

**MINUTES  
BOARD OF TRUSTEES  
SMITHTOWN SPECIAL LIBRARY DISTRICT  
January 24, 2014**

A regular meeting of the Board of Trustees of the Smithtown Special Library District was held at the Smithtown Main building, Smithtown, New York on the 24<sup>th</sup> day of January, 2014 at 4:30 p.m.

The following trustees were present and participating at the meeting: Gerard J. Cairns, John C. Martins, Anthony J. Monteleone, Diana Schilling-Held, Otis M. Thornhill and Joseph Vallone. Trustee Suzanne Mohr was absent with prior notice.

Also present were Library Director Robert Lusak, Assistant Library Director Sue McManus, Library Attorney Kevin Seaman, 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. President Anthony Monteleone moved the following resolution:

*RESOLVED: That the REGULAR MEETING MINUTES of December 17, 2013, and the ANNUAL REORGANIZATION MEETING MINUTES of January 6, 2014 be approved as presented.*

The motion was seconded by Trustee Joseph Vallone and adopted by a unanimous 6-0 vote.

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

2. 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 December 31, 2013 be approved for filing.*

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

President Anthony Monteleone moved adoption of resolution "b":

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

<i>i.</i>	<i>Warrant #13-December ("L" fund) PREPAYS</i>	<i>\$ 950,862.96</i>
<i>ii.</i>	<i>Warrant #13-December ("L" fund) WARRANT</i>	<i>\$ 88,912.47</i>
<i>iii.</i>	<i>Warrant #13-59-L ("H" fund) CONSTRUCTION WARRANT</i>	<i>\$ 90,600.84</i>
<i>iv.</i>	<i>Warrant #14-January ("L" fund) PREPAYS</i>	<i>\$ 3,527.39</i>
<i>v.</i>	<i>Warrant #14-January ("L" fund) WARRANT</i>	<i>\$ 370,091.34</i>

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

c. Annual 2013 Budget and Finance Committee Report (Suzanne Mohr – 2013 Chairperson)

In the absence of Trustee Suzanne Mohr, President Anthony Monteleone read the annual 2013 Budget and Finance Committee Report, and made a motion to accept the report as presented. The motion was seconded by Trustee Otis Thornhill and adopted by a unanimous 6-0 vote (2013 Budget and Finance Committee Report appended to the original of these minutes).

3. At the request of President Anthony Monteleone, Trustee Otis Thornhill presented the PERSONNEL COMMITTEE report and moved adoption of resolution “a”.

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

Trustee Otis Thornhill moved adoption of item “i”:

- i. *Release of **Amy Scholl** from the position of Administrative Aide, effective January 26, 2014.*

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

Trustee Otis Thornhill moved adoption of item “ii”:

- ii. *Establishment of the Civil Service title of Library Treasurer and approval of the full-time appointment of **Amy Scholl** to the Civil Service position of Library Treasurer, in accordance with regulations of the Suffolk County Department of Civil Service, Rule 6, Section 2, pertaining to the classification of new positions, at an annual rate of pay of \$86,013.00, effective January 27, 2014.*

Trustee Otis Thornhill read the following statement into the minutes:

“Amy Scholl’s Civil Service title is now Library Treasurer, however, she will be using the title ‘Business Manager’ for Library work purposes to avoid confusion with Joanne Grove who is the ‘board-appointed Library Treasurer’. This has been confirmed and is permitted by the Suffolk County Department of Civil Service. For example: Joanne Grove’s official Civil Service title is Senior Administrative Assistant, however she is also known as the Library Treasurer. Linda Taurassi’s official Civil Service title is also Senior Administrative Assistant, but she is known as Clerk of the District, Clerk of the Election, Secretary to the Director, Secretary to the Board.”

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

Trustee Otis Thornhill moved adoption of item “iii”:

- iii. *Leave of absence without pay for **Eya Setsu**, Page, Nesconset Branch, effective February 3, 2014 through February 28, 2014.*

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

- iv. Trustee Otis Thornhill requested that item “iv” pertaining to the employment contract of Sr. Administrative Assistant./Treasurer Joanne T. Grove be reserved for executive session.

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 the following staff members be authorized to attend, on paid release time, the “Pre-Advocacy and Advocacy Day Programs for “Library Legislation Day”, sponsored by NYLA (New York Library Association), from February 26, 2014 through February 27, 2014” to be held at the Empire State Plaza Convention Center, Albany, NY, 2014, for the purpose of fostering support for libraries, increasing state funding, and educating legislators of the services libraries provide, with reimbursement for actual and necessary expenses not to exceed \$234.00: **Eileen Caulfield, Julie DeLaney, Claire Dispirito, Cynthia Guzzo, Amanda Lentino, Robert Lusak, Erin McCann, Sue McManus, Will Salas, Andrew Salomon, Amy Scholl, Linda Taurassi, Patty Thomson.***
  - ii. *That Librarian I **Lauren Bernat**, Young Adult Librarian, Kings Park Branch, be authorized to attend on paid release time, the Suffolk & Nassau YASD (Young Adult Services Division of] Suffolk County Library Association) annual joint meeting: Ahead of the Game--Strengthening Information Literacy in Young Adults with Game Based Learning, sponsored by the Suffolk and Nassau YASD, to be held at the West Islip Public Library on February 13, 2014, with reimbursement for actual and necessary expenses not to exceed \$39.00.*
  - iii. *That Librarian II **Sheila Doherty**, Reference Department, Commack Branch, be authorized to attend, nunc pro tunc, on paid release time, the “Annual Author Visit”, sponsored by the Young Adult Services Division (YASD) of the Suffolk County Library Association (SCLA), to be held at the Mansion at Timber Point, Great River, NY, on December 12, 2013, with reimbursement for actual and necessary expenses not to exceed \$37.00.*
  - iv. *That Librarian II **Sheila Doherty**, Reference Department, Commack Branch, be authorized to attend, on paid release time, the Suffolk & Nassau YASD (Young Adult Services Division of Suffolk County Library Association) annual joint meeting: Ahead of the Game--Strengthening Information Literacy in Young Adults with Game Based Learning, sponsored by the Suffolk and Nassau YASD, to be held at the West Islip Public Library on February 13, 2014, with reimbursement for actual and necessary expenses not to exceed \$31.00.*

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

Trustee Otis Thornhill moved adoption of resolution “c”:

- c. RESOLVED: *That the mandatory training seminar request set forth hereinafter is hereby approved:*
- i. *That Librarian II **Will Salas**, Patent & Trademark Resource Center Librarian, Smithtown Main building, be authorized to attend, on paid release time, the 36<sup>th</sup> Annual Patent & Trademark Depository Library (PTDL) Training Seminar, sponsored by the United States Patent and Trademark Office, located in Alexandria, Virginia, from March 24, 2014 through March 27, 2014, with reimbursement for actual and necessary expenses, (including food, lodging, parking, mileage) not to exceed \$1,500.00.*

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

d. Annual 2013 Personnel Committee Report (Otis Thornhill – 2013 Chairperson)

Trustee Otis Thornhill presented the annual 2013 Personnel Committee Report. Upon a motion by President Anthony Monteleone, the report was accepted as presented and adopted by a unanimous vote of 6-0 (2013 Personnel Committee Report appended to the original of these minutes).

4. At the request of President Anthony Monteleone, Trustee Joseph Vallone presented the BUILDINGS AND GROUNDS COMMITTEE report and moved adoption of resolution “a”.
- a. RESOLVED: *That the Board of Trustees of the Smithtown Special Library District does hereby authorize the Library Director to enter into an agreement with Briscoe Protective Systems, Inc. to provide monitoring and fire alarm services, including fire alarm testing, inspections, and fire alarm central station monitoring, for all library buildings, for the period February 1, 2014 through January 31, 2015, at an annual cost not to exceed \$10,300.00.*

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

Trustee Joseph Vallone moved adoption of resolution “b”:

- b. RESOLVED: *That the Treasurer be authorized to execute the purchase of one hundred (100) Educational Microsoft Office licenses from Gov Connection, under New York State contract, to be installed on Library computers in all library buildings, at a total cost not to exceed \$5,300.00.*

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

- c. Smithtown Library Foundation – Presentation of Plaque – Library Director Robert Lusak noted that members of the Library Foundation had been scheduled to come to the Tuesday, January 21<sup>st</sup> board meeting, but canceled their appearance when the board meeting was rescheduled to Friday, January 24<sup>th</sup> due to inclement weather.

President Monteleone noted that many of the Library Trustees were concerned about whether or not the Foundation was still active as, to the best of his knowledge, there have been no meetings or filings for quite some time. He asked attorney Kevin Seaman what the Library's options would be regarding the balance of the money the Foundation is holding for the Library.

After discussion, Trustee John Martins moved the following resolution:

*RESOLVED, that the Board of Trustees of the Smithtown Special Library District hereby directs the Library's legal counsel, Library Director, and Library Foundation Liaison to move forward with proceedings to either reactivate the Library Foundation, dissolve the Library Foundation, or, if the Foundation dissolves, to move funds from the Foundation into the Friends of the Library.*

The motion was seconded by Trustee Joseph Vallone and adopted by a unanimous 6-0 vote.

- d. Annual 2013 Buildings and Grounds Committee Report (Joseph Vallone – 2013 Chairperson)

Trustee Joseph Vallone presented the annual 2013 Buildings and Grounds Committee Report. Upon a motion by President Anthony Monteleone, the report was accepted as presented and adopted by a unanimous vote of 6-0 (2013 Buildings and Grounds Committee Report appended to the original of these minutes).

5. The DIRECTOR'S REPORT was presented by Library Director Robert Lusak (copy of report appended to the original of these minutes).
6. The BUSINESS MANAGER'S report was presented by Amy Scholl (copy of report appended to the original of these minutes).

Trustee Joseph Vallone moved the following resolution:

*RESOLVED: That the Board of Trustees of the Smithtown Special Library District does hereby authorize the Library to enter into a contract with Challenge Graphics for the purpose of printing the Library District's monthly newsletter; monthly cost to be based upon the number of issues and number of pages per issue; to commence with the February 2014 issue and run through the January 2015 issue.*

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

## **REPORTS OF SPECIAL COMMITTEES**

7. Trustee John Martins, the Library Foundation Liaison, reported that 2013 had not seen much progress in the Library Foundation and that we were looking forward to what 2014 would bring.

## **UNFINISHED BUSINESS**

8. New Policy - Banner Display Policy – Policy 700-190 (2<sup>nd</sup> Reading)

Trustee John Martins moved that the Banner Display Policy (Section 700-190) be accepted as presented.

*The Smithtown Special Library District prohibits the displaying of any banner on Library property without the prior approval of the Library's Board of Trustees. The Smithtown Special Library District provides PVC vinyl posts for the proper display of Library-sponsored programs and events, as well as community-related events. First priority will be given to Library-sponsored programs and events; based on availability, second priority will be given to non-profit organizations based within the Town of Smithtown.*

*All banners must meet the required specifications as established by the Smithtown Special Library District as follows:*

- a) *The display of a banner may not exceed thirty (30) days prior to the event that is being publicized.*
- b) *All banners to be displayed on Library property must comply with the following size specifications: 9' wide x 3' high; material must be vinyl or canvas; banner should have four (4) corner grommets (one for each corner).*

- c) *Applications should be made in writing at least two (2) months in advance of the date desired and must be signed by a Library District resident.*
- d) *Scheduling availability will be determined solely by the Library and implementation and enforcement are delegated to the Library Director. Final approval of all applications rests with the Library's Board of Trustees; no application is authorized until approved by the Board of Trustees and signed by the Library Director.*
- e) *An approved organization may only display one banner at one building within the Smithtown Special Library District during a scheduled period.*
- f) *The Library allows only non-profit organizations to display a banner free of charge as a service to the community and shall not be responsible or liable for any damage or loss arising from or attributable to acts, events or omissions beyond the control of the Smithtown Library (i.e. acts of nature, accidents, or acts of vandalism) which result in damage or loss to banners that have been placed on Library property.*
- g) *The Library reserves the right to revoke its permission or remove a banner earlier than approved should there be a conflict with Library related services, programs, activities, or in the case of an emergency.*
- h) *Organizations will receive notification of approval/disapproval; approved banners are to be delivered to the buildings at which they will be displayed. Library staff will install and remove all banners. Banners that are not picked up at the conclusion of the display will be discarded.*
- i) *Modifications to the above terms may be effected by the Library Director at his/her discretion.*

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

## **NEW BUSINESS**

### **9. Records Management**

President Anthony Monteleone moved adoption of the following resolution:

- a. **RESOLVED:** *That the Board of Trustees of the Smithtown Special Library District does hereby appoint Administrative Assistant Laura Poppe as the Records Management Officer of the Smithtown Special Library District.*

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

Trustee Otis Thornhill left the meeting briefly at 5:43 p.m.

President Anthony Monteleone moved adoption of the following resolution:

- b. **RESOLVED:** *That the Board of Trustees of the Smithtown Special Library District does hereby adopt the Records Management Procedure Manual prepared by the Library's Records Management Officer in accordance with the guidelines of the State of New York and in adherence to the Records Retention and Disposition Schedule MI-1, Section 185.14, 8NYCRR, as established by the New York State Archives division of the State Education Department.*

The motion was adopted by unanimous 5-0 vote.

c. REVISED POLICY – Records Retention and Disposition – 700-100 (1<sup>st</sup> reading)

Trustee Anthony Monteleone read the revised policy for the first time and noted it would be read again and voted on at the February board meeting.

Current Policy:

The Smithtown Special Library District adopts Records Retention and Disposition Schedule No. 20-Lib-1 issued pursuant to Part 185, Title 8, of the Official Compilation of Codes, Rules and Regulations of the State of New York and containing minimum legal retention periods for records for use by the Director or chief administrative officer of the library or library system;

FURTHER RESOLVED, that this Board hereby authorizes the disposition of records in accordance with the legal minimum retention periods set forth in Records Retention and Disposition Schedule No. 20-Lib-1.

Proposed Revised Policy:

*The Board of Trustees of the Smithtown Special Library District adopts the New York State Records Retention and Disposition Schedule MI-1, issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, for use by all officers in legally disposing of valueless records listed therein; it has been*

*FURTHER RESOLVED, that, in accordance with Article 57-A:*

- i. Only those records will be disposed of that are described in Records Retention and Disposition Schedule MI-1 after they have met the minimum retention periods described therein;*
- ii. Only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.*

10. NEW POLICY – Wireless Acceptable Use Policy – 700-95 (1<sup>st</sup> reading)

After President Anthony Monteleone read the proposed policy's introduction, Trustee John Martins moved to waive the reading of the remainder of the proposed policy. The motion was seconded by Trustee Joseph Vallone and adopted by a unanimous 5-0 vote.

*The Smithtown Special Library District recognizes that the Internet has become an essential research and educational tool. The Internet offers access to many valuable local, national, and international sources of information. However, it is a fluid environment with the content and format of information constantly changing. Some information on the Internet may be inaccurate, incomplete, dated, or offensive to some users. You must evaluate the validity and appropriateness of the information found.*

*The Smithtown Special Library District cannot guarantee that children and youth will never access inappropriate web sites. We recommend that parents/legal guardians take an active interest in, and responsibility for, their children's Internet use while in the Library.*

*Prior to accessing the Internet at the Smithtown Special Library District, users shall be required to indicate their agreement that they shall not display, print, transmit or distribute threatening material; expressions of bigotry, racism or hate; obscene or sexually provocative material.*

*The Smithtown Special Library District assumes no responsibility for costs, liabilities, claims, or damages arising from the use of the Internet.*

*The user understands that the wireless Internet connection is unsecured and open to everyone. The library is not responsible for any financial loss that may occur while using the wireless network. This includes, but is not limited to, loss due to improper use of online financial tools, personal information intercepted while being transmitted, and identity theft.*

*Computer users must be considerate of nearby patrons. Please use headphones/earbuds while using applications that require sound, such as audio/video players, or turn the volume off. Use of Internet phone applications, including but not limited to Skype and Google Call Phone, are not permitted in the library as they are considered equivalent to cell phone use. Please do not use an excessive amount of workspace as library workspace is limited.*

*The Library cannot guarantee that the wireless Internet access service will be available at any specific time nor can the Library accept reservations for wireless access. Signal strength may vary in each building.*

*Users may not plug equipment into the Library's computer network. Use of electrical outlets on table-tops is permitted.*

*Users are responsible for knowing how to configure their own equipment. Library staff cannot provide technical support for establishing or maintaining a connection. The Library will not support configurations and cannot be responsible for any changes made to an individual's computer settings.*

*Virus and security protection are the user's responsibility. The Library assumes no responsibility for damage, theft, or loss of any kind to a user's equipment, software, data files or other personal property brought into or used at the Library.*

*The wireless Internet access service is available for use during library hours only. There will be no announcements or warnings pertaining to availability. Please plan your usage accordingly.*

*There are no printers available for wireless network users. Saved files can be copied to a USB drive and brought to one of the Library's public access computers for printing.*

*Misuse or abuse of this Wireless Internet Acceptable Use Policy will result in the loss of your Internet Access privileges.*

*Due to the ever-changing nature of these services, this policy is subject to change without notice at the Library's discretion.*

Trustee Otis Thornhill re-entered the meeting at 5:47 p.m.



11. MEMORIAL DONATION – Vincent Arena, Jr., Bob Arena and Charlene Salvito – in memory of Vincent C. Arena

President Anthony Monteleone moved adoption of the following resolution:

*RESOLVED: That the Board of Trustees of the Smithtown Special Library District does hereby accept a \$500.00 donation from Vincent Arena, Jr., Bob Arena and Charlene Salvito in memory of their father, the late Vincent C. Arena, in appreciation of the assistance given by library staff members, particularly at the Smithtown Main building and the Commack Branch; and*

*WHEREAS, Mr. Arena was particularly fond of the genealogy and computer resources at the Smithtown Main where he enjoyed researching and surfing the web; and*

*WHEREAS, it has been requested that this donation be earmarked for the enhancement and maintenance of resources at the Smithtown Main so that other members of the community may be able to utilize these resources; now*

*THEREFORE, BE IT RESOLVED, that the Board of Trustees of the Smithtown Special Library District does hereby graciously thank the family of Vincent C. Arena for this generous memorial donation.*

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

12. President Anthony Monteleone thanked Laura Poppe, Joanne Grove and Linda Taurassi of the Administration Department for the work completed on the Records Management Procedures Manual.

On behalf of the Library Board, President Anthony Monteleone formally thanked the Friends of the Smithtown Library for their generous donation towards the Learning Lab that will be situated at the Smithtown Main building. Mr. Monteleone noted how generous the Friends had been to the Library over the years.

13. Library Director Robert Lusak reported that there was a problem with the exterior lights at the Smithtown Main building. There seems to be a problem with the spacing of the lights and the inverters. The Director explained this was not a design or installation problem and it should not be blamed on our architects or contractor. Instead, the Director feels that the manufacturer should be held accountable. We have been advised that new converters should be installed; however, the cost of installing new converters would be approximately \$18,000.00. The Director asked the Board's permission to work with attorney Kevin Seaman in contacting the manufacturer in an attempt to rectify the problem.
14. President Anthony Monteleone reported that the next regular meeting of the Board of Trustees would be held at 7:00 p.m. at the Nesconset Branch on February 18, 2014.
15. At 6:05 p.m. Trustee Anthony Monteleone moved that the Board enter executive session pursuant to Article 7, §105 (F) of the Public Officers Law, to discuss the employment history of a particular person. 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: Gerard J. Cairns, John C. Martins, Anthony J. Monteleone, Diana Schilling-Held, Otis M. Thornhill and Joseph Vallone.

Also present were Library Director Robert Lusak and Library Attorney Kevin Seaman.

16. Upon a motion by Trustee John Martins, seconded by Trustee Joseph Vallone, and adopted by a unanimous 6-0 vote, the meeting reconvened in open public session at 6:58 p.m.

17. Trustee Otis Thornhill moved adoption of the following resolution:

3.a.iv RESOLVED: *That the employment contract between Sr. Administrative Assistant./Treasurer **Joanne T. Grove** and the Smithtown Special Library District be approved as amended.*

18. President Anthony Monteleone, in his capacity as President, appointed the following committees and liaisons:

Personnel Committee – Otis Thornhill, Chairperson

Budget and Finance Committee – Suzanne Mohr, Chairperson

Buildings and Grounds Committee – Joseph Vallone, Chairperson

Communications Committee – Diane Schilling-Held

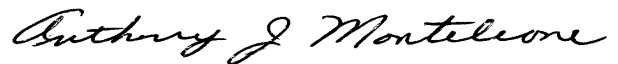
Library Foundation Liaison – John Martins

## ADJOURNMENT

19. There being no further business, upon a motion by President Anthony Monteleone, seconded by Trustee Joseph Vallone and adopted by a vote of 6-0, the meeting adjourned at 7:05 p.m.

Linda Taurassi  
Secretary

Minutes approved this 18<sup>th</sup> day of February, 2014.



Anthony J. Monteleone, Vice-President



Linda Taurassi, Clerk