

APPROVED MINUTES

Lindenhurst Memorial Library Board of Trustees Meeting via WebEx Saturday, February 20, 2021 at 9:30 am

The Lindenhurst Memorial Library held a regular board meeting on February 20, 2021. Present were Board members Jane Dietz, Lori-Ann Novello, Annette DeLuca, and Kenny St. John. Library Director Lisa Kropp was also present, along with Network and Systems Specialist Brett Whiteford and Principal Account Clerk Melissa Negrin. Board member Gabrielle Giacomazzo was absent with notice. Guests Darin Iacobelli and Kyle Zaharatos, from Nawrocki Smith, CPA & Business Consultants attended, as did a member of the public.

Board President Jane Dietz called the meeting to order at 9:38 am.

Motion to adopt the meeting agenda made by Mr. St. John, seconded by Ms. Novello. (4-0)

The Board approved the prior meeting minutes, upon a motion by Ms. DeLuca, seconded by Mr. St. John. (4-0)

The Board listened with interest to the presentation by Darin Iacobelli and Kyle Zaharatos regarding internal audit services for the Library by the firm Nawrocki Smith, CPA & Business Consultants. A copy of the presentation is attached to the original board packet.

Ms. Kropp shared correspondence thanking part time adult services librarian Noel Reich for going above and beyond on a chat reference transcript, as well as a letter from the Public Library Director's Association to Governor Cuomo regarding including the words "library workers" in phase 1b of Covid-19 vaccinations.

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

Ms. Kropp shared her Director's report, a copy of which is attached to the original of these minutes. Ms. Kropp gave a building project update. Design work on the interior has begun, with meetings so far between department heads and Jackie Ruggerio of BBS. The color scheme is calm and soothing, and everyone is happy with the progress being made.

Committee reports:

Budget and Finance Committee:

Ms. Kropp noted that, after discussions going back and forth between the LUFSD business office and the Library's business office regarding where the bond proceeds will remain, it was agreed to revise the current intermunicipal agreement on file and have the bond proceeds remain the fiscal responsibility of the LUFSD for accounting and budgetary purposes. The lawyers are working together to draft a revised document to share with the Board.

Infrastructure Committee:

The committee will be meeting February 22 and March 15.

Strategic Planning Committee:

No report

Policy Committee:

Mr. St. John noted the committee recently met to revise and look at some new policies that were needed:

Revisions occurred to the: COVID-19 Health and Testing Policy, and to the Health Emergency/Infectious Disease Outbreak Policy. New policies introduced: Proctoring Exams, Opioid Overdose Program Policy, and a Laptop Security Policy for staff.

Motion by Ms. Novello, seconded by Mr. St. John, to approve revisions to the two existing policies listed above. (4-0)

Motion by Ms. Novello, seconded by Ms. DeLuca, to approve the three new policies listed above. (4-0)

Personnel Committee:

The committee has been meeting regularly and anticipates receiving a letter from the Union regarding negotiations in the beginning of March.

Unfinished Business:

Ms. Dietz requested postponing the Trustee Handbook Review for the March meeting.

New Business:

The Board had no new business to discuss. Board member St. John left the meeting at 10:43 AM for a previously scheduled appointment.

Ms. Dietz invited the member of the public to address the Board if they so desired, but they had no business to discuss and thanked the Board for the information conveyed.

With no further business to conduct, Ms. Dietz adjourned the meeting at 10:48 am, on a motion by Ms. Novello, seconded by Ms. DeLuca (4-0).

Future Board meeting dates: March 20, April 17 at 9:30 am and Tuesday, May 18, June 22 at 6:30 pm.

Lisa Kropp

Annette DeLuca

Recorder of Minutes

Board Secretary