

**MINUTES
BOARD OF TRUSTEES
SMITHTOWN LIBRARY
December 15, 2015**

A regular meeting of the Board of Trustees of the Smithtown Library was held at the Kings Park Branch, Kings Park, New York on the 15th day of December, 2015 at 7:00 p.m.

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

Also present were Library Director Robert Lusak, Treasurer Joanne T. Grove and Clerk Linda Taurassi.

John C. Martins, 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 John Martins moved to accept adoption of the following resolution:

RESOLVED: That the REGULAR MEETING MINUTES of November 17, 2015 be approved as presented.

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

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

2. In the absence of Committee Liaison Suzanne Mohr, the BUDGET AND FINANCE COMMITTEE report was presented by Trustee Otis Thornhill, who moved to accept adoption of resolution "a":

- a. *RESOLVED: That the TREASURER'S REPORT for the month ended November 30, 2015 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 Otis Thornhill moved to accept adoption of resolution “b”:

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

i.	Warrant #15-Decemberr (“L” fund) PREPAYS	\$ 27,435.14
ii.	Warrant #15-December (“L” fund) WARRANT	\$ 231,490.35
iii.	Warrant #15-December (PAYROLL #24 – 11/20/15)	\$ 228,727.77
iv.	Warrant #15-December (PAYROLL #25 – 12/4/15)	\$ 229,214.24

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

Trustee Otis Thornhill moved to accept adoption of resolution “c”:

c. **RESOLVED:** That the Treasurer be authorized to execute the budget transfer of \$3,000.00 from Recordings (L.4120) to Books (L.4100).

The motion was seconded by Trustee Rudy Zientarski and adopted by a unanimous 5-0 vote.

Trustee Otis Thornhill moved to accept adoption of resolution “d”:

d. **RESOLVED:** That the Board of Trustees of The Smithtown Library hereby gratefully accepts the donation of \$5,858.10 from the Friends of the Smithtown Library to be put towards the purchase of two 3D printers (plus a third printer provided at no extra cost), as resolved in the October 27, 2015 Board meeting; and be it

Further resolved, that the Treasurer be authorized to reimburse the Library account for such purchase paid on October 31, 2015 by said donation.

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

3. In the absence of Committee Liaison Diana Schilling-Held, the PERSONNEL COMMITTEE report was presented by Trustee Joseph Vallone, who moved to accept adoption of resolution “a”:

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

i. Salary change (from part-time to a full-time position) and reassignment (from the Smithtown Main Circulation Department to the Kings Park Branch Circulation Department), of **Patricia Bianco**, Library Clerk to \$45,238.00 annually; effective December 21, 2015 (to fill the vacancy created by the reassignment of Anne Wolling to the Smithtown Main building).

ii. Part-time appointment of **Donna DeLuca** to the position of Librarian I, Reference Department, Smithtown Main building, at an hourly rate of pay of \$29.20, effective December 16, 2015 (to fill the vacancy created by the retirement of Claire Dispirito).

iii. Permanent appointment in a part-time capacity of **Anne Marie Milne**, to the position of Library Clerk, Circulation Department, Nesconset Branch, at an hourly rate of pay of \$18.33, subject to a 26-week probationary period, effective December 16, 2015.

- iv. *Resignation of **Amy Scholl**, Business Manager/Library Treasurer, Business Office, Nesconset Branch, effective December 23, 2015.*

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

Trustee Joseph Vallone moved to accept adoption of resolution "b":

- b. **RESOLVED:** *That the following CONFERENCE/WORKSHOP ATTENDANCE request set forth hereinafter is hereby approved as amended:*
 - i. *That Assistant Library Director **Patricia Thomson**, Administration Department, Nesconset Branch, be authorized to attend, on paid release time, the "Public Library Association (PLA) 2016 Conference, sponsored by the Public Library Association (Division of the American Library Association), to be held in Denver, Colorado from April 5, 2016 through April 8, 2016, with reimbursement for actual and necessary expenses not to exceed \$500.00, with further stipulation that additional expenses may be submitted for review after all expenses have been determined (i.e. airfare, hotel, etc.).*

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

4. The BUILDINGS AND GROUNDS COMMITTEE report was presented by Committee Liaison Gerard Cairns who moved to accept adoption of resolutions "a-d":
 - a. **RESOLVED:** *That the Board of Trustees of The Smithtown Library approves the request of the Village of the Branch Soccer League, to place a banner on the corner of the property of the Smithtown Main Library building from January 19, 2016 through February 18, 2016, advertising their spring youth soccer registration.*
 - b. **RESOLVED:** *That the Board of Trustees of The Smithtown Library approves the request of the Village of the Branch Soccer League, to place a banner on the property of the Nesconset Branch from February 19, 2016 through March 18, 2016, advertising their spring youth soccer registration.*
 - c. **RESOLVED:** *That the Board of Trustees of The Smithtown Library approves the request of St. Joseph's CYO to place a banner on the property of the Commack Branch from January 11, 2016 through January 25, 2016 and the Kings Park Branch from January 26, 2016 through February 11, 2016 advertising their spring baseball registration.*
 - d. **RESOLVED:** *That the Board of Trustees of The Smithtown Library approves the request of St. Joseph's CYO to place a banner on the property of the Kings Park Branch from February 12, 2016 through February 26, 2016 and the Commack Branch from February 27, 2016 through March 12, 2016 advertising their spring track and field registration.*

The motion was seconded by Trustee Rudy Zientarski and adopted by a unanimous 5-0 vote.

5. COMMUNICATIONS COMMITTEE: Committee Liaison Rudy Zientarski proposed that the photo and article in the Smithtown News that was written in memory of former Trustee Charles Sauer be hung in the Nesconset Branch as a fitting memorial to him. Library Director Robert Lusak also gave fitting tribute to Mr. Sauer and noted how important a role he had played in the Library's expansion project. Mr. Lusak further noted that he planned to work with the Communications Committee and the Community Relations Department honoring Mr. Sauer in the coming year.
6. 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).

UNFINISHED BUSINESS

7. REVISED POLICY – BYLAWS – Policy 100-10; Article III, Section 7 (Duties of the Clerk and Secretary) (2nd reading) (note: revisions are underlined in bold)

Library Board President John Martins moved to waive the reading of the revised policy. The motion was seconded by Trustee Joseph Vallone and adopted by a unanimous 5-0 vote.

Library Board President John Martins moved to accept adoption of the following resolution:

RESOLVED: That the revisions of the Bylaws, Policy 100-10, Article III, Sections 7 & 9 as set forth hereinafter are hereby approved as amended:

- (7) 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.

Proposed Revisions:

- (7) 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. Serve the Board as Clerk of the Election.
- g. Assume the duties of the Secretary to the Board in his/her absence.
- h. By resolution of the Board of Trustees, the Clerk may be paid a stated salary or a fixed sum for his/her respective services. No such payment shall preclude the Clerk from being employed by the Library in any other capacity and receiving compensation therefore.

(9) The Secretary shall:

- a. Record the minutes of all meetings of the Board of Trustees
- b. Sign with the President the approved minutes of all meetings of the Board of Trustees.
- c. Accept for filing the petitions for Trustee candidate.
- d. Assume the duties of the Clerk in his/her absence.
- e. By resolution of the Board of Trustees, the secretary may be paid a stated salary or a fixed sum for his/her respective services. No such payment shall preclude the secretary from being employed by the Library in any other capacity and receiving compensation therefore.

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

- 8. Trustee Otis Thornhill reported that the Friends of the Smithtown Library had made the decision to no longer be the “pass through” for the funding of the Dennis Cannataro Summer Concert Series. This would mean that the Friends would explore other means of raising money for the Library in addition to selling books. There was some discussion based on the fact that the Friends had not heard from Legislator Robert Trotta pertaining to the funding of the summer concerts. Discussion ensued regarding different possibilities for future concerts.

NEW BUSINESS

9. NEWSLETTER AND SPOTLIGHT CONTRACTS

Library Board President John Martins moved to accept adoption of the following resolution:

- a. *RESOLVED: That the Board of Trustees of The Smithtown Library does hereby authorize the Library Director to enter into a contract with Atlantic Color Corp. for the purpose of printing the Library District’s monthly newsletter; monthly cost to be based upon the number of issues and number of pages per issue; to commence with the February 2016 issue and run through the January 2017 issue.*

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

Library Board President John Martins moved to accept adoption of the following resolution:

- b. *RESOLVED: That the Board of Trustees of The Smithtown Library does hereby authorize the Library Director to enter into a contract with Star Communications for the purpose of printing, folding and delivering the Library District's "Spotlight" publication (37,500 copies) for the period January 1, 2016 through December 31, 2016 at a total cost not to exceed \$2,948.00 per issue (postage directly paid for by the Library).*

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

10. NEW POLICY – 3D PRINTER (Policy 700-85) (1st reading)

Library Board President John Martins moved to waive the reading of the proposed policy.

The motion was seconded by Trustee Otis Thornhill and adopted by a unanimous 5-0 vote. The policy will be reviewed and voted on at the January regular board meeting.

PURPOSE

The Smithtown Special Library District and the Friends of the Smithtown Library desire to offer the Library's community access to new and emerging technologies, such as 3D printers. It is the Library's hope to inspire a new interest in design as well as to assist the community in bringing their creations to life. This policy establishes the manner and under what circumstances the public may utilize the Library's 3D printers.

POLICY

The Library's 3D printers are available to all patrons (with preference given to residents of the Smithtown Special Library District) to create physical objects based on digital files and using Library-provided filament. The digital files can be designs a patron has created him/herself, or designs a patron has obtained from another source and has permission to use.

1. *The Library's 3D printers may be utilized only for lawful purposes. The public will not be permitted to use the Library's 3D printers to create material that is:*
 - a. *prohibited by local, state or federal law;*
 - b. *unsafe, harmful, dangerous or poses an immediate threat to the well-being of others;*
 - c. *obscene or otherwise inappropriate;*
 - d. *in violation of another's intellectual property rights. For example, the printers will not be used to reproduce material that is subject to copyright, patent or trademark protection.*

2. *The Library reserves the right to refuse a 3D print request.*
3. *Cost: Individuals will be charged based upon the time it takes to print (in 15 minute increments). The charge will be rounded down to the nearest 15 minute increment. This cost may change as the price of filament changes. Currently, the Library charges \$0.25 per 15 minutes of print time.*
4. *Items printed from Library 3D printers that are not retrieved within 7 days will be deemed to be property of the Library.*
5. *Items must be retrieved by the individual who made the initial request for a print.*
6. *Only designated Library staff will have “hands-on” access to the 3D printer.*

PROCEDURES

The procedure for printing from the Library’s 3D printers is as follows:

1. *Design creation:*
 - a. *The 3D printer can be utilized with basic knowledge of Computer Assisted Drawing (CAD). Creating a new design requires an advanced knowledge of 3D modeling software products. Video tutorials that accompany CAD programs can be of assistance.*
 - b. *Any 3D drafting software may be used to create a design as long as the file can be saved in .stl, .obj, or .thing file format.*
 - c. *The Library has computers that may be used to create a design.*
 - d. *Digital designs also are available from various file-sharing databases such as Thingiverse.com.*
2. *Submitting a design for printing:*
 - a. *Patrons desiring to use the 3D printer shall bring their file (in .stl, .obj, or .thing file format) (no larger than 25MB) to the Adult Reference Desk during regular operating hours. Staff will review the file and, if acceptable, add the request to the printing queue (with priority given to Smithtown Special Library District library card holders).*
 - b. *If there is high demand, the Library may choose to schedule only one print per day per person.*
 - c. *The files will be readied for printing in MakerWare or other authorized software. The Library will view all files in MakerWare or other authorized software before printing.*
 - d. *Items may be retrieved at the Circulation Desk in the building they were accepted. It is difficult to estimate exact print times. Library staff will provide their best estimate of the length of time a*

job upon request will require. An approximate time will be provided when the file has been accepted; the patron will be notified upon completion by a Library staff member (either by phone or e-mail).

3. *Please note that procedures governing the use of the Library's 3D printers are subject to change at any time.*
4. *Please note that there is NO guarantee of anonymity. Submitted files will be observed by library staff and, quite possibly, by patrons utilizing the Library when the file is being printed.*

DEFINITIONS

- 3D printing: the process of producing a physical object from a digital model.
- 3D Printer: A 3D printer uses melted plastic to produce objects designed on a computer.
- CAD: Computer Assisted Drawing

11. MEMORIAL DONATION – Mildred Bernstein in memory of Librarian III Maria Barlin

Library Board President John Martins moved to accept adoption of the following resolution:

RESOLVED: That the Board of Trustees of The Smithtown Library does hereby graciously accept a generous donation of a five foot slat-back wood memorial bench to be placed in the lobby of the Smithtown Main building in honor of deceased Librarian III Maria Barlin, who began her employment at the Smithtown Library as a Page in 1990 and then moved on through promotions to become head of the Children's Department in 2004, and

WHEREAS having retired in May, 2010 after twenty years of faithful and dedicated service, and becoming affectionately remembered as the Library's "Mother Goose, and

WHEREAS Ms. Barlin became the supervisor of Mildred Bernstein during her tenure in the Children's Department of the Smithtown Library, now

THEREFORE, BE IT RESOLVED, that appreciation be expressed to Mildred Bernstein for this generous memorial donation.

The motion was seconded by Trustee Rudy Zientarski and adopted by a unanimous 5-0 vote.

12. MEMORIAL DONATION – Bud Cramer by Barbara Peterec

Library Board President John Martins moved to accept adoption of the following resolution.

RESOLVED: That the Board of Trustees of the Smithtown Library does hereby graciously accept and thank Barbara Peterec for her generous donation of \$50.00 to the Smithtown Library, in memory of Bud Cramer, and be it

FURTHER RESOLVED, that, as requested, the funds will be earmarked for adult books at the Smithtown Main building as per the Library's discretion.

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

13. RESOLUTION: 2016 Yearly Planner

Library Board President John Martins moved to accept adoption of the following resolution

RESOLVED, That the 2016 YEARLY PLANNER be approved as presented (attached). (Note: due to the Library's budget and trustee election in October, the October regular board meeting is held on the fourth Tuesday of the month instead of the third Tuesday as per Library Board of Trustees resolution dated September 27, 2007).

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

14. ANNUAL COMMITTEE REPORTS (Policy 100-40)

Library Board President John Martins requested all committee liaisons to have their annual reports ready by the January regular meeting.

15. ANNUAL ORGANIZATIONAL MEETING OF THE BOARD OF TRUSTEES

After discussion it was determined that the Annual Organizational meeting of the Board of Trustees of The Smithtown Library would be held on Tuesday, January 5, 2016 at 5:00 p.m. at the Nesconset Branch.

16. Library Board President John Martins noted that the next regular meeting of the Board of Trustees would be held at the Smithtown Main building on January 19, 2016 at 7:00 p.m.

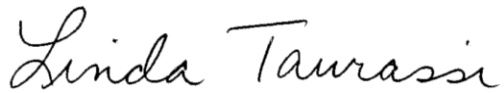
ADJOURNMENT

17. There being no further business, Trustee Otis Thornhill moved to adjourn the meeting at 7:58 p.m. The motion was adopted by unanimous consent.

Minutes approved this 19th day of January, 2016



John C. Martins, President
Smithtown Library Board of Trustees



Linda Taurassi, Clerk