconded by Mrs. Novello, the minutes of the November meeting were approved by a vote of 5-0.

Upon a motion by Mrs. Deluca, seconded by Mrs. Coyne, a special Board meeting for the purpose of discussing the building project on Wednesday, January 3, 2018 was approved by a vote of 5-0.

Upon a motion by Mrs. Deluca, seconded by Mr. Shetty, the Board moved into executive session at 11:13 a.m. for the purpose of discussing a personnel matter relating to a legal matter regarding a specific employee. Also, for the purpose of discussing the appointment of a Library Director to fill the vacancy created by the planned retirement of Director Peter Ward on December 31, 2017.

Assistant Director Lisa Kropp left executive session at 12:25 p.m. and returned at 1:02 p.m.

Library attorney Kevin Seaman left executive session and the Board meeting at 12:30 p.m.

Upon a motion by Mr. Shetty, seconded by Mrs. Novello, the Board exited executive session at 1:08 p.m. by a vote of 5-0.

Upon a motion by Mrs. Deluca, seconded by Mrs. Novello, the Board voted to appoint Lisa Kropp as Library Director, effective January 1, 2018 at a salary of \$110,000 by a vote of 5-0.

Trustee Lori-Ann Novello left the meeting at 1:32 p.m.

Upon a motion by Mr. Shetty, seconded by Mrs. Coyne, the treasurer's report, budget report, and warrants were approved by a vote of 4-0.

Upon a motion by Mrs. Coyne, seconded by Mrs. Deluca, the Board voted yes on the 2018 Suffolk Cooperative Library System operating budget by a vote of 4-0.

Mr. Shetty reported that the Budget and Finance Committee had met to discuss the draft 2018-19 operating budget, the rise in minimum wage in New York State to \$11.00 per hour as of January 1, 2018, and the transfer of funds from the SCLS basic service plan line to the circulation control and the dues line. Mr. Shetty requested the yearly dollar amount of Page salaries. He also requested that the Board take a close look at the new federal tax plan and how it might impact Lindenhurst.

Upon a motion by Mrs. Deluca, seconded by Mrs. Coyne, the Board voted to transfer \$1,500 from the SCLS basic service plan line to the Circulation Control line and to transfer \$2,500 from the SCLS basic service plan line to the Dues line by a vote of 4-0.

Upon a motion by Mrs. Deluca, seconded by Mr. Shetty, the Board voted to increase the minimum wage from \$10.00 per hour to \$11.00 per hour as of January 1, 2018, due to the mandated increase by New York State, by a vote of 4-0.

Mrs. Coyne presented the report of the Safety and Security Committee and recommended the Board approve the hiring of Mr. Andrea Amoruso as a part time security officer. Mrs. Kropp thanked Mrs. Coyne for her valuable assistance, given her law enforcement background, in the interview process.

Upon a motion by Mrs. Deluca, seconded by Mrs. Coyne, the Board approved the hiring of Mr. Andrea Amoruso as a part time security officer at the rate of \$17.00 per hour, by a vote of 4-0.

The Board read with interest the reports from Youth Services and Family Engagement Coordinator Andrea Malchiodi, along with the conference attendance reports of Monika Brusalis, Justine Rivera, and Lisa Kropp from the Annual NYLA Conference, which took place November 8-11, 2017. A copy of the reports are attached to the original of these minutes.

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

Upon a motion by Mrs. Deluca, seconded by Mr. Shetty, the Board approved the increase in hours from 17.5 hours to 22 hours per week of part time library clerk Jennifer Viddertosky at her current hourly rate of \$15.73, by a vote of 4-0.

Upon a motion by Mrs. Coyne, seconded by Mrs. Deluca, the Board approved the attendance of Assistant Director Lisa Kropp at the ALA Midwinter meeting from February 7 – 12 in Denver, CO at a cost up to \$800.00 per staff development policy, by a vote of 4-0.

Upon a motion by Mrs. Deluca, seconded by Mr. Shetty, the Board approved the Library joining the New York Library Association's Sustainable Library Certification Program at a cost of \$540.00, by a vote of 4-0.

Upon a motion by Mrs. Coyne, seconded by Mrs. Deluca, the Board approved the following dates for the 2018 Budget Vote and Trustee Election, by a vote of 4-0:

- Public budget hearing on Tuesday, March 27, 2018 at 7:00 p.m.
- Voter registration on Tuesday, March 27, 2018 from 3:00 – 8:00 p.m.
- 2018 Annual Budget Vote and Trustee Election on Tuesday, April 10, 2018 from 9:00 a.m. – 9:00 p.m.
- Approval of the Library Director to serve as Library District Clerk for the annual Budget Vote and Trustee Election on Tuesday, April 10, 2018
- Approval of the appointment of two (2) inspectors/assistant clerks, paid at the rate of \$11.00 per hour, for the annual Budget Vote and Trustee Election on Tuesday, April 10, 2018.
- Approval of one (1) full time Library employee to act as chairperson for the annual Budget Vote and Trustee Election on Tuesday, April 10, 2018
- Approval to declare Tuesday, April 10, 2018 as Amnesty Day. Fines will be waived for each overdue item on a patron's account that is returned to the Library with a donation of a non-perishable food item. Collected items will be distributed to the Lindenhurst location of LI Cares Food Bank on Wellwood Avenue.

There being no further business, and on a motion by Mrs. Deluca, which was seconded by Mr. Shetty, by a vote of 4-0, the meeting adjourned at 2:02 p.m.

Upcoming Special Board Meeting: Wednesday, January 3, 2018 at 11:00 a.m.

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

Lisa Kropp, Recorder

Antoinette Deluca, Secretary

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