

**MINUTES
BOARD OF TRUSTEES
“SPECIAL” MEETING
SMITHTOWN SPECIAL LIBRARY DISTRICT
September 10, 2013**

A special meeting of the Board of Trustees (“Board”) of the Smithtown Special Library District (“Library”) was held on the 10th day of September, 2013 at 12:30 p.m. in the offices of the Library located at 148 Smithtown Boulevard, Nesconset, New York.

The following trustees were present and participating at the meeting: Judy Marlow-Ratway, John C. Martins, Suzanne Mohr, Anthony J. Monteleone, Otis Thornhill and Joseph Vallone. Trustee Eric J. Johansson was absent with prior notice.

Also present were Library Director Robert Lusak, Assistant Director Sue McManus, Treasurer Joanne T. Grove, Business Manager Amy Scholl and Clerk Linda Taurassi.

Anthony Monteleone, President of the Board of Trustees, acted as Chairman of the meeting and Linda Taurassi, Clerk of the District, acted as Secretary of the meeting.

The board deliberated and took action upon the following matters:

1. Report of the BUDGET AND FINANCE COMMITTEE to adopt the 2014 budget for the Smithtown Special Library District.

Trustee Anthony Monteleone moved adoption of the following resolution:

RESOLVED: That the report of the Budget and Finance Committee pertaining to the proposed 2014 Budget be adopted; said budget to be adopted in the amount of 13,841,683.00 (copy of report appended to the original of these minutes).

The motion was seconded by Trustee Joseph Vallone and adopted by a unanimous 6-0 vote.

2. Inter-fund transfer:

Trustee Suzanne Mohr moved adoption of the following resolution:

RESOLVED: That the Board of Trustees of the Smithtown Special Library District authorizes the temporary inter-fund transfer of \$2,000.00 from the “L” fund to the Capital Construction “H” fund in anticipation of receiving the balance of LIPA grant funding.

The motion was seconded by Trustee Judy Marlow-Ratway and adopted by a unanimous 6-0 vote.

3. Heating, Ventilation and Air Conditioning (HVAC) Maintenance/Service Agreements for all Library buildings:

Trustee Suzanne Mohr moved adoption of the following resolution:

RESOLVED: That the Board of Trustees of the Smithtown Special Library District approves the recommendation of the Library Director nunc pro tunc to September 1, 2013 to award a contract for Heating, Ventilation and Air Conditioning (HVAC) maintenance/service agreements for the Smithtown Main building and the Commack, Kings Park and Nesconset Branches to Thermal Solutions, Inc. at a total annual cost not to exceed \$20,800.00.

The motion was seconded by Trustee Otis Thornhill and adopted by a unanimous 6-0 vote.

4. Approval of Public Library Construction Grant Proposals:

Trustee Suzanne Mohr moved adoption of the following resolution:

RESOLVED: That the Board of Trustees of the Smithtown Special Library District approves the submission of four (4) Public Library Construction Grant proposals for the Smithtown Special Library District for the purpose of purchasing security systems for all four (4) library buildings (copy of Authentication of Application appended to the original of these minutes).

The motion was seconded by Trustee Otis Thornhill and adopted by a unanimous 6-0 vote.

5. PERSONNEL Changes:

Trustee Thornhill noted that item "a" would be reviewed in executive session shortly, and moved adoption of resolution "b":

- b. RESOLVED: That the following PERSONNEL changes be approved as presented:

- i. *Permanent full-time appointment of **Jennifer Colleluori** to the position of Librarian Trainee, Reference Department, (building to be determined), at an annual rate of pay of \$50,037.00, subject to a 26-week probationary period, effective September 11, 2013.*
- ii. *Temporary appointment of **Donald Cimato** to the position of Custodial Worker I on a call-in basis, at a rate of pay of \$17.80 per hour, effective September 11, 2013.*
- iii. *Temporary appointment of **Peter Diaz** to the position of Custodial Worker I on a call-in basis, at a rate of pay of \$17.80 per hour, effective September 11, 2013*
- iv. *Temporary appointment of **Micah Ellebre** to the position of Custodial Worker I on a call-in basis, at a rate of pay of \$17.80 per hour, effective September 11, 2013.*

The motion was seconded by Trustee Judy Marlow-Ratway and adopted by a unanimous 6-0 vote.

6. At 1:22 p.m. Trustee Anthony Monteleone moved that the Board enter executive session (pursuant to Article 7, § 105 (F) of the Public Officers Law), to discuss the employment history of a particular person. The motion was seconded by Trustee John Martins and adopted by a unanimous 6-0 vote.

The following trustees were present and participating in executive session: Judy Marlow-Ratway, John Martins, Suzanne Mohr, Anthony J. Monteleone, Otis Thornhill and Joseph Vallone.

Also present were Library Director Robert Lusak, Assistant Director Sue McManus, Treasurer Joanne T. Grove, Business Manager Amy Scholl, Clerk Linda Taurassi and Nesconset Branch Reference Department Head Patricia Thomson.

7. Upon a motion by Trustee Anthony Monteleone, seconded by Trustee Judy Marlow-Ratway, and adopted by a unanimous 6-0 vote, the meeting reconvened in open public session at 1:34 p.m.
8. Trustee Otis Thornhill moved to accept the resignation of Librarian I Susan Meringolo for purposes of retirement:

- a. *RESOLVED: That the Board of Trustees of the Smithtown Special Library District does hereby accept the irrevocable letter of resignation for purposes of retirement submitted by Susan Meringolo, Librarian I, Adult Reference Department, Nesconset Branch; said New York State Retirement date effective September 6, 2013. Consistent with Susan Meringolo's retirement, her employment with the Smithtown Special Library District is hereby terminated retroactive to September 5, 2013.*

The motion was seconded by Trustee Suzanne Mohr and adopted by a unanimous 6-0 vote.

9. Library Director Robert Lusak read a letter into the minutes that appeared in the September 5, 2013 edition of the Smithtown Messenger pertaining to the Library's Meeting Room Use Policy. Discussion followed; the Library Board did not see the need to amend the Meeting Room Use Policy currently in effect.
10. New Policy – Section 500-60 – Anti-Nepotism (1st reading)

Trustee Otis Thornhill read the proposed policy for the first time and noted it would be read again and voted on at the September 17th board meeting.

The employment of 'relatives' of staff, administration or Board members can cause various problems including, but not limited to, charges of favoritism, conflicts of interest, family discord, scheduling conflicts, internal library operations dysfunction, public resentment and a myriad of other deleterious impacts upon the mission and operation of the Smithtown Special Library District. Accordingly, the Board of Trustees has determined it to be in the best interests of the Library to establish a policy which clearly provides and promulgates the intent of the Board to avoid all adverse impacts that can emanate from the hiring of relatives of those individuals associated with the Library.

For the purposes of this Policy the term "relative" shall include relationships established by blood, marriage or legal action, such as: a spouse, mother, father, son, daughter, sister, brother, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, stepparent, stepchild, aunt, uncle, niece, nephew, grandparent, grandson, granddaughter or cousin. The term also includes domestic partners (a person with whom the employee's life is interdependent and who shares a common residence), and a daughter or son of an employee's domestic partner.

No relative of the Board of Trustees, Library Director or current employees shall be employed by the Smithtown Special Library District.

It is the responsibility of every employee to identify to the Library Director any potential or existing personal relationships which fall within the ambit of this Policy.

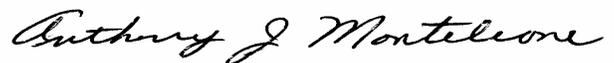
11. Next regular meeting of the Board of Trustees – September 17, 2013.

ADJOURNMENT

12. There being no further business, upon a motion by Trustee Anthony Monteleone, seconded by Trustee Otis Thornhill, and adopted by a unanimous 6-0 vote, the meeting adjourned at 1:52 p.m.

Linda Taurassi
Secretary

Minutes approved this 22nd day of October, 2013



Anthony J. Monteleone, Vice-President



Linda Taurassi, Clerk