

**MINUTES
BOARD OF TRUSTEES
SMITHTOWN SPECIAL LIBRARY DISTRICT
April 16, 2013**

A regular meeting of the Board of Trustees of the Smithtown Special Library District was held at the Kings Park Branch in Kings Park, New York on the 16th day of April, 2013 at 7:00 p.m.

The following trustees were present and participating at the meeting: Eric J. Johansson, Judy Marlow-Ratway, Anthony J. Monteleone, Otis Thornhill and Joseph Vallone. Trustees John C. Martins and Suzanne Mohr 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 March 19, 2013 be approved as presented*. The motion was seconded by Trustee Otis Thornhill and adopted 4-1 by the following roll call vote: FOR—Marlow-Ratway, Monteleone, Thornhill, Vallone; ABSTAINED—Johansson.

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

2. President Anthony Monteleone introduced accountant Donald Hoffman, of the accounting firm Cullen and Danowski, who presented the financial status of the Library, including a draft of the 2012 financials and the report of the near completed capital project. He stated that the current financial position of the Library is strong and that all municipalities will be facing future challenges given rising costs and the New York State tax cap.

After discussion, Trustee Joseph Vallone made a motion to accept the report of the "2012 'Year in Review' Financial State of the Smithtown Special Library District" as submitted by Donald Hoffman of Cullen and Danowski.

The motion was seconded by Trustee Judy Marlow-Ratway and adopted by a unanimous 5-0 vote (copy of report appended to the original of these minutes).

In the absence of Chairperson Suzanne Mohr, the BUDGET AND FINANCE COMMITTEE report was presented by President Anthony Monteleone, who moved adoption of resolution "a":

- a. **RESOLVED:** *That the TREASURER'S REPORT for the month ended March 31, 2013 be approved for filing.*

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

Trustee Anthony Monteleone moved adoption of resolution “b”:

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

i.	Warrant #13-April (“L” fund) PREPAYS	\$ 165,305.89
ii.	Warrant #13-April (“L” fund) WARRANT	\$ 129,248.04

The motion was adopted 5-0 by the following roll call vote: FOR—Johansson, Marlow-Ratway, Monteleone, Thornhill, Vallone; 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 **Lauren Gunderson** to the position of Head Clerk, Circulation Department, Nesconset Branch, at an annual rate of pay of \$69,127.00, subject to a 12-week probationary period, effective April 17, 2013 (NOTE: position is based at the Nesconset Branch, however, this position supervises Circulation Department clerical staff throughout the Smithtown Special Library District).*
- ii. *Permanent full-time promotional appointment of **Gail Rengstl** to the position of Senior Account Clerk, Business Office, Nesconset Branch, at an annual rate of pay of \$43,328.00, subject to a 12-week probationary period, effective April 17, 2013.*
- iii. *Permanent full-time promotional appointment of **Patricia Thomson** to the position of Librarian II, Reference Department, Nesconset Branch, at an annual rate of pay of \$64,159.00, subject to a 12-week probationary period, effective April 17, 2013.*
- iv. *Full-time provisional appointment of **Amy Scholl** to the position of Administrative Aide, Administration/Business Office, Nesconset Branch, at an annual rate of pay of \$86,013.00, effective April 29, 2013.*
- v. *Salary increase for **Eileen Caulfield**, Librarian III, Children’s Department, Smithtown main, to an annual rate of pay of \$86,314.00, effective April 17, 2013 (NOTE: position is based at the Smithtown main, however, this position supervises Children’s Department staff throughout the Smithtown Special Library District).*
- vi. *Part-time appointment of **Jennifer Behrendt** to the position of Page, Reference/Circulation Departments, Smithtown main, at a rate of pay of \$7.25 per hour, effective April 18, 2013 (to fill the vacancy created by the resignation of Grace Drewes).*
- vii. *Part-time appointment of **Kaitlyn Young** to the position of Page, Reference/Circulation Departments, Smithtown main, at a rate of pay of \$7.25 per hour, effective April 24, 2013 (to fill the vacancy created by the resignation of Lauren DeStefano).*
- viii. *Temporary appointment of **Shaun Clark** to the position of Custodial Worker I on a call-in basis, at a rate of pay of \$17.80 per hour, effective April 17, 2013.*
- ix. *Resignation of **Samuel Weehunt**, Librarian I, Reference Department, Smithtown main, effective March 21, 2013.*
- x. *Medical leave of absence without pay for **Cara Lauber**, Librarian I, Reference Department, Kings Park Branch, effective March 24, 2013 through June 2, 2013.*

The motion was adopted 5-0 by the following roll call vote: FOR—Johansson, Marlow-Ratway, Monteleone, Thornhill, Vallone; 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 the following members of the Board of Trustees of the Smithtown Special Library District be authorized to attend the “2013 Annual Long Island Library Conference” to be held at the Melville Marriot, located at 1350 Old Walt Whitman Road, Melville, NY on May 2, 2013: **Judy Marlow-Ratway, John Martins, Otis Thornhill, Joseph Vallone** (Note: \$50 registration fee per person to be paid for by the Library District).*
- ii. *That the following staff members be authorized to attend, on paid release time, the “2013 Annual Long Island Library Conference” to be held at the Melville Marriot, located at 1350 Old Walt Whitman Road, Melville, NY on May 2, 2013, with reimbursement for conference registration not to exceed \$60.00 (\$40-\$60 as per membership status): **Christine Alexander, Serena Brooks, Julie DeLaney, Sheila Doherty, Joanne T. Grove, Cynthia Guzzo, Jennifer Honickman, Dina Lally, Emily Lazio, Robert Lusak, Sue McManus, Jessica Quenzer, Gail Rengstl, Andrew Salomon, Amy Scholl, Linda Taurassi** (NOTE: amount noted above does not include mileage costs).*
- iii. *That **Lauren Bernat**, Librarian I, Reference Department, Kings Park Branch, be authorized to attend, on paid release time, the “Fran Romer Book Talk Workshop” sponsored by YASD (Young Adult Services Division of SCLA) on April 12, 2013 , with reimbursement for actual and necessary expenses not to exceed \$20.00*
- iv. *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.*
- v. *That Librarian III **Eileen Caulfield**, 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 \$48.00.*
- vi. *That Librarian III **Eileen Caulfield**, Smithtown Children’s Department, be authorized to attend, on paid release time, the “BookExpo America” conference, sponsored by BookExpo America, to be held at the Jacob Javits Conference Center, NYC, on May 31, 2013, with reimbursement for actual and necessary expenses not to exceed \$105.00.*
- vii. *That Librarian III **Eileen Caulfield**, Children’s Department, Smithtown main, 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.*
- viii. *That Librarian II **Julie DeLaney**, Community Relations Department, Nesconset Branch, be authorized to attend, on paid release time, the “BookExpo America” conference, sponsored by BookExpo America, to be held at the Jacob Javits Conference Center, NYC, on May 31, 2013, with reimbursement for actual and necessary expenses not to exceed \$105.00.*

- ix. *That Librarian II **Caren Zatyk**, L.I. Room, Smithtown main, be authorized to attend, on paid release time, the 2013 New York Archives Conference, sponsored by the New York Archives Conference and Archivists Round Table of Metropolitan New York, Inc., in partnership with The Palmer School of Library and Information Science of Long Island University, to be held at the LIU Post Campus of Long Island University, Brookville, NY, from June 5, 2013 through June 7, 2013, with reimbursement for actual and necessary expenses not to exceed \$331.00.*

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

4. The BUILDINGS AND GROUNDS COMMITTEE report was presented by Chairperson Joseph Vallone, who moved adoption of the following resolution:

RESOLVED: That the request of the Smithtown Methodist Church, to place a banner on the corner of the property of the Smithtown Main library from April 20, 2013 through May 13, 2013, advertising their annual “Mother’s Day Plant & Bake Sale” to be held on May 10, 2013 through May 12, 2013, be approved.

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

5. The COMMUNICATIONS COMMITTEE report was presented by 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).

REPORTS OF SPECIAL COMMITTEES

7. The Business Manager’s report was presented by Business Manager Amy Scholl (copy of report appended to the original of these minutes). The following items were discussed:
 - a. Lease for color copier in Technical Services has been discontinued.
 - b. A new shed has been ordered for Kings Park.
 - c. Update on problems pertaining to our HVAC systems (heating, ventilation and air conditioning).
 - d. Library cards – in the process of getting quotes for new cards.
 - e. Shana’s Park at the Commack Branch through a memorial donation.
 - f. Doorbells – proposals being obtained for each building for front door and employee entrance.
 - g. Signage – in the process of getting signage errors corrected; dedication plaques for Cornelia Butler Reading Room and Peter McCann Gillard Community Room to be ordered; young adult signage to be completed.
 - h. Security issues – various incidents of vandalism, theft, etc. – in the process of investigating security cameras; to apply for construction grant for funding.

NEW BUSINESS

8. New York State Annual Report

Trustee Anthony Monteleone moved adoption of the following resolution:

RESOLVED: That the New York State Annual Report for Public and Association Libraries for the year ending December 31, 2012 be accepted for filing as presented.

The motion was seconded by Trustee Joseph Vallone and adopted 5-0 by the following roll call vote: FOR—Johansson, Marlow-Ratway, Monteleone, Thornhill, Vallone; AGAINST—none.

9. Smithtown Sunrise and Smithtown Rotary – Friends of the Smithtown Library 2013 Summer Concert Food Drive.

Trustee Anthony Monteleone moved adoption of the following resolution:

RESOLVED: That the Board of Trustees of the Smithtown Special Library District hereby grants permission to the Smithtown Sunrise Rotary Club and the Rotary Club of Smithtown to place containers during the Friends 2013 Summer Concert Series for the purpose of collecting nonperishable food items that will be distributed to local food pantries.

The motion was seconded by Trustee Otis Thornhill and adopted 5-0 by the following roll call vote: FOR—Johansson, Marlow-Ratway, Monteleone, Thornhill, Vallone; AGAINST—none.

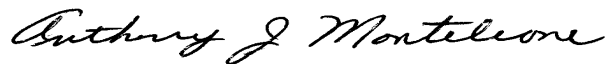
10. Trustee Anthony Monteleone noted that the next regular meeting of the Board of Trustees would be held on May 21, 2013 at 7:00 p.m. at the Smithtown Main building.

ADJOURNMENT

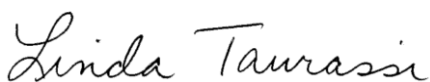
11. There being no further business, upon a motion by Trustee Anthony Monteleone, seconded by Trustee Eric Johansson, and adopted by a vote of 5-0, the meeting adjourned at 8:03 p.m.

Linda Taurassi
Secretary

Minutes approved this 21st day of May, 2013



Anthony J. Monteleone, Vice-President



Linda Taurassi, Clerk