

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

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 18<sup>th</sup> day of November, 2014 at 7:00 p.m.

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

Also present were Library Director Robert Lusak, Assistant Library Director Sue McManus, Assistant Library Director Patricia Thomson, 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 October 28, 2014 be approved as presented.*

The motion was seconded by Trustee Joseph Vallone 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 October 31, 2014 be approved for filing (copy of report appended to the original of these minutes).*

The motion was seconded by Trustee John Martins 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 #14-November ("L" fund) PREPAYS</i>	<i>\$ 31,833.60</i>
<i>ii. Warrant #14-November ("L" fund) WARRANT</i>	<i>\$ 80,180.90</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 Board of Trustees of the Smithtown Special Library District does hereby authorize the Library to participate in the New York State Employer Contribution Stabilization Program under the provisions of Chapter 57, Laws of 2010, for payment of retirement contributions; and furthermore authorizes the Treasurer to pay the 2015 annual invoice (due by December 15, 2014) amortizing an amount not to exceed \$441,578.00, as stated on the annual invoice.*

The motion was seconded by Trustee John Martins 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 items be approved as presented:*

- i. *Part-time appointment of **Jesse Faiguenbaum** to the position of Page, Kings Park Branch, at an hourly rate of pay of \$8.00, effective November 24, 2014 (to fill the vacancy created by the resignation of Edmund Kollath).*
- ii. *Part-time appointment of **Kara Gonzalez** to the position of Page, Nesconset Branch, at an hourly rate of pay of \$8.00, effective November 20, 2014 (to fill the vacancy created by the resignation of Eleanor Oliver).*
- iii. *Temporary appointment of **Cara Lauber** to the position of Librarian I (Children's Services) on a call-in basis, at an hourly rate of pay of \$28.70, effective December 1, 2014.*
- iv. *Part-time appointment of **Helen Mustapich** to the position of Page, Children's Department, Smithtown Main, at an hourly rate of pay of \$8.00, effective November 25, 2014 (to fill the vacancy created by the resignation of Jacqueline Sassano).*
- v. *Part-time appointment of **Laura Visciano** to the position of Page, Nesconset Branch, at an hourly rate of pay of \$8.00, effective November 20, 2014 (to fill the vacancy created by the resignation of Linda Hubner).*
- vi. *Resignation of **Linda Hubner**, Page, Nesconset Branch, effective November 3, 2014.*
- vii. *Resignation of **Edmund Kollath**, Page, Kings Park Branch, effective October 25, 2014.*
- viii. *Resignation of **Eleanor Oliver**, Page, Nesconset Branch, effective November 19, 2014.*
- ix. *Resignation of **Jacqueline Sassano**, Page, Smithtown Main, Children's Department, effective November 6 2014.*

The motion was seconded by Trustee Suzanne Mohr 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 II Christine Alexander, Young Adult Librarian, Kings Park Branch, be authorized to attend, on paid release time, the Annual Author Visit sponsored by the Young Adult Services Division of the Suffolk County Library Association (YASD), to be held at the Irish Coffee Pub, East Islip, NY, on December 11, 2014, with reimbursement for actual and necessary expenses not to exceed \$47.00.*

- ii. *That Librarian III Julie DeLaney, Community Relations Department, Nesconset 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 \$45.00.*
- iii. *That Librarian II Sheila Doherty, Young Adult Librarian, Commack Branch, be authorized to attend, on paid release time, the Annual Author Visit sponsored by the Young Adult Services Division of the Suffolk County Library Association (YASD), to be held at the Irish Coffee Pub, East Islip, NY, on December 11, 2014, with reimbursement for actual and necessary expenses not to exceed \$40.00.*
- iv. *That Librarian II Amanda Lentino, Young Adult Librarian, Nesconset Branch, be authorized to attend, on paid release time, the Annual Author Visit sponsored by the Young Adult Services Division of the Suffolk County Library Association (YASD), to be held at the Irish Coffee Pub, East Islip, NY, on December 11, 2014, with reimbursement for actual and necessary expenses not to exceed \$49.00.*

The motion was seconded by Trustee Joseph Vallone 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 Board of Trustees of the Smithtown Special Library District approves the request of the St. James/Smithtown Little League, to place a banner on the corner of the property of the Smithtown Main building from January 5, 2015 through January 31, 2015, advertising their annual Little League baseball registration.*

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 approves the request of the St. James/Smithtown Little League, to place a banner on the corner of the property of the Nesconset Branch from February 2, 2015 through February 27, 2015, advertising their annual Little League baseball registration.*

The motion was seconded by Trustee Otis Thornhill 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 was happy to report that the Smithtown Main building has been designated as a Gold Certified building in the LEED rating system. As a result of this designation, the Library should be receiving approximately \$10,000.00 in energy-efficient rebate money. Mr. Lusak noted that the Smithtown Main building and the Commack Branch were two of only three libraries in Suffolk County that had received this distinction.

The Library Director further reported that he had contacted Henry Vigliante of the Smithtown Rotary Club regarding the complaints the Library had received last year about the haphazard placement of lights on the Christmas tree at the Smithtown Main, and had been assured by Mr. Vigliante that he would take up the matter with the Parks Department.

- 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).

**UNFINISHED BUSINESS**

- 7. Caleb Smith House :

There was continued discussion from the previous month pertaining to the Caleb Smith House. The Director reported that the Parks Department had installed a large spotlight on North Country Road that improved the illumination of the entranceway to the Smithtown Main building, however many areas of the parking lot still remained in darkness. The Director noted that he would be in touch with the Parks Department to advise if the parking lot lighting situation had improved.

**NEW BUSINESS**

- 8. Revised Policies:

Library Board President Anthony Monteleone moved that the first reading of the following policies, items 9 through 11, be waived:

- 9. – Policy 200-10 – Mission Statement
- 10. – Policy 100-40 – Board of Trustees Calendar
- 11. – Policy 100-10 – Bylaws

The motion was seconded by Trustee Otis Thornhill and adopted by unanimous consent.

- 9. Revised Policy – MISSION STATEMENT – Policy 200-10 (1<sup>st</sup> reading)  
(note: revisions are underlined in bold)

Proposed Revision:

*“The Smithtown Special Library District is dedicated to providing access to diverse information, lifelong learning and entertainment resources through outstanding service for all residents of the Library District via multiple facilities consisting of the Smithtown Main Library **and three full-service branches**: the Commack Branch Library, the Kings Park Branch Library, and the Nesconset Branch Library.”*

- 10. Revised Policy – BOARD OF TRUSTEES CALENDAR – Policy 100-40 (1<sup>st</sup> reading)  
(note: revisions are underlined in bold)

Proposed Revision:

January	1. Annual <b>organization</b> meeting (President and VP nominations per Chapter 193)	
	<del>2. Standing committee and special ad hoc committee reports</del>	Board of Trustees
	2. Board Treasurer and Clerk appointment (per Chapter 193)	Board of Trustees
February		

March	<del>1. Library Director's Annual Report (per Article 6, Section 7)</del>	<u>Director</u>
	1. Board Annual Community Report (per Standard #3)	Communications Committee
April	<del>1. Auditor's Report</del>	<u>Accountant</u>
	<b>1. NYS Annual Report</b>	<b>Director</b>
May	<del>1. NYS Annual Report</del>	Director
	<b>1. Auditor's Report</b>	<b>Accountant</b>
June		
July	1. Review of Professional Services (legal, engineering, architectural, accounting)	Ad Hoc Committee
	<b>2. <u>Library Director's Report of Highlights, Achievements, Recommendations</u></b>	<b>Director</b>
August	1. Board budget approval	Director
	2. Retain election special counsel	
	<del>3. Management Confidential Review (Director)</del>	<u>Personnel Committee</u>
	<del>4. Library Director's Goals and Objectives</del>	<u>Personnel Committee</u>
	<b>3. <u>Library Board's Confidential Evaluation of Library Director</u></b>	<b>Board of Trustees</b>
September	1. Director's contract (special meeting)	Personnel Committee
October	1. Trustee election (per Section 1, Paragraph 3 of Chapter 193)	
	2. Budget vote (per Section 1, Paragraph 3 of Chapter 193)	
November	<del>1. Long Range Plan Review (discussion pertaining to making this a Standing Committee)</del>	<u>Long Range Planning Committee</u>
December	<b>1. <u>Standing committee and special adhoc committee reports</u></b>	<b>Board of Trustees</b>

11. Revised Policy – BYLAWS – Policy 100-10 (1<sup>st</sup> Reading)  
(note: revisions are underlined in bold)

Preamble

The Board of Trustees of the Smithtown Special Library District, created by Absolute Charter Number 23424 granted by the Regents of the University of the State of New York on September 13, 2002 according to the provisions of Section 255 of the New York State Education Law to provide non-partisan public library service free of political influence to the residents of the Township of Smithtown, excluding areas currently serviced by the Sachem Public Library and by the Emma S. Clark Memorial Library, hereby enact the following Bylaws:

ARTICLE I - Board of Trustees

1. The Library shall be governed by a Board of Trustees, hereinafter referred to as the "Board", consisting of (7) members duly elected by the voting residents within the Smithtown Special Library District.

2. Tenure of Office
  - a. Term of Office. Pursuant to Section 3 of Chapter 193, Laws of 2001 the term of office of trustees shall be (3) years.
  - b. If a trustee does not complete their term a replacement may be chosen, by a majority vote of the remaining Trustees, to serve until the next regularly scheduled Trustee election. At that time a replacement will be elected to fill the remainder of the departed Trustee's term.
3. Candidates for the position of Library Trustee shall have their primary domicile within the Library District and shall be eligible to vote in the Town of Smithtown elections. No salaried employee of the Smithtown Special Library District shall be eligible for candidacy.
4. A Trustee must be present at a meeting to have his/her vote counted.
5. Trustees are required to attend all meetings of the Board (general and executive sessions). A Trustee who, after being duly notified, fails to attend three consecutive meetings of the Board may, according to the provisions of Section 226 of New York State Education Law, be declared to have vacated his/her seat. The Trustees, after review of a written explanation by the absentee Trustee, shall vote, at the next Regular Monthly Meeting of the Board, whether to excuse any or all of these absences and retain the Trustee or to declare the seat vacant. Such vacancies shall be filled according to Article 1, Section 2B.

## ARTICLE II – Officers

### 1. Number

Pursuant to Section 3 of Chapter 193, Laws of 2001, the officers of the Board of Trustees shall be a President, Vice-President, Clerk, and Treasurer.

### 2. Election

Officers shall be elected at the annual organizational meeting held during the first week of January by a majority vote of the Board of Trustees, and serve for one year.

### 3. The President shall:

- a. Be the chief executive officer and official spokesman for the Board of Trustees;
- b. Preside, when present, at all meetings of the Board of Trustees;
- c. Designate a trustee to perform his/her duties should the Vice-President be unable to do so;
- d. Sign, with the Treasurer or any other proper officer of the Library thereunto authorized by the Board of Trustees, any contracts, agreements, or other instruments which the Board of Trustees has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by law or the Board of Trustees to some other officer or agent of the Library;
- e. Appoint the ~~members and chair~~ liaison of each standing committee;
- f. Appoint the ~~members and chair~~ liaison of each special committee.

### 4. The Vice-President shall preside at all regular and special meetings of the Board of Trustees in the absence of the President and perform all duties of the President in his/her absence.

## ARTICLE III - Duties of the Board of Trustees

1. The Board shall hire a qualified Library Director who shall be the Chief Executive and Administrative Officer of the Smithtown Special Library District acting on behalf of the Board and under its review and direction. He/she shall be responsible for those duties contained in Article VI, Sections 1 to 28 inclusive.

2. The Board, in consultation with the Library Director, shall consider, formulate and decide on all policies affecting the operation of the Library.
3. The Board shall assure the general efficiency and progress of the Library by maintaining good relations with local government; representing the interests of the library in local community planning; and enlarging public and official understanding of the library, its purposes, problems and progress.
4. The Board may appoint special ad hoc committees from among the residents of the Library District as defined in Article I, Section 1.
- ~~5. The entire Board shall serve in lieu of any standing committees.~~
6. The President shall preside at all Regular Monthly Meetings of the Board, appoint the ~~members~~ liaisons of all Board Committees and be an ex-officio member of said committees.
7. The Board of Trustees shall make the following appointments at the ~~end~~ beginning of the year; those appointed shall serve at the pleasure of the Board:
8. The Clerk shall:
  - a. Record the minutes of all meetings of the Board of Trustees;
  - b. See that all notices are duly given as required by state law;
  - c. Be the custodian of Library records and of the seal of the Library and see that the seal is affixed to all documents, the execution of which on behalf of the Library under its seal is duly authorized;
  - d. Keep a register of the post office address of each member of the Board of Trustees, which shall be furnished to the Clerk by such member.
  - e. Sign with the President the approved minutes of all meetings of the Board of Trustees.
  - f. By resolution of the Board of Trustees, the recording clerk may be paid a stated salary or a fixed sum for his/her respective services. No such payment shall preclude the recording clerk from being employed by the Library in any other capacity and receiving compensation therefore.
9. The Treasurer shall:
  - a. Be custodian of all Library funds;
  - b. Receive and give receipts for moneys due and payable to the Library from any source whatsoever, and deposit all such moneys in the name of the Library in such banks or other depositories as shall be selected in accordance with Library policy.
  - c. Make a financial report to the Board of Trustees at each meeting and at other times when requested by the President or the Board of Trustees;
  - d. Establish and invest in accounts of any type as need or opportunity arises in accordance with state law and Library policy pursuant to approval of the Board of Trustees.
  - e. By resolution of the Board of Trustees, the Treasurer may be paid a stated salary or a fixed sum for his/her respective services. No such payment shall preclude the Treasurer from being employed by the Library in any other capacity and receiving compensation therefore.
10. The Board shall be authorized to contract with outside professional advisors or consultants, not included in Article 3, Section 11, on an annual retainer, hourly or per diem basis.
11. The Board hereby agrees that no trustee, including the President may act or speak on behalf of the Library unless the entire Board specifically bestows that authority.

12. The Board shall be independent of political influence and shall avoid all actions and policies that are in fact or public perception deemed to be partisan in nature. Pursuant to its non-partisan policy statement, the Board shall appoint a member to serve as liaison to the Friends of the Smithtown Library, the Smithtown Library Foundation and to any other organization created to support the Library.

#### ARTICLE IV - Meetings

1. Regular meetings

Regular meetings shall be held each month, at dates and times to be established by the Board of Trustees at the beginning of the library's administrative year and shall be open to the public as required by Section 103 of the Open Meetings Law of the State of New York.

2. Special Meetings

Special meetings of the Board of Trustees may be called at any time by or at the request of the President or upon the request of three (3) trustees. The person or persons authorized to call special meetings of the Board of Trustees may fix the location for holding any special meeting of the Board of Trustees at a public place. Notice of any special meeting shall be in accordance with Section 103 of the Open Meetings Law of the State of New York.

3. Manner of Acting

The act of the majority of the trustees present at a meeting at which a quorum is present shall be the act of the Board of Trustees.

4. Electronic Meetings

Members of the Board of Trustees, standing committees, and special committees are authorized to provide by telephone or through other electronic communications media information pertaining to the Library; provided that, such communications between or among individual trustees does not result in a collective decision regarding Library business.

5. Quorum

A majority of the designated number of the Board shall constitute a quorum.

6. Order of Business

The Order of Business for the Regular Monthly Meeting of the Board shall include, but not be limited to, the following items, which shall be covered in the sequence shown so far as circumstances will permit:

- a. Reading and Approval of Minutes
- b. Reports of Officers, Board, Standing Committees and Director's Report
- c. Reports of Special Committees
- d. Unfinished Business
- e. Public Comments
- f. New Business

7. Annual Organizational Meeting

An annual organizational meeting shall be held by the Board of Trustees at the beginning of the library's administrative year, during the first week of January (day & time to be determined), and shall be open to the public as required by Section 103 of the Open Meetings Law of the State of New York. No general business will be discussed and no public comments will be heard at this meeting.

- a. *Administer the oath of office to newly elected trustees*
- b. *Nomination and election of officers*
- c. *Appointment of Clerk*
- d. *Appointment of Treasurer*
- e. *Appointment of Library Director as financial clerk*
- f. *Establishment of bank depositories and funds as necessary*
- g. *Affirmation of Procurement Policy*
- h. *Affirmation of Investment Policy*
- i. *Appointment of legal professionals*
- j. *Appointment of accounting firms*
- k. *Selection of district newspapers to be utilized for public notices of meetings*

## ARTICLE V - Committees

1. The following general rules shall apply to all Standing Committees:
  - ~~a. Each member of the Board of Trustees shall be entitled to one vote at meetings of the committee of which they are a member.~~
  - ~~b. A quorum shall consist of a majority of the members of the committee.~~
  - c. Unless otherwise specified in these by-laws, the term of membership on any committee shall be one year.
  - d. All committees report to the Board of Trustees. A copy of any committee report shall be furnished to the Board of Trustees prior to its meeting preceding the meeting at which the report is to be presented. Committees may report as frequently as needed and shall make an annual written report which shall be distributed to the Board of Trustees prior to the annual meeting.
  - e. Board Members may only be ~~Chair~~ **liaison** of one standing committee.
  - f. In an appropriate case, a ~~member~~ **liaison** of a committee may submit a written request to the Board of Trustees to be relieved of duties on a committee. The Board may, in its discretion, accept such request and thereupon it shall appoint a replacement on such committee for the stated period.
  - ~~g. If any member of a standing committee of the Board ceases to attend three (3) consecutive meetings, the chair of that committee, at his/her discretion, may request in writing that the Board replace that member for the balance of the term.~~
  - h. The Library Director or his/her designee shall attend all committee meetings and may take part in deliberations but shall have no vote.
2. Standing Committees. The following will be standing committees:
  - a. Budget and Finance Committee
    - i. Composition: ~~Three (3) Board Members~~ **one liaison**
    - ii. Responsibilities
      1. **Acts as Library Board's liaison with the Director on fiscal matters.**
      2. To acquire and disseminate budgetary information to the Board and to interact on a continuous basis with the Library Director on budgetary formulation, budgetary developments, and the utilization of available funds;
      3. Audit and monitor the financial condition of the Library to ensure that it is carrying out its purpose without extravagance or waste;
      4. Ensure that financial records are complete and accurate, and required financial reports are filed with federal and state agencies;
      5. Present an operating budget ~~and calendar of budget activities~~ written report to the Board of Trustees ~~at least two (2) regular meetings prior to the budget vote~~ **on a timely basis.**

- b. Buildings and Grounds Committee
  - i. Composition: ~~Three (3) Board Members~~ **one liaison**
  - ii. Responsibilities
    - 1. **Acts as Library Board's liaison with the Director on Buildings & Grounds matters.**
    - 2. Inspect all library buildings on an "as-required basis", at least once every five (5) years, to ensure compliance with provisions of building codes, ADA requirements, safety regulations, and minimum state standards;
    - 3. Assess the need for major repairs, capital equipment, alterations and new construction;
    - 4. Make certain that the Library continues to provide adequate equipment and connections for access to electronic and digital information; and
    - 5. Prepare and present to the Board a written annual report.
- c. Communications Committee
  - i. Composition: ~~Three (3) Board Members~~ **one liaison**
  - ii. Responsibilities:
    - 1. **Acts as Library Board's liaison with the Director on Communications matters.**
    - 2. Assess the need for new methods of acquainting the general public with the programs and services of the Library;
    - 3. Review plans for promoting library services, materials, and programs; and
    - 4. Present to the Board of Trustees no later than the March meeting an annual report for adoption by said Board and distribution to the community on the Library's progress in meeting its goals and objectives.
- d. Personnel Committee
  - i. Composition: ~~Three (3) Board Members~~ **one liaison**
  - ii. Responsibilities:
    - 1. **Acts as Library Board's liaison with the Director on Personnel matters.**
    - 2. Review all personnel actions to ensure compliance with Suffolk County Department of Civil Service rules and regulations;
    - 3. To establish, with Board approval, a document on all personnel procedures;
    - 4. To review the written recommendations submitted by the Library Director and to forward its own written recommendation to the Board;
    - 5. Represent the Board of Trustees along with the Library Director during collective negotiations.

ARTICLE VI - Duties of the Library Director

A. Library Director

Administrative

- 1. The Library Director shall be the Chief Administrative Officer of the Smithtown Special Library District acting on behalf of the Board and under its review and direction.
- 2. The Library Director shall ensure compliance with all laws relating to public libraries.
- 3. The Library Director shall represent the Smithtown Special Library District at all state, regional and national Library Symposiums, whenever possible.

4. The Library Director, in consultation with and subject to the approval of the Board, may hire a qualified Assistant Library Director(s).
5. The Assistant Library Director(s) shall be authorized to perform all the duties of the Library Director in his/her absence.
6. The Library Director shall designate a Librarian who shall be authorized to perform his/her duties, should the Assistant Library Director(s) be unable to do so.
7. The Library Director shall oversee the care and maintenance of the library buildings and grounds, vehicles and equipment.
8. **The Library Director shall have the flexibility to adjust goals as necessary.**

#### Board Relations

9. The Library Director shall carry out the policies of the Smithtown Special Library District as adopted by the Board.
10. The Library Director shall attend all meetings of the Board and may take part in deliberations but shall have no vote.
11. The Library Director shall keep the Trustees informed as to the Library's current progress and future needs through regular monthly reports.
12. The Library Director shall submit to the Trustees monthly Statistical Reports at the Meetings of the Board.
13. ~~a) The Library Director shall submit to the Trustees an Annual Report as to the condition and progress of the Library, together with appropriate recommendations and suggestions, not later than the March Meeting of the Board.~~ **In July of each year the Library Director shall submit a report of the past year's highlights and achievements, and may make recommendations for the coming year for the Board's review in the following categories: Buildings and Grounds, Budget and Financing, Personnel, Professional Development, Library Collection and Resources, Programming, Community Relations, Technology, Policies and Procedures**
  - b) ~~The Library Director shall annually develop goals and objectives to be presented to the Board in a timely manner in conjunction with the Director's Management Confidential Review.~~
14. The agenda for the Regular Monthly Meeting of the Board shall be prepared by the Library Director and be distributed to the Trustees in a timely manner.

#### Personnel

15. The Library Director shall fill all new positions and vacancies according to the provisions of New York State Civil Service Law and the Rules and Regulations of the Suffolk County Department of Civil Service. All appointments are subject to the approval of the Board.

#### Budget and Finance

16. The Library Director shall coordinate the preparation of the Annual Budget in conjunction with the Treasurer and Budget and Finance ~~Liaison Committee Chairperson~~ for the ensuing year to be presented to the Trustees for approval not later than the August/**September** meeting of the Board.
17. The Library Director shall have control of the funds set forth pursuant to the Library's Procurement Policy.
18. The Library Director will determine the most cost-effective manner for purchase and maintenance of library equipment and supplies.
19. The Library Director will ensure that all purchases are in accordance with the competitive bidding provisions of Section 100, et seq. of New York State General Municipal Law.
20. ~~The Library Director shall be authorized to pay certain bills involving possible penalties for late payment prior to the Regular Monthly Meeting of the Board.~~
20. The Director shall actively pursue grants and alternative funding for the Library.

#### Professional Development

21. The Library Director shall keep current with knowledge, skills and trends relevant to public libraries and librarianship in general.
22. The Library Director shall maintain an active role in professional organizations.

#### Community Relations

23. The Library Director shall serve as the Board's liaison to the community.
24. The Library Director shall communicate effectively with the media and receive adequate media coverage.
25. The Library Director shall see that news releases, notices, library publications, both print and electronic, are continuously produced and updated.
26. The Library Director shall respond to public inquires and complaints.
27. The Library Director shall promote the Library to enhance the respect and support of the community. He/she shall be available for speaking engagements and perform this public relations function.
28. The Library Director shall make recommendations to the Trustees for action which will improve the Library's effectiveness and visibility in the community.

#### B. Procedures for the Library Director Evaluation

The director's confidential evaluation shall be completed annually.

1. The Library Board will agree upon the evaluation tools.
2. **Upon receipt of the Library Director's report of the past year's highlights, achievements and recommendations, the Board of Trustees shall evaluate the Library Director's performance and present the Library Director's evaluation at the August board meeting. The evaluation is to be written by the Board President or his/her designee and submitted in narrative format; every member of the Library Board will have the opportunity to review the Library Director's evaluation; the evaluation is to be signed by each board member and returned in a timely manner**
3. The Library Board and the Director shall orally discuss the Director's evaluation **confidentially** at the August board meeting. The Library Director will sign the evaluations to acknowledge his/her reading of them prior to their placement in his/her personnel folder. The Library Director will be permitted to rebut in writing all or any parts of the evaluations submitted to him/her prior to the August meeting.

#### Evaluation Components

- ~~A. A written self review of the Director's goals and objectives from the prior year to be presented at the Library Board meeting in July/August.~~
- ~~B. A performance appraisal based on the Director's job description will be completed by each member of the Board of Trustees in July, August.~~
- ~~C. A new set of measurable goals and objectives will be developed for the next year by the Director and approved by the Board at the August Board meeting. The goals and objectives for the coming year will be developed from the following categories to include, but not be limited to: Buildings and Grounds, Budget and Financing, Personnel, Professional Development, Library Collection and Resources, Programming, Community Relations, Technology, Policies and Procedures.~~

#### ARTICLE VII - Fiscal Matters

1. The fiscal year of the Smithtown Special Library District shall be January 1 to December 31.
2. A motion to borrow money shall require the affirmative vote of at least 5 members of a 7 member Board.
3. The Treasurer appointed according to Article III, Section 7 shall be authorized to sign all payroll checks and all checks prepared for disbursements ~~except that~~. All checks issued for an amount equal to five-thousand dollars (\$5,000.00) or more shall require a second signature by a member of the Board of Trustees of the Smithtown Special Library District who has been designated as a signatory for that account **with the exception of routine gross payroll and deduction checks which require only one signature. The Board will receive disbursement and payroll warrants on a monthly basis for review and approval.**

#### ARTICLE VIII - Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the proceedings of the Board of Trustees in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

## ARTICLE IX – Amendments

These bylaws may be repealed, amended, or added to by a 2/3 vote of the whole Board at a regular meeting. Such action may be taken, however, only after the substance of the proposed repeal, amendment, or addition has been presented in writing at a prior regular meeting and notice thereof has been given in the notice of the meeting at which it is to be considered. Bylaws should be reviewed for possible revision every three (3) years by a Bylaws committee. Bylaws can be reviewed at any time if determined by simple majority of the Board.

12. At 7:24 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 employment history of a particular person.

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

Library Board President Anthony Monteleone then moved that the Board accept trustee-elect Rudy Zientarski into executive session. 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: John C. Martins, Suzanne Mohr, Anthony J. Monteleone, Otis M. Thornhill and Joseph Vallone.

Also present were Library Director Robert Lusak, Assistant Library Director Sue McManus, Assistant Library Director Patricia Thomson, Treasurer Joanne T. Grove, Business Manager Amy Scholl, Clerk Linda Taurassi, Trustee-elect Rudy Zientarski, Librarian IV Eileen Caulfield, and Principal Library Clerk Kim Seliger.

13. Upon a motion by Library Board President Anthony Monteleone, seconded by Trustee John Martins, and adopted by a unanimous 5-0 vote, the meeting reconvened in open public session at 7:53 p.m.

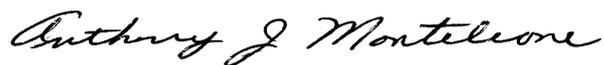
## ADJOURNMENT

14. The Library Director reported on the passing of artist Jeffrey Fisher. Mr. Fisher was responsible for designing our new adult library cards; for painting the wall murals in the newly renovated Children's Rooms at the Commack and Smithtown buildings; and for painting the wall mural in the vestibule at the Nesconset Branch. Before Mr. Fisher's passing, there were plans underway to set up a gift shop at the Smithtown Main to sell his artwork in the form of posters, tee shirts, coffee mugs, etc. with the proceeds going to the Friends of the Smithtown Library. It was commented that Mr. Fisher was a true library advocate and that he will be greatly missed.
15. Library Board President Anthony Monteleone noted that the next regular meeting of the Board of Trustees would be held at the Kings Park Branch on December 16, 2014 at 7:00 p.m.

16. There being no further business, Trustee Joseph Vallone moved to adjourn the meeting at 7:57 p.m. The motion was adopted by unanimous consent.

Linda Taurassi  
Secretary

Minutes approved this 16<sup>th</sup> day of December, 2014



Anthony J. Monteleone, President



Linda Taurassi, Clerk