

**MINUTES
BOARD OF TRUSTEES
SMITHTOWN LIBRARY
February 16, 2016**

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 February, 2016 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 and Rudy W. Zientarski.

The following Library Trustees were absent with prior notice: Otis M. Thornhill and Joseph Vallone.

Also present were Library Director Robert Lusak, Treasurer Joanne T. Grove 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 January 19, 2016 be approved as presented.

The motion was seconded by Trustee Suzanne Mohr and adopted by a unanimous 5-0 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 January 31, 2016 be approved for filing (copy of report appended to the original of these minutes).*

The motion was seconded by Trustee Rudy Zientarski and adopted by a unanimous 5-0 vote.

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

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

i.	Warrant #16-February (“L” fund) PREPAYS	\$ 27,057.99
ii.	Warrant #16-February (“L” fund) WARRANT	\$ 134,489.07
iii.	Warrant #16-February (PAYROLL #3 – 1/29/16)	\$ 222,919.63
iv.	Warrant #16-February (PAYROLL #4 – 2/12/16)	\$ 230,233.46

The motion was seconded by Trustee Diana Schilling-Held and adopted by a unanimous 5-0 vote.

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

c. *RESOLVED: That the Board of Trustees of The Smithtown Library does hereby authorize the Treasurer to add U.S. Bank National Association as a depository as designated by The Dormitory Authority of the State of New York to act as Trustee for the 2016 Series bonds.*

Trustee Suzanne Mohr thanked Treasurer Joanne Grove for her hard work with the Dormitory Authority (DASNY) to refinance the 2008 Bond series, which will allow large savings for the Library District.

The motion was seconded by Trustee Diana Schilling-Held and adopted by a unanimous 5-0 vote.

Committee Liaison Suzanne Mohr moved to accept adoption of resolution “d”:

d. *RESOLVED: That the Board of Trustees of The Smithtown Library does hereby approve the services of Mary Kohlroser, CPA, to provide 2016 internal accounting services for The Smithtown Library, at a fee not to exceed \$10,000.00 annually, as per recommendation of external auditor Al Coster, CPA, Partner of Baldessari & Coster, Certified Public Accountants, LLP.*

The Library Director explained that Mary Kohlroser would be picking up some of the checks and balances formerly completed by the previous Business Manager, who resigned at the end of December.

The motion was seconded by Trustee Diana Schilling-Held and adopted by a unanimous 5-0 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 **Lauren Bernat** to the position of Librarian II, Community Relations Department, Nesconset Branch, at an annual rate of pay of \$64,921.00, subject to a 12-week probationary period, effective February 22, 2016 (to fill the vacancy created by the reassignment of Andrew Salomon to the Kings Park Branch).*

- ii. *Permanent part-time appointment of **Mindi Goonan** to the position of Account Clerk, Business Office, Nesconset Branch, at an hourly rate of pay of \$20.46, not to exceed 25 hours per week, subject to a 26-week probationary period, effective February 16, 2016 (to fill the vacancy created by the retirement of Lynn Gaumont).*
- iii. *Part-time appointment of **Christa Zaros** to the position of Librarian I, Adult Reference Department, Smithtown Main building, at an hourly rate of pay of \$29.71, effective February 19, 2016 (to fill part of the vacancy created by the retirement of Claire Dispirito).*
- iv. *Part-time appointment of **Samantha Warshauer** to the position of Page, Commack Branch, at an hourly rate of pay of \$9.00, effective February 24, 2016 (to fill the vacancy created by the release of Amy Stalzer from a Page position into a Library Clerk position).*

The motion was seconded by Trustee Gerard Cairns and adopted by a unanimous 5-0 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 the following staff members be authorized to attend, on paid release time, the “2016 Annual Long Island Library Conference” to be held at the Melville Marriot, located at 1350 Old Walt Whitman Road, Melville, NY, on May 5, 2016, with reimbursement for conference registration not to exceed \$40.00: **Robert Lusak, Sue McManus, Patricia Thomson, Eileen Caulfield, Cynthia Guzzo, Julie DeLaney, Joanne Grove, Christine Alexander, Jennifer Catrano, Sheila Doherty, Amanda Lentino, Erin McCann, Jesse Lemke, Emilee Walsh** (NOTE: amount noted above does not include mileage costs).*
 - ii. *That Librarian II **Christine Alexander**, Young Adult Librarian, Kings Park Branch, be authorized to attend, on paid release time, the 2016 Long Island Libraries and Pop Culture Conference (LI POP CON 2016), sponsored by St. John’s University Division of Library and Information Science (DLIS), Nassau County Library Association and the Suffolk County Library Association, to be held at St. John’s University Oakdale Campus, Oakdale, NY, on April 14, 2016, with reimbursement for actual and necessary expenses not to exceed \$75.00.*
 - iii. *That Librarian II **Christine Alexander**, Young Adult Librarian, Kings Park Branch, be authorized to attend, on paid release time, the “2016 Annual Fran Romer Conference” sponsored by the Young Adult Services Division of the Suffolk County Library Association (YASD), to be held at the Brentwood Public Library, Brentwood, NY, on March 10, 2016, with reimbursement for actual and necessary expenses not to exceed \$19.00.*
 - iv. *That Librarian I **Jennifer Salvatore**, Long Island Room Librarian, Smithtown Main Building, be authorized to attend, on paid release time, the “Principles & Practices of Archival Processing for the Non-Archivist, Session II” sponsored by Long Island Library Resources Council (LILRC), to be held at the Harborfields Public Library, Greenlawn, NY, on March 10, 2016, with reimbursement for actual and necessary expenses not to exceed \$32.00.*

- v. *That Librarian I **Jennifer Salvatore**, Long Island Room Librarian, Smithtown Main Building, be authorized to attend, on paid release time, the “Principles & Practices of Archival Processing for the Non-Archivist, Session III” sponsored by Long Island Library Resources Council (LILRC), to be held at the Harborfields Public Library, Greenlawn, NY, on April 7, 2016, with reimbursement for actual and necessary expenses not to exceed \$42.00.*
- vi. *That Children’s Services Librarian I **Peggy Lopez**, Children’s Department, Commack Branch, be authorized to attend, on paid release time, the Children’s Librarians Association of Suffolk County (CLASC) Annual General Membership Meeting and Dinner, sponsored by (CLASC), to be held at the Three Village Inn, Stony Brook, NY, on April 13, 2016, with reimbursement for actual and necessary expenses not to exceed \$56.00.*
- vii. *That Children’s Services Librarian I **Sharon Van Dyke**, Children’s Department, Kings Park Branch, be authorized to attend, on paid release time, the 2016 Long Island Libraries and Pop Culture Conference (LI POP CON 2016), sponsored by St. John’s University Division of Library and Information Science (DLIS), Nassau County Library Association and the Suffolk County Library Association, to be held at St. John’s University Oakdale Campus, Oakdale, NY, on April 14, 2016, with reimbursement for actual and necessary expenses not to exceed \$80.12.*

The motion was seconded by Trustee Gerard Cairns and adopted by a unanimous 5-0 vote.

Committee Liaison Diana Schilling-Held moved to accept adoption of resolution “c”:

- c. **RESOLVED:** *That the mandatory training seminar request set forth hereinafter is hereby approved:*
 - i. *That Librarian II **Will Salas**, Patent & Trademark Resource Center Librarian, Smithtown Main building, be authorized to attend, on paid release time, the 38th Annual Patent & Trademark Resource Center (PTRC) Training Seminar, sponsored by the United States Patent and Trademark Office, in Alexandria, Virginia, from March 21-24, 2016, with reimbursement for actual and necessary expenses not to exceed \$1,600.00 (includes food, lodging, parking and mileage).*

The motion was seconded by Trustee Gerard Cairns and adopted by a unanimous 5-0 vote.

4. The BUILDINGS AND GROUNDS COMMITTEE report was presented by Committee Liaison Gerard Cairns who moved to accept adoption of resolutions “a-d”:

- a. **RESOLVED:** *That the Board of Trustees of The Smithtown Library approves the request of the Environmental Centers of Setauket/Smithtown and the Sweetbriar Nature Center, to place a banner on the corner of the property of the Smithtown Main Building from February 26, 2016 through March 26, 2016, advertising the “Annual Spring Festival” to be held April 4, 2016 at Sweetbriar Nature Center.*

- b. *RESOLVED: That the Board of Trustees of The Smithtown Library approves the request of the Smithtown Children's Foundation, to place a banner on the corner of the property of the Nesconset Branch from May 9, 2016 through May 23, 2016, advertising "Mike's Hike and Fitness Festival; 4K race, 2K walk, & Kids Fun Run" to be held May 22, 2016 at the Smithtown High School West football field.*
- c. *RESOLVED: That the Board of Trustees of The Smithtown Library approves the request of the Smithtown Historical Society, to place a banner on the corner of the property of the Smithtown Main Library building from August 20, 2016 through September 18, 2016, advertising their 2016 Annual Heritage Country Fair.*
- d. *RESOLVED: That the Board of Trustees of The Smithtown Library approves the request of the Smithtown Children's Foundation, to place a banner on the property of the Smithtown Main building from November 20, 2016 through December 4, 2016, advertising their "Annual Holiday Breakfast and Shopping Boutique" to be held December 3, 2016 at Great Hollow Middle School.*

The motion was seconded by Trustee Diana Schilling-Held and adopted by a unanimous 5-0 vote.

- 5. **COMMUNICATIONS COMMITTEE:** The Director noted that newly promoted Librarian II Lauren Bernat would be the head of programming for our library district which would involve communication of our programs to the community. The Director advised the Board that one of the biggest age groups we need to better serve are seniors. It is his intention to have newly appointed Librarian II Lauren Bernat reach out to our senior community by offering more instructions for electronic devices (i.e. e-readers and ipads) and visiting nursing homes and senior communities instead of having seniors come to the Library (especially during inclement weather conditions). We now have the capability to issue library cards outside the Library which will also be a useful tool. The Director feels this will be a good way of communicating the value of Library services to our senior community.
- 6. 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).

UNFINISHED BUSINESS

NEW BUSINESS

- 7. **NEWSLETTER CONTRACT – NEW VENDOR**

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 authorize the Library Director to enter into a contract 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 with the March 2016 issue and run through the January 2017 issue. (NOTE: previous vendor, approved at the December 15, 2015 Board of Trustees meeting, terminated their contract with the Library after publishing the February 2016 issue.)

The Library Director noted that Atlantic Color Corp., whose contract was approved at the December 2015 meeting, terminated their contract with the Library after printing the February 2016 issue on the basis that they could not print the newsletter as per the bid specs they had originally submitted.

The motion was seconded by Trustee Diana Schilling-Held and adopted by a unanimous 5-0 vote.

8. **REVISED POLICY – BYLAWS (Policy 100-10) (1st reading)**
(Note: revisions are underlined in bold)

Library Trustee Gerard Cairns moved to waive the reading of the proposed policy.

The motion was seconded by Trustee Diana Schilling-Held and adopted by a unanimous 5-0 vote.

The policy will be presented again and voted on at the March regular board meeting.

ARTICLE V - Committees

1. The following general rules shall apply to all Standing Committees:

- a. Unless otherwise specified in these by-laws, the term of membership on any committee shall be one year.
- b. All committees report to the Board of Trustees. A copy of any committee report shall be furnished to the Board of Trustees prior to its meeting ~~preceding the meeting~~ at which the report is to be presented. Committees may report as frequently as needed. ~~and shall make an annual written report which shall be distributed to the Board of Trustees prior to the annual meeting.~~
- c. Board Members may only be liaison of one standing committee
- d. In an appropriate case, a liaison of a committee may submit a written request to the Board of Trustees to be relieved of duties on a committee. The Board may, in its discretion, accept such request and thereupon it shall appoint a replacement on such committee for the stated period.
- e. The Library Director or his/her designee shall attend all committee meetings and may take part in deliberations but shall have no vote.

2. Standing Committees. The following will be standing committees:

a. Budget and Finance Committee

i. Composition: one liaison

ii. Responsibilities

1. Acts as Library Board's liaison with the Director on fiscal matters.
2. To acquire and disseminate budgetary information to the Board and to interact on a continuous basis with the Library Director on budgetary formulation, budgetary developments, and the utilization of available funds;
3. Audit and monitor the financial condition of the Library to ensure that it is carrying out its purpose without extravagance or waste;
4. Ensure that financial records are complete and accurate, and required financial reports are filed with federal and state agencies;

~~5. Present an operating budget written report to the Board of Trustees on a timely basis.~~

b. Buildings and Grounds Committee

i. Composition: one liaison

ii. Responsibilities

1. Acts as Library Board's liaison with the Director on Building and Grounds matters.
2. Inspect all library buildings on an "as-required basis", at least once every five (5) years, to ensure compliance with provisions of building codes, ADA requirements, safety regulations, and minimum state standards;
3. Assess the need for major repairs, capital equipment, alterations and new construction;
4. Make certain that the Library continues to provide adequate equipment and connections for access to electronic and digital information; and

~~5. Prepare and present to the Board a written annual report.~~

c. Communications Committee

i. Composition: one liaison

ii. Responsibilities

1. Acts as Library Board's liaison with the Director on Communications matters.
2. Assess the need for new methods of acquainting the general public with the programs and services of the Library;

3. Review plans for promoting library services, materials, and programs; and
- ~~4. Present to the Board of Trustees no later than the March meeting an annual report for adoption by said Board and distribution to the community on the Library's progress in meeting its goals and objectives.~~

[NOTE: All changes are reflected in the Board of Trustees Calendar (Policy 100-40) – attached to agenda]

9. Library Board President John Martins noted that he would like all committee liaisons to keep the same committees as they were assigned to in 2015. He also mentioned that anyone wanting to change their committee should speak to him and they would work it out.
10. Library Board President John Martins noted that the next regular meeting of the Board of Trustees would be held at the Commack Branch on March 15, 2016 at 7:00 p.m.

ADJOURNMENT

11. There being no further business, Trustee Gerard Cairns moved to adjourn the meeting at 8:00 p.m. The motion was seconded by Trustee Diana Schilling-Held and adopted by a unanimous 5-0 vote.

Minutes approved this 22nd day of March, 2016



John C. Martins, President
Smithtown Library Board of Trustees



Linda Taurassi, Clerk