

**MINUTES
BOARD OF TRUSTEES
SMITHTOWN SPECIAL LIBRARY DISTRICT
January 15, 2013**

A regular meeting of the Board of Trustees of the Smithtown Special Library District was held at the Smithtown main building in Smithtown, New York on the 15th day of January, 2013 at 7:00 p.m.

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

Also present were Library Director Robert Lusak, Assistant Library Director Sue McManus, Treasurer Joanne T. Grove, 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 Otis Thornhill moved that the *REGULAR MEETING MINUTES of December 18, 2012 and the ANNUAL REORGANIZATION MEETING MINUTES of January 3, 2013 be approved as presented.*

The motion was seconded by Trustee Judy Marlow-Ratway and adopted 5-0 by the following roll call vote: FOR—Marlow-Ratway, Martins, Mohr, Monteleone, Thornhill, AGAINST—None.

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

2. The BUDGET AND FINANCE COMMITTEE report was presented by Chairperson Suzanne Mohr.

Trustee Anthony Monteleone moved adoption of resolution "a":

- a. RESOLVED: *That the TREASURER'S REPORT for the month ended December 31, 2012 be approved for filing.*

The motion was seconded by Trustee Otis Thornhill and adopted by a unanimous 5-0 vote.

Trustee Anthony Monteleone moved adoption of resolution "b":

- b. RESOLVED: *That the following WARRANTS be approved for payment.*

<i>i. Warrant #12-December ("L" fund) PREPAYS</i>	<i>\$1,127,598.83</i>
<i>ii. Warrant #12-December ("L" fund) WARRANT</i>	<i>\$ 98,042.14</i>
<i>iii. Warrant #12-51-L ("H" fund) CONSTRUCTION WARRANT</i>	<i>\$ 286,820.84</i>
<i>iv. Warrant #13-January ("L" fund) PREPAYS</i>	<i>\$ 872.36</i>
<i>v. Warrant #13-January ("L" fund) WARRANT</i>	<i>\$ 198,551.97</i>

The motion was seconded by Trustee Otis Thornhill and adopted by a unanimous 5-0 vote.

Trustee Otis Thornhill moved adoption of resolution "c":

- c. RESOLVED: *That the Capital Project Report, as, prepared by Cullen & Danowski, Certified Public Accountants, be accepted as presented (copy of report appended to the original of these minutes).*

The motion was seconded by Trustee Judy Marlow-Ratway and adopted by a unanimous 5-0 vote.

- d. The Annual 2012 Budget and Finance Committee Report was presented by former Budget and Finance Committee Chairperson John Martins (copy of report appended to the original of these minutes).

Trustee Anthony Monteleone made a motion to accept the Annual 2012 Budget and Finance Committee Report as presented.

The motion was seconded by Trustee Otis Thornhill and adopted by a unanimous 5-0 vote.

- 3. The PERSONNEL COMMITTEE report was presented by Chairperson Otis Thornhill.

Trustee Judy Marlow-Ratway moved adoption of resolution "a":

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

- i. *Resignation of **Zan Asif**, Page, Commack Branch, effective January 5, 2013.*
- ii. *Part-time appointment of **Kimberly Davis** to the position of Librarian Trainee, Commack Branch, at an hourly rate of pay of \$24.94, effective January 25, 2013, not to exceed 17.5 hours per week (to fill the remaining hours of the vacancy created by the resignation of Laina Marie Haber).*
- iii. *Part-time appointment of **Elizabeth Fortunato** to the position of Page, Commack Branch, at an hourly rate of pay of \$7.25, effective January 17, 2013 (to fill the vacancy created by the resignation of Zan Asif).*
- iv. *Temporary appointment of **Wendy Johnson** to the position of Librarian I on a call-in basis, at a rate of pay of \$28.34 per hour, effective January 16, 2013.*
- v. *Extended medical leave of absence without pay for **Irene Hanna-Ohm**, Page, Nesconset Branch, effective January 3, 2013 through February 13, 2013.*

The motion was seconded by Trustee John Martins and adopted by a unanimous 5-0 vote.

- b. *The Annual 2012 Personnel Committee Report was presented by former Personnel Committee Chairperson Anthony Monteleone who moved that the report be accepted as presented (copy of report appended to the original of these minutes).*

The motion was seconded by Trustee Otis Thornhill and adopted by a unanimous vote of 5-0.

- 4. In the absence of BUILDINGS AND GROUNDS COMMITTEE Chairperson Joseph Vallone, the Annual 2012 Buildings and Grounds Committee Report was presented by Trustee Anthony Monteleone (copy of report appended to the original of these minutes).

Board President Anthony Monteleone remarked that the Bylaws would be changed this year to allow the presentation of Annual committee reports at the December meeting to accommodate reports that will be given by outgoing Board members. Former Budget and Finance Committee Chairperson John Martins noted that the Annual Budget and Finance Committee Report is difficult to prepare in December because the financial books have not been closed out at that time. Mr. Monteleone suggested that the majority of the report be completed in December with an addendum if necessary in January.

Trustee Otis Thornhill made a motion to accept the Annual 2012 Buildings and Grounds Committee Report as presented (copy of report appended to the original of these minutes).

The motion was seconded by Trustee John Martins and adopted by a unanimous 5-0 vote.

5. The Annual 2012 Communications Committee Report was presented by Trustee Judy Marlow-Ratway (copy of report appended to the original of these minutes).

Trustee Otis Thornhill made a motion to accept the Annual 2012 Communications Committee Report as presented. The motion was seconded by Trustee John Martins and adopted by a unanimous 5-0 vote.

6. The meeting was taken out of order by President Anthony Monteleone so that an item under Unfinished Business could be addressed at this time.

Trustee Otis Thornhill moved the following resolution and presented Mr. Jacobs with a plaque from the Library in commemoration of the completion of Mr. Jacobs' Eagle Scout Project:

RESOLVED: WHEREAS, as part of his Eagle Scout project, Max Dominic Jacobs, of Boy Scout Troop 214, has generously contributed his skills and abilities to the Smithtown Special Library District ("Library"), pertaining to the design and installation of a "Jazz Garden" located on the west side of the Smithtown main building; be it

RESOLVED, That Max Dominic Jacobs be commended and thanked for his efforts on behalf of the Library; and be it

FURTHER RESOLVED, That appreciation be expressed to those who assisted him with said project.

The motion was seconded by Trustee John Martins and adopted by a unanimous 5-0 vote.

7. The Communications Committee Report for the month of January was presented by Trustee Judy Marlow-Ratway (copy of report appended to the original of these minutes).
8. The DIRECTOR'S REPORT was presented by Library Director Robert Lusak (copy of report appended to the original of these minutes).
9. Discussion of the Caleb Smith property was postponed until the end of the meeting.

REPORTS OF SPECIAL COMMITTEES

10. Friends' Liaison Otis Thornhill presented the Annual 2012 Report of the Friends of the Smithtown Library (copy of report appended to the original of these minutes).

Trustee John Martins made a motion to accept the report as presented.

The motion was seconded by Trustee Judy Marlow-Ratway and adopted by a unanimous 5-0 vote.

11. President Anthony Monteleone noted that the Annual 2012 Library Foundation Report would be submitted by Eric Johansson at the February meeting.
12. President Anthony Monteleone appointed Trustee Otis Thornhill as Liaison to the Friends of the Smithtown Library, and appointed Trustee John Martins as Liaison to the Smithtown Library Foundation.

NEW BUSINESS

13. Trustee Anthony Monteleone moved the following resolution:

RESOLVED: That the Board of Trustees of the Smithtown Special Library District does hereby graciously accept and thank Ann M. DiLouie for her generous donation of \$20.00 in memory of Richard Edwin-Ehmer Specht, and be it

FURTHER RESOLVED, that the funds, as requested, will be used to purchase children's books for the Smithtown main building.

The motion was seconded by Trustee Otis Thornhill and adopted by a unanimous 5-0 vote.

14. Trustee Anthony Monteleone noted that the next regular meeting of the Board of Trustees would be held on February 19, 2013 at 7:00 p.m. at the Nesconset Branch.
15. At 7:27 p.m. Trustee Anthony Monteleone moved that the Board enter executive session (pursuant to Article 7, Section 105(F) of the Public Officer's Law) to discuss the employment history of particular persons.

The motion was seconded by Trustee Otis Thornhill and adopted by a unanimous 5-0 vote.

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

16. Upon a motion by Trustee Otis Thornhill, seconded by Trustee Suzanne Mohr and adopted by a 5-0 vote, the meeting reconvened in open public session at 8:48 p.m.

17. Trustee Otis Thornhill moved the following resolution:

RESOLVED, That the determination of the Library Director, to suspend a Librarian I with pay, pending the review of a psychological evaluation, is hereby authorized by the Board of Trustees of the Smithtown Special Library District.

The motion was seconded by Trustee John Martins and adopted by a unanimous 5-0 vote.

18. Trustee Otis Thornhill moved the following resolution:

RESOLVED: That the Board of Trustees of the Smithtown Special Library District approves the Library Director's Performance Evaluation as presented at the December 18, 2012 board meeting.

The motion was seconded by Trustee Judy Marlow-Ratway and adopted by a unanimous 5-0 vote.

19. Trustee Otis Thornhill moved the following resolution:

RESOLVED: That the Board of Trustees of the Smithtown Special Library District accepts the Library Director's Goals and Objectives for the period January 2013 through December 2013 as presented at the December 18, 2012 board meeting (copy appended to the original of these minutes).

The motion was seconded by Trustee Judy Marlow-Ratway and adopted by a unanimous 5-0 vote.

20. Trustee Otis Thornhill moved the following resolution:

RESOLVED: That Library Director Robert Lusak receive monthly reimbursement for use of his privately owned cellular telephone, when conducting Library business, at a rate of \$100 per month.

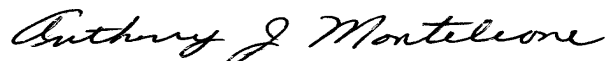
The motion was seconded by Trustee Suzanne Mohr and adopted by a unanimous 5-0 vote.

ADJOURNMENT

21. There being no further business, upon a motion by Trustee John Martins, seconded by Trustee Judy Marlow-Ratway, and adopted by a vote of 5-0, the meeting adjourned at 8:53 p.m.

Linda Taurassi
Secretary

Minutes approved this 19th day of March, 2013



Anthony J. Monteleone, Vice-President



Linda Taurassi, Clerk

1/15/13