

**MINUTES
BOARD OF TRUSTEES
SMITHTOWN SPECIAL LIBRARY DISTRICT
March 19, 2013**

A regular meeting of the Board of Trustees of the Smithtown Special Library District was held at the Commack Branch in Commack, New York on the 19th day of March, 2013 at 7:00 p.m.

The following trustees were present and participating at the meeting: Judy Marlow-Ratway, John C. Martins, Suzanne Mohr, Anthony J. Monteleone, and Otis Thornhill. Trustees 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 Anthony Monteleone moved that the *REGULAR MEETING MINUTES of January 15, 2013 and the REGULAR MEETING MINUTES of February 19, 2013 be approved as presented.* The motion was seconded by Trustee Otis Thornhill 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, who moved adoption of resolutions "a" and "b":
 - a. RESOLVED: *That the TREASURER'S REPORT for the month ended February 28, 2013 be approved for filing.*
 - b. RESOLVED: That the following WARRANTS be approved for payment:

<i>i. Warrant #13-March ("L" fund) PREPAYS</i>	<i>\$ 49,679.53</i>
<i>ii. Warrant #13-March ("L" fund) WARRANT</i>	<i>\$ 199,504.47</i>
<i>iii. Warrant #13-52-L ("H" fund) CONSTRUCTION WARRANT</i>	<i>\$ 4,027.76</i>

The motion was adopted 5-0 by the following roll call vote: FOR—Marlow-Ratway, Martins, Mohr, Monteleone, Thornhill; AGAINST—none.

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

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

- i. *Permanent full-time promotional appointment of **Christine Alexander** to the position of Librarian II, Reference Department (Young Adult Division), Kings Park Branch, at an annual rate of pay of \$66,441.00, subject to a 12-week probationary period, effective March 20, 2013.*
- ii. *Permanent full-time promotional appointment of **Sheila Doherty** to the position of Librarian II, Reference Department (Young Adult Division), Commack Branch, at an annual rate of pay of \$59,755.00, subject to a 12-week probationary period, effective March 20, 2013.*
- iii. *Permanent full-time promotional appointment of **Amanda Lentino** to the position of Librarian II, Reference Department (Young Adult Division), Nesconset Branch, at an annual rate of pay of \$61,933.00, subject to a 12-week probationary period, effective March 20, 2013.*
- iv. *Permanent full-time appointment of **Lauren Bernat** to the position of Librarian I, Kings Park Branch, at an annual rate of pay of \$51,585.00, subject to a 26-week probationary period, effective March 20, 2013 (to fill part of the vacancy created by the reassignment of Lisa Bitran to the Nesconset Branch).*
- v. *Permanent full-time appointment of **Emily Lazio** to the position of Librarian I, Children’s Services, Nesconset Branch, at an annual rate of pay of \$51,585.00, subject to a 26-week probationary period, effective March 20, 2013 (to fill part of the vacancy created by the promotion of Katie McIntyre to Librarian II, Commack Branch).*
- vi. *Salary change (to a full-time position) for **Andrew Salomon**, Librarian I, Smithtown Main/Kings Park Branch, to \$51,585.00 annually; effective March 20, 2013 (to fill part of the vacancy created by the reassignment of Lisa Bitran to the Nesconset Branch).*
- vii. *Part-time appointment of **John Calo** to the position of Custodial Worker I, at an hourly rate of pay of \$17.80, effective March 20, 2013 (to fill the need for custodial services at all buildings).*
- viii. *Part-time appointment of **Wendy Johnson** to the position of Librarian I (Children’s Services), Nesconset Branch, at an hourly rate of pay of \$28.34, effective March 20, 2013, not to exceed 17.5 hours per week (to fill part of the vacancy created by the promotion of Katie McIntyre to Librarian II, Commack Branch).*
- ix. *Part-time appointment of **Louis Rossi** to the position of Custodial Worker I, at an hourly rate of pay of \$17.80, effective March 20, 2013 (to fill the need for custodial services at all buildings).*
- x. *Part-time appointment of **Jessica Donato** to the position of Page, Children’s Department, Smithtown Main, at an hourly rate of pay of \$7.25, effective April 9, 2013 (to fill part of the vacancy created by the reassignment of Emilee Walsh).*
- xi. *Temporary appointment of **Michael Cronin** to the position of Custodial Worker I on a call-in basis, at an hourly rate of pay of \$17.80, effective March 20, 2013.*
- xii. *Temporary appointment of **Jose Escalante** to the position of Custodial Worker I on a call-in basis, at an hourly rate of pay of \$17.80, effective March 20, 2013.*
- xiii. *Extended medical leave of absence without pay for **Joseph Kmiotek**, Custodial Worker I, Commack Branch, effective March 14, 2013 through June 14, 2013.*
- xiv. *Resignation of **Grace Drewes**, Page, Smithtown Reference/Circulation Department, effective March 11, 2013.*
- xv. *Resignation of **John Weisman**, Custodial Worker I, Smithtown Main, effective March 31, 2013.*

The motion was adopted 5-0 by the following roll call vote: FOR—Marlow-Ratway, Martins, Mohr, Monteleone, Thornhill; AGAINST—none.

Trustee Otis Thornhill moved adoption of resolution “b”:

b. RESOLVED: *That the following CONFERENCE/WORKSHOP ATTENDANCE requests set forth hereinafter are hereby approved as amended:*

- i. *That Librarian I **Christine Alexander**, Young Adult Librarian, Kings Park Branch, be authorized to attend, on paid release time, the “Fran Romer Memorial Booktalk Workshop” sponsored by YASD (Young Adult Services Division of SCLA) on April 12, 2013, to be held at the Sachem Public Library, with reimbursement for actual and necessary expenses not to exceed \$14.00.*
- ii. *That Librarian II **Jennifer Cattrano**, Children’s Department, Smithtown Main, be authorized to attend, on paid release time, the Children’s Librarian Association of Suffolk County (CLASC) Annual General Membership Meeting & Dinner, to be held at the Three Village Inn, Stony Brook, on April 18, 2013, with reimbursement for actual and necessary expenses not to exceed \$55.00.*
- iii. *That Librarian II **Julie DeLaney**, Community Relations Department, Nesconset Branch, be authorized to attend, on paid release time, the ALA (American Library Association) annual conference, sponsored by ALA, from June 27, 2013 through July 2, 2013, located in Chicago, IL, with reimbursement for actual and necessary expenses not to exceed \$500.00.*
- iv. *That Librarian II **Julie DeLaney**, Community Relations Department, Nesconset Branch, be authorized to attend, on paid release time, the Children’s Librarian Association of Suffolk County (CLASC) Annual General Membership Meeting & Dinner, to be held at the Three Village Inn, Stony Brook, on April 18, 2013, with reimbursement for actual and necessary expenses not to exceed \$55.00.*
- v. *That Librarian I **Sheila Doherty**, Young Adult Librarian, Commack Branch, be authorized to attend, on paid release time, the “Fran Romer Memorial Booktalk Workshop” sponsored by YASD (Young Adult Services Division of SCLA) on April 12, 2013, to be held at the Sachem Public Library, with reimbursement for actual and necessary expenses not to exceed \$21.00.*
- vi. *That Librarian I **Emily Lazio**, Children’s Department, Nesconset Branch, be authorized to attend, on paid release time, the Children’s Librarian Association of Suffolk County (CLASC) Annual General Membership Meeting & Dinner, to be held at the Three Village Inn, Stony Brook, on April 18, 2013, with reimbursement for actual and necessary expenses not to exceed \$48.00.*
- vii. *That Librarian I **Peggy Lopez**, Children’s Department, Smithtown Main, be authorized to attend, on paid release time, the Children’s Librarian Association of Suffolk County (CLASC) Annual General Membership Meeting & Dinner, to be held at the Three Village Inn, Stony Brook, on April 18, 2013, with reimbursement for actual and necessary expenses not to exceed \$54.00.*
- viii. *That Librarian II **Maggie Moloney**, Children’s Department, Nesconset Branch, be authorized to attend, on paid release time, the Children’s Librarian Association of Suffolk County (CLASC) Annual General Membership Meeting & Dinner, to be held at the Three Village Inn, Stony Brook, on April 18, 2013, with reimbursement for actual and necessary expenses not to exceed \$48.00.*

The motion was adopted 5-0 by the following roll call vote: FOR—Marlow-Ratway, Martins, Mohr, Monteleone, Thornhill; AGAINST—none.

4. In the absence of Chairperson Joseph Vallone, the BUILDINGS AND GROUNDS COMMITTEE report was presented by President Anthony Monteleone, who moved adoption of the following resolution:

RESOLVED: That the request of the Suffolk County Kennel Club, to place a banner on the corner of the property of the Smithtown Main library from September 6, 2013 through September 30, 2013, advertising the "Suffolk County Kennel Club's 72nd Annual Dog Show/Expo" be approved.

The motion was adopted 5-0 by the following roll call vote: FOR—Marlow-Ratway, Martins, Mohr, Monteleone, Thornhill; AGAINST—none.

5. The COMMUNICATIONS COMMITTEE Chairperson Judy Marlow-Ratway presented the Smithtown Special Library District's 2013 Annual Report to the Community:

RESOLVED: That the 2013 Board of Trustees' Annual Report to the Community, pursuant to Article V, Section 2C of the Board of Trustees Bylaws, be accepted as presented.

The motion was adopted 5-0 by the following roll call vote: FOR—Marlow-Ratway, Martins, Mohr, Monteleone, Thornhill; AGAINST—none (a copy of the 2013 Annual Report to the Community, in addition to the Communications Committee monthly report for March, are 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).

REPORTS OF SPECIAL COMMITTEES

7. The Business Manager's report was presented by Business Manager I Amy Scholl (copy of report appended to the original of these minutes).

NEW BUSINESS

8. Trustee Anthony Monteleone moved adoption of the following resolution in commemoration of retiree Ann Riker, Library Clerk, Kings Park Branch:

RESOLVED: WHEREAS, Ann Riker announced her retirement as of February 25, 2013; and

WHEREAS, during her twenty-three years of faithful and dedicated service, she has earned the admiration and respect of her colleagues and co-workers; therefore be it

FURTHER RESOLVED, that the Board of Trustees of the Smithtown Special Library District does hereby express its appreciation to Ann Riker for her many years of dedicated service and contributions to the Library; and be it

FURTHER RESOLVED, that the Board extends to Ann Riker its best wishes for many years of health and happiness during her retirement.

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

9. At 7:31 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 Otis Thornhill and adopted by a unanimous 5-0 vote.

The following trustees were present and participating in executive session: 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 I Amy Scholl and Clerk Linda Taurassi.

10. Upon a motion by Trustee Anthony Monteleone, seconded by Trustee Otis Thornhill, and adopted by a 5-0 vote, the meeting reconvened in open public session at 8:18 p.m.
11. Trustee Anthony Monteleone moved adoption of the following resolution:

RESOLVED: That the Board of Trustees of the Smithtown Special Library District ("Library") authorizes the Library Director to execute a Stipulation between the "Library" and a Librarian I effecting the terms of a separation of service.

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

12. Trustee Anthony Monteleone moved adoption of the following items:
 - a. *RESOLVED: That the employment contract between Business Manager I **Amy Scholl** and the Smithtown Special Library District be approved as presented.*
 - b. *RESOLVED: That the employment contract between Sr. Administrative Assistant **Joanne T. Grove** and the Smithtown Special Library District be approved as amended.*
 - c. *RESOLVED: That the employment contract between Sr. Administrative Assistant **Linda Taurassi** and the Smithtown Special Library District be approved as amended.*

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

13. Trustee Anthony Monteleone moved adoption of the following item:

RESOLVED: That the Board of Trustees of the Smithtown Special Library District extends the Library Director's contract for a period of one additional year (for a total of 3 years) past the period ratified at the December 18, 2012 board meeting; contract to be in effect until September 11, 2016.

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

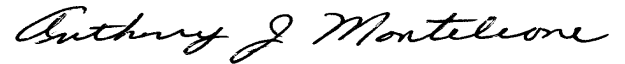
14. Trustee Anthony Monteleone noted that the next regular meeting of the Board of Trustees would be held on April 16, 2013 at 7:00 p.m. at the Kings Park Branch.

ADJOURNMENT

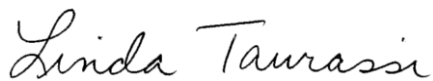
15. There being no further business, upon a motion by Trustee Anthony Monteleone, seconded by Trustee Otis Thornhill, and adopted by a vote of 4-0, the meeting adjourned at 8:23 p.m.

Linda Taurassi
Secretary

Minutes approved this 16th day of April, 2013



Anthony J. Monteleone, Vice-President



Linda Taurassi, Clerk