MINUTES BOARD OF TRUSTEES SMITHTOWN LIBRARY June 16, 2015

A regular meeting of the Board of Trustees of the Smithtown Library was held at the Nesconset Branch, Nesconset, New York on the 16th day of June, 2015 at 7:00 p.m.

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

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

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. Trustee Otis Thornhill moved to accept adoption of the following resolution:

RESOLVED: That the REGULAR MEETING MINUTES of May 19, 2015 be approved as presented.

The motion was seconded by Trustee Rudy Zientarski and adopted 6-1 by the following vote: AYES—Cairns, Mohr, Schilling-Held, Thornhill, Vallone, Zientarski; ABSTAINED—Martins.

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 May 31, 2015 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 7-0 vote.

Trustee Suzanne Mohr moved to accept adoption of resolution "b":

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

i. Warra	nt #15-June ("L" fund) PREPAYS	\$ 24,367.58
ii. Warra	nt #15-June ("L" fund) WARRANT	\$ 82,186.40
iii. Warra	nt #15-May (PAYROLL #11 – 5/22/15)	\$ 252,722.06
iv. Warra	nt #15-June (PAYROLL #12 – 6/5/15	\$ 248,837.15

The motion was seconded by Trustee Otis Thornhill and adopted by a unanimous 7-0 vote.

Trustee Suzanne Mohr moved to accept adoption of resolution "c":

c. RESOLVED: That 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, be accepted as presented.

The motion was seconded by Trustee Gerard Cairns and adopted by a unanimous 7-0 vote.

Trustee Suzanne Mohr moved to accept adoption of resolution "d":

d. RESOLVED: That the Board of Trustees of the Smithtown Library approves the following budget transfers from the designated expenditure accounts. These transfers reflect patron demand at all buildings.

	FROM	ТО
L.1420 AV/Recordings	(6,133)	-
L.1450 On-Line		6,044
L.1431 Other Serials	(1,725)	-
L.4100 Books	(1,011)	2,825
TOTAL	(8,869)	8,869

The motion was seconded by Trustee Otis Thornhill and adopted by a unanimous 7-0 vote.

- 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 items be approved as presented:
 - i. Release of Emilee Walsh, Nesconset Branch, from a full-time Librarian Trainee position into a full-time Librarian I position, at an annual rate of pay of \$53,143.00, retroactive to May 29, 2015, as per Suffolk County Department of Civil Service regulations.
 - ii. Leave of absence without pay for Kara Gonzalez, Page, Nesconset Branch, effective June 30, 2015 through July 28, 2015.

iii. Leave of absence without pay for Natalie Kun, Page, Technical Services Department, Nesconset Branch, effective May 26, 2015 through June 30, 2015.

The motion was seconded by Trustee Gerard Cairns and adopted by a unanimous 7-0 vote.

Trustee Diana Schilling-Held moved to accept adoption of resolution "b":

- b. RESOLVED: That the following CONFERENCE/WORKSHOP ATTENDANCE request set forth hereinafter is hereby approved:
 - i. That Custodial Worker III Christopher Hussey, Nesconset Branch, be authorized to attend, on paid release time, the "Facilities Management Expo", sponsored by the Suffolk County School Facilities Association, to be held at Centereach High School, Centereach, NY, on June 29, 2015 with reimbursement for actual and necessary expenses not to exceed \$75.00.

The motion was seconded by Trustee Suzanne Mohr and adopted by a unanimous 7-0 vote.

- 4. The BUILDINGS AND GROUNDS COMMITTEE report was presented by Committee Liaison Gerard Cairns, who moved adoption of resolution "a":
 - a. RESOLVED: That the request of the Village of the Branch Soccer Club to place a banner at the Nesconset Branch from August 7, 2015 through August 14, 2015, and same banner to be moved to the corner of the property of the Smithtown Main library from August 15, 2015 through August 30, 2015, advertising player registration, be approved.

The motion was seconded by Trustee Otis Thornhill and adopted by a unanimous 7-0 vote.

Trustee Gerard Cairns moved to accept adoption of resolution "b":

b. RESOLVED: That the request of the Smithtown Historical Society to place a banner on the corner of the property of the Smithtown Main library from August 31, 2015 through September 21, 2015, advertising their annual "Heritage Fair", to be held on September 20, 2015, be approved.

The motion was seconded by Trustee Diana Schilling-Held and adopted by a unanimous 7-0 vote.

Trustee Gerard Cairns moved to accept adoption of resolution "c":

c. RESOLVED: That the request of the Smithtown United Methodist Church to place a banner on the corner of the property of the Smithtown Main library from August 31, 2015 through September 10, 2015, and same banner to be moved to the Nesconset Branch from September 11, 2015 through September 20, 2015, advertising their "25th Annual Country Fair ", to be held on September 19, 2015, be approved.

The motion was seconded by Trustee Suzanne Mohr and adopted by a unanimous 7-0 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).

NEW BUSINESS

6. RESOLUTION: SCLS 12-week Television/Radio Advertising Campaign

After discussion, Trustee Joseph Vallone moved to accept adoption of the following resolution:

RESOLVED: That the Board of Trustees of The Smithtown Library does hereby acknowledge that the Library will participate in the county-wide 12 week television/radio advertising campaign proposed by SCLS, to be conducted by the Greenstone & Nehlen Agency. The SCLS Marketing and Public Relations Committee has evaluated the plan for value and cost, and as a participating SCLS member, The Smithtown Library's share for this professional service will be in the amount of \$7,219. The Board of Trustees does hereby approve the Treasurer to pay such invoice.

The motion was seconded by Trustee Otis Thornhill and adopted by a unanimous 7-0 vote.

7. RESOLUTION: NEW POLICY – Photography, Videotaping and Use of Other Recording Devices – Policy 700-200 (1st Reading)

The Library Director explained that this policy came about as a result of individuals who were attempting to film in the Patent and Trademark section of the Smithtown Main building. Library attorney Kevin Seaman noted that he might have a few revisions to make on the policy, which will be presented for a second reading at the July board meeting.

Photography, Videotaping and Use of Other Recording Devices Policy

The Library's primary mission is to provide Library services to the residents of the Town of Smithtown. Photography, videotaping, or use of other recording devices may not interfere with the provision of Library services. Staff will terminate any photography, videotaping, or recording session that appears to compromise public safety or security.

INDIVIDUAL PHOTOGRAPHY/VIDEOTAPING

Persons photographing, videotaping, or recording on Library premises have the responsibility for obtaining the necessary releases and permissions from persons who are to be photographed, videotaped, or recorded. Taking photographs or videotaping of a minor, an individual under the age of 18, requires the permission of the minor's parent or guardian. The Library undertakes no responsibility for obtaining these releases.

COMMERCIAL PHOTOGRAPHY/VIDEOTAPING

The Library does not permit commercial photography or filming. Any exception requires the express written permission from the Library Director.

Community organizations holding scheduled events or meetings in the Library's quiet rooms, conference rooms or meeting rooms may arrange for their own photography or videotaping/recording of their event. Such photography and videotaping is restricted to the space reserved by the group, and the group is responsible for any necessary releases and permissions.

LIBRARY STAFF PHOTOGRAPHY/VIDEOTAPING

Library staff often take pictures or shoot videos at Library events to use in Library publicity materials and on our website. The Library reserves the right to document its services and the public's use of the Library. Official representatives of the Library may take photographs, videotape, or use other recording devices within the Library and at Library-related events and activities for Library purposes. These photographs and video may be copied, displayed, published (including on any Library web presence), and telecast for such purposes as promotion, publicity, and news to inform the public about the Library. All such photography/videotaping will be in accordance with Library procedures.

If individuals do not wish us to use a picture or video of them or their child, they should tell a Library staff member prior to the event.

This policy extends to photographs and filming by Library staff at Friends of the Library events and at Library booths and programs at public events in the community.

8. At 7:54 p.m. Library Board President John Martins moved that the Board enter executive session [pursuant to Article 7, §105(E) of the Public Officers Law], to discuss matters pertaining to collective negotiations pursuant to Article 14 of the Civil Service Law.

The motion was seconded by Trustee Otis Thornhill and adopted by a unanimous 7-0 vote.

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

9. Upon a motion by Trustee Otis Thornhill, seconded by Trustee Joseph Vallone, and adopted by a unanimous 7-0 vote, the meeting reconvened in open public session at 8:50 p.m.

10. Library Board President John Martins moved the following resolution:

RESOLVED: That in consideration of the fiscal straits facing the Library, a "hiring freeze" is to be implemented effective immediately; only by way of specific Board resolution (and upon the recommendation of the Director) is there to be the filling of any position currently established.

The motion was seconded by Trustee Otis Thornhill and adopted by a unanimous 7-0 vote.

11. After discussion, Library Board President John Martins noted that the next regular meeting of the Board of Trustees would be held at the Commack Branch on July 21, 2015 at 7:00 p.m.

The Library Board scheduled a "special" board meeting (work session) at the Nesconset Branch on August 4, 2015 at 4:00 p.m. for the purpose of discussing the 2016 budget.

ADJOURNMENT

12. There being no further business, Trustee Joseph Vallone moved to adjourn the meeting at 8:55 p.m. The motion was seconded by Trustee Otis Thornhill and adopted by a unanimous 7-0 vote.

Linda Taurassi Secretary

Minutes approved this 21st day of July, 2015.

John C. Martins, President

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Smithtown Library Board of Trustees

Linda Taurassi, Clerk

Linda Taurassi