

**MINUTES
BOARD OF TRUSTEES
“SPECIAL” MEETING
SMITHTOWN LIBRARY
September 21, 2015**

Due to the lack of a quorum at the regularly scheduled meeting of September 15, 2015, a “Special” meeting of the Board of Trustees of the Smithtown Library was held at the Nesconset Branch, Nesconset, New York on the 21st day of September, 2015 at 4:30 p.m. for the purpose of conducting regular business.

The following Library Trustees were present and participating at the meeting: John C. Martins, Otis M. Thornhill, Joseph Vallone and Rudy W. Zientarski. Trustees Gerard J. Cairns, 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 August 25, 2015 and the SPECIAL MEETING MINUTES of September 8, 2015 be approved as presented.

The motion was seconded by Trustee Otis Thornhill and adopted by a unanimous 4-0 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 Rudy Zientarski, who moved to accept adoption of resolution “a”: (note: There was no Treasurer’s Report for the month ending August 31, 2015).

- a. RESOLVED: That the following WARRANTS be approved for payment:

<i>i. Warrant #15-September (“L” fund) PREPAYS</i>	<i>\$ 31,906.90</i>
<i>ii. Warrant #15-September (“L” fund) WARRANT</i>	<i>\$ 257,356.94</i>
<i>iii. Warrant #15-August (PAYROLL #18 – 8/28/15)</i>	<i>\$ 236,734.27</i>
<i>iv. Warrant #15-September (PAYROLL #19 – 9/11/15)</i>	<i>\$ 225,719.43</i>

The motion was seconded by Trustee Joseph Vallone and adopted by a unanimous 4-0 vote.

Trustee Rudy Zientarski 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 a HandPunch Biometric Time Clock System from HandPunch Guys, LLC; said purchase to include four (4) HandPunch 2000E with Ethernet Biometric Time Clocks and Genesis Pro Software, at a cost not to exceed \$14,200.00; as well as the purchase of an annual software maintenance contract, at a cost not to exceed \$1,795.00, to commence ninety (90) days after the activation of the time clock system.*

The motion was seconded by Trustee Joseph Vallone and adopted by a unanimous 4-0 vote.

Trustee Rudy Zientarski moved to accept adoption of resolution “c”:

- c. *RESOLVED: That the Board of Trustees of the Smithtown Library does hereby approve the early release of selected bills prior to the October 27, 2015 board meeting (such meeting is scheduled late in the month due to the Library Budget Vote and Trustee Election; therefore, waiting one additional week for approval of such bills could cause penalty or interest fees to be incurred); therefore, be it*

RESOLVED that any bill which would incur a penalty and/or interest fee can be released by the Treasurer prior to the October 27, 2015 board meeting pending approval by the Finance Chair of the Board of Trustees, and be it

FURTHER RESOLVED, that a written report from the Treasurer will be presented to the Board of Trustees at the October 27, 2015 board meeting detailing such payments.

The motion was seconded by Trustee Otis Thornhill and adopted by a unanimous 4-0 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. *Permanent promotional appointment of **Diana Perniciaro** to the position of Principal Library Clerk, Commack Branch, at an annual rate of pay of \$59,277.00, subject to a 12-week probationary period, effective September 22, 2015 (to fill the vacancy created by the retirement of Principal Library Clerk Mary Griffin).*
- ii. *Permanent promotional appointment of **Maritza Podd** to the position of Senior Library Clerk, Kings Park Branch, at an annual rate of pay of \$47,555.00, subject to a 12-week probationary period, effective September 22, 2015 (to fill the vacancy created by the promotion of Diana Perniciaro from Senior Library Clerk to Principal Library Clerk and reassignment to the Commack Branch).*

- iii. *Part-time appointment of **Thomas Powell** to the position of Custodial Worker I, Kings Park Branch, at an hourly rate of pay of \$18.34, effective September 22, 2015 (to fill the vacancy created by the resignation of Custodial Worker I John Calo).*
- iv. *Temporary appointment of **John Calo** to the position of Custodial Worker I on a call-in basis, at a rate of pay of \$18.34 per hour, effective September 22, 2015.*
- v. *Resignation of **James Burke**, Page, Smithtown Children's Department, effective August 19, 2015.*
- vi. *Resignation of **John Calo**, Custodial Worker I, Kings Park Branch, effective September 10, 2015.*
- vii. *Resignation of **Lauren DiGiovanni**, Page, Smithtown Children's Department, effective August 27, 2015.*
- viii. *Resignation of **Claire Nunez**, Page, Smithtown Children's Department, effective August 24, 2015.*
- ix. *Resignation of **Elizabeth Rains**, Page, Commack Branch, effective August 26, 2015.*
- x. *Medical leave of absence without pay for **Pamela Pungor**, Computer Graphics Technician, Community Relations Department, Nesconset Branch, effective September 21, 2015 through December 14, 2015 pursuant to the Family Medical Leave Act (FMLA).*

The motion was seconded by Trustee Otis Thornhill and adopted by a unanimous 4-0 vote.

Trustee Joseph Vallone 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 III **Julie DeLaney**, Community Relations Department, Nesconset Branch, be authorized to attend, on paid release time, the New York Library Association's "2015 NYLA Annual Conference", to be held in Lake Placid, NY, from October 21, 2015 through October 24, 2015, with reimbursement for actual and necessary expenses not to exceed \$500.00.*
 - ii. *That Library Clerk **Jenny Tepper**, Community Relations Department, Nesconset Branch, be authorized to attend, on paid release time, the Career Track workshop entitled "Mistake-Free Grammar and Proofreading", to be held at the Holiday Inn Express, Hauppauge, NY, on October 16, 2015, with reimbursement for actual and necessary expenses not to exceed \$149.00.*

- iii. *That Librarian II Caren Zatyk, Long Island Room, Smithtown Main building, be authorized to attend, on paid release time, the 20th Annual Archives Month Conference, entitled "Archives Then and Now", sponsored by the Long Island Library Resources Council (LILRC), to be held at The Woodlands, Woodbury, NY, on October 9, 2015, with reimbursement for actual and necessary expenses not to exceed \$45.00.*

The motion was seconded by Trustee Otis Thornhill and adopted by a unanimous 4-0 vote.

NEW BUSINESS

4. Memorial Donation – Smithtown Moms' Book Club

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 TWO HUNDRED DOLLARS (\$200.00) from the Smithtown Moms' Book Club in memory of the following young women who were tragically killed in a recent automobile accident: Lauren Baruch, Stephanie Belli, Amy Grabina and Brittany Schulman; and

WHEREAS said donation is to be used for the purchase of children's and young adult books in honor of each victim, now

THEREFORE, BE IT RESOLVED, that appreciation be expressed to the Smithtown Moms' Book Club for this memorial donation.

The motion was seconded by Trustee Joseph Vallone and adopted by a unanimous 4-0 vote.

5. The Library Board reviewed the recent proposal by former staff member Mildred Bernstein to do a fundraising project for a memorial bench and statue in honor of deceased Librarian III Maria Barlin. After discussion it was determined that the Library did not wish to associate itself with a professional fundraising company and any fundraising to be completed should be done without using any of the Library's resources. The Library Director will contact Ms. Bernstein to advise of the Board's decision and instruct her to present all plans to the Library Director to assure the project does not go outside of the scope of what the Library expects.
6. Library Board President John Martins noted that the next regular meeting of the Board of Trustees would be held at the Nesconset Branch on Tuesday, October 27, 2015 at 7:00 p.m. (NOTE: October board meeting to be held on the fourth Tuesday of the month as per board resolution dated 9/27/07).

ADJOURNMENT

7. There being no further business, Trustee Joseph Vallone moved to adjourn the meeting at 4:55 p.m. The motion was seconded by Trustee Otis Thornhill and adopted by a unanimous 4-0 vote.

Linda Taurassi
Secretary

Minutes approved this 27th day of October, 2015.



John C. Martins, President
Smithtown Library Board of Trustees



Linda Taurassi, Clerk