

UNAPPROVED MINUTES
Lindenhurst Memorial Library Board of Trustees Meeting
January 17, 2019

A regular board meeting of the Lindenhurst Memorial Library was held on January 17, 2019. Present were Board members Jane Dietz, Bob Shetty, Gabrielle Giacomazzo and Annette DeLuca. Also present were Library Director Lisa Kropp. Trustee Lori Ann Novello was absent with notice.

Board President Jane Dietz called the meeting to order at 6:00 p.m. Upon a motion by Ms. DeLuca, seconded by Mr. Shetty, 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 Mr. Shetty, seconded by Ms. DeLuca.

There was no public expression.

Mrs. Kropp shared correspondence from a Lindenhurst High School student who chose the Library for her science research project for the L.I.V.E.S. Cornell Challenge on energy reduction. She also shared a suggestion form that the Library consider offering an electronic library card that could be saved on a smartphone and scanned. She also shared an email complimenting the Library for offering notary service, and the helpfulness of employee Melissa Negrin in that role.

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

The following committee reports were shared:

Budget and Finance Committee: The committee shared the proposed 2019-20 budget with the Board, noting it remains within the 2.0% NYS tax cap. Ms. Kropp also shared the proposed legal notice that lists the budget vote as taking place on Tuesday, April 2, 2019 from 9:00 am – 9:00 pm at the Library.

Upon a motion by Ms. DeLuca, seconded by Ms. Giacomazzo, the proposed operating budget for the fiscal year beginning July 1, 2019 and ending June 30, 2020, was approved by a vote of 4-0.

Upon a motion by Ms. DeLuca, seconded by Mr. Shetty, the Notice of Annual Library Election and Budget Vote for the Lindenhurst Memorial Library was approved by a vote of 4-0.

Infrastructure Committee: Ms. Kropp reported that Kevin Walsh from BBS came back for a second building walk through. The committee is meeting at the end of January to look at the

draft floor plan, and will invite Mr. Walsh to attend the February 2019 meeting to address the Board.

Personnel Committee: Ms. Kropp shared that unfortunately Mr. Quinones had to decline the position of part time security guard at this time. She will open the search again for candidates. Sara Fiorenzo is out with a broken ankle, but in communication with Lisa and other staff regarding the upcoming newsletter. Ms. Kropp commended Sara's dedication to the library and its programs.

Policy Committee: The committee shared drafts of the Conflict of Interest and Code of Ethics policies, along with an email from Library Counsel that referenced NYS municipal law sections to peruse. Ms. Dietz suggested holding off on a vote until the March 2019 meeting, when Mr. Shetty will be back – and to invite Counsel Kevin Seaman to attend and answer any questions the Board might have. The committee is finalizing the draft of the internet use policy for the February 2019 board meeting.

Strategic Planning Committee: The 2018 strategic review draft report was shared with the Board. A discussion ensued around the declining rate of print circulation throughout the county over the last ten years. The final report will be ready for February.

Mrs. Kropp shared her Director's report, a copy of which is attached to the original of these minutes. She noted that Kevin Verbese of SCLS had just sent out an email that the initial draft of the Governor's budget for the state was disappointing in that Cuomo eliminated all of the funding that was added last year, and no new funding to support the 2020 census was added. He implored libraries and trustees to send a strong delegate up to Albany for Advocacy Day February 27, 2019 to tell the Governor and the state government that this is not acceptable.

Mrs. Kropp shared an update from the Friends of the Lindenhurst Memorial Library. On Saturday, January 12, Mrs. Kropp, Mrs. Dietz, and Ms. Giacomazzo met at the Village Gazebo with Friends' Board President Katie Grover and other Friends' members, along with Village trustees and administrators to dedicate the latest LFL which is placed at the Gazebo. Another unit from the Friends is now at Weckerle/Triangle Park. Doug Madlon asked that the group consider placing one (which we have already) at Village/Fireman's Park.

The Friend's 2019 membership drive is underway, as are plans for the following fundraisers:

- February 28 Paint Night at the Color Palette
- May 11 Community Flea Market in the Backyard
- June book sale

The Friends also recently voted to purchase a second Long Island Children's Museum Pass for the library, at a cost of \$550 through August 2019, at which time the annual renewal for the pass will kick in at the full rate of \$1100. The next membership meeting for the Friends is Thursday, February 21.

Under new business, Mrs. Kropp asked the Board to change the June 2019 board meeting from June 13 to June 17 due to a conflict with the meeting room availability.

Also under new business, Mrs. Kropp explained that the Library has experienced a significant drop in revenue from material late fees, primarily because of automatic renewals now being active in Suffolk County. Our revenue in late fees was never relied on within the operating budget, and it represents less than half a percent of the budget in total.

She further shared that a number of Suffolk County libraries are doing away with material late fees in order to ensure equity and access to library materials. She stressed that this doesn't include replacement fees for lost or damaged items – those are still charged to patrons. Across the country, large library systems are going “fine free”, such as Albany Public Library (the largest system in NYS to date) and Rochester Public Library for children's items. Many studies have been conducted, which show that outstanding fees do not encourage patrons to return materials – in fact, they lead to decreases in circulation and library card renewal. The New York Library Association had an article that recently explained the movement to eliminate fees [here](#).

As a pilot program, she asked the Board to consider going free of fees, except replacement costs or damaged and lost materials costs, for all youth library cards beginning April 2, 2019. The Library would reassess the procedure at the end of December 2019 by looking at:

- Library card registration numbers
- Circulation of materials in children and teen departments
- Fee revenue for the year 2018-19 vs. April 2019-December 2019.

Upon a motion by Mr. Shetty, seconded by Ms. DeLuca, the Board voted 4-0 to launch a fine free policy and procedure related to youth library cards, beginning April 2, 2019.

There being no further business and upon a motion by Ms. DeLuca, seconded by Mr. Shetty, the meeting was adjourned by a 4-0 vote at 7:47 p.m.

Future Board meeting dates: Tuesday, February 19, Wednesday, March 20 (immediately following the 6:00 pm budget hearing), Wednesday, April 17, Thursday, May 16, and Monday, June 17 – all at 6:00 p.m.

Lisa Kropp
Recorder of Minutes

Annette DeLuca
Board Secretary