

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

A regular meeting of the Board of Trustees of the Smithtown Special Library District was held at the Commack Branch of the Smithtown Library in Commack, New York on the 16<sup>th</sup> day of July, 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. Trustees Eric J. Johansson and Joseph Vallone were absent with prior notice.

Also present were Library Director Robert Lusak, 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 June 18, 2013 be approved as presented.* The motion was seconded by Trustee Otis Thornhill and adopted by a unanimous 5-0 vote.

**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 June 30, 2013 be approved for filing.*

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

Trustee Suzanne Mohr moved adoption of resolution "b":

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

<i>i. Warrant #13-July ("L" fund) PREPAYS</i>	<i>\$ 33,792.97</i>
<i>ii. Warrant #13-July ("L" fund) WARRANT</i>	<i>\$ 256,114.21</i>

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

Trustee Suzanne Mohr moved adoption of resolution "c":

- c. RESOLVED: *That the 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 approved as presented (copy of report appended to the original of these minutes).*

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

Trustee Suzanne Mohr moved adoption of resolution "d":

- d. RESOLVED: *That the Treasurer be authorized to execute the transfer of \$66,000.00 from expenditure account L.8500 (medical insurance) to the following accounts in the dollar amounts set forth hereinafter:*

<i>L.2030 Equipment and Capital Outlays</i>	<i>\$10,000.00</i>
<i>L.4370 Professional Fees</i>	<i>\$21,000.00</i>
<i>L.4520 Building and Equipment Repairs</i>	<i>\$35,000.00</i>

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

- 3. 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. *Medical leave of absence without pay for **Denise Curth**, Library Clerk, Technical Services Department, Nesconset Branch, effective June 28, 2013 through July 21, 2013.*

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

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 **Lauren Bernat**, Adult Reference Department, Nesconset Branch, be authorized to attend, on paid release time, "Networking Night" of the Suffolk County Young Adult Services Division (YASD), to be held at Old Street Pub, Smithtown, NY, on June 27, 2013, with reimbursement for actual and necessary expenses not to exceed \$13.00.*

- ii. *That Librarian II **Maggie Moloney**, Children's Department, Nesconset Branch, be authorized to attend, on paid release time, the "Maurice Sendak: A Celebration of the Artist and His Work" exhibit, sponsored by the Youth Services Division of SCLS, to be held at the Society of Illustrators, New York, NY, on August 8, 2013, with reimbursement for actual and necessary expenses not to exceed \$56.00.*

The motion was seconded by Trustee Suzanne Mohr and adopted by a unanimous 5-0 vote.

4. In the absence of Chairperson Joseph Vallone, the BUILDINGS AND GROUNDS COMMITTEE report was presented by Trustee John Martins, who moved adoption of resolution "a":

- a. *RESOLVED: That the Library Director be authorized to remove the following FIXED ASSET non-repairable display case from the inventory of the Nesconset Branch Children's Department:*

Display Case – Fixed Asset # 000072

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

Trustee John Martins moved adoption of resolution "b":

- b. *RESOLVED: That the Board of Trustees of the Smithtown Special Library District approves the request of the "Judy's Run for Stroke Awareness Organization", to place a banner on the corner of the property of the Smithtown Main Library from August 21, 2013 through September 5, 2013, and again from September 16, 2013 through September 22, 2013 advertising their 2<sup>nd</sup> annual "Rock-n-Roll Car Show", to be held on September 22, 2013.*

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

Trustee John Martins moved adoption of resolution "c":

- c. *RESOLVED: That the Board of Trustees of the Smithtown Special Library District approves the request of the not-for-profit organization WGIRLS to use all buildings of the Smithtown Special Library District as a drop-off location for the "Coastal Long Island's Forget Me Not" initiative for the purpose of collecting toiletries, bedding, towels, clothing and school supplies for families displaced by Hurricane Sandy for the period July 17, 2013 through September 14, 2013.*

The motion was seconded by Trustee Suzanne Mohr and adopted by a unanimous 5-0 vote.

- d. Business Manager Amy Scholl reported that she and the Library Director had met with several security companies pertaining to the installation of security cameras at all library buildings, particularly in public service areas and staff entrances. When all proposals have been received a recommendation will be made based on which security company best suits the Library's needs.

5. 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 the Library would be applying once again for the New York State Public Library Construction Grant program. Although the Library did not receive any grant money last year, we are hopeful that we will be awarded money this year in order to receive reimbursement for the security cameras we are planning to install.

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

## REPORTS OF SPECIAL COMMITTEES

## UNFINISHED BUSINESS

7. Acknowledgement – Four Harbors Audubon Society – Installation of Wildlife Habitat Garden at Kings Park Branch

Trustee Anthony Monteleone moved adoption of the following resolution:

*RESOLVED: WHEREAS the Four Harbors Audubon Society has graciously given of their time and effort in planning and installing a Wildlife Habitat Garden on the main lawn of the Kings Park Branch, and*

*WHEREAS, the Four Harbors Audubon Society has agreed to maintain the Wildlife Habitat Garden that was installed;*

*THEREFORE, BE IT RESOLVED, that the Board of Trustees of the Smithtown Special Library District does hereby commend the Four Harbors Audubon Society for their outstanding contribution to the Kings Park community; and be it*

*FURTHER RESOLVED, that the Board of Trustees of the Smithtown Special Library District does hereby graciously thank the Four Harbors Audubon Society and extends their deepest appreciation for the installation and maintenance of the Wildlife Habitat Garden planted on the main lawn of the Kings Park Branch.*

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

## NEW BUSINESS

8. Donation – Dawn Tiritter-Bent – Vinyl Banner – Smithtown Main

Trustee Anthony Monteleone moved adoption of the following resolution:

*RESOLVED: WHEREAS Dawn Tiritter-Bent, President of Sign-A-Rama of Huntington Station, NY, has generously donated a vinyl banner for the Smithtown Main building; and*

*WHEREAS, said banner publicizes the 2013 annual Summer Concert Series sponsored by the Friends of the Smithtown Library;*

*THEREFORE, BE IT RESOLVED, that appreciation be expressed to Dawn Tiritter-Bent for her generous gift to the Smithtown Library.*

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

9. Trustee Judy Marlow-Ratway noted that the Smithtown Sunrise Rotary and the Smithtown Rotary are collecting food for the needy at all the Friends' Thursday evening concerts.
10. Library Director Robert Lusak reported that A.R. Kropp, in conjunction with the Library's IT Director Fred Capes, had finished installation of television sets at the Kings Park and Nesconset branches that will be used for advertising upcoming library programs to our patrons. Television sets at the Commack branch and the Smithtown Main building had been installed previously.
11. In December, 2012, upon the Library Director's recommendation, the Library Board adopted a resolution to rename the "Peter McCann Gillard Meeting Room" (dedicated November, 1987) as the "Peter McCann Gillard Community Room" (located in the newly renovated Smithtown Main building) in honor of deceased Library Director Peter McCann Gillard. Library Director Robert Lusak reported that the Library would be inviting family, friends, former staff members and members of the community to a ceremony in August on a date to be determined.
12. With regard to the letter sent in June to Library Foundation President Jim Teese pertaining to having an audit completed by the Library Foundation, Library Trustee and Friends of the Smithtown Library Vice-President Otis Thornhill noted that the Friends of the Smithtown Library had done its due diligence and had filed audit reports in a timely manner since 2008. He also noted that the Friends were presently in the process of completing this year's audit report.
13. At 7:46 p.m. Trustee Anthony Monteleone moved that the Board enter executive session (pursuant to Article 7, § 105 (E) of the Public Officers Law), to discuss matters pertaining to collective negotiations pursuant to Article 14 of the Civil Service Law. 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, Treasurer Joanne T. Grove, Business Manager Amy Scholl and Clerk Linda Taurassi.

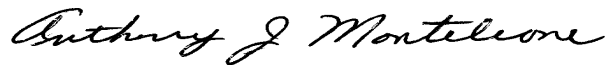
14. Upon a motion by Trustee Anthony Monteleone, seconded by Trustee Judy Marlow-Ratway, and adopted by a unanimous 5-0 vote, the meeting reconvened in open public session at 8:50 p.m.
15. Trustee Anthony Monteleone noted that the next regular meeting of the Board of Trustees would be held on August 20, 2013 at 7:00 p.m. at the Kings Park Branch.

#### **ADJOURNMENT**

16. There being no further business, upon a motion by Trustee Otis Thornhill, seconded by Trustee John Martins, and adopted by a unanimous vote of 5-0, the meeting adjourned at 8:51 p.m.

Linda Taurassi  
Secretary

Minutes approved this 20<sup>th</sup> day of August, 2013



Anthony J. Monteleone, Vice-President



Linda Taurassi, Clerk