

**MINUTES
BOARD OF TRUSTEES
SMITHTOWN SPECIAL LIBRARY DISTRICT
October 22, 2013**

A regular meeting of the Board of Trustees of the Smithtown Special Library District was held at the Nesconset Branch in Nesconset, New York on the 22nd day of October, 2013 at 7:00 p.m.

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

Also present were Library Director Robert Lusak, Assistant Library 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.

READING AND APPROVAL OF MINUTES

1. Trustee Anthony Monteleone moved that the *SPECIAL MEETING MINUTES of September 10, 2013 and the REGULAR MEETING MINUTES of September 17, 2013 be approved as presented.* The motion was seconded by Trustee Judy Marlow-Ratway and adopted by the following vote: AYES—Marlow-Ratway, Martins, Mohr, Monteleone, Thornhill; ABSTAINED—Johansson.

REPORTS OF OFFICERS, BOARDS, STANDING COMMITTEES & DIRECTOR'S REPORT

2. The BUDGET AND FINANCE COMMITTEE report was presented by Chairperson Suzanne Mohr, who moved adoption of resolution "a":
 - a. RESOLVED: *That the TREASURER'S REPORT for the month ended September 30, 2013 be approved for filing.*

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

Trustee Suzanne Mohr moved adoption of resolution "b":

- b. RESOLVED: That the following WARRANTS be approved for payment.
 - i. Warrant #13-October ("L" fund) PREPAYS \$ 188,557.45
 - ii. Warrant #13-October ("L" fund) WARRANT \$ 130,618.94

The motion was adopted by a unanimous 6-0 vote.

Trustee Suzanne Mohr moved adoption of resolution “c”:

- c. RESOLVED: *That the Treasurer be authorized to execute the budget transfers of \$11,339.00 from expenditure account L.4100 (Books), and \$3,000.00 from expenditure account L.4131 (Other Serials) to budget expenditure account L.4120 (Recordings) for a total amount of \$14,339.00:*

The motion was adopted by a unanimous 6-0 vote.

Trustee Suzanne Mohr moved adoption of resolution “d”:

- d. RESOLVED: *That the Board of Trustees of the Smithtown Special Library District does hereby accept the Library’s Budget Vote and Trustee Election results as presented (Certificate of Results appended to the original of these minutes).*

The motion was adopted by a unanimous 6-0 vote.

3. The PERSONNEL COMMITTEE report was presented by Chairperson Otis Thornhil who moved adoption of resolution “a”:

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

- i. *Salary change (to a full-time capacity) for **Carolyn Muhlenbruck**, Library Clerk, Circulation Department, Commack Branch, to \$47,075.00 annually, effective October 31, 2013 (to fill the vacancy created by the retirement of Rita Petraco-DeMarco).*
- ii. *Part-time appointment of **Nanci Hammer** to the position of Librarian Trainee, Adult Reference Department, Smithtown Main, at a rate of pay of \$24.38 per hour, not to exceed 17.5 hours per week, effective October 28, 2013 (to fill part of the vacancy created by the reassignment of Andrew Salomon to the Nesconset Branch).*
- iii. *Part-time appointment of **Anne Marie Milne** to the position of Library Clerk, Circulation Department, Nesconset Branch, at a rate of pay of \$16.18 per hour, not to exceed 17.5 hours per week, effective October 29, 2013 (to fill part of the vacancy created by the retirement of Cheryl Nielsen).*
- iv. *Part-time appointment of **Jessicca Newmark** to the position of Librarian I, Adult Reference Department, Smithtown Main, at a rate of pay of \$28.34 per hour, not to exceed 17.5 hours per week, effective October 28, 2013 (to fill part of the vacancy created by the reassignment of Andrew Salomon to the Nesconset Branch).*
- v. *Part-time appointment of **Tara Ragona** to the position of Librarian I (Children’s Services), Children’s Department, Smithtown Main, at a rate of pay of \$28.34 per hour, not to exceed 17.5 hours per week, effective November 7, 2013 (to fill part of the vacancy created by the change in status of Margaret Lopez from part time to full time).*
- vi. *Part-time appointment of **Joseph Robert** to the position of Library Clerk, Technical Services Department, Nesconset Branch, at a rate of pay of \$16.18 per hour, not to exceed 17.5 hours per week, effective November 4, 2013 (to fill part of the vacancy created by the appointment of Jennifer Colleluori to Librarian Trainee and reassignment to the Commack/Kings Park Branches).*

- vii. *Part-time appointment of **Anne Sancilio** to the position of Library Clerk, Circulation Department, Commack Branch, at a rate of pay of \$16.18 per hour, not to exceed 17.5 hours per week, effective November 1, 2013 (to fill the vacancy created by the change in status of Carolyn Muhlenbruck from part time to full time).*
- viii. *Part-time appointment of **Emilee Walsh** to the position of Librarian Trainee, Adult Reference Department, Nesconset Branch, at a rate of pay of \$24.38 per hour, not to exceed 17.5 hours per week, effective October 23, 2013 (to fill the vacancy created by the reassignment of Lisa Bitran to the Technical Services Department).*
- ix. *Resignation of **Kerriann Morrison**, Page, Reference/Circulation Department, Smithtown Main, effective October 5, 2013.*
- x. *Part-time appointment of **Nicole Baker** to the position of Page, Reference/Circulation Department, Smithtown Main, at a rate of pay of \$7.25 per hour, effective October 29, 2013 (to fill the vacancy created by the resignation of Kerriann Morrison).*
- xi. *Part-time appointment of **Nicholas Favazza** to the position of Page, Nesconset Branch, at a rate of pay of \$7.25 per hour, effective October 23, 2013 (to fill the vacancy created by the release of Nanci Hammer from a Page position into a Librarian Trainee position).*
- xii. *Part-time appointment of **Michael Gannotta** to the position of Page, Nesconset Branch, at a rate of pay of \$7.25 per hour, effective October 23, 2013 (to fill the vacancy created by the release of Emilee Walsh from a Page position into a Librarian Trainee position).*

The motion was adopted by a unanimous 6-0 vote.

Trustee Otis Thornhill moved adoption of resolution "b":

- b. *RESOLVED: That the following CONFERENCE/WORKSHOP ATTENDANCE requests set forth hereinafter are hereby approved:*
 - i. *That Librarian II **Julie DeLaney**, Community Relations Department, Nesconset Branch, be authorized to attend, on paid release time, the "More Fun, More Learning: Libraries & Museums Working Together" workshop sponsored by the New York Library Association (NYLA) and the Museum Association of New York, to be held at Northport Public Library on November 12, 2013, with reimbursement for actual and necessary expenses not to exceed \$15.00.*

The motion was adopted by a unanimous 6-0 vote.

- 4. The BUILDINGS AND GROUNDS COMMITTEE report was presented by President Anthony Monteleone, in the absence of Chairperson Joseph Vallone. Mr. Monteleone moved adoption of resolution "a":
 - a. *RESOLVED: That the Library Director be authorized to remove the following FIXED ASSET obsolete items from the inventory of the Kings Park Branch of the Smithtown Special Library District:*

Kings Park Branch - 2 Book Drop Bins – Fixed Asset #'s 104381, 104382

The motion was adopted by a unanimous 6-0 vote.

Trustee Anthony Monteleone moved adoption of resolution "b":

- b. RESOLVED: *That the Smithtown Special Library District grants permission to the Smithtown Rotary Club for the following: 1) to place a banner on the corner of the property of the Smithtown main library from November 9, 2013 through December 8, 2013, advertising their "Annual Christmas Tree Lighting Ceremony" scheduled for Sunday, December 8, 2013; 2) to conduct a tree lighting ceremony on Sunday, December 8, 2013 at 4:30 p.m. on the property of the Smithtown main library; 3); to erect a Menorah and a nativity scene on the property of the Smithtown main library for the duration of the holiday season; and*

BE IT FURTHER RESOLVED, that the request be approved provided that the Smithtown Special Library District is named as an additional insured on a certificate of insurance from the Smithtown Rotary Club.

The motion was adopted by a unanimous 6-0 vote.

Trustee Anthony Monteleone moved adoption of resolution "c":

- c. RESOLVED: *That the request of the St. James Smithtown Little League, to place one or two identical banners on the corner of the property of the Smithtown Main building from November 1, 2013 through April 15, 2014, be approved (note: due to the duration of this request, the party has been made aware that banners will be removed and replaced as necessary to allow the fulfillment of banner requests from other community organizations).*

There was discussion pertaining to the prolonged duration of this request and the number of banners requested for display. After discussion, the item was tabled until the November 19, 2013 board meeting.

Trustee Anthony Monteleone moved adoption of resolution "d":

- d. RESOLVED: *That the Board of Trustees of the Smithtown Special Library District grants permission for all buildings of the Smithtown Special Library District to be used as a drop-off location for the U.S. Marine Corps Reserve "Toys for Tots Program" for the purpose of collecting new, unwrapped toys for distribution as Christmas gifts to needy children in the community and throughout the United States, for the period October 28, 2013 through December 13, 2013.*

The motion was adopted by a unanimous 6-0 vote.

Trustee Anthony Monteleone moved adoption of resolution "e":

- e. RESOLVED: *That the request of the Smithtown Kickers Soccer Club, to place a banner on the corner of the property of the Smithtown Main building from October 23, 2013 through November 28, 2013, advertising their Turkey Trot 5K race and One Mile Fun Run, to be held on Thanksgiving morning, November 28th, be approved.*

The motion was adopted by a unanimous 6-0 vote.

- f. Security Cameras – After discussion pertaining to proposals received for the installation of security cameras in all library buildings, Trustee Anthony Monteleone moved the following resolution:

RESOLVED: That the Board of Trustees of the Smithtown Special Library District does hereby authorize the Library Director to enter into an agreement with CSDNET, Inc. to provide installation of an IP camera surveillance system to monitor all library buildings, under NYS contract #'s PT63201; PT65556; PT64524; PT64530, at a cost not to exceed \$173,000.00.

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

5. The DIRECTOR'S REPORT was presented by Library Director Robert Lusak (copy of report appended to the original of these minutes).
6. The Business Manager's report was presented by Amy Scholl (copy of report appended to the original of these minutes).

REPORTS OF SPECIAL COMMITTEES

UNFINISHED BUSINESS

7. NEW POLICY – Section 500-60 – Anti-Nepotism Policy - 2nd Reading

Trustee Anthony Monteleone moved that the Anti-Nepotism policy (Section 500-60) be accepted as presented.

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 recognized that "relatives" are currently employed by the Library; as to those relationships the Library will endeavor to the degree permissible to avoid the compromising of supervisory authority by way of effecting personnel transfers that will avoid the supervision of one relative over another. Any employee presently employed will not be subject to dismissal based upon this Policy's requirements.

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.

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

8. At 8:24 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 history of a particular corporation. The motion was seconded by Trustee Otis Thornhill and adopted by a unanimous 6-0 vote.

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

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

9. Upon a motion by Trustee John Martins, seconded by Trustee Otis Thornhill, and adopted by a unanimous 6-0 vote, the meeting reconvened in open public session at 9:20 p.m.

NEW BUSINESS

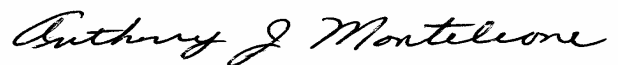
10. Anthony Monteleone noted that the next regular meeting of the Board of Trustees would be held on November 19, 2013 at the Commack Branch.

ADJOURNMENT

11. There being no further business, upon a motion by Trustee Otis Thornhill, seconded by Trustee Eric Johansson, and adopted by a unanimous vote of 6-0, the meeting adjourned at 9:21 p.m.

Linda Taurassi
Secretary

Minutes approved this 19th day of November, 2013



Anthony J. Monteleone, Vice-President



Linda Taurassi, Clerk