

**MINUTES
BOARD OF TRUSTEES
SMITHTOWN SPECIAL LIBRARY DISTRICT
February 18, 2014**

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 February, 2014 at 7:00 p.m.

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

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 January 24, 2014 be approved as presented.

The motion was seconded by Trustee Joseph Vallone and adopted by a unanimous 7-0 vote.

2. President Anthony Monteleone requested that the agenda be taken out of order to allow for a presentation by Joan Bubaris, President of the Friends of the Smithtown Library. Ms. Bubaris presented the Library with a check in the amount of \$40,000.00 to be dedicated towards the implementation of a "Learn Lab" at the Smithtown Main building.

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

3. The BUDGET AND FINANCE COMMITTEE report was presented by Trustee Suzanne Mohr, who moved adoption of resolution "a":

a. RESOLVED: That the TREASURER'S REPORT for the month ended January 31, 2014 be approved for filing.

The motion was adopted by a unanimous 7-0 vote.

Trustee Suzanne Mohr moved adoption of resolution "b":

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

<i>i. Warrant #14-February ("L" fund) PREPAYS</i>	<i>\$ 31,106.34</i>
<i>ii. Warrant #14-February ("L" fund) WARRANT</i>	<i>\$ 170,562.32</i>
<i>iii. Warrant #14-60L ("H" fund) CONSTRUCTION WARRANT</i>	<i>\$ 30,157.84</i>

The motion was adopted by a unanimous 7-0 vote.

4. 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. *Temporary appointment of **Farzana Ahmad** to the position of Library Clerk on a call-in basis, at a rate of pay of \$16.38 per hour, effective March 1, 2014.*
- ii. *Temporary appointment of **Catherine Brindisi** to the position of Library Clerk on a call-in basis, at a rate of pay of \$16.38 per hour, effective March 1, 2014.*
- iii. *Temporary appointment of **Michelle Kullack** to the position of Library Clerk on a call-in basis, at a rate of pay of \$16.38 per hour, effective March 1, 2014.*
- iv. *Temporary appointment of **Susan Roberts** to the position of Library Clerk on a call-in basis, at a rate of pay of \$16.38 per hour, effective March 1, 2014.*
- v. *Temporary appointment of **Rose Sacheli-Balbi** to the position of Library Clerk on a call-in basis, at a rate of pay of \$16.38 per hour, effective March 1, 2014.*
- vi. *Temporary appointment of **Joyce Swanberg** to the position of Library Clerk on a call-in basis, at a rate of pay of \$16.38 per hour, effective March 1, 2014.*
- vii. *Leave of absence without pay for **Eya Setsu**, Page, Nesconset Branch, effective February 17, 2014 through March 15, 2014 (note: this reflects a change in dates requested at the January board meeting).*
- viii. *RESOLVED: That the Board of Trustees of the Smithtown Special Library District does hereby ratify all health care coverage waiver payments made to non-bargaining unit members to date (premised upon the terms of the provision within the bargaining unit’s collective bargaining agreement providing for such declination of healthcare coverage); said “opt-out” payments being made to those qualifying full-time non-unit employees who declined medical coverage and thus afforded the Library a savings in avoiding the payment of medical insurance premiums that would otherwise have been a Library obligation.*
- ix. *RESOLVED: That the employment contract between Library Treasurer/Business Manager **Amy Scholl** and the Smithtown Special Library District be approved.*

The motion was adopted by a unanimous 7-0 vote.

Trustee Otis Thornhill moved adoption of resolution “b”:

b. RESOLVED: *That the following CONFERENCE/WORKSHOP ATTENDANCE requests set forth hereinafter are hereby approved as amended:*

- i. *That Librarian II **Christine Alexander**, Young Adult Librarian, Kings Park Branch, be authorized to attend on paid release time, the Suffolk & Nassau 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 \$35.00.*
- ii. *That Librarian III **Eileen Caulfield**, Children’s Department, Smithtown Main, be authorized to attend, on paid release time, the New York Library Association 39th Annual Youth Services Section Spring Conference, sponsored by NYLA, to be held in White Plains, NY, on April 4, 2014, with reimbursement for actual and necessary expenses not to exceed \$176.00.*

- iii. That Librarian II **Sheila Doherty**, Young Adult Librarian, Commack Branch, be authorized to attend, on paid release time, the New York Library Association 39th Annual Youth Services Section Spring Conference, sponsored by NYLA, to be held in White Plains, NY, on April 4, 2014, with reimbursement for actual and necessary expenses not to exceed \$115.00.
- iv. That Librarian II **Amanda Lentino**, Young Adult Librarian, Nesconset Branch, be authorized to attend on paid release time, the Suffolk & Nassau 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 \$38.00.
- v. That Librarian II **Amanda Lentino**, Young Adult Librarian, Nesconset Branch, be authorized to attend, on paid release time, the New York Library Association 39th Annual Youth Services Section Spring Conference, sponsored by NYLA, to be held in White Plains, NY, on April 4, 2014, with reimbursement for actual and necessary expenses not to exceed \$179.00.
- vi. That Librarian II **Maggie Moloney**, Children's Department, Nesconset Branch, be authorized to attend, on paid release time, the New York Library Association 39th Annual Youth Services Section Spring Conference, sponsored by NYLA, to be held in White Plains, NY, on April 4, 2014, with reimbursement for actual and necessary expenses not to exceed \$150.00.

The motion was adopted by a unanimous 7-0 vote.

- 5. The BUILDINGS AND GROUNDS COMMITTEE report was presented by Chairperson Joseph Vallone:
 - a. Smithtown Library Foundation – Presentation of Plaque – Library Director Robert Lusak informed the board that no presentation would be made as Foundation President Jim Teese had notified the Library he would be out of town the night of the board meeting. Mr. Lusak noted that a letter was being sent to Mr. Teese and the entire Foundation membership inviting them to attend the March board meeting to discuss the status and viability of the Smithtown Library Foundation.

Trustee Joseph Vallone moved adoption of resolution "b":

- b. RESOLVED: *That the Board of Trustees of the Smithtown Special Library District does hereby authorize the Library nunc pro tunc to enter into a contract with Sonnenberg Nursery, Inc. for the purpose of providing snow plowing and salt sanding operations for driving surfaces in the parking lots of the Smithtown, Commack, Kings Park & Nesconset library buildings; said season shall commence February 6, 2014 and end April 30, 2014.*

Trustee John Martins stated that, although he had no influence with the company, his father worked as a sub-contractor for Sonnenberg Nursery, Inc. and therefore would abstain from the vote. President Anthony Monteleone noted that he didn't feel there was a conflict of interest but accepted Mr. Martins abstention from the vote.

The motion was adopted 6-1 after discussion by the following vote: AYES—Cairns, Mohr, Monteleone, Schilling-Held, Thornhill, Vallone; ABSTAINED—Martins.

Trustee Joseph Vallone moved adoption of resolution "c":

- c. **RESOLVED:** *That the Board of Trustees of the Smithtown Special Library District approves the request of the Smithtown Kickers Soccer Club, to place a banner on the corner of the property of the Smithtown Main building from February 24, 2014 through March 31, 2014 advertising their spring soccer registration.*

The motion was adopted by a unanimous 7-0 vote.

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

UNFINISHED BUSINESS

8. REVISED POLICY – Records Retention and Disposition – 700-100 (2nd reading)

President Anthony Monteleone moved to waive the reading of the proposed policy. The motion was adopted by unanimous consent.

Trustee John Martins moved that the Records Retention and Disposition Policy (700-100) be accepted as presented.

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.*

The motion was seconded by Trustee Joseph Vallone and adopted by a unanimous 7-0 vote.

9. NEW POLICY – Wireless Acceptable Use Policy – 700-95 (2nd reading)

President Anthony Monteleone moved to waive the reading of the proposed policy. The motion was adopted by unanimous consent.

Trustee John Martins moved that the Wireless Acceptable Use Policy (700-95) be accepted as presented.

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.

The motion was seconded by Trustee Joseph Vallone and adopted by a unanimous 7-0 vote.

NEW BUSINESS

10. REVISED POLICY – Circulation of Materials – Policy 800-10 (1st reading)

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

Current Policy:

A. LIBRARY CARDS

1. The Smithtown Special Library District issues a full-access library card without charge to any resident of the Smithtown Special Library District;

Proposed Revised Policy (revision underlined in bold font):

A. LIBRARY CARDS

1. *The Smithtown Special Library District issues a full-access library card without charge to any resident of the Smithtown Special Library District; **however a \$1 replacement fee will be charged if the card has been lost or stolen.***

11. President Anthony Monteleone, in his capacity as President, announced that Trustee Gerard Cairns would be working with the Library Director to update and revise the Bylaws as necessary.

In addition to his appointment as liaison to the Smithtown Library Foundation, Trustee John Martins was appointed as liaison to the Friends of the Smithtown Library.

12. MEMORIAL DONATION – Rosemary B. Wilhelm – in memory of Roger Wilhelm

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 \$100.00 donation from Rosemary B. Wilhelm in memory of the late Roger Wilhelm, and be it*

FURTHER RESOLVED, *that the funds will be used as per the needs of the Library District; now therefore be it*

FURTHER RESOLVED, that the Board of Trustees of the Smithtown Special Library District does hereby graciously thank Rosemary B. Wilhelm for this generous memorial donation.

The motion was seconded by Trustee John Martins and adopted by a unanimous 7-0 vote.

13. At 7:53 p.m. Trustee Otis Thornhill moved that the Board enter executive session pursuant to Article 7, §105 (F) of the Public Officers Law, to discuss the employment history of particular people. The motion was seconded by Trustee John Martins and adopted by a unanimous 7-0 vote.

The following trustees were present and participating in executive session: Gerard J. Cairns, John C. Martins, Suzanne Mohr, Anthony J. Monteleone, Diana Schilling-Held, Otis M. Thornhill and Joseph Vallone.

Also present were Library Director Robert Lusak, Library Attorney Kevin Seaman, Assistant Library Director Sue McManus, Treasurer Joanne T. Grove, Business Manager Amy Scholl and Clerk Linda Taurassi.

14. Upon a motion by Trustee John Martins, seconded by President Anthony Monteleone, and adopted by a unanimous 7-0 vote, the meeting reconvened in open public session at 9:38 p.m.
15. President Anthony Monteleone moved adoption of the following resolution:

RESOLVED: That the Board of Trustees of the Smithtown Special Library District is authorizing the preparation of a retirement/resignation (separation of service) incentive program to be promulgated no later than March 1, 2014 under the following terms and conditions:

- *Employee must be full-time.*
- *Minimum of ten (10) years of service to the Smithtown Library.*
- *\$1,000.00 per year of service with a maximum payout of \$20,000.00.*
- *A letter of notification to the Board of Trustees must be received no later than May 1, 2014.*
- *The submission of a letter of retirement/resignation (separation of service) to be effective no later than June 30, 2014.*
- *The Board of Trustees reserves the right to withdraw the retirement/resignation (separation of service) incentive.*
- *The retirement/resignation (separation of service) incentive will be subject to the invocation of at least six (6) applicants in order to be implemented.*

The motion was seconded by Trustee Suzanne Mohr and adopted 7-0 by the following roll call vote: FOR—Cairns, Martins, Mohr, Monteleone, Schilling-Held, Thornhill, Vallone; AGAINST—none.

16. Trustee John Martins moved adoption of the following resolution:

RESOLVED: That the Board of Trustees of the Smithtown Special Library District authorizes the Board President to enter into an agreement with Linda Taurassi, Senior Administrative Assistant, providing for a salary adjustment of \$10,000.00 in consideration of her agreeing to remain employed through December 31, 2014; further, Linda Taurassi is to be afforded the privilege of opting into the retirement incentive and providing for therein a retirement/resignation (separation of service) effective December 31, 2014.

The motion was seconded by Trustee Joseph Vallone and adopted 7-0 by the following roll call vote: FOR: Cairns, Martins, Mohr, Monteleone, Schilling-Held, Thornhill, Vallone.

17. At 9:45 p.m. President Anthony Monteleone moved that the Board enter executive session once again to discuss the employment history of a particular person. The motion was seconded by Trustee Gerard Cairns and adopted by general consent.

The following trustees were present and participating in executive session: Gerard J. Cairns, John C. Martins, Suzanne Mohr, Anthony J. Monteleone, Diana Schilling-Held, Otis M. Thornhill and Joseph Vallone.

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

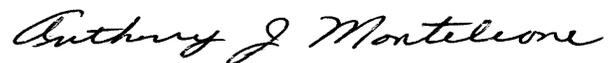
18. Upon a motion by Trustee John Martins, seconded by Trustee Joseph Vallone, and adopted by a unanimous 7-0 vote, the meeting reconvened in open public session at 9:50 p.m.
19. President Anthony Monteleone reported that the next regular meeting of the Board of Trustees would be held at the Commack Branch on March 18, 2014 at 7:00 p.m.

ADJOURNMENT

20. There being no further business, upon a motion by President Anthony Monteleone and adopted by unanimous consent, the meeting adjourned at 9:51 p.m.

Linda Taurassi
Secretary

Minutes approved this 18th day of March, 2014.



Anthony J. Monteleone, Vice-President



Linda Taurassi, Clerk