

**MINUTES  
BOARD OF TRUSTEES  
SMITHTOWN LIBRARY  
July 21, 2015**

A regular meeting of the Board of Trustees of the Smithtown Library was held at the Commack Branch, Commack, New York on the 21<sup>st</sup> day of July, 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, Otis M. Thornhill, Joseph Vallone and Rudy W. Zientarski. Trustee Diana Schilling-Held was 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 June 16, 2015 be approved as presented.*

The motion was seconded by Trustee Suzanne Mohr 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 June 30, 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 6-0 vote.

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

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

i. Warrant #15-July (“L” fund) PREPAYS	\$ 22,525.41
ii. Warrant #15-July (“L” fund) WARRANT	\$ 457,653.78
iii. Warrant #15-June (PAYROLL #13 – 6/19/15)	\$ 248,296.36
iv. Warrant #15-Retirement/Separation Incentive (7/2/15)	\$ 444,708.07
v. Warrant #15-July (PAYROLL #14 – 7/3/15)	\$ 237,811.66
vi. Warrant #15-July (PAYROLL #15 – 7/17/15)	\$ 226,597.73

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

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

c. RESOLVED: *That the Board of Trustees of the Smithtown Library does hereby approve the transfer of all assets and liabilities of the Capital Projects “H Fund” to the General “L Fund” upon the recommendation of the Library’s independent auditing firm of Baldessari & Coster, LLP, as per the completion of the Library’s construction/renovation project.*

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

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

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

- i. *Part-time appointment of James Buckman to the position of Network & Systems Specialist II, at an hourly rate of pay of \$36.94, effective July 22, 2015; followed by a provisional full-time appointment, at an annual rate of pay of \$67,239.00, effective no later than August 19, 2015 (to fill the vacancy created by the retirement of Network & Systems Specialist II Frederick Capes).*
- ii. *Release of Nanci Hammer, Smithtown Main Building, 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 June 5, 2015, as per Suffolk County Department of Civil Service regulations.*
- iii. *Extended medical leave of absence without pay for Natalie Kun, Page, Technical Services Department, Nesconset Branch, effective July 1, 2015 through August 3, 2015.*
- iv. *Resignation of Hannah Stein, Page, Smithtown Main Building, effective June 19, 2015.*
- v. *Resignation of Taylor Crima, Page, Commack Branch, effective July 16, 2015.*

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

Trustee Otis Thornhill moved adoption of resolution “b”:

b. Group Retirement Resolution:

RESOLVED: *Whereas, the following eleven (11) employees have announced their retirement from the Smithtown Special Library District effective on or before June 30, 2015:*

<b>EMPLOYEE</b>	<b>TITLE</b>	<b>DEPARTMENT</b>	<b>BUILDING</b>	<b>YEARS EMPLOYED</b>
<i>Catherine Ball</i>	<i>Librarian II</i>	<i>Long Island Room</i>	<i>Smithtown Main</i>	<i>18 years</i>
<i>David Berner</i>	<i>Library Project Coordinator</i>	<i>Community Relations</i>	<i>Nesconset Branch</i>	<i>15 years</i>
<i>Dorothy Callahan-Harris</i>	<i>Library Assistant</i>	<i>Reference Dept.</i>	<i>Smithtown Main</i>	<i>19 years</i>
<i>Frederick Capes</i>	<i>Network &amp; Systems Specialist II</i>	<i>IT Department</i>	<i>Nesconset Branch</i>	<i>13 years</i>
<i>Claire Dispirito</i>	<i>Librarian II</i>	<i>Reference Dept.</i>	<i>Smithtown Main</i>	<i>21 years</i>
<i>Joanne Genovese</i>	<i>Librarian II</i>	<i>Reference Dept.</i>	<i>Nesconset Branch</i>	<i>15 years</i>
<i>Linda Goldman</i>	<i>Sr. Library Clerk</i>	<i>Circulation Dept.</i>	<i>Commack Branch</i>	<i>25 years</i>
<i>Susan Gottesman</i>	<i>Librarian III</i>	<i>Technical Services</i>	<i>Nesconset Branch</i>	<i>19 years</i>
<i>Mary Griffin</i>	<i>Principal Library Clerk</i>	<i>Circulation Dept.</i>	<i>Commack Branch</i>	<i>18 years</i>
<i>Maryann Helldorfer</i>	<i>Account Clerk</i>	<i>Technical Services</i>	<i>Nesconset Branch</i>	<i>27 years</i>
<i>Karen Schilling</i>	<i>Library Clerk</i>	<i>Circulation Dept.</i>	<i>Smithtown Main</i>	<i>11 years</i>

*And whereas, each of these employees has been a long-standing, dedicated and valued member of the Library; now therefore be it*

*Resolved, that the Board of Trustees of the Smithtown Library hereby expresses its sincere appreciation to these employees for their many years of dedicated service and contributions to the Library; and be it*

*Further resolved, that the Board extends to each employee its best wishes for many years of health and happiness during their retirement.*

The motion was seconded by Trustee Joseph Vallone and adopted by a unanimous 6-0 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 Board of Trustees of the Smithtown Library approves the request of “Judy's Run for Stroke Awareness Organization”, to place a banner on the corner of the property of the Smithtown Main Library building from August 5, 2015 through August 17, 2015, advertising their 4th annual “Rock-n-Roll Car Show for Stroke Awareness”, to be held on August 16, 2015.*

The motion was seconded by Trustee Otis Thornhill 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). In addition, the Library Director presented a five-minute video featuring Library Board President John Martins and the Library Director that had been submitted for the 2015 annual Prudential Leadership Awards for Exceptional Nonprofit Boards. The video provided evidence that our Library Board has practiced exceptional governance. Mr. Lusak commended Treasurer Joanne Grove, Business Manager Amy Scholl and Librarian III Julie DeLaney for their assistance with this project.

The Library Director stated that his annual report to the Library Board of highlights, achievements and recommendations normally given in July, would be detained until the August board meeting as he and Assistant Director Patricia Thomson are carefully reviewing all positions being vacated and assessing which positions can be replaced or eliminated. He mentioned that there would be reshuffling of personnel as well as redefining some positions. The Director also noted that he was working with Treasurer Joanne Grove and Business Manager Amy Scholl to make certain we are able to see savings in personnel costs to the fullest extent possible.

## **UNFINISHED BUSINESS**

6. Former staff member Mildred Bernstein presented a proposal for a memorial bench and statue in honor of deceased Librarian III Maria Barlin. Library Board President John Martins noted that the Board would take the matter into consideration and inform Ms. Bernstein of their decision.
7. Library Board President John Martins moved to accept adoption of Policy 700-200 as amended: "Photographing, Videotaping and Use of Other Recording Devices"

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

### **Photographing, Videotaping and Use of Other Recording Devices:**

The Library's primary mission is to provide Library services to the residents of the Smithtown Special Library District. Photographing, videotaping, or use of other recording devices may not interfere with the provisions of Library services. Staff may terminate any photographing, videotaping, or recording sessions that may compromise public safety or security, or interfere with the Library's operations. All photographing, videotaping or use of other recording devices will require the prior approval of the Library Director.

#### **INDIVIDUAL PHOTOGRAPHY/VIDEOTAPING**

Persons photographing, videotaping, or recording on Library premises must obtain the necessary releases and permissions from persons who are to be photographed, videotaped, or recorded. Taking photographs or videotaping of a minor 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 photographing 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 utilize in Library publicity materials and on the Library 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 videos may be copied, displayed, published (including on the Library's website), and telecast for such purposes as promotion, publicity, and news to inform the public regarding the Library. All such photography/videotaping will be in accordance with Library procedures.

If individuals do not desire the Library to utilize a picture or video of themselves or their child (children), they are to advise a Library staff member prior to the event.

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

### **NEW BUSINESS**

8. Library Board President John Martins noted that a "special" meeting of the Library Board was scheduled for August 4, 2015 at 4:00 p.m. at the Nesconset Branch, and the next regular meeting of the Board of Trustees would be held at the Kings Park Branch on August 18, 2015 at 7:00 p.m.
9. The Library Director presented the Suffolk Cooperative Library System's (SCLS) countywide television/radio advertising campaign video. The Smithtown Library as a member of the Suffolk Cooperative Library System contributed to this project.

### **ADJOURNMENT**

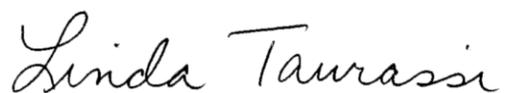
10. There being no further business, Trustee Otis Thornhill moved to adjourn the meeting at 8:05 p.m. The motion was seconded by Trustee Gerard Cairns and adopted by a unanimous 6-0 vote.

Linda Taurassi  
Secretary

Minutes approved this 25<sup>th</sup> day of August, 2015.



John C. Martins, President  
Smithtown Library Board of Trustees



Linda Taurassi, Clerk