

**MINUTES
BOARD OF TRUSTEES
SMITHTOWN SPECIAL LIBRARY DISTRICT
May 21, 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 21st day of May, 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, Otis Thornhill and Joseph Vallone. Trustee Eric J. Johansson was 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 April 16, 2013 be approved as presented*. The motion was seconded by Trustee Otis Thornhill and adopted 6-0 by the following roll call vote: FOR—Marlow-Ratway, Martins, Mohr, Monteleone, Thornhill, Vallone; AGAINST—none.

The meeting was taken out of order by President Anthony Monteleone for special presentations.

2. Resident Henry Buthmann was presented with a Certificate of Appreciation for his generous donation of a handcrafted wooden Grandfather Clock.

Trustee Anthony Monteleone moved adoption of the following resolution:

RESOLVED: WHEREAS, Henry Buthmann of Smithtown, NY has generously donated a personally handcrafted wooden Grandfather Clock to the Smithtown Special Library District; and

WHEREAS, said Grandfather Clock is located in the Periodicals Reading Room at the Smithtown Main Building for all to see and hear as it chimes; now be it further

RESOLVED, that appreciation be expressed to Henry Buthmann for his generous gift to the Smithtown community.

The resolution was seconded by Trustee Judy Marlow-Ratway and adopted 6-0 by the following roll call vote: FOR—Marlow-Ratway, Martins, Mohr, Monteleone, Thornhill, Vallone; AGAINST—none.

3. Life Scout Joseph Feldman of Boy Scout Troop 7 made a presentation to the Library Board for an Eagle Scout Service Project for the Smithtown Main building. The project consists of repairing existing benches located on the lawn of the Smithtown Main building, and the design and planting of a 70' x 2' garden along the front entrance.

Trustee Anthony Monteleone moved adoption of the following resolution:

RESOLVED: *That the Board of Trustees of the Smithtown Special Library District does hereby accept the Eagle Scout Service Project presented by Joseph Feldman of Boy Scout Troop 7, to repair existing benches located on the lawn of the Smithtown main building, and to design and plant a 70 foot by 2 foot garden in the front entrance portion of the building.*

The motion was seconded by Trustee Joseph Vallone and approved by unanimous consent.

The meeting returned to the regular order of business.

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

4. 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 April 30, 2013 be approved for filing.*

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

Trustee Suzanne Mohr moved adoption of resolution "b":

- b. RESOLVED: That the following WARRANTS be approved for payment:
 - i. Warrant #13-May ("L" fund) PREPAYS \$ 40,635.40
 - ii. Warrant #13-May ("L" fund) WARRANT \$ 537,952.86
 - iii. Warrant #13-53-L ("H" fund) CONSTRUCTION WARRANT \$ 2,029.46

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

Trustee Suzanne Mohr moved adoption of resolution "c":

- c. RESOLVED: *That the Treasurer be authorized to execute the transfer of \$30,000.00 from Budget expenditure account L7410.4540 (insurance) to be applied to the following Budget expenditure accounts in the dollar amounts set forth hereinafter:*

L7410.2100	Other Capital Outlays	\$15,000.00
L7410.4520	Building and Equipment	\$15,000.00

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

Trustee Suzanne Mohr moved adoption of resolution “d”:

- d. RESOLVED: *That the Treasurer be authorized to execute the following budget transfers (in/out) from the appended report as per the 2012 Audit/Annual Report that will be presented by Baldessari & Coster, LLP at the June board meeting (copy of report appended to the original of these minutes).*

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

Trustee Suzanne Mohr moved adoption of resolution “e”:

- e. 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 adopted by a unanimous vote of 6-0.

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

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

- i. *Retirement of Cheryl Nielsen, Senior Library Clerk, Circulation Department, Nesconset Branch, effective May 30, 2013 (NYS Retirement commencement date effective 5/31/13).*
- ii. *Medical leave of absence without pay for Amanda Lentino, Librarian II, Young Adult Librarian, Nesconset Branch, effective June 1, 2013 through August 25, 2013 pursuant to Family Medical Leave Act (FMLA).*

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

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 I **Erin McCann**, Children’s Department, Smithtown Main, 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, New York, NY, on May 31, 2013, with reimbursement for actual and necessary expenses not to exceed \$105.00.*
- ii. *That Librarian I **Jessica Quenzer**, Reference Department, Smithtown Main, be authorized to attend, on paid release time, the “Hands-On Pinterest for Libraries and Librarians” workshop, sponsored by LILRC (Long Island Library Resources Council), to be held at the Greenley Library, Farmingdale State College, on June 7, 2013, with reimbursement for actual and necessary expenses not to exceed \$41.00.*

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

6. The BUILDINGS AND GROUNDS COMMITTEE report was presented by Chairperson Joseph Vallone, who moved adoption of resolution “a”:

- a. RESOLVED: *That the Library Director be authorized to remove the following FIXED ASSET non-repairable item from the inventory of the Smithtown Main building:*

Toy Chest – Fixed Asset # 001522

Trustee Joseph Vallone moved adoption of resolution “b”:

- b. RESOLVED: *That the request of Kings Park Boy Scout Troop 75, to place a rope bridge (aka “monkey bridge”) on the lawn of the Kings Park Branch of the Smithtown Special Library District on Kings Park Day, to be held June 15, 2013, be approved, provided that said rope bridge is removed promptly at the close of festivities (Note: Insurance coverage provided through the Suffolk County Council of the Boy Scouts of America).*

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

7. 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

8. The Business Manager’s report was presented by Amy Scholl (copy of report appended to the original of these minutes). The following items were discussed:

- a. Building lawn maintenance – based on proposals received for all four buildings and the costs involved, it was decided that lawn maintenance would be kept in house for this season.
- b. Smithtown Main building shed – Dented shed was repaired by our custodians and wheel stops have been positioned in front of the shed to prevent future dents.
- c. Telephones – We now have the capability for voicemails to go straight to email accounts.
- d. Punch list – After the April 7th building project meeting, TG Nickel has been addressing the punch list items and the list is currently about 2/3 of the way completed.
- e. Irrigation system at Commack – We are currently moving forward to having an irrigation system installed at the Commack Branch.
- f. HVAC Update – Currently working with SavMor and our architects to resolve temperature control issues with the HVAC systems. Two new dehumidifiers have been installed in the Nesconset Technical Services Department. The changing season seems to be having an effect on the Long Island Room vault where temperature and humidity is constantly monitored—a meeting has been scheduled to discuss the problem.
- g. Update on library cards – in evaluating the options for library cards, photo cards have been deemed too expensive; we are currently considering non-picture cards.

There was discussion pertaining to the purchase of hand-carved signs for each library building that would include the Library’s logo. President Anthony Monteleone suggested that the Library Foundation be given the opportunity to fund this undertaking and asked the Library Director to send a letter to the Foundation.

NEW BUSINESS

9. Donation – Four Harbors Audubon Society – Wildlife Habitat Garden at Kings Park Branch

Trustee Anthony Monteleone moved adoption of the following resolution:

RESOLVED: That the Board of Trustees of the Smithtown Special Library District authorizes the Library Director to oversee the implementation of the Kings Park Branch Wildlife Habitat Garden to be designed and constructed through the generosity of the Four Harbors Audubon Society, and to make modifications as deemed necessary.

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

10. Donation – Smithtown Book Club in memory of Florence Clark

Trustee Anthony Monteleone moved adoption of the following resolution:

RESOLVED: That the Board of Trustees of the Smithtown Special Library District does hereby graciously accept and thank the Smithtown Book Club for their generous donation of FIFTY DOLLARS (\$50.00) to the Smithtown Main Library in memory of deceased member Florence Clark, and be it

FURTHER RESOLVED, that the funds will be used, as requested, to purchase a reference book pertaining to American history for the Smithtown Main building.

The motion was seconded by Trustee John Martins and adopted by a unanimous 6-0 vote.

11. At 7:48 p.m. Trustee Joseph Vallone moved that the Board enter executive session (pursuant to Article 7, Section 105(f) of the Public Officer's Law) for the purpose of discussing contractual matters. 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: Judy Marlow-Ratway, John C. Martins, Suzanne Mohr, Anthony J. Monteleone, Otis Thornhill and Joseph Vallone. Also present were Library Director Robert Lusak, Assistant Director Sue McManus, Treasurer Joanne T. Grove, Business Manager Amy Scholl and Clerk Linda Taurassi.

12. Upon a motion by Trustee Joseph Vallone, seconded by Trustee Judy Marlow-Ratway, and adopted by a 6-0 vote, the meeting reconvened in open public session at 9:01 p.m.

13. Assistant Library Director – contract renewal

Trustee Anthony Monteleone moved adoption of the following resolution:

RESOLVED: That the employment contract between Assistant Library Director Sue McManus and the Smithtown Special Library District be approved as presented.

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

14. Trustee Anthony Monteleone noted that the next regular meeting of the Board of Trustees would be held on June 18, 2013 at 7:00 p.m. at the Nesconset Branch.

ADJOURNMENT

15. There being no further business, upon a motion by Trustee Anthony Monteleone, seconded by Trustee Joseph Vallone, and adopted by a vote of 6-0, the meeting adjourned at 9:03 p.m.

Linda Taurassi
Secretary

Minutes approved this 18th day of June, 2013

Anthony J. Monteleone

Anthony J. Monteleone, Vice-President

Linda Taurassi

Linda Taurassi, Clerk