

**MINUTES
BOARD OF TRUSTEES
SMITHTOWN LIBRARY
August 25, 2015**

A regular meeting of the Board of Trustees of the Smithtown Library was held at the Nesconset Branch, Nesconset, New York on the 25th day of August, 2015 at 7:00 p.m.

The following Library Trustees were present and participating at the meeting: Gerard J. Cairns, John C. Martins, Diana Schilling-Held, Otis M. Thornhill, Joseph Vallone and Rudy W. Zientarski. Trustee Suzanne Mohr 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 July 21, 2015 and the SPECIAL MEETING MINUTES of August 4, 2015 be approved as presented.

The motion was seconded by Trustee Otis Thornhill and adopted by a unanimous 6-0 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 July 31, 2015 be approved for filing (copy of report appended to the original of these minutes).*

The motion was adopted by unanimous consent.

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

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

i.	Warrant #15-August (“L” fund) PREPAYS	\$ 23,122.89
ii.	Warrant #15-August (“L” fund) WARRANT	\$ 82,081.28
iii.	Warrant #15-July (PAYROLL #16 – 7/31/15)	\$ 229,015.24
iv.	Warrant #15-August (PAYROLL #17 – 8/14/15)	\$ 227,993.80

The motion was adopted by unanimous consent.

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

c. RESOLVED: *That the Board of Trustees of the Smithtown Library does hereby approve NUNC PRO TUNC the early release of warrant payments prior to the August 25, 2015 board meeting to avoid lateness and penalties (as originally scheduled meeting of August 18, 2015 was postponed); therefore, be it*

FURTHER RESOLVED, that all checks were released by the Treasurer prior to the August 25, 2015 Board meeting having been approved by the Finance Liaison of the Board of Trustees, and be it

FURTHER RESOLVED, that warrants detailing such payments are hereby appended.

The motion was seconded by Trustee Joseph Vallone and adopted by a unanimous 6-0 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 changes be approved as presented:*

- i. *Permanent full-time promotional appointment of **Lisa Bitran** to the position of Librarian III, Technical Services Department, Nesconset Branch, at an annual rate of pay of \$88,922.00, subject to a 12-week probationary period, effective August 26, 2015 (to fill the vacancy created by the retirement of Susan Gottesman).*
- ii. *Part-time appointment of **Ryan McGauley** to the position of Page, Commack Branch, at a rate of pay of \$8.75 per hour, effective August 27, 2015 (to fill the vacancy created by the resignation of Taylor Crima).*
- iii. *Part-time appointment of **Amy Stalzer** to the position of Page, Commack Branch, at a rate of pay of \$8.75 per hour, effective August 27, 2015 (to fill the vacancy created by the resignation of Kelly Crowley).*
- iv. *Leave of absence without pay NUNC PRO TUNC for **Sara Guedouar**, Page, Kings Park Branch, effective August 22, 2015 through September 5, 2015.*

- v. *Leave of absence without pay NUNC PRO TUNC for **Florence Lucker**, Page, Kings Park Branch, effective July 27, 2015 through August 20, 2015.*
- vi. *Resignation of **Marion Collins**, Library Clerk, Nesconset Branch, effective August 14, 2015.*
- vii. *Resignation of **Kelly Crowley**, Page, Commack Branch effective July 31, 2015.*
- viii. *Resignation of **Natalie Kun**, Page, Technical Services Department, Nesconset Branch, effective May 26, 2015 (first day of approved leave without pay).*

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

Committee Liaison Diana Schilling-Held moved to accept 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**, Reference Department, Kings Park Branch, be authorized to attend, on paid release time, Lit-Fest: A Celebration of Books For Children and Young Adults, sponsored by Nassau Library System, to be held at Adelphi University, located in Garden City, NY, on September 18, 2015 with reimbursement for actual and necessary expenses not to exceed \$103.10.*
 - ii. *That Librarian I **Colleen Navins**, Children’s Department, Nesconset Branch, be authorized to attend, on paid release time, Lit-Fest: A Celebration of Books For Children and Young Adults, sponsored by Nassau Library System, to be held at Adelphi University, located in Garden City, NY, on September 18, 2015 with reimbursement for actual and necessary expenses not to exceed \$110.04.*

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

4. The BUILDINGS AND GROUNDS COMMITTEE report was presented by Committee Liaison Gerard Cairns.:

- a. A presentation pertaining to managed print services was given by Assistant Library Director Patricia Thomson, Business Manager Amy Scholl and Network & Systems Specialist II James Buckman.

After discussion Committee Liaison Gerard Cairns, moved to accept adoption of resolution “b”:

- b. **RESOLVED:** *That the Board of Trustees of the Smithtown Library does hereby authorize the Treasurer to execute the purchase of 7 HP OfficeJet Pro X451DN printers and 4 HP OfficeJet Pro X476DN printers from CDW-G under NYS contract No. PT66605 at a total cost not to exceed \$2,552.50; in addition to the purchase of 19 HP OfficeJet Enterprise Color X555DN printers from CDW-G, as the lowest dollar offeror, at a total cost not to exceed \$6,175.00.*

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

Committee Liaison Gerard Cairns moved to accept adoption of resolution "c":

- c. RESOLVED: *That the Board of Trustees of the Smithtown Library does hereby authorize the Library Director to enter into a 48-month contract with Hewlett-Packard Company for the purpose of providing managed print support and services at a cost per page as dictated by contract terms, to commence subsequent to the installation of the above described printers.*

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

Committee Liaison Gerard Cairns moved to accept adoption of resolution "d":

- d. RESOLVED: *That the Board of Trustees of the Smithtown Library approves the request of the "Smithtown Kickers Soccer Club", to place a banner on the corner of the property of the Nesconset Branch building from August 26, 2015 through September 10, 2015, advertising their intramural soccer registration for boys and girls.*

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 Director added that he had met with Legislator Robert Trotta in order to discuss this year's summer concerts and what Mr. Trotta's vision is for the future of the summer concerts.

NEW BUSINESS

6. LIBRARY BUDGET VOTE AND TRUSTEE ELECTION:

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

- a. Appointment of Clerk

RESOLVED: *That the Board of Trustees of the Smithtown Special Library District does hereby appoint Laura Poppe to serve as Clerk to oversee the 2016 Smithtown Library Budget Vote and Trustee Election for the Smithtown Library District and, in her capacity as Clerk, be authorized to undertake all actions necessary pursuant to Chapter 193 of the Laws of New York to:*

- i. *Implement the hiring of the Election Machine Service Company, Inc. to serve as a sole source vendor for a total of nine voting machines for the Library's 2016 budget vote and trustee election to be held on October 13, 2015, in an amount not to exceed \$6,100.00; said amount includes delivery, installation, pick-up, and*

the services of one election technician on the day of the budget vote/trustee election.

- ii. Implement and administer the selection and appointment of not more than 20 persons to serve in the capacity of election inspector for the 2016 budget vote and trustee election, scheduled to be held on October 13, 2015, at a rate of pay for election inspectors not to exceed \$11.50 per hour.*

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

7. After discussion, Library Board President John Martins moved to hold a “special” meeting of the Library Board, for the purpose of approving the proposed 2016 budget, on Tuesday, September 8, 2015 at 4:00 p.m. at the Nesconset Branch.

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

8. 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 Tuesday, September 15, 2015 at 7:00 p.m.
9. At 7:59 p.m. Trustee 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 Diana Schilling-Held and adopted by a unanimous 6-0 vote.

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

Also present were Library Director Robert Lusak, Assistant Library Director Sue McManus, Assistant Library Director Patricia Thomson, Treasurer Joanne T. Grove, Administrative Assistant Laura Poppe and Clerk Linda Taurassi.

10. Upon a motion by Trustee Otis Thornhill, seconded by Trustee Joseph Vallone, and adopted by a unanimous 6-0 vote, the meeting reconvened in open public session at 8:30 p.m.

ADJOURNMENT

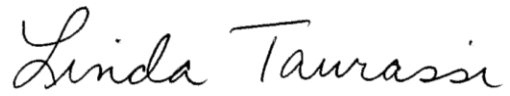
11. There being no further business, Trustee Diana Schilling-Held moved to adjourn the meeting at 8:31 p.m. The motion was seconded by Trustee Otis Thornhill and adopted by a unanimous 6-0 vote.

Linda Taurassi
Secretary

Minutes approved this 21st day of September, 2015.

A handwritten signature in black ink, appearing to read "John C. Martins". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

John C. Martins, President
Smithtown Library Board of Trustees

A handwritten signature in black ink, appearing to read "Linda Taurassi". The signature is cursive and elegant, with a large initial "L".

Linda Taurassi, Clerk