

**MINUTES  
BOARD OF TRUSTEES  
SMITHTOWN SPECIAL LIBRARY DISTRICT  
May 20, 2014**

A regular meeting of the Board of Trustees of the Smithtown Special Library District was held at the Smithtown Library Main building, Smithtown, New York on the 20<sup>th</sup> day of May, 2014 at 7:00 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, 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 April 15, 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. In the absence of Chairperson Suzanne Mohr, the BUDGET AND FINANCE COMMITTEE report was presented by Trustee John Martins, who moved adoption of resolution "a":

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

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

Trustee John Martins moved adoption of resolution "b":

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

<i>i. Warrant #14-May ("L" fund) PREPAYS</i>	<i>\$ 41,007.23</i>
<i>ii. Warrant #14-May ("L" fund) WARRANT</i>	<i>\$ 588,931.08</i>
<i>iii. Warrant #14-63L ("H" fund) CONSTRUCTION WARRANT</i>	<i>\$ 29,020.40</i>

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

Trustee John Martins moved adoption of resolution “c”:

- c. *RESOLVED: That the Capital Project Report, as prepared by Cullen & Danowski, Certified Public Accountants, be accepted as presented.*

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

Trustee John Martins moved adoption of resolution “d”:

- d. *RESOLVED: That the independent audit report for the fiscal year beginning January 1, 2013 and ending December 31, 2013, prepared by Baldessari & Coster, Certified Public Accountants, including financial statements and supplementary schedules prepared by Cullen & Danowski, Certified Public Accountants, be accepted as presented.*

President Anthony Monteleone introduced Al Coster, of Baldessari & Coster, Certified Public Accountants, who presented the independent audit report for the fiscal year beginning January 1, 2013 and ending December 31, 2013 (copy of report appended to the original of these minutes).

Al Coster of Baldessari & Coster LLP presented the Independent Auditor’s Report of the Smithtown Special Library District for the fiscal year ending December 31, 2013. The Library was issued the highest opinion that the financial statements present fairly all material aspects of the Library’s financial position in accordance with generally accepted accounting principles.

Mr. Coster discussed the 2014 budget, the challenges that all municipalities face in keeping within the New York State tax cap, managing expenditures, and protecting the integrity of the fund balance.

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

Trustee John Martins moved adoption of resolution “e”:

- e. *RESOLVED: That the Board of Trustees of the Smithtown Special Library District approves the budget transfer of \$29,020.40 from the assigned general fund balance for the purpose of funding warrant #14-63L “H Fund” construction warrant and furthermore approves the budget transfer of \$29,800.00 to the General “L Fund” for the purpose of HVAC improvements by Thermal Solutions (note: \$54,179.60 balance to fund library-wide improvements as designated in 11/19/2013 board resolution).*

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

Trustee John Martins moved adoption of resolution “f”:

- f. *RESOLVED: That the Treasurer be authorized to execute the purchase of twenty-one (21) Lenovo Edge E545 laptop computers from CDW-G, at a total cost not to exceed \$9,429.00, to be used in the Library’s “LearnLab” located at the Smithtown Main building.*

The motion was adopted by a unanimous 6-0 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. *Contingent permanent appointment of **Colleen Navins** to the position of Librarian I (Children's Services), Nesconset Branch, at an annual rate of pay of \$52,229.00, subject to a 26-week probationary period, effective, June 9, 2014 (to fill the vacancy created by the reassignment of Emily Lazio to the Smithtown Main Children's Department to replace Erin McCann who was promoted to Librarian II at the Commack Branch Children's Department).*
- ii. *Part-time appointment of **Taylor Crima** to the position of Page, Commack Branch, at a rate of pay of \$8.00 per hour, effective May 28, 2014 (to fill half of the vacancy created by the resignation of Marisa Cagnina).*
- iii. *Part-time appointment of **Roy Kindelmann** to the position of Page, Commack Branch, at a rate of pay of \$8.00 per hour, effective May 28, 2014 (to fill the vacancy created by the resignation of Maeghan Dolan).*
- iv. *Part-time appointment of **Gina Russo** to the position of Page, Commack Branch, at a rate of pay of \$8.00 per hour, effective May 28, 2014 (to fill half of the vacancy created by the resignation of Marisa Cagnina).*
- v. *Separation of Service of **Mark Bloom**, call-In Custodial Worker I, effective December 7, 2013 (last date of employment).*
- vi. *Resignation of **Marisa Cagnina**, Page, Commack Branch, effective May 20, 2014.*
- vii. *Resignation of **Maeghan Dolan**, Page, Commack Branch, effective May 12, 2014.*
- viii. *Leave of absence without pay for **Victoria McLaughlin**, Page, Smithtown Circulation/Reference, effective April 22, 2014 through May 11, 2014.*
- ix. *Leave of absence without pay for **Shannon McLaughlin**, Page, Smithtown Children's Department, effective June 15, 2014 through July 15, 2014.*

The motion was adopted by a unanimous 6-0 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 "BookExpo America" conference, (sponsored by American Booksellers Association, Association of American Publishers, Publishers Weekly), to be held at the Jacob Javits Conference Center, New York, NY, on May 30, 2014, with reimbursement for actual and necessary expenses not to exceed \$140.00.*
- ii. *That Librarian I **Lauren Bernat**, Adult Reference Department, Kings Park Branch, be authorized to attend on paid release time the "How to Market Your Library" program, sponsored by Long Island Library Resources Council (LILRC), to be held at the Farmingdale Public Library, Farmingdale, NY, on June 6, 2013 with reimbursement for actual and necessary expenses not to exceed \$50.00.*

- iii. *That Librarian III **Eileen Caulfield**, Children's Department, Smithtown Main, be authorized to attend on paid release time the "BookExpo America" conference, (sponsored by American Booksellers Association, Association of American Publishers, Publishers Weekly), to be held at the Jacob Javits Conference Center, New York, NY, on May 30, 2014, with reimbursement for actual and necessary expenses not to exceed \$110.00.*
- iv. *That Librarian II **Julie DeLaney**, Community Relations Department, Nesconset Branch, be authorized to attend on paid release time the "BookExpo America" conference, (sponsored by American Booksellers Association, Association of American Publishers, Publishers Weekly), to be held at the Jacob Javits Conference Center, New York, NY, on May 30, 2014, with reimbursement for actual and necessary expenses not to exceed \$110.00.*
- v. *That Librarian II **Julie DeLaney**, Community Relations Department, Nesconset Branch, be authorized to attend on paid release time the "Reaching Your Community With Email" webinar, sponsored by New York Library Association, on June 18, 2014, with reimbursement for actual and necessary expenses not to exceed \$25.00.*
- vi. *That Librarian IV **Cynthia Guzzo**, Kings Park Branch, be authorized to attend on paid release time the "How to Market Your Library" program sponsored by Long Island Library Resources Council (LILRC), to be held at the Farmingdale Public Library, Farmingdale, NY, on June 6, 2013 with reimbursement for actual and necessary expenses not to exceed \$25.00.*
- vii. *That Senior Library Clerk **Rosemarie Kraus**, Technical Services Department, Nesconset Branch, be authorized to attend on paid release time the "Introduction to Microsoft ACCESS Hands-On Class", sponsored by Suffolk County Library Association (SCLA) Support Staff Division, to be held at the Suffolk Cooperative Library System on May 21, 2014, with reimbursement for actual and necessary expenses not to exceed \$25.00.*
- viii. *That Librarian I **Peggy Lopez**, Children's Department, Smithtown Main, be authorized to attend on paid release time the "BookExpo America" conference, (sponsored by American Booksellers Association, Association of American Publishers, Publishers Weekly), to be held at the Jacob Javits Conference Center, New York, NY, on May 30, 2014, with reimbursement for actual and necessary expenses not to exceed \$110.00.*
- ix. *That Librarian II **Erin McCann**, Children's Department, Commack Branch, be authorized to attend on paid release time the "BookExpo America" conference, (sponsored by American Booksellers Association, Association of American Publishers, Publishers Weekly), to be held at the Jacob Javits Conference Center, New York, NY, on May 30, 2014, with reimbursement for actual and necessary expenses not to exceed \$130.00.*
- x. *That Assistant Library Director **Sue McManus** be authorized to attend nunc pro tunc, on paid release time, the "2014 Annual Long Island Library Conference" to be held at the Melville Marriot, located at 1350 Old Walt Whitman Road, Melville, NY on May 1, 2014, with reimbursement for conference registration not to exceed \$60.00.*

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

4. The BUILDINGS AND GROUNDS COMMITTEE report was presented by Chairperson Joseph Vallone.
  - a. Patrick Macomb, President of Thermal Solutions, in conjunction with Anthony Pace of Advance Control Solutions, presented the Retro-Commissioning Report of the Library's Building Management System (BMS). Peter Marshall of Thermal Solutions was also in attendance (copy of report appended to the original of these minutes).

Trustee John Martins moved adoption of the following resolution:

- i. *RESOLVED: That the Board of Trustees of the Smithtown Special Library District accepts the Retro-Commissioning Report of the Building Management System (BMS) as presented by Thermal Solutions (note: aforementioned study approved by Board resolution on November 4, 2013).*

The motion was seconded by Trustee Gerard Cairns and adopted by a unanimous 6-0 vote.

President Anthony Monteleone moved adoption of the following resolution:

- ii. *RESOLVED: That the Board of Trustees of the Smithtown Special Library District authorizes and approves the additional necessary expenditures made as presented in the Retro Commissioning Report of the Building Management System (BMS) at a total cost of \$29,800.00.*

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

Trustee Joseph Vallone moved adoption of resolution "b":

- b. *RESOLVED: That the request of the Suffolk County Kennel Club, to place a banner on the property of the Smithtown Main Library from September 20, 2014 through September 27, 2014, advertising their annual "Dog Show/Expo", to be held at Flowerfield, St. James, on September 27, 2014, be approved.*

The motion was seconded by Trustee Diana Schilling-Held and adopted by a unanimous 6-0 vote.

Trustee Joseph Vallone moved adoption of resolution "c":

- c. *RESOLVED: That the request of Kings Park Boy Scout Troop 75, to place a rope bridge (aka "monkey bridge") on the lawn of the Kings Park Branch of the Smithtown Special Library District on Kings Park Day, to be held June 14, 2014, be approved, provided that said rope bridge is removed promptly at the close of festivities (Note: Insurance coverage provided through the Suffolk County Council of the Boy Scouts of America).*

The motion was seconded by Trustee Diana Schilling-Held and adopted by a unanimous 6-0 vote.

Trustee Joseph Vallone moved adoption of resolution “d”:

- d. *RESOLVED: That the request of the Village of the Branch Soccer League, to place a banner on the property of the Nesconset Branch from July 18, 2014 through August 18, 2014, advertising their fall soccer registration, be approved.*

The motion was seconded by Trustee Gerard Cairns and adopted by a unanimous 6-0 vote.

Trustee Joseph Vallone moved adoption of resolution “e”:

- e. *RESOLVED: That the request of the Commission for Social Justice, Order Sons of Italy in America, to place a banner on the property of the Smithtown Main building from June 17, 2014 through June 28, 2014, advertising their “Italian Heritage & Culture Festival”, be approved.*

The motion was seconded by Trustee John Martins and adopted by a unanimous 6-0 vote.

- f. The Library Director gave the Library Board an update on the parking situation at the Commack Branch and explained all the steps that would be necessary to expand the parking lot. The cost would range between \$110,000.00 and \$185,000.00 for 14 parking spaces. Further discussion was tabled until the June board meeting.

5. The DIRECTOR’S REPORT was presented by Library Director Robert Lusak (copy of report appended to the original of these minutes).

- a. There was a brief presentation pertaining to the Library’s Wireless Acceptable Use Policy that showed how users would be required to indicate their agreement not to display, print, transmit or distribute threatening materials, expressions of bigotry, racism, hate, or obscene and sexually provocative materials prior to accessing the internet in the Smithtown Special Library District.
- b. There was discussion pertaining to the written request of former staff member Mildred Bernstein, who has proposed a Mother Goose Garden with a bench or sculpture in memory of deceased Children’s Librarian Maria Barlin. Ms. Bernstein has noted she would be responsible for all the fundraising necessary for the garden.

Board President Anthony Monteleone moved that the Library Director be authorized to contact Ms. Bernstein and grant permission to proceed. The motion was seconded by Trustee Joseph Vallone and adopted by a unanimous 6-0 vote.

- c. There was discussion pertaining to the date of the Shana Kay Memorial Reading Area dedication ceremony at the Commack Branch.

6. The BUSINESS MANAGER’S report was presented by Business Manager Amy Scholl (copy of report appended to the original of these minutes).

## **UNFINISHED BUSINESS**

7. New Policy - SURVEILLANCE CAMERA POLICY – 600-50 (2nd reading)

Trustee John Martins made a motion to waive the reading of the Surveillance Camera Policy. The motion was adopted by general consent.

Trustee John Martins moved that the proposed Surveillance Camera Policy (600-50) be adopted as presented.

*The Smithtown Special Library District utilizes surveillance cameras to enhance the safety and security of library patrons, staff and property. The primary use of surveillance cameras is to discourage inappropriate and illegal behavior and, when necessary, recorded images from the Library's cameras will be utilized to provide assistance to law enforcement officials for the purpose of prosecuting criminal activity. Tapes will not be released absent a court-ordered subpoena directing that such tapes be turned over to the cited entity or individual.*

*Cameras are installed in selected interior and exterior locations where library patrons and staff should not have an expectation of privacy. Examples include common areas of the Library such as entrances, book and audio-visual collections, reference and circulation desks, public seating, and Library grounds. Cameras will not be installed in areas where members of the public and staff would possess an expectation of privacy, such as restrooms.*

*Signage is posted at all Library building entrances informing the public and staff that surveillance cameras are in use.*

*Selected staff is to have access to real time monitoring. Only the Library Director or his/her designee will have access to the archival material in pursuit of incidents of criminal activity or violation of the Library's Maintenance of Public Order on Library Property (Policy 700-10).*

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

## **NEW BUSINESS**

### **8. Revised Policy – PAGE PERSONNEL POLICY – 500-10 (1<sup>st</sup> reading)**

Board President Anthony Monteleone made a motion to waive the reading of the Page Personnel Policy and noted that the only change from the original policy was the deletion of item #7. The motion was adopted by general consent. It was also noted that the item would be read again and voted on at the June board meeting.

#### Current Policy:

##### **1. Nature of Employment**

Employment with the Library is voluntarily entered into, and Pages are free to resign at will at any time, with or without cause. Similarly, the Library may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.

Policies set forth herein are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment. The provisions of this policy have been developed at the discretion of the Library and may be amended or cancelled at any time, at the Library's sole discretion. These provisions supersede all existing policies and practices and may not be amended or added to without the express approval of the Board of Trustees.

## 2. Salary

The initial salary for Pages shall be the New York State Minimum Wage. Increases in salary shall be \$.25 per hour after the completion of twelve (12) consecutive months of continuous service with the Library and a satisfactory performance evaluation. Hourly wages will be increased \$.25 each year thereafter, on the employment anniversary, subject to a satisfactory performance evaluation. In years where the Minimum Wage is increased by law, all pages will receive the Minimum Wage increase in addition to the above. These provisions are effective September 30, 2006.

## 3. Work Schedules

Supervisors will advise Pages of their individual work schedules. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

## 4. Attendance and Punctuality

To maintain a safe and productive work environment, the Library expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the Library. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence. Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

## 5. Workers' Compensation Insurance

The Library provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment.

## 6. Personal Appearance

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the image the Library presents to the community. During work hours, employees are expected to present a clean and neat appearance. Pages that appear for work inappropriately dressed will be sent home and directed to return to work in proper attire. Under such circumstances, employees will not be compensated for the time away from work. Consult your supervisor or department head if you have questions as to what constitutes appropriate attire.

## 7. Hiring of Relative

Although the Library has no prohibition against hiring relatives of existing employees, we are committed to monitoring situations in which relatives work in the same area. In case of actual or potential problems, the Library will take prompt action. This can include reassignment or, if necessary, termination of employment for one or both of the individuals involved. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

## 8. Emergency Closings

At times, emergencies such as severe weather, fires, or power failures disrupt library operations. In extreme cases, these circumstances may require the closing of a library facility. When operations are officially closed due to emergency conditions, the time off from scheduled work will be paid.

## Proposed Revised Policy:

### 1. Nature of Employment

Employment with the Library is voluntarily entered into, and Pages are free to resign at will at any time, with or without cause. Similarly, the Library may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.

Policies set forth herein are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment. The provisions of this policy have been developed at the discretion of the Library and may be amended or cancelled at any time, at the Library's sole discretion. These provisions supersede all existing policies and practices and may not be amended or added to without the express approval of the Board of Trustees.

### 2. Salary

The initial salary for Pages shall be the New York State Minimum Wage. Increases in salary shall be \$.25 per hour after the completion of twelve (12) consecutive months of continuous service with the Library and a satisfactory performance evaluation. Hourly wages will be increased \$.25 each year thereafter, on the employment anniversary, subject to a satisfactory performance evaluation. In years where the Minimum Wage is increased by law, all pages will receive the Minimum Wage increase in addition to the above. These provisions are effective September 30, 2006.

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Supervisors will advise Pages of their individual work schedules. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

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## 7. Hiring of Relative

~~Although the Library has no prohibition against hiring relatives of existing employees, we are committed to monitoring situations in which relatives work in the same area. In case of actual or potential problems, the Library will take prompt action. This can include reassignment or, if necessary, termination of employment for one or both of the individuals involved. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.~~

## 8. Emergency Closings

At times, emergencies such as severe weather, fires, or power failures disrupt library operations. In extreme cases, these circumstances may require the closing of a library facility. When operations are officially closed due to emergency conditions, the time off from scheduled work will be paid.

## 9. Revised Policy – SIGNAGE DISPLAY POLICY #700-160 (1st reading)

Board President Anthony Monteleone read the proposed revised policy and noted that it would be read again and voted on at the June board meeting.

### Current Policy:

The Smithtown Special Library District prohibits the hanging of any form of non-library signage, i.e. signs, banners, posters, flags, streamers, etc., on Library property without the prior approval of the Library's Board of Trustees. All requests must be presented to the Board in writing for approval/disapproval by majority vote of the Board of Trustees at their monthly meeting. All signage must meet the required specifications as established by the Smithtown Special Library District.

### Proposed Revised Policy:

~~The Smithtown Special Library District prohibits the hanging of any form of non-library signage, i.e. signs, banners, posters, flags, streamers, etc., on Library property. without the prior approval of the Library's Board of Trustees. All requests must be presented to the Board in writing for approval/disapproval by majority vote of the Board of Trustees at their monthly meeting. All signage must meet the required specifications as established by the Smithtown Special Library District.~~

## 10. DONATION – Holiday Tree – Eileen Schneck

Board 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 donation of one 7½ foot pre-lit Wesley Pine holiday tree from Eileen Schneck; and be it*

*FURTHER RESOLVED, that the tree will be used as per the needs of the Library District; and be it*

*FURTHER RESOLVED, that the Board of Trustees of the Smithtown Special Library District does hereby graciously thank Eileen Schneck for this generous donation.*

The motion was seconded by Trustee Diana Schilling-Held and adopted by a unanimous 6-0 vote.

11. Board President Anthony Monteleone noted that the next regular meeting of the Board of Trustees would be held on June 17, 2014 at 7:00 p.m. at the Nesconset Branch.
12. At 9:12 p.m. Trustee John Martins moved that the Board enter executive session pursuant to Article 7, §105 (F) of the Public Officers Law, to discuss a particular corporation.

The motion was seconded by Trustee Gerard Cairns 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, Assistant Library Director Sue McManus, Library Attorney Kevin Seaman, Treasurer Joanne T. Grove, Business Manager Amy Scholl and Clerk Linda Taurassi.

13. Upon a motion by Trustee John Martins, seconded by Trustee Otis Thornhill, and adopted by a unanimous 6-0 vote, the meeting reconvened in open public session at 9:40 p.m.
14. Trustee John Martins moved adoption of the following resolution:

*RESOLVED, That the Board of Trustees of the Smithtown Special Library District withholds check #500, in the amount of \$17,500.00, to T.G. Nickel & Associates; to release payment upon the completion of two punch list items for our buildings.*

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

15. The Library Director was instructed to write letters to Roger Smith of Burton, Behrendt & Smith Architects, inviting him to the June board meeting, and to notify T.G. Nickel & Associates of the reason his check was being withheld.

## ADJOURNMENT

16. There being no further business, upon a motion by President Anthony Monteleone and adopted by unanimous consent, the meeting adjourned at 9:43 p.m.

Linda Taurassi  
Secretary

Minutes approved this 17<sup>th</sup> day of June, 2014.

*Anthony J. Monteleone*

Anthony J. Monteleone, Vice-President

*Linda Taurassi*

Linda Taurassi, Clerk