

**MINUTES
BOARD OF TRUSTEES
SMITHTOWN SPECIAL LIBRARY DISTRICT
October 28, 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 28th day of October, 2014 at 7:00 p.m.

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

Also present were Library Director Robert Lusak, Assistant Library Director Sue McManus, Assistant Library Director Patricia Thomson, 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. Library Board President Anthony Monteleone moved the following resolution:

RESOLVED: That the REGULAR MEETING MINUTES of September 16, 2014 be approved as presented.

The motion was seconded by Trustee Diana Schilling-Held and adopted by a unanimous 5-0 vote.

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

2. In the absence of Chairperson Suzanne Mohr the BUDGET AND FINANCE COMMITTEE report was presented by Trustee Gerard Cairns who moved adoption of resolution "a":

- a. *RESOLVED: That the TREASURER'S REPORT for the month ended September 30, 2014 be approved for filing (copy of report appended to the original of these minutes).*

The motion was seconded by Trustee Joseph Vallone and adopted by a unanimous 5-0 vote.

Trustee Gerard Cairns moved adoption of resolution "b":

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

<i>i. Warrant #14-October ("L" fund) PREPAYS</i>	<i>\$ 34,687.73</i>
<i>ii. Warrant #14-October ("L" fund) WARRANT</i>	<i>\$ 424,292.48</i>
<i>iii. Warrant #14-68L ("H" fund) CONSTRUCTION WARRANT</i>	<i>\$ 9,900.00</i>

The motion was seconded by Trustee Diana Schilling-Held and adopted by a unanimous 5-0 vote.

Trustee Gerard Cairns moved adoption of resolution “c”:

c. Budget Transfers

RESOLVED: *That the Treasurer be authorized to execute budget transfers in the dollar amounts and expenditure lines set forth hereinafter:*

		Budget	(From)/To	Adjusted Budget
L.4100	Books	246,100.00	8,538.00	254,638.00
L.4110	Lost and Paid	-	1,100.00	1,100.00
L.4120	AV/Recordings	120,000.00	(8,538.00)	111,462.00
L.4300	Office and Library Supplies	91,000.00	10,000.00	101,000.00
L.4311	Telecommunications	120,800.00	(18,100.00)	102,700.00
L.4370	Professional Fees	95,000.00	20,000.00	115,000.00
L.4540	Insurance	90,000.00	(5,000.00)	85,000.00
L.8300	Workmans Compensation	73,000.00	(8,000.00)	65,000.00
	TOTAL	835,900.00	-	835,900.00

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

Trustee Gerard Cairns moved adoption of resolution “d”:

d. Certificate of Election Results:

RESOLVED: *That the Board of Trustees of the Smithtown Special Library District does hereby accept the Library’s Budget Vote and Trustee Election results as presented (copy of Certificate of Results appended to the original of these minutes).*

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

Trustee Gerard Cairns moved adoption of resolution “e”:

e. Filtering Software for Public Computers:

RESOLVED: *That the Treasurer be authorized to execute the purchase of seventy-five (75) Acad Websense Host Web-Filtering software for all public computers, from CDW-G, at a total cost not to exceed \$5,025.00.*

The motion was seconded by Trustee Diana Schilling-Held and adopted by a unanimous 5-0 vote.

Trustee Gerard Cairns moved adoption of resolution “f”:

f. Dual Technology Carpet Cleaner:

RESOLVED: *That the Treasurer be authorized to execute the purchase of one (1) Tennant 1610 22" Dual Technology Carpet Cleaner from Sterling Sanitary Supply Corp., under NYS/BOCES contract No. 2013-009-0205, at a total cost not to exceed \$10,069.95 (to be primarily offset by a grant in the amount of \$10,000.00 from Senator John Flanagan).*

The motion was seconded by Trustee Joseph Vallone and adopted by a unanimous 5-0 vote. Board President Anthony Monteleone noted that Senator Flanagan had been publicly thanked and that local papers would be sent a photo that was taken.

3. 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. *Part-time appointment of **Austin Cleary** to the position of Page, Kings Park Branch, at an hourly rate of pay of \$8.00, effective October 30, 2014 (to fill the vacancy created by the resignation of Samantha Tinto).*
- ii. *Resignation of **Samantha Tinto**, Page, Kings Park Branch, effective September 17, 2014.*
- iii. *Medical leave of absence without pay for **Irene Hanna-Ohm**, Page, effective September 17, 2014 through March 1, 2015.*
- iv. *Medical leave of absence without pay for **Thomas J. DeBole**, Computer Technician, effective November 4, 2014 (one-day leave of absence).*

The motion was seconded by Trustee Diana Schilling-Held 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 Library Director **Robert Lusak** be authorized to attend, on paid release time, the New York Library Association's (NYLA) Annual Conference, to be held in Saratoga Springs, NY, from November 5, 2014 through November 7, 2014, with reimbursement for actual and necessary expenses not to exceed \$677.00.*
- ii. *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 24, 2015 through February 25, 2015" to be held at the Empire State Plaza Convention Center, Albany, NY, 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 \$250.00 per person: **Robert Lusak, Sue McManus, Patricia Thomson, Eileen Caulfield, Cynthia Guzzo, Julie DeLaney.***
- iii. *That Librarian II **Catherine Ball**, Long Island Room, Smithtown Main building, be authorized to attend, on paid release time, the "Long Island in the American Revolution: The Seat of Action" symposium, sponsored by the Long Island Museum of American Art, History and Carriages, to be held at the Long Island Museum, Stony Brook, NY, on November 15, 2014, with reimbursement for actual and necessary expenses not to exceed \$10.00.*
- iv. *That Librarian I **Lauren Bernat**, Reference Department, Kings Park Branch, be authorized to attend, on paid release time, the "MOOCs (Massive Open Online Courses): A Programming Opportunity for Public Libraries" workshop sponsored by Long Island Library Resources Council (LILRC), to be held at the Shelter Rock Public Library, Albertson, NY, on November 13, 2014, with reimbursement for actual and necessary expenses not to exceed \$72.00.*

- v. *That Librarian I **Elizabeth Coleman**, Children's Department, Smithtown Main building, be authorized to attend, nunc pro tunc, on paid release time, the Fall Literature Conference, sponsored by CLASC and SCLS (Children's Librarians Association of Suffolk County and Suffolk Cooperative Library System) to be held at the Hyatt Regency Long Island, located in Hauppauge, NY, on October 24, 2014, with reimbursement for actual and necessary expenses not to exceed \$85.00.*
- vi. *That Librarian II **Sheila Doherty**, Young Adult Librarian, Commack Branch, be authorized to attend, on paid release time, the "SCLA Annual Membership Meeting & Dinner", sponsored by Suffolk County Library Association, to be held at Villa Lombardi's, Holbrook, NY, on November 20, 2014, with reimbursement for actual and necessary expenses not to exceed \$52.00.*
- vii. *That Librarian I **Jessicca Newmark**, Reference Department, Smithtown Main building, be authorized to attend, nunc pro tunc, on paid release time, the "Think Outside the Bricks: Embed, Engage, Expand" conference, sponsored by Long Island Library Resources Council (LILRC), to be held at Carlyle on the Green, Bethpage State Park, Farmingdale, NY, on October 24, 2014, with reimbursement for actual and necessary expenses not to exceed \$137.00.*

The motion was seconded by Trustee Gerard Cairns and adopted by a unanimous 5-0 vote.

- 4. The BUILDINGS AND GROUNDS COMMITTEE report was presented by Chairperson Joseph Vallone, who moved adoption of resolution "a":

- a. *RESOLVED: That the Smithtown Special Library District grants permission to the Smithtown Rotary Club for the following: 1) to place a banner on the corner of the property of the Smithtown Main building from November 10, 2014 through December 7, 2014, advertising their "Annual Christmas Tree Lighting Ceremony" scheduled for Sunday, December 7, 2014; 2) to conduct a tree lighting ceremony on Sunday, December 7, 2014 at 4:30 p.m. on the property of the Smithtown Main building; 3); to erect a Menorah and a nativity scene on the property of the Smithtown Main building for the duration of the holiday season; and be it*

FURTHER RESOLVED, that the request be approved provided that the Smithtown Special Library District is named as an additional insured on a certificate of insurance from the Smithtown Rotary Club.

There was discussion pertaining to complaints received last year about the haphazard placement of the Christmas lights on the tree and the Library Director was instructed to contact the Smithtown Rotary Club to resolve the problem.

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

Trustee Joseph Vallone moved adoption of resolution "b":

- b. *RESOLVED: That the Board of Trustees of the Smithtown Special Library District grants permission for all buildings of the Smithtown Special Library District to be used as a drop-off location for the U.S. Marine Corps Reserve "Toys for Tots Program" for the purpose of collecting new, unwrapped toys for distribution as Christmas gifts to needy children in the community and throughout the United States for the period November 1, 2014 through December 11, 2014.*

The motion was seconded by Trustee Diana Schilling-Held and adopted by a unanimous 5-0 vote.

Trustee Joseph Vallone moved adoption of resolution "c":

- c. *RESOLVED: That the request of the Smithtown Kickers Soccer Club, to place a banner on the corner of the property of the Smithtown Main building from October 27, 2014 through November 27, 2014, advertising their Thanksgiving Day Turkey Trot 5K Run and One Mile Fun Run, to be held on Thanksgiving Day, November 27, 2014, be approved.*

The motion was seconded by Trustee Gerard Cairns and adopted by a unanimous 5-0 vote.

5. The DIRECTOR'S REPORT was submitted previously to the Library Board by Library Director Robert Lusak (copy of report appended to the original of these minutes).

Library Director Robert Lusak cited the Newsday article regarding the Commack Branch's Gold Certification in the LEED rating system and commented that we are hoping to see a decrease in future energy costs.

Mr. Lusak congratulated newly elected Trustees Otis Thornhill and Rudy Zientarski on their recent election and thanked Library staff and the CSEA for their support on getting the budget passed.

Mr. Lusak thanked the Friends of the Smithtown Library for all they do in support of the Library.

Mr. Lusak reported that Sr. Administrative Assistant Linda Taurassi had been nominated for the 2014 Excellence in Library Service Award (ELSA) and would be an honored guest at the SCLA annual dinner on November 20th.

Mr. Lusak noted that Assistant Library Director Sue McManus, Business Manager Amy Scholl, Kings Park Branch head Cynthia Guzzo and Smithtown Reference Department supervisor Karen Baudouin had recently become Notary Publics and that we are pleased to have a Notary Public at each Library building. A Notary Public policy is now in the works in addition to updating the Long Range Plan of Service and Social Media policies.

6. The BUSINESS MANAGER'S REPORT was submitted previously to the Library Board by Business Manager Amy Scholl (copy of report appended to the original of these minutes). Ms. Scholl noted that a legal notice pertaining to the newsletter bid had been given to local papers.

UNFINISHED BUSINESS

7. Caleb Smith House

There was discussion pertaining to the Caleb Smith House in which the Town and the Historical Society had requested the Library remove two trees from the Caleb Smith property.

NEW BUSINESS

8. SCLS Resource Sharing Code

Library Board President Anthony Monteleone moved the following resolution:

RESOLVED: Be it resolved, that the Board of Trustees of the Smithtown Special Library District does hereby approve the proposed amendments to the SCLS Resource Sharing Code.

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

9. Library Board President Anthony Monteleone noted that the next regular meeting of the Board of Trustees would be held at the Commack Branch on November 18, 2014 at 7:00 p.m.
10. At 8:05 p.m. Library Board President Anthony Monteleone moved that the Board enter executive session pursuant to Article 7, §105(F) of the Public Officers Law, to discuss the history of a particular organization.

The motion was seconded by Trustee Joseph Vallone and adopted by a unanimous 5-0 vote.

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

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

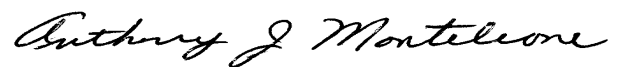
11. Upon a motion by Library Board President Anthony Monteleone, seconded by Trustee Joseph Vallone, and adopted by a unanimous 5-0 vote, the meeting reconvened in open public session at 8:25 p.m.

ADJOURNMENT

12. There was discussion pertaining to the warranty items that are still outstanding on the building project, and the final payment owed to T.G. Nickel.
13. There being no further business, Trustee Joseph Vallone moved to adjourn the meeting at 8:37 p.m. The motion was adopted by unanimous consent.

Linda Taurassi
Secretary

Minutes approved this 18th day of November, 2014



Anthony J. Monteleone, President



Linda Taurassi, Clerk