

**MINUTES
BOARD OF TRUSTEES
THE SMITHTOWN LIBRARY
December 20, 2016**

A regular meeting of the Board of Trustees of The Smithtown Library was held at the Kings Park Branch, Kings Park, New York on the 20th day of December, 2016 at 7:00 p.m.

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

Also present were Library Director Robert Lusak, Treasurer Joanne T. Grove, Clerk Laura Poppe and Secretary Linda Taurassi.

John C. Martins, President of the Board of Trustees, acted as Chairman 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 November 15, 2016 be approved as presented.

The motion was seconded by Trustee Gerard Cairns 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 Library Board President John Martins, who moved to accept adoption of resolution "a":

- a. *RESOLVED: That the TREASURER'S REPORT for the month ended November 30, 2016 be approved for filing (copy of report appended to the original of these minutes).*

The motion was seconded by Trustee Gerard Cairns and adopted by a unanimous 4-0 vote.

Library Board President John Martins moved to accept adoption of resolution "b":

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

<i>i.</i>	<i>Warrant #16-December ("L" fund) PREPAYS</i>	<i>\$ 29,570.03</i>
<i>ii.</i>	<i>Warrant #16-December ("L" fund) WARRANT</i>	<i>\$ 238,148.19</i>
<i>iii.</i>	<i>Warrant #16-December (PAYROLL #24 – 11/18/16)</i>	<i>\$ 241,383.63</i>
<i>iv.</i>	<i>Warrant #16-December (PAYROLL #25 – 12/2/16)</i>	<i>\$ 241,376.80</i>
<i>v.</i>	<i>Warrant #16-December (PAYROLL #26 – 12/16/16)</i>	<i>\$ 241,404.68</i>

The motion was seconded by Trustee Rudy Zientarski and adopted by a unanimous 4-0 vote.

Library Board President John Martins moved to accept adoption of resolution “c”:

c. DENNIS CANNATARO SUMMER CONCERT SERIES

RESOLVED: That the Board of Trustees of The Smithtown Library authorizes the Treasurer to prepay the cost, not to exceed \$4,500.00, to the Suffolk County Department of Parks, for the purpose of securing the Suffolk County Showmobile for the 2017 Dennis Cannataro Summer Concert Series, in anticipation of funding to be received from a grant provided by Suffolk County as in years past.

The motion was seconded by Trustee Gerard Cairns 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 Rudy Zientarski, who moved to accept adoption of resolution “a”:

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

- i. *Part-time appointment of **Alicia Collumbell** to the position of Librarian Trainee, Adult Reference Department, Nesconset Branch, at an hourly rate of pay of \$27.04, not to exceed 17.5 hours per week, effective January 17, 2017 (to fill the vacancy created by the resignation of Elizabeth Fudens on November 11, 2017).*
- ii. *Part-time appointment of **Amanda Paduano-Lyons** to the position of Librarian I (Children’s Services), Children’s Department, Nesconset Branch, at an hourly rate of pay of \$29.71, not to exceed 17.5 hours per week, effective January 4, 2017 (to fill the vacancy created by the resignation of Thomas Powell on September 21, 2016).*
- iii. *Resignation of **Christine King**, Librarian I, Adult Reference Department, Kings Park Branch, effective December 15, 2016.*

The motion was seconded by Trustee Gerard Cairns and adopted by a unanimous 4-0 vote.

Trustee Rudy Zientarski 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 **Lauren Bernat**, Adult Program Coordinator, Community Relations Department, Nesconset Branch, be authorized to attend, NUNC PRO TUNC, on paid release time, Community Strong’s 3rd Annual L.I. Symposium dedicated to supporting military members, veterans, and families titled: “America’s Greatest Generations: One Team, One Legacy” sponsored by Bridge Back to Life and Long Island Council on Alcoholism & Drug Dependence (LICADD) in partnership with Hofstra University, to be held at Hofstra University, Hempstead, NY, on December 16, 2016, with reimbursement for actual and necessary expenses not to exceed \$75.00.*

- ii. *That Librarian II **Caren Zatyk**, Adult Reference Department, Smithtown Main building, be authorized to attend, NUNC PRO TUNC, on paid release time, Community Strong's 3rd Annual L.I. Symposium dedicated to supporting military members, veterans, and families titled: "America's Greatest Generations: One Team, One Legacy" sponsored by Bridge Back to Life and Long Island Council on Alcoholism & Drug Dependence (LICADD) in partnership with Hofstra University, to be held at Hofstra University, Hempstead, NY, on December 16, 2016, with reimbursement for actual and necessary expenses not to exceed \$108.00.*

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

4. The BUILDINGS AND GROUNDS COMMITTEE report was presented by Committee Liaison Gerard Cairns, who moved to accept adoption of resolution "a":

- a. *RESOLUTION: That the following banner/building requests set forth hereinafter are hereby approved:*

- i. *RESOLVED: That the Board of Trustees of The Smithtown Library approves the request of the **St. James/Smithtown Little League**, to place a banner on the corner of the property of the Nesconset Branch building from January 4, 2017 through January 14, 2017 advertising their spring Little League baseball registration.*
- ii. *RESOLVED: That the Board of Trustees of The Smithtown Library approves the request of the **St. James/Smithtown Little League**, to place a banner on the corner of the property of the Commack Branch building from January 15, 2017 through February 3, 2017 advertising their spring Little League baseball registration.*
- iii. *RESOLVED: That the Board of Trustees of The Smithtown Library approves the request of the **St. James/Smithtown Little League**, to place a banner on the corner of the property of the Smithtown Main building from February 4, 2017 through March 6, 2017 advertising their spring Little League baseball registration.*
- iv. *RESOLVED: That the Board of Trustees of The Smithtown Library approves the request of the **Kings Park Youth Athletic Association (KPY)**, to place a banner on the corner of the property of the Kings Park Branch building from January 3, 2017 through February 1, 2017 to announce youth baseball and softball registrations.*
- v. *RESOLVED: That the Board of Trustees of The Smithtown Library approves the request of the **Smithtown Christian School**, to place a banner on the corner of the property of the Smithtown Main building from February 20, 2017 through March 19, 2017 to announce the date of their auction fundraiser on March 18, 2017.*

The motion was seconded by Trustee Rudy Zientarski and adopted by a unanimous 4-0 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).

- a. The Library Director reported additionally that he had spoken with the President of the Friends of The Smithtown Library and, due to the requirements of the grant which was secured by Legislator Trotta, the Friends group will sponsor the series for the 2017 season.

UNFINISHED BUSINESS

6. REVISED POLICY - USE OF PUBLIC ACCESS COMPUTERS (Policy 700-80) (2nd reading)

Trustee Joseph Vallone moved to waive the reading of the revised policy. The motion was seconded by Trustee Rudy Zientarski and adopted by a unanimous 4-0 vote.

Trustee Gerard Cairns made a motion to adopt the following revised policy:

Public access ~~personal~~ computers are made available to ~~library district residents~~ **all patrons with preference given to residents of Smithtown Special Library District cardholders** on a first-come, first-served basis. The equipment may not be **utilized** for commercial or other profit-making purpose.

PROCEDURES

1. An ~~individual Smithtown Special Library District resident~~ who wishes to **utilize** a computer ~~may~~ **must first sign-in to a computer utilizing at the appropriate service desk and surrender his/her Smithtown Library card possessing an existing password. A password may be assigned to a Library card through the catalog or at a public service desk. If a person does not possess a Smithtown Library card, he/she can obtain a guest pass by displaying proof of identification at a public service desk. The library card will be returned to the user at the end of the use session.** **Patrons ten (10) years of age or older may use computers provided written permission is provided by a parent.**
2. ~~Normally,~~ Use of a computer is **limited to** a one-hour session. This may be extended in one-hour increments **provided** no other ~~patron~~ **individual** is ~~waiting~~ **seeking** to use the ~~equipment~~ computer. ~~The use period may also be shortened if demand for the equipment is very high.~~
3. **Computers are automatically turned off ten (10) minutes prior to the closing of the Library. The Library assumes no responsibility for lost work due to the automatic shutting off of equipment, or for any other scheduled or unscheduled event.** ~~Should demand warrant it and order require it, a user reservation list may be established. A patron may reserve a one-hour time slot, but this may be done no more than 24 hours prior to the actual scheduled usage. A reservation will be canceled should the user fail to arrive within ten minutes of the scheduled appointment start time, and another patron may then use that time slot.~~

- ~~4. Computer use must be completed at least 15 minutes prior to the closing of the library.~~
4. Flash drives are available for purchase from the Circulation Desk. Work cannot be saved to the computer. All information will be automatically erased at the end of the work session when one logs off.
- ~~5. Should a patron wish to save his work, he must provide his own disks or buy one for \$1.00 from the Library. Work cannot be saved to the hard drive.~~
5. **The first fifty-cents (\$.50) of printing per day are complimentary for Smithtown Library cardholders who use their Library card to sign in. Additional pages and pages for those utilizing a guest pass cost ten-cents (\$.10) per page for black and white, and twenty-five cents (\$.25) per page for color. Patrons may not supply their own paper.**
- ~~6. The first five printed pages are complimentary. Additional printed pages are ten cents per page. Patrons may supply their own paper (standard 20 lb. weight; card stock, poster weight, etc., may **not** be used.)~~
6. The library ~~does not~~ provides formal instruction in the use of computers **by appointment (“Book A Librarian”), and in technology programs that are offered at the Library.**
- ~~7. If reference copies of manuals are available for the software the library owns, they are kept at the appropriate service desk and may be borrowed by the patron during his computer use time.~~
7. Patrons are not permitted to alter or to attach equipment to a library computer, **with the exception of flash drives or external hard drives. nor may a patron load his own software onto a library computer. Patrons may run programs not already installed.**
8. Any malfunctions of the computer and/or printer are to be reported to the appropriate department immediately.
9. The Library assumes no responsibility or liability for any ~~software~~ programs used on Library computers, **or for any loss of information.**
- ~~10. Library owned computer programs are for use on library computers only. They may not be copied or removed from the premises.~~
10. It is illegal to copy or to duplicate commercially produced software programs. Copying such software may result in legal action by the software publisher **or licensor** against the person copying the software. **Further, any criminal, harassing or illegal use is prohibited.**
11. Users who damage computers or computer programs ~~for any reason~~ through careless treatment, or in an attempt to make an unauthorized copy or to alter a program or configuration, will be charged the replacement cost of the damaged program, and/or the repair cost of the computer. **Programs may not infiltrate local or remote computers or computer systems.** In addition, a user who damages, alters, or copies software may be denied future use of the Library’s computer and software. Denial of future use also applies to users who damage Library computer hardware or peripheral equipment.

12. **Use of the Library's public access computer to display or disseminate obscene or pornographic material is prohibited.**
13. **Users must respect other users' privacy.**
14. **Users of public access computers will hold harmless and indemnify the Library as to all claims, actions and judgments which accrue against the Library as related to such use.**

The motion was seconded by Trustee Rudy Zientarski and adopted by a unanimous 4-0 vote.

NEW BUSINESS

7. REVISED POLICY – REFRESHMENTS POLICY (Policy 700-40) (1ST reading)

Trustee Gerard Cairns moved to waive the reading of the revised policy. The motion was seconded by Trustee Joseph Vallone and adopted by a unanimous 4-0 vote.

Note: this was the first reading of the policy; it will be reviewed and voted on at the January regular board meeting.

1. *The Library's budget shall provide for appropriations within the special program budget code for refreshments at certain Library functions **at the discretion of the Library Director or Designee.***
2. ~~*These refreshments shall include items such as coffee, tea and soda, as well as cake, cookies, pastries and bagels.*~~
3. ~~*The Library functions shall include events such as Board meetings, special programs and staff meetings.*~~

8. NEWSLETTER AND SPOTLIGHT CONTRACTS

Library Board President John Martins moved to accept adoption of resolution "a":

- a. *RESOLVED: That the Board of Trustees of The Smithtown Library does hereby authorize the Library Director to enter into a contract, subject to verification of insurance requirements, with Star Communications, for the purpose of printing the Library District's monthly newsletter; monthly cost to be based upon the number of issues and number of pages per issue; to commence January 1, 2017 and run through December 31, 2017, as per quotes submitted by RFP (attached).*

The motion was seconded by Trustee Rudy Zientarski and adopted by a unanimous 4-0 vote.

Library Board President John Martins moved to accept adoption of resolution “b”:

- b. *RESOLVED: That the Board of Trustees of The Smithtown Library does hereby authorize the Library Director to enter into a contract, subject to verification of insurance requirements, with Pine Barrens Printing, for the purpose of printing, folding and delivering the Library District’s “Spotlight” publication, for the period January 1, 2017 through December 31, 2017, as per quotes submitted by RFP (attached) (postage directly paid for by the Library).*

The motion was seconded by Trustee Gerard Cairns and adopted by a unanimous 4-0 vote.

9. PRESENTATION: Certificate of Appreciation – Diana Schilling-Held

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

Whereas, Diana Schilling-Held has been a member of the Board of Trustees (“Board”) of The Smithtown Library (“Library”) from January 1, 2014 through December 31, 2016; and

Whereas, she has earned the admiration and respect of her fellow trustees; and

Whereas, the Board recognizes the excellent service Diana Schilling-Held has rendered the Library; therefore be it

Resolved, that the Board of Trustees of The Smithtown Library extends a unanimous vote of thanks to Diana Schilling-Held for her dedicated service to the community; and be it

Further resolved, that this resolution become a part of the permanent record of the minutes of this meeting.

The motion was seconded by Trustee Gerard Cairns and adopted by a unanimous 4-0 vote.

10. RESOLUTION: 2017 Yearly Planner

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

RESOLVED, That the 2017 YEARLY PLANNER be approved as presented (attached). (Note: due to the Library’s budget and trustee election in October, the October regular board meeting is held on the fourth Tuesday of the month instead of the third Tuesday as per Library Board of Trustees resolution dated September 27, 2007).

The motion was seconded by Trustee Gerard Cairns and adopted by a unanimous 4-0 vote.

11. Annual Organizational meeting of the Board of Trustees

After discussion it was determined that the Annual Organizational meeting of the Board of Trustees of The Smithtown Library would be held on Tuesday, January 3, 2017 at 2:00 p.m. at the Nesconset Branch.

12. Library Board President John Martins noted that the next regular meeting would be held at the Smithtown Main building on January 17, 2017 at 7:00 p.m.

13. There being no further business, Library Board President John Martins moved to adjourn the meeting at 7:36 p.m. The motion was seconded by Trustee Gerard Cairns and adopted by a unanimous 4-0 vote.

Minutes approved this 17th day of January, 2017



Gerard J. Cairns, President
Smithtown Library Board of Trustees



Linda Taurassi
Secretary to the Board of Trustees