

**MINUTES
BOARD OF TRUSTEES
SMITHTOWN LIBRARY
May 19, 2015**

A regular meeting of the Board of Trustees of the Smithtown Library was held at the Smithtown Main building, Smithtown, New York on the 19th day of May, 2015 at 7:00 p.m.

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

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

Otis Thornhill, Vice-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. Trustee Diana Schilling-Held moved to accept adoption of the following resolution:

RESOLVED: That the REGULAR MEETING MINUTES of April 21, 2015 and the SPECIAL MEETING MINUTES of May 4, 2015 be approved as presented.

The motion was seconded by Trustee Rudy Zientarski and adopted by a unanimous 6-0 vote.

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

2. The BUDGET AND FINANCE COMMITTEE report was presented by Committee Liaison Suzanne Mohr, who moved to accept adoption of resolution "a":

- a. *RESOLVED: That the TREASURER'S REPORT for the month ended April 30, 2015 be approved for filing (copy of report appended to the original of these minutes).*

The motion was adopted by unanimous consent.

Trustee Suzanne Mohr moved to accept adoption of resolution “b”:

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

<i>i. Warrant #15-May (“L” fund) PREPAYS</i>	<i>\$ 30,269.08</i>
<i>ii. Warrant #15-May (“L” fund) WARRANT</i>	<i>\$ 429,226.10</i>
<i>iii. Warrant #15-May (PAYROLL #9 – 4/24/15)</i>	<i>\$ 256,264.78</i>
<i>iv. Warrant #15-May (PAYROLL #10 – 5/8/15)</i>	<i>\$ 257,583.74</i>

The motion was adopted by unanimous consent.

c. Independent Audit Report

Library Board Vice-President Otis Thornhill introduced Al Coster of Baldessari & Coster, Certified Public Accountants, who presented the independent Auditor’s Report of the Smithtown Library for the fiscal year beginning January 1, 2014 and ending December 31, 2014 (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 Library for the fiscal year ending December 31, 2014. 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 2015 budget and the challenges that the Smithtown Library and all municipalities face in operating within the New York State tax cap. A discussion of tax levy, budgeted expenditures and fund balance appropriations ensued. Additional revenue streams and cost saving measures were highlighted.

After discussion Trustee Suzanne Mohr moved to accept receipt of the independent audit report for the fiscal year beginning January 1, 2014 and ending December 31, 2014, prepared by Baldessari & Coster, Certified Public Accountants, including financial statements and supplementary schedules prepared by Cullen & Danowski, Certified Public Accountants; and acknowledged the oral presentation given by Certified Public Accountant Al Coster.

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

Note: the Library Board will review the audit report and vote on it at the June board meeting.

3. The PERSONNEL COMMITTEE report was presented by Committee Liaison Diana Schilling-Held who moved to accept adoption of resolution “a”:

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

- i. Medical leave of absence without pay for Stephen Anderson, Librarian I, Reference Department, Commack Branch, effective May 25, 2015 through August 14, 2015, pursuant to Family Medical Leave Act (FMLA).*

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 Committee Liaison Gerard Cairns, who moved adoption of resolutions “a” and “b”:
 - a. *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 Library on Kings Park Day, to be held June 20, 2015, 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).*
 - b. *RESOLVED: That the request of the New York State Commission for Social Justice, to place a banner on the property of the Kings Park Branch of the Smithtown Library from May 28, 2015 through June 28, 2015, advertising their annual “Italian Heritage & Culture Festival”, to be held on June 27, 2015, be approved.*

The motion was seconded by Trustee Suzanne Mohr and adopted by a unanimous 6-0 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). For the benefit of the newer trustees, the Library Director explained how Better World Books was established with the Library.

NEW BUSINESS

6. Therapy Dogs International (TDI) – There was discussion pertaining to a letter received from Therapy Dogs International requesting permission to hold a children’s program with therapy dogs without naming the Library as an additional insured on a certificate of liability. For the purpose of public safety the Library requires programmers to provide a certificate of liability (naming the Smithtown Library as an additional insured) when using pets in a program. Library attorney Kevin Seaman noted that the Library’s requirement was standard operating procedure and that it must protect its interests so that the taxpayers of the district can be assured there is adequate insurance coverage. The general consensus was that the Library Board was in complete agreement with the Library Director (copy of letter appended to the original of these minutes).
7. MEMORIAL DONATION – In Memory of Mabel Loughlin

Library Board Vice-President Otis Thornhill moved to accept adoption of the following resolution:

RESOLVED: That the Board of Trustees of the Smithtown Library does hereby graciously accept and thank the following individuals for their generous donations to the Smithtown Library in memory of Mabel Loughlin: Mabel Cobb and Stephen Sabourin in the amount of \$200; Carmela Pesce Jockel and Garry Jockel in the amount of \$25.00; Edward and Valerie Milliken in the amount of \$25.00; Steven and Jean Montgomery in the amount of \$50.00; and Laura Skitmore, on behalf of Mrs. Loughlin’s book club, in the amount of \$100.00, and be it

FURTHER RESOLVED, that, as requested, the funds will be earmarked for large print books or other needed items as per the Library's discretion.

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

8. DONATION – 1,000 DVDs

Library Board Vice-President Otis Thornhill moved to accept adoption of the following resolution:

RESOLVED: That the Board of Trustees of the Smithtown Library does hereby acknowledge with sincere appreciation the generous donation of 1,000 DVDs to the Smithtown Library, and be it

FURTHER RESOLVED, that these DVDs will be used to enhance the present collection of DVDs in our Library buildings, and be it

FURTHER RESOLVED, that the Board of Trustees of the Smithtown Library wishes to graciously accept and thank Arthur and Carol Watkins for their most generous donation.

The motion was seconded by Trustee Suzanne Mohr and adopted by a unanimous 6-0 vote.

The Library Director noted that the majority of the DVD and Blu Ray collection was new and manufactured within the past five years.

9. At 7:20 p.m. Library Board Vice-President Otis Thornhill moved that the Board enter executive session [pursuant to Article 7, §105(F) and (E) of the Public Officers Law], to discuss the employment history of particular people; and to discuss matters pertaining to collective bargaining negotiations pursuant to Article 14 of the Civil Service Law.

The motion was seconded by Trustee Suzanne Mohr and adopted by a unanimous 6-0 vote.

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

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

10. Upon a motion by Trustee Joseph Vallone, seconded by Trustee Gerard Cairns, and adopted by a unanimous 6-0 vote, the meeting reconvened in open public session at 8:27 p.m.

11. Library Board Vice-President Otis Thornhill noted that the next regular meeting of the Board of Trustees would be held at the Nesconset Branch on June 16, 2015 at 7:00 p.m.

ADJOURNMENT

12. There being no further business, Trustee Joseph Vallone moved to adjourn the meeting at 8:30 p.m. The motion was seconded by Library Board Vice-President Otis Thornhill and adopted by a unanimous 6-0 vote.

Linda Taurassi
Secretary

Minutes approved this 16th day of June, 2015.



John C. Martins, President
Smithtown Library Board of Trustees



Linda Taurassi, Clerk