

**MINUTES
BOARD OF TRUSTEES
SMITHTOWN SPECIAL LIBRARY DISTRICT
June 18, 2013**

A regular meeting of the Board of Trustees of the Smithtown Special Library District was held at the Nesconset Branch of the Smithtown Library in Nesconset, New York on the 18th day of June, 2013 at 7:00 p.m.

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

Also present were Library Director Robert Lusak, Assistant Library Director Sue McManus, Treasurer Joanne T. Grove, Business Manager Amy Scholl 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 May 21, 2013 be approved as presented*. The motion was seconded by Trustee Judy Marlow-Ratway and adopted 5-1 by the following roll call vote: FOR—Marlow-Ratway, Mohr, Monteleone, Thornhill, Vallone; ABSTAINED—Johansson .

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 May 31, 2013 be approved for filing.*

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

Trustee Suzanne Mohr moved adoption of resolution "b":

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

<i>i. Warrant #13-June ("L" fund) PREPAYS</i>	<i>\$ 31,005.95</i>
<i>ii. Warrant #13-June ("L" fund) WARRANT</i>	<i>\$ 148,166.04</i>
<i>iii. Warrant #13-54-L ("H" fund) CONSTRUCTION WARRANT</i>	<i>\$ 900.00</i>

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

Trustee Suzanne Mohr asked that item 2.c be postponed until later in the meeting in order to allow ample time for the auditor to arrive at the meeting.

Trustee Suzanne Mohr moved adoption of resolution “d”:

- d. *RESOLVED: That the Capital Project Report, as prepared by Cullen & Danowski, Certified Public Accountants, be accepted as presented.*

The motion was adopted 6-0 by the following roll call vote: FOR—Johansson, Marlow-Ratway, Mohr, Monteleone, Thornhill, Vallone; AGAINST—none.

Trustee Suzanne Mohr moved adoption of resolution “e”:

- e. Public Access Defibrillators – Donation of Service - Dr. John F. Folan

RESOLVED, That the Board of Trustees of the Smithtown Special Library District does hereby graciously accept and thank Dr. John F. Folan, HealthSure Medical, Islandia, NY, for his donated services as Emergency Health Care Provider (EHCP), to furnish Public Access Defibrillation at all buildings of the Smithtown Special Library District, and be it

FURTHER RESOLVED, that the Board authorizes the Library to enter into an agreement with Suffolk Regional Emergency Medical Services Council (REMSCO) to provide said Public Access Defibrillation.

The motion was adopted 6-0 by the following roll call vote: FOR—Johansson, Marlow-Ratway, Mohr, Monteleone, Thornhill, Vallone; AGAINST—none.

3. The meeting was taken out of order by President Anthony Monteleone in order to introduce and thank Randy and Jane Kay for their generous donation to the Commack Branch of the Shana Kay Memorial Outdoor Reading Area in memory of their daughter Shana Kay.

Trustee Otis Thornhill moved that the Board approve the donation:

RESOLVED: That the Board of Trustees of the Smithtown Special Library District does hereby approve the development and construction of the “Shana Kay Memorial Outdoor Reading Area” to be situated at the Commack Branch, and be it

FURTHER RESOLVED, that the Board wishes to thank Randy & Jane Kay, and the Shana Kay Memorial Foundation, for their most generous donation that will be enjoyed by the Commack community.

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

4. The meeting then returned to the regular order of business with the presentation of the independent audit report by the Library’s independent auditor Al Coster of Baldessari & Coster, Certified Public Accountants (item “2.c” on the agenda).

Mr. Coster presented the independent audit report for the fiscal year beginning January 1, 2012 and ending December 31, 2012. Mr. Coster stated that the independent auditor’s report noted that the financial statement was found to be in accordance with generally accepted accounting principles and that the Library has received the highest opinion that can be obtained on the audited financial statement.

Mr. Coster suggested it would be advantageous for the Library to utilize an electronic timekeeping system, if financially feasible, noting that this had been recommended in previous years. Discussion ensued about the benefits of installing such a system. The Library Board instructed the Library Director to explore the cost of converting to electronic timesheets.

Trustee Suzanne Mohr moved adoption of resolution “c”:

2. c. RESOLVED: *That the draft independent audit report for the fiscal year beginning January 1, 2012 and ending December 31, 2012, prepared by Baldessari & Coster, Certified Public Accountants, including financial statements and supplementary schedules prepared by Cullen & Danowski, Certified Public Accountants, be accepted as presented.*

The motion was adopted 6-0 by the following roll call vote: FOR—Johansson, Marlow-Ratway, Mohr, Monteleone, Thornhill, Vallone; AGAINST—none.

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

- a. RESOLVED: *That the following PERSONNEL change(s) be approved as presented:*
 - i. *Resignation of **Shaun M. Clark**, Call-In Custodial Worker I, effective May 21, 2013.*
 - ii. *Resignation of **Alison Schwartz**, Call-In Librarian I, effective June 8, 2013.*
 - iii. *Medical leave of absence without pay for **Elizabeth Bielskas**, Librarian I, Adult Reference Department, Nesconset Branch, effective July 8, 2013 through July 29, 2013.*
 - iv. *Extended medical leave of absence without pay for **Joseph Kmiolek**, Custodial Worker I, Commack Branch, effective June 15, 2013 through September 19, 2013.*

The motion was adopted 6-0 by the following roll call vote: FOR—Johansson, Marlow-Ratway, Mohr, Monteleone, Thornhill, Vallone; AGAINST—none.

Trustee Otis Thornhill moved adoption of resolution “b.i.”

- b. RESOLVED: *That the following CONFERENCE/WORKSHOP ATTENDANCE requests set forth hereinafter are hereby approved as amended:*
 - i. *That Assistant Library Director **Sue McManus**, 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 \$800.00.*

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

Trustee Otis Thornhill moved adoption of items “5.b.ii through 5.b.iv.”

- ii. *That Librarian II **Christine Alexander**, Young Adult Librarian, Kings Park Branch, be authorized to attend, on paid release time, the “Networking Night” meeting sponsored by the Young Adult Services Division of the Suffolk County Library Association (YASD), to be held at Old Street Restaurant & Pub, Smithtown, on June 27, 2013, with reimbursement for actual and necessary expenses not to exceed \$10.00.*
- iii. *That Librarian III **Eileen Caulfield**, Children’s Department, Smithtown Main, be authorized to attend, on paid release time, the Vanderbilt Planetarium field trip, located in Centerport, NY, on June 21, 2013, with reimbursement for actual and necessary expenses not to exceed \$22.00.*
- iv. *That Librarian I **Christine Dengel**, Children’s Department, Smithtown Main, be authorized to attend, on paid release time, the Vanderbilt Planetarium field trip, located in Centerport, NY, on June 21, 2013, with reimbursement for actual and necessary expenses not to exceed \$18.00.*

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

- 6. The BUILDINGS AND GROUNDS COMMITTEE report was presented by Chairperson Joseph Vallone, who moved adoption of resolution “a”:
 - 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 September 3, 2013 through September 16, 2013, advertising their annual “Heritage Country Fair”, to be held on September 15, 2013, be approved.*

The motion was adopted 6-0 by the following roll call vote: FOR—Johansson, Marlow-Ratway, Mohr, Monteleone, Thornhill, Vallone; AGAINST—none.

- b. RESOLVED: *That the Library Director be authorized to remove 43 FIXED ASSET non-usable wooden chairs from the inventory of the Smithtown Main building and to make a charitable donation of said chairs to ReStore Resale Outlet, a division of Habitat for Humanity of Suffolk, Inc.*

The motion was adopted 6-0 by the following roll call vote: FOR—Johansson, Marlow-Ratway, Mohr, Monteleone, Thornhill, Vallone; AGAINST—none.

The Library Director reported that he had spoken with Assemblyman Michael Fitzpatrick on the matter of the Caleb Smith House and communicated that, although the Library Board had received one proposal to do the work at the Caleb Smith site, they would still need three additional proposals from landscaping companies before they could consider moving forward with the landscaping work. At the present time we are waiting to hear back from Assemblyman Fitzpatrick.

- 7. The COMMUNICATIONS COMMITTEE report was presented by Chairperson Judy Marlow-Ratway (copy of report appended to the original of these minutes). Ms. Marlow-Ratway noted that the present “meet and greet” outreach program for new homeowners had been restructured and that events were being set up for this fall and the spring of 2014.

8. The DIRECTOR'S REPORT was presented by Library Director Robert Lusak (copy of report appended to the original of these minutes).

As an update to his report, the Director noted that Senator John Flanagan's thank-you event would be hosted at the Smithtown Main building on July 15th at 11:30 a.m. This event is being sponsored by the Public Library Director's Association of Suffolk County and the Suffolk Cooperative Library System.

As a result of the SCLS Safety and Security workshop he had attended with the Business Manager, the Library Director suggested to the Board that the Library may want to explore the possibility of installing security cameras in all library buildings. As a result of his recommendation, the Library Board authorized the Library Director and Business Manager to obtain proposals from vendors for security cameras.

The Director informed the Board that he had been notified by the Suffolk County Department of Civil Service that a review of all supervisory positions would be conducted in the near future to make sure their actual duties match their approved duty statements.

9. 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. Kings Park Branch water issue – due to heavy rains and a power outage on June 7th, there was leakage in the Verizon electrical panel in addition to disruption of the HVAC system. This has been an ongoing problem and it has been suggested that a camera be snaked through the pipe to find the source of the leakage.
- b. Commack Branch lawn issue – Due to heavy rains, it was reported that a small area of the north lawn collapsed. After investigation, two large cement boulders were discovered that had most likely been used as fill. This seems to have been an isolated incident.
- c. Updated punch list – the remaining items are being addressed by Sean Payton and TG Nickel staff. The remaining issues are lighting and HVAC systems.
- d. Close-out and as-built documents are being organized to help expedite any problems that arise.
- e. Lighting issues – fixtures at the Nesconset and Commack branches are now out of warranty and we have received recommendations for replacing the current ballasts with more efficient ones. We have recommended to TG Nickel that the ballasts that are still under warranty at our Smithtown and Kings Park buildings be replaced and we are waiting to hear back from them.
- f. Library card update – four quotes and samples have been received; we are awaiting one more quote, at which time it will be reviewed and a recommendation given.
- g. Sign-in sheets for vendors – currently developing a system where there will be a sign-in sheet at each building for every vendor or repairman who visits to help monitor visits and verify billing costs.

REPORTS OF SPECIAL COMMITTEES

NEW BUSINESS

10. Board President Anthony Monteleone invited Friends of the Smithtown Library Vice President Otis Thornhill to give an overview of the Friends that included an explanation of monies the Friends wished to donate to the Library. Mr. Thornhill reported that money had been designated for library projects and asked the Library Director to prioritize a list of items that the Friends could contribute to. He also commented that he and Friends President Joan Bubaris would approach Library Foundation President Jim Teese to see about participating in a joint funding activity for the library.

Board President Anthony Monteleone noted that it was time for the Friends to obtain an annual report from their accounting firm, and suggested that the Library Foundation do the same. He further noted that, to his knowledge, a report had never been given by the Library Foundation. The Library Director was instructed to notify Trustee John Martins, as Library Foundation Liaison, to contact the Library Foundation and request an accounting report. Mr. Monteleone also suggested that a copy of the prioritized list of library projects be sent to the Library Foundation when completed.

There was a brief discussion pertaining to the possible sponsorship of a multi-purpose training lab that would be located in a former meeting room of the Smithtown Main building.

11. Donation: Kings Park Branch – Piano - Kings Park Concert Organization

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 West Side Elementary School, in conjunction with the Kings Park Concert Organization, for their generous donation of one Hamilton upright piano, to be used for library programs at the Kings Park Branch.

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

12. Certificate of Appreciation – Retiree Cheryl Nielsen, Senior Library Clerk, Nesconset Branch

Trustee Anthony Monteleone moved adoption of the following resolution:

RESOLVED: WHEREAS, Cheryl Nielsen has announced her retirement as of May 30, 2013; and

WHEREAS, Cheryl began her tenure with the Smithtown Library as a Library Clerk at the Nesconset Branch on December 28, 1990; and

WHEREAS, Cheryl was promoted to Senior Library Clerk at the Kings Park Branch on April 20, 2005, but returned to the Nesconset Branch in 2012 to finish out her tenure at the branch where she started; and

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

RESOLVED, that the Smithtown Special Library District does hereby express its appreciation to Cheryl Nielsen for her many years of dedicated service and contributions to the Library; and be it

FURTHER RESOLVED, that the Smithtown Special Library District extends to Cheryl Nielsen its best wishes for many years of health and happiness during her retirement.

The motion was seconded by Trustee Suzanne Mohr and adopted by a unanimous 6-0 vote.

13. At 8:30 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) for the purpose of discussing the employment history of a particular staff member. The motion was seconded by Trustee Eric Johansson and adopted by a unanimous 6-0 vote.

The following trustees were present and participating in executive session: Eric J. Johansson, Judy Marlow-Ratway, 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.

14. Upon a motion by Trustee Eric Johansson, seconded by Trustee Joseph Vallone, and adopted by a unanimous 6-0 vote, the meeting reconvened in open public session at 9:15 p.m.
15. Trustee Anthony Monteleone moved adoption of the following resolution:

RESOLVED: In response to a grievance filed by the Smithtown Library Local CSEA Unit #8349, dated May 7, 2013, the Board of Trustees of the Smithtown Special Library District does hereby regretfully rescind the salary adjustment made to Eileen Caulfield on April 17, 2013, moving her from Step 6 to Step 11, effective at the start of the next payroll period (payroll #14).

The motion was seconded by Trustee Eric Johansson and adopted by a unanimous 6-0 vote.

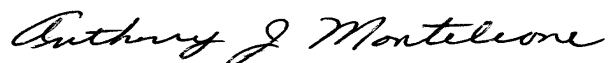
16. Trustee Anthony Monteleone noted that the next regular meeting of the Board of Trustees would be held on July 16, 2013 at 7:00 p.m. at the Commack Branch.

ADJOURNMENT

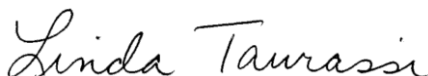
17. There being no further business, upon a motion by Trustee Anthony Monteleone, seconded by Trustee Otis Thornhill, and adopted by a unanimous vote of 6-0, the meeting adjourned at 9:16 p.m.

Linda Taurassi
Secretary

Minutes approved this 16th day of July, 2013



Anthony J. Monteleone, Vice-President



Linda Taurassi, Clerk