

APPROVED MINUTES

Lindenhurst Memorial Library Board of Trustees Meeting via WebEx Saturday, April 17, 2021 at 9:30 am

The Lindenhurst Memorial Library held a regular board meeting on April 17, 2021. Present were Board Members Jane Dietz, Lori-Ann Novello, Annette DeLuca, Gabrielle Giacomazzo, and Kenny St. John. Library Director Lisa Kropp was also present, along with Network and Systems Specialist Brett Whiteford, and Information Services and Community Engagement Coordinator Caitlin Sempowich.

Board President Jane Dietz called the meeting to order at 9:31 am.

Motion to adopt the meeting agenda made by Mr. St. John, seconded by Ms. Giacomazzo. Motion carried. (5-0)

Motion to approve the prior meeting minutes by Ms. Deluca, seconded by Ms. Giacomazzo. Motion carried. (5-0)

Ms. Kropp shared correspondence received from a patron thanking the Library for adding curbside pick-up for materials, and hoping that it remains after the pandemic ends as an option for patrons.

Motion to accept the Treasurer's Report made by Mr. St. John, seconded by Ms. Giacomazzo. Motion carried. (5-0)

Ms. Kropp shared her Director's report, a copy of which is attached to the original of these minutes. She shared that our Seed Library is up and running, with over 105 seed packets distributed to date. She mentioned the approval of the state budget, with an increase in the public libraries construction grant program.

Ms. Kropp gave a building project update, a copy of which is attached to the original of these minutes. Work continues on securing temporary space for programming purposes, as well as storage. She noted that the LUFSD is giving us two classrooms at Kellum Elementary School at no cost to store furniture and materials, and thanked the School Board and their Facilities Coordinator.

The Friends of the Library held a successful outdoor book and media sale. Over \$700 in sales, including office furniture and supplies that the Library no longer needs in anticipation of construction. Friends membership to date is 45 active members, with a subscription list of 151. Ms. Kropp also thanked Friends President Katie Grover for emailing her membership in support of our April 6 budget vote and trustee election.

Committee reports:

Budget and Finance Committee: Committee will meet again in April. Ms. Kropp noted that the budget vote of April 6 passed, 119-60 and Lori Novello was re-elected to a five year term of office that begins July 1, 2021.

Motion by Ms. DeLuca, seconded by Mr. St. John, to certify the budget and trustee election results. Motion carried. (5-0)

Infrastructure Committee: Ms. Kropp met with BBS, Park East and Mr. Miccoli on March 31 to review the line items in preparation for bid documents. They met again on April 9 to look at revised numbers that took into account pulling out certain items as “add alternates” to keep the budget within its original realm. She noted that the cost of all building materials have greatly increased in price because of the pandemic and the amount of new construction occurring as people take advantage of low interest rates and building closures to work on residential and commercial properties. Ms. Kropp met with the Infrastructure Committee on April 15 to discuss these changes and other cost saving measures to stay within the original budget estimate.

A discussion took place weighing the safety and cost saving measures if the physical library building were to close for July and August to eliminate phasing in the project, which would allow the entire parking lot to be ripped out, drainage added and repairs made in one phase as opposed to two. This would also allow all building demolition and abatement work to occur without staff and public in temporary space within the building during this period of work.

Motion made by Ms. DeLuca, seconded by Ms. Giacomazzo, to physically close the library building for July and August 2021 to allow construction demolition, abatement and parking lot reconstruction to occur. Motion carried. (5-0)

Ms. Kropp noted that she is in talks with the Moose Lodge, Rainbow Center, and other venues to secure space for staff to work and possibly offer programs for patrons during construction.

Strategic Planning Committee: Ms. Giacomazzo shared that the committee met on April 14, and she was so impressed to see that even during the pandemic, staff were able to stay on track with the goals and objectives outlined in the strategic plan, and launched new services during this time frame. The committee is currently working on updating the statistics page in the board report to turn it into a more comprehensive statistics section, tied into the state annual report and our strategic plan.

Policy Committee: Ms. Kropp thanked the current committee members, Ms. Giacomazzo and Mr. St. John, for their dedication in going through the remainder of the policy manual. It is now updated and living on the website in three sections: financial, personnel, and public facing policies. The committee will now shift its focus to adding a few remaining policies that are needed, as well as beginning a review of policies that haven’t been “touched” or revised in over five years.

Personnel Committee: Committee met on March 22 and March 29, with another meeting planned on April 20.

Motion by Mr. St. John, seconded by Ms. DeLuca, for the Board to enter into executive discussion for the purpose of discussing contract negotiations with the union membership at 10:25 am. Motion carried, (5-0)

The Board exited executive session at 11:01 am

Unfinished Business:

No discussion.

New Business: Ms. Kropp noted that staff will work remotely, either at home or other off-site locations, with virtual and in-person programs at off-site locations still occurring this summer. The Board discussed extending

the deadline for staff to use annual leave allotments from June 30 to August 31 in light of the building's physical closure for July and August.

Motion made by Ms. DeLuca, seconded by Mr. St. John, to extend the deadline for using annual leave from June 30, 2021 to August 31, 2021. Motion carried. (5-0)

With no further business to conduct, Ms. Dietz adjourned the meeting at 11:04 am, on a motion by Ms. Giacomazzo, seconded by Ms. DeLuca (5-0).

Future Board meeting dates: Tuesday, May 18, and Tuesday June 22 at 6:30 pm.

Lisa Kropp

Annette DeLuca

Recorder of Minutes

Board Secretary