

**MINUTES
BOARD OF TRUSTEES
SMITHTOWN SPECIAL LIBRARY DISTRICT
February 19, 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 19th day of February, 2013 at 7:00 p.m.

The following trustees were present and participating at the meeting: Eric J. Johansson, Suzanne Mohr, Anthony J. Monteleone, and Joseph Vallone. Trustees Judy Marlow-Ratway, John C. Martins, and Otis Thornhill 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 Eric Johansson moved that the *REGULAR MEETING MINUTES of January 15, 2013 be approved as presented.*

The motion was seconded by Trustee Joseph Vallone and resulted in the following roll call vote: FOR—Mohr, Monteleone, ABSTAINED: Johansson, Vallone; there being no majority, the motion failed. (NOTE: Due to the fact that three trustees were absent from this meeting, and two of the four trustees that were present abstained from the vote because they were absent from the January meeting, the motion failed. The January minutes will be put up for a vote again at the March meeting)

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 January 31, 2013 be approved for filing.*

The motion was adopted by a unanimous 4-0 vote.

Trustee Suzanne Mohr moved adoption of resolution "b":

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

i. Warrant #13-February ("L" fund) PREPAYS	\$ 40,519.82
ii. Warrant #13-February ("L" fund) WARRANT	\$ 463,629.82
iii. Warrant #13-February (Voided/Reissued) WARRANT	\$ 150.92

The motion was adopted by a unanimous 4-0 vote.

Trustee Suzanne Mohr moved adoption of resolution “c”:

- c. RESOLVED: *That the Board of Trustees of the Smithtown Special Library District does hereby authorize the Treasurer to purchase one (1) Toshiba E-Studio 356 black and white copier from Toshiba, under Suffolk County Contract #PE-062713, at a total cost not to exceed \$2,599.92, in addition to a monthly service contract of \$46.22 per month, to replace the irreparable black and white copier located at the Nesconset Branch.*

The motion was adopted 4-0 by the following roll call vote: FOR—Johansson, Mohr, Monteleone, Vallone.

3. In the absence of Chairperson Otis Thornhill, the PERSONNEL COMMITTEE report was presented by Trustee Eric Johansson who moved adoption of resolution “a”:

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

- i. *Permanent full-time promotional appointment of **Katie McIntyre** to the position of Librarian II, Commack Branch, at an annual rate of pay of \$64,159.00, subject to a 12-week probationary period, effective February 20, 2013 (to fill the vacancy created by the reassignment of Julie DeLaney to the Community Relations Department).*
- ii. *Permanent full-time promotional appointment of **Margaret Moloney** to the position of Librarian II, Nesconset Branch, at an annual rate of pay of \$64,159.00, subject to a 12-week probationary period, effective February 20, 2013.*
- iii. *Permanent full-time promotional appointment of **Caren Zatyk** to the position of Librarian II, Long Island History Room, at an annual rate of pay of \$66,441.00, subject to a 12-week probationary period, effective February 20, 2013.*
- iv. *Salary change (to a full-time position) for **Susan Mathews**, Library Clerk, Kings Park Branch, to \$40,433.00 annually, effective February 27, 2013 (to fill the vacancy created by the retirement of Ann Riker).*
- v. *Part-time appointment of **Sara Catalonotto** to the position of Page, Smithtown Children’s Department, at a rate of pay of \$7.25 per hour, effective February 22, 2013 (to fill part of the vacancy created by the reassignment of Emilee Walsh to the Nesconset Branch).*
- vi. *Part-time appointment of **Elora Lee** to the position of Page, Nesconset Branch, at a rate of pay of \$7.25 per hour, effective February 21, 2013 (to fill the vacancy created by the resignation of Caitlin Gregory).*
- vii. *Part-time appointment of **Ana Walsh** to the position of Page, Nesconset Branch, at a rate of pay of \$7.25 per hour, effective February 21, 2013 (to fill the vacancy created by the resignation of Andrea Lucana).*
- viii. *Temporary appointment of **John Calo** to the position of Custodial Worker I on a call-in basis, at a rate of pay of \$17.80 per hour, effective February 20, 2013.*
- ix. *Temporary appointment of **Jaclyn DeStefano** to the position of Librarian I on a call-in basis, at a rate of pay of \$28.34 per hour, effective February 20, 2013.*

- x. Temporary appointment of **Katie DiLauro** to the position of Librarian I on a call-in basis, at a rate of pay of \$28.34 per hour, effective February 20, 2013.
- xi. Temporary appointment of **Nicole Gentile** to the position of Librarian I on a call-in basis, at a rate of pay of \$28.34 per hour, effective February 20, 2013.
- xii. Temporary appointment of **Erin Lounsbury** to the position of Librarian I on a call-in basis, at a rate of pay of \$28.34 per hour, effective February 20, 2013.
- xiii. Temporary appointment of **Daniel O'Connor** to the position of Custodial Worker I on a call-in basis, at a rate of pay of \$17.80 per hour, effective February 20, 2013.
- xiv. Temporary appointment of **Louis Rossi** to the position of Custodial Worker I on a call-in basis, at a rate of pay of \$17.80 per hour, effective February 20, 2013.
- xv. Temporary appointment of **Melissa Roth** to the position of Librarian I on a call-in basis, at a rate of pay of \$28.34 per hour, effective February 20, 2013.
- xvi. Temporary appointment of **Karen Sonnessa** to the position of Librarian I on a call-in basis, at a rate of pay of \$28.34 per hour, effective February 20, 2013.
- xvii. Retirement of **Ann Riker**, Library Clerk, Kings Park Branch, effective February 25, 2013 (NYS Retirement effective 2/26/13).
- xviii. Resignation of **Caitlin Gregory**, Page, Nesconset Branch, effective January 24, 2013.
- xix. Resignation of **Daniel Grove**, Custodial Worker I, effective July 16, 2011 (last day of employment).
- xx. Resignation of **Andrea Lucana**, Page, Nesconset Branch, effective February 5, 2013.
- xxi. Resignation of **Daniel McDermott**, Custodial Worker I, effective January 31, 2011 (last day of employment).

The motion was adopted 4-0 by the following roll call vote: FOR—Johansson, Mohr, Monteleone, Vallone.

Trustee Eric Johansson moved adoption of resolution “b”:

- b. RESOLVED: *That the following CONFERENCE/WORKSHOP ATTENDANCE requests set forth hereinafter are hereby approved:*
 - i. *That Library Director Robert Lusak be authorized to attend, on paid release time, the Pre-Advocacy and Advocacy Day Programs for “Library Legislation Day”, sponsored by NYLA (New York Library Association), from March 4, 2013 through March 5, 2013 for the purpose of fostering support for libraries, increasing state funding, and educating legislators of the services libraries provide, with reimbursement for actual and necessary expenses not to exceed \$300.00.*
 - ii. *That Assistant Library Director Sue McManus be authorized to attend, on paid release time, the Pre-Advocacy and Advocacy Day Programs for Library Legislation Day, sponsored by NYLA (New York Library Association), from March 4, 2013 through March 5, 2013, with reimbursement for actual and necessary expenses not to exceed \$129.00.*

- iii. *That Librarian III Eileen Caulfield, Smithtown Children's Department, be authorized to attend, on paid release time, the Pre-Advocacy and Advocacy Day Programs for Library Legislation Day, sponsored by NYLA (New York Library Association), from March 4, 2013 through March 5, 2013, with reimbursement for actual and necessary expenses not to exceed \$65.00.*
- iv. *That Librarian II Julie DeLaney, Smithtown Children's Department, be authorized to attend, on paid release time, the Pre-Advocacy and Advocacy Day Programs for Library Legislation Day, sponsored by NYLA (New York Library Association), from March 4, 2013 through March 5, 2013, with reimbursement for actual and necessary expenses not to exceed \$65.00.*
- v. *That Librarian I Christine Dengel, Smithtown Children's Department, be authorized to attend, on paid release time, the Pre-Advocacy and Advocacy Day Programs for Library Legislation Day, sponsored by NYLA (New York Library Association), from March 4, 2013 through March 5, 2013, with reimbursement for actual and necessary expenses not to exceed \$65.00.*
- vi. *That Librarian I Erin McCann, Smithtown Children's Department, be authorized to attend, on paid release time, the Pre-Advocacy and Advocacy Day Programs for Library Legislation Day, sponsored by NYLA (New York Library Association), from March 4, 2013 through March 5, 2013, with reimbursement for actual and necessary expenses not to exceed \$65.00.*
- vii. *That Administrative Assistant Laura Poppe, Administration Department, be authorized to attend, on paid release time, the Notary Public Workshop, sponsored by Soren Legal, to be held at the Holiday Inn, Plainview, NY, on March 15, 2013, with reimbursement for actual and necessary expenses not to exceed \$187.00.*
- viii. *That Sr. Administrative Assistant, Linda Taurassi, Administration Department, be authorized to attend, on paid release time, the Pre-Advocacy and Advocacy Day Programs for Library Legislation Day, sponsored by NYLA (New York Library Association), from March 4, 2013 through March 5, 2013, with reimbursement for actual and necessary expenses not to exceed \$65.00.*

The motion was adopted 4-0 by the following roll call vote: FOR—Johansson, Mohr, Monteleone, Vallone.

Trustee Eric Johansson moved adoption of resolution "c":

- c. **RESOLVED:** *That the mandatory training seminar request set forth hereinafter is hereby approved:*

That Librarian II Will Salas, Smithtown main building, be authorized to attend, on paid release time, the 35th Annual Patent & Trademark Depository Library (PTDLP) Training Seminar, sponsored by the United States Patent and Trademark Office, located in Alexandria, Virginia, from April 14, 2013 through April 18, 2013, with reimbursement for actual and necessary expenses, (including food, lodging, mileage) not to exceed \$1,500.00 (NOTE: this is a mandatory training seminar for Mr. Salas who is the Patent and Trademark Resource Center Librarian).

The motion was adopted 4-0 by the following roll call vote: FOR—Johansson, Mohr, Monteleone, Vallone.

4. The BUILDINGS AND GROUNDS COMMITTEE report was presented by Chairperson Joseph Vallone.

Trustee Joseph Vallone moved that resolution “a” be adopted as amended:

- a. RESOLVED: *That the request of the Smithtown Historical Society, to place a banner on the corner of the property of the Smithtown Main library from April 1, 2013 through April 15, 2013, advertising the “Smithtown Historical Society Art Market” to be held April 13, 2013 through April 14, 2013, be approved.*

The motion was adopted 4-0 as amended by the following roll call vote: FOR—Johansson, Mohr, Monteleone, Vallone.

Trustee Joseph Vallone moved that resolution “b” be adopted as amended:

- b. RESOLVED: *That the request of the Sweetbriar Nature Center, to place a banner on the corner of the property of the Smithtown Main library from May 1, 2013 through June 8, 2013, advertising the “Sweetbriar Wildlife Festival” to be held June 8, 2013, be approved.*

The motion was adopted 4-0 as amended by the following roll call vote: FOR—Johansson, Mohr, Monteleone, Vallone.

The Library Director reported that the majority of the Library buildings survived major damage as a result of the recent blizzard, except for the Nesconset Branch, which sustained water damage through the ceiling tiles as a result of a large volume of wind and snow accumulating in the intake valves on the roof.

5. Anthony Monteleone presented the COMMUNICATIONS COMMITTEE report in the absence of Communications Committee Chairperson Judy Marlow-Ratway (copy of report appended to the original of these minutes).
6. The DIRECTOR’S REPORT was presented by Library Director Robert Lusak (copy of report appended to the original of these minutes). The Director added that he had met this morning with Inspector James Rhoads of the Suffolk County Police Department, 4th Precinct, to discuss community awareness meetings to be held at the Nesconset Branch on the first Tuesday of every month beginning in March.

REPORTS OF SPECIAL COMMITTEES

7. As part of the Annual 2012 Report of the Library Foundation, Foundation Liaison Eric Johansson stated that the Library Foundation had paid for the construction of a patio and walkway at the Smithtown main building in 2012.

NEW BUSINESS

8. Trustee Anthony Monteleone moved adoption of the following resolution:

- a. RESOLVED: *That the Board of Trustees of the Smithtown Special Library District does hereby graciously accept and thank Sandra and Harvey Atlas for their generous donation of one 42" x 28" wooden custom built eight-room unfinished Victorian style doll house to be used in the Children's Room of the Nesconset Branch.*

The motion was seconded by Trustee Joseph Vallone and adopted 4-0 by the following roll call vote: FOR—Johansson, Mohr, Monteleone, Vallone.

9. At 7:38 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 a particular person.

The motion was seconded by Trustee Joseph Vallone and adopted by a unanimous 4-0 vote.

The following trustees were present and participating in executive session: Eric J. Johansson, Suzanne Mohr, Anthony J. Monteleone, and Joseph Vallone. Also present were Library Director Robert Lusak, Assistant Director Sue McManus, Attorney Kevin Seaman, Treasurer Joanne T. Grove, Business Manager Amy Scholl and Clerk Linda Taurassi.

10. Upon a motion by Trustee Eric Johansson, seconded by Trustee Anthony Monteleone and adopted by a 4-0 vote, the meeting reconvened in open public session at 8:37 p.m.

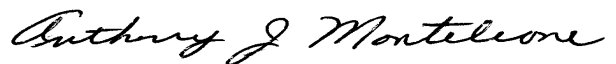
11. Trustee Anthony Monteleone noted that the next regular meeting of the Board of Trustees would be held on March 19, 2013 at 7:00 p.m. at the Commack Branch.

ADJOURNMENT

12. There being no further business, upon a motion by Trustee Anthony Monteleone, seconded by Trustee Eric Johansson, and adopted by a vote of 4-0, the meeting adjourned at 8:40 p.m.

Linda Taurassi
Secretary

Minutes approved this 19th day of March, 2013



Anthony J. Monteleone, Vice-President



Linda Taurassi, Clerk