

APPROVED MINUTES
Lindenhurst Memorial Library Board of Trustees Board Meeting
Tuesday, July 20 at 6:30 pm

The Lindenhurst Memorial Library held a regular board meeting on July 20, 2021 at the Rainbow Center in Lindenhurst. Board Members Jane Dietz, Gabrielle Giacomazzo, Lori-Ann Novello, and Kenny St. John were present, as was Library Director Lisa Kropp. Board member Annette DeLuca was absent with notice.

Board President Jane Dietz called the meeting to order at 6:34 pm. Ms. Dietz shared that Board member Ms. DeLuca called to inform her that she needed to resign due to health issues, and that she would be sending a formal letter to the Board.

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

Motion to adopt the prior meeting minutes from the July 7 reorganization meeting and the June 22 Board meetings made by Mr. St. John, seconded by Ms. Giacomazzo. Motion carried. (4-0)

Ms. Kropp noted in correspondence the certificates from Arrow Corporation on the over 20,000 pounds of metal shelving and mixed metal that was recycled during the building clean-out.

Motion to adopt the Treasurer's Report, including receipts and disbursements, warrants and cash flow, made by Ms. Novello, seconded by Mr. St. John. Motion carried (4-0).

Ms. Kropp presented her Director's Report, a copy of which is in the original board meeting packet. She noted the herculean efforts made by all staff members, but in particular of our custodial department, in getting the building contents packed, moved to temporary quarters, and all furnishings and other equipment removed by our June 30 deadline. The contractors on site the next day expressed amazement that staff did such a thorough job with this work.

Ms. Kropp also noted how successful and busy the "Out and About" campaign has been to date, with outreach services and programs taking place at the Farmer's Market, the Village Gazebo, Senior Center, North Lindenhurst Pool, and Moose Lodge. Our patrons are very happy to find "their library staff" at these events, and our summer reading club registrations are more than double what they were for the past two years, because of the outreach staff has done to date.

The Building Project update is also included in the original board-meeting packet. Ms. Kropp shared an update from Park East Construction Management, with some before and after photos of demoed areas. The work is on track and progressing nicely. Abatement work in the building will be complete by the end of July in all areas, meaning no further abatement will need to be done once staff and public re-enter the building in September.

There was no update from the Friends of the Library. We are working with them on replacing the LFL by the Rainbow Center.

The Infrastructure committee met to discuss the building project, our upcoming application for the NYS construction grant program, and Park East's recommendation for an environmental testing company for the duration of the building project.

Motion by Ms. Novello to accept the proposal from Municipal Testing Laboratory not to exceed \$40,000 for building project testing, second by Mr. St. John. Motion carried. (4-0)

The Budget and Finance committee discussed the end of year adjustments to budget lines to reflect actual expenditures as per the recommendation of our auditors.

Motion to adjust end of year budget lines to reflect actual expenditures in budget schedule A made by Mr. St. John, second by Ms. Giacomazzo. Motion carried. (4-0)

Motion to approve building project invoices in schedule B for reimbursement by the Library and/or LUFSD through the Building Project Infrastructure Bond made by Ms. Novello, second by Ms. Giacomazzo. Motion carried. (4-0)

Ms. Kropp shared with the Personnel committee a retirement letter received from Customer Service Library Clerk Jane Hoffman, who is retiring from service as of August 28, 2021. The Board thanked Ms. Hoffman for over a decade of work in our community, and wished her health and happiness in her retirement.

Motion by Ms. Novello, seconded by Mr. St. John, to accept the retirement letter of Customer Service Library Clerk Jane Hoffman, with an effective date of August 28, 2021. Motion carried. (4-0)

The Policy committee shared a draft of the New Employee Background Check policy. Ms. Giacomazzo questioned why high school students would be exempt from the employment check, so Ms. Kropp will consult with counsel and report back at the August board meeting for action.

Strategic Planning: no report.

Motion to enter executive session at 7:42 pm, to discuss ongoing contract negotiations made by Mr. St. John, seconded by Ms. Giacomazzo. Motion carried. (4-0)

Motion to exit executive session at 8:21 pm made by Mr. St. John, seconded by Ms. Giacomazzo. Motion carried. (4-0)

Motion to extend the current CSEA contract with staff through June 30, 2022 made by Ms. Giacomazzo, seconded by Mr. St. John. Motion carried. (4-0)

Motion to approve the 2021-222 management pay schedule made by Ms. Novello, seconded by Ms. Giacomazzo. Motion carried. (4-0)

Motion to approve the one-time payment schedule for staff made by Ms. Novello, seconded by Mr. St. John. Motion carried. (4-0)

With no further business to conduct, Ms. Dietz adjourned the meeting at 8:32 pm, on a motion by Mr. St. John, seconded by Ms. Novello. Motion carried. (4-0).

Future Board meeting date: August 17 at 6:30 pm, Rainbow Senior Center

Lisa Kropp

Annette DeLuca

Recorder of Minutes

Board Secretary