

APPROVED MINUTES  
Lindenhurst Memorial Library Board of Trustees Meeting  
March 20, 2019: 6:30 p.m.

A regular board meeting of the Lindenhurst Memorial Library was held on March 20, 2019. Present were Board members Jane Dietz, Bob Shetty, Gabrielle Giacomazzo, and Lori-Novello. Library Director Lisa Kropp was present, along with Library Counsel Kevin Seaman. Absent with notice was Trustee Annette DeLuca. Library Patron Kenneth St. John was also present.

Board President Jane Dietz called the meeting to order at 6:40 p.m. Upon a motion by Mr. Shetty, seconded by Ms. Giacomazzo, the agenda was adopted by a 4-0 vote.

The minutes of the prior meeting were adopted on a 4-0 vote upon a motion by Ms. Novello, seconded by Mr. Shetty.

Mrs. Kropp shared correspondence from Senator Phil Boyle, commending the Library on their recent sustainable library certification. She also shared thank you letters from organizations that benefitted from our local teens doing community service projects: Cards for Hospitalized Kids, The Mercy Inn, and Support our Troops. Patron Anthony Trocchio send a lovely thank you note after attending the performance "Deep in the Heart of Folk Music" that was offered in February by singer and songwriter Drew Velting. Patron Madeleine Migne complimented the Library on booking the band "Penny Lane" for a concert, and patron Sharon Badri-Persaud commended us on our Museum Pass Lending Program.

Upon a motion by Ms. Giacomazzo, seconded by Mr. Shetty, the Board voted 4-0 to accept the Treasurer's report.

The following committee reports were shared:

**Budget and Finance Committee:** The committee report took place during the Annual Budget Information Meeting, which took place immediately prior to the Board meeting. A copy of the budget information presentation is attached to the original of these minutes.

**Infrastructure Committee:** no report. The committee is meeting in the beginning of April.

**Personnel Committee:** No report.

**Strategic Planning Committee:** No report

**Policy Committee:** The policy committee met multiple times to discuss the following policy revisions: Access to Public Records, Anti-Nepotism, Library Cards and Circulation of Materials, Records and Retention, Material Selection, Conflict of Interest, and Code of Ethics. The committee also met to discuss a new policy regarding Service Animals.

Library Counsel Kevin Seaman led a discussion with the Board regarding the need to update the conflict of interest, code of ethics, and anti-nepotism policies in particular. He noted that while an anti-nepotism policy was legally required, it was considered best practice to have one in place to avoid confusion in the future. He reminded the Board that policies exist to create a structure for business and procedures that assist both staff and the public understand how the library operates. Upon reviewing the draft of the Access to Public Records revision, he advised tabling the update for further revision. Director Kropp will work with Library Counsel to update the Access to Public Records policy for review at the April board meeting.

A discussion regarding the difference between an ADA covered service animal, and “emotional support” animals ensued, with Mr. Seaman advising the board regarding current ADA law, and New York State law.

Upon a motion by Ms. Novello, seconded by Ms. Giacomazzo, the following policies were adopted with revisions:

Anti- Nepotism (4-0 vote.)  
Library Cards and Circulation of Materials (4-0 vote.)  
Materials Selection (4-0 vote.)  
Record and Retention (4-0 vote.)  
Conflict of Interest (4-0 vote.)  
Code of Ethics (4-0 vote.)

Upon a motion by Ms. Novello, seconded by Ms. Giacomazzo, the Service Animal policy was adopted by a 4-0 vote.

Mrs. Kropp shared her Director’s report, a copy of which is attached to the original of these minutes. She noted that Advocacy Day in Albany was very well attended, and that the public library directors on Long Island were pressing for an increase to both library state aid, construction grant aid, and additional funds for assistance at public libraries in relation to the upcoming 2020 Census. She also mentioned that the new edition of our newsletter, The Wave, was published for the spring, to positive reviews from patrons.

Mrs. Kropp also shared an update for the Friends of the Lindenhurst Memorial Library Board, as no-one could attend the Library board meeting. The Friends hosted a paint night fundraiser in February at The Color Palette. Friends’ members have been busy sorting books for the upcoming June book sale. They have an April casino bus trip planned for April 22 as a fundraiser, along with the 2<sup>nd</sup> annual Community Flea Market on May 11. They are talking with BACCA to possibly feature a summer theater night fundraiser. They have close to 55 current members, and sent out an email reminder about the library budget vote and trustee election.

During the second Period for Public Expression, Library Patron Kenneth St. John made a suggestion that the Board consider adding aunts, uncles, and cousins to the list of relatives on the Anti-Nepotism policy. Board President Jane Dietz thanked him, and referred the matter to the Policy Committee to consider at their next meeting.

Under New Business, Director Lisa Kropp shared an email from Melanie Weiss, the daughter of Annabelle Weiss, a library patron who recently passed away. Ms. Weiss would like to donate the flag that was given to her at her mother's funeral, as she was a World War II Marine Veteran. She requested that the Library consider flying the flag on our flagpole, to honor her mother, who loved the Library. Ms. Kropp suggested that the flags could be swapped in a closing ceremony at our 50<sup>th</sup> building birthday celebration on May 18, which also happens to be Armed Forces Day.

A discussion regarding the Library paying musical licensing fees for live performances. Library Counsel advised that it is the responsibility of the venue, not the performer, to be in compliance. Ms. Kropp stated the Library will partake into a coordinated order that SCLS is arranging with two performance rights organizations, BMI and ASCAP.

There being no further business and upon a motion by Ms. Novello, seconded by Mr. Shetty, the meeting was adjourned by a 4-0 vote at 8:16 p.m. by Board President Jane Dietz.

Future Board meeting dates: Wednesday, April 17, Thursday, May 16, and Monday, June 17 – all at 6:00 p.m.

