

**MINUTES  
BOARD OF TRUSTEES  
THE SMITHTOWN LIBRARY  
April 19, 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 19<sup>th</sup> day of April, 2016 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, Joseph Vallone and Rudy Zientarski.

Trustees Suzanne Mohr and Otis M. Thornhill were absent with prior notice.

Also present were Library Director Robert Lusak, Treasurer Joanne T. Grove and Linda Taurassi, Secretary to the Board of Trustees.

John C. Martins, President of the Board of Trustees, acted as Chairman of the meeting.

1. Presentation of CERTIFICATES OF APPRECIATION – 2016 Advanced Battle of the Books

The meeting was taken out of order at this time by Library Board President John Martins in order to present Certificates of Appreciation to members of the 2016 Advanced Battle of the Books team.

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

*WHEREAS: The Smithtown Library's 2016 Advanced Battle of the Books team titled "The Smithtown Library Lollipop Guild" has achieved third place in a field of twenty teams in a competition on March 4, 2016; and*

*WHEREAS The Smithtown Library Lollipop Guild achieved a final score of 49 out of 60 points in the 11<sup>th</sup> Annual Advanced Battle of the Books, which was held this year at Connetquot High School; now therefore be it*

*RESOLVED, that this achievement makes them the highest Advanced Battle of the Books scoring team in Smithtown Library history to date; and be it*

*FURTHER RESOLVED, that the Board of Trustees of The Smithtown Library wishes to thank Library staff members Librarian II Christine Alexander and Librarian II Sheila Doherty for all the time and effort that went into this successful endeavor; and be it*

*FURTHER RESOLVED, that the Board of Trustees of The Smithtown Library extends their heartfelt appreciation and congratulations to the following members of The Smithtown Library Lollipop Guild:*

Assistant Coaches - **Will Knapp, Maria Gruber, Alyssa Williams;**

Members - **Abinaya Anand, Larence Avery, Skyler Baez, Katherine Cheadle, Daniel Czop, Vignesh Gunasekaran, Illona Kaydanov, Luke Minerva**

The motion was seconded by Trustee Joseph Vallone and adopted by a unanimous 5-0 vote.

## **READING AND APPROVAL OF MINUTES**

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

*RESOLVED: That the INFORMAL DISCUSSION SESSION MINUTES of March 16, 2016 and the SPECIAL MEETING MINUTES of March 22, 2016 be approved as presented.*

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

## **REPORTS OF OFFICERS, BOARDS, STANDING COMMITTEES & DIRECTOR'S REPORT**

3. 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":

a. *RESOLVED: That the TREASURER'S REPORT for the month ended March 31, 2016 be approved for filing (copy of report appended to the original of these minutes).*

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

Trustee Rudy Zientarski moved to accept adoption of resolution "b":

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

<i>i.</i>	<i>Warrant #16-April ("L" fund) PREPAYS</i>	<i>\$ 100,882.36</i>
<i>ii.</i>	<i>Warrant #16-April ("L" fund) WARRANT</i>	<i>\$ 252,551.43</i>
<i>iii.</i>	<i>Warrant #16-April ("M" fund) WARRANT</i>	<i>\$ 1,785.00</i>
<i>iv.</i>	<i>Warrant #16-March (PAYROLL #7 – 3/25/16)</i>	<i>\$ 235,471.96</i>
<i>v.</i>	<i>Warrant #16-April (PAYROLL #8 – 4/8/16)</i>	<i>\$ 230,695.59</i>

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

4. The PERSONNEL COMMITTEE report was presented by Committee Liaison Diana Schilling-Held, who moved to accept adoption of resolution “a”, items i. through ix:
- a. *RESOLVED: That the following PERSONNEL changes be approved as presented:*
- i. *Release of **Jesse Faiguenbaum** from a part-time Page position, Kings Park Branch, into a part-time Library Clerk position, Circulation Department, Commack Branch, at an hourly rate of pay of \$16.96, not to exceed 17.5 hours per week, effective April 23, 2016 (to fill half of the vacancy created by the retirement of Linda Goldman).*
  - ii. *Release of **Thomas Powell** from a part-time Custodial Worker I position, Kings Park Branch, into a part-time Librarian Trainee position, Children’s Department, Nesconset Branch, at an hourly rate of pay of \$25.55, not to exceed 17.5 hours per week, effective April 23, 2016 (to fill the vacancy created by the resignation of Alice Doyle).*
  - iii. *Part-time appointment of **Larence Avery** to the position of Page, Kings Park Branch, at an hourly rate of pay of \$9.00, effective April 22, 2016 (to fill the vacancy created by the promotion to Library Clerk and reassignment of Jesse Faiguenbaum to the Commack Branch).*
  - iv. *Part-time appointment of **Douglas Gordon** to the position of Page, Circulation/Reference Departments, Smithtown Main building, at an hourly rate of pay of \$9.00, effective April 21, 2016 (to fill the vacancy created by the promotion to Library Clerk and reassignment of William Knapp to the Nesconset Branch).*
  - v. *Part-time appointment of **Shane McGovern** to the position of Page, Commack Branch, at an hourly rate of pay of \$9.00, effective April 26, 2016 (to fill part of the vacancy created by the promotion to Librarian Trainee and reassignment of Lindsay Christ to the Kings Park Branch).*
  - vi. *Part-time appointment of **Emily Ruggero** to the position of Page, Commack Branch, at an hourly rate of pay of \$9.00, effective April 26, 2016 (to fill part of the vacancy created by the promotion to Librarian Trainee and reassignment of Lindsay Christ to the Kings Park Branch).*
  - vii. *Temporary appointment of **Michael Aliperti** to the position of Custodial Worker I on a call-in basis, at an hourly rate of pay of \$18.66, effective April 20, 2016.*
  - viii. *Medical leave of absence without pay, nunc pro tunc, for Librarian I **Nanci Hammer**, Adult Reference Department, Smithtown Main building, effective March 30, 2016 through April 30, 2016.*
  - ix. *Medical leave of absence without pay for Library Clerk **Karen Schoelermann**, Circulation Department, Smithtown Main building, effective May 14, 2016 through August 5, 2016, pursuant to the Family Medical Leave Act.*

The motion was seconded by Trustee Rudy Zientarski 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 as amended:*
  - i. *That the following member(s) of the Board of Trustees of the Smithtown Library be authorized to attend 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: **Otis Thornhill** (Note: registration fee, not to exceed \$70 per person, to be paid by the Library District).*
  - ii. *That Assistant Library Director **Sue McManus**, Commack Branch, be authorized to attend, on paid release time, the “American Library Association (ALA) 2016 Annual Conference, sponsored by the American Library Association, to be held in Orlando, Florida, from June 24, 2016 through June 27, 2016, with reimbursement for actual and necessary expenses not to exceed \$680.00; with further stipulation that additional expenses may be submitted for review after all actual expenses have been determined (i.e. registration, airfare, hotel, etc.).*

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

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

- a. *RESOLVED: That the Treasurer be authorized to execute the purchase of four (4) ClearCount 3D Video People Counters (3 counters with 2.5mm Lens; 1 counter with 2.9mm Lens) in addition to four (4) POE Injectors for ClearCount Counters, and monthly data hosting service with Veaweb Platform for four (4) buildings (at a monthly cost of \$15.00 per building), from SenSource, for a total cost not to exceed \$5,299.80.*

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

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

- b. *RESOLVED: That the request of Kings Park Boy Scout Troop 75, to place a rope bridge (aka “monkey bridge”) on the lawn of the Kings Park Branch of The Smithtown Library on Kings Park Day, to be held June 18, 2016, be approved, provided that said rope bridge is removed promptly at the close of festivities (Note: Insurance coverage provided through the Suffolk County Council of the Boy Scouts of America.*

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

6. COMMUNICATIONS COMMITTEE Liaison Rudy Zientarski requested assistance in determining what information from him would best serve the Library moving forward. Library Director Robert Lusak suggested he and Trustee Zientarski schedule a meeting to discuss a plan of action.
7. 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). The Library Director added that the Library's garbage removal contract with Winters Brothers is up and the Library requested quotes from Winters Brothers and several other comparable companies. Winter Brothers, which is on New York State contract, came in with the lowest bid at \$4,980.00 for the year and was awarded the contract.

## REPORTS OF SPECIAL COMMITTEES

## UNFINISHED BUSINESS

## PUBLIC COMMENTS

8. Jack Hessel – Kings Park Patron – Mr. Hessel congratulated the Library Board and the Director and commended the staff on a job well done.

## NEW BUSINESS

9. MEMORIAL DONATION: Barbara Scherr Trenk

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 and thank Mr. Robert Scherr for his generous donation of ONE HUNDRED DOLLARS (\$100.00) to The Smithtown Library, in memory of Barbara Scherr Trenk, and be it*

*FURTHER RESOLVED, that the funds will be used, as requested, toward Women's studies and/or support for writing.*

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

10. MEMORIAL DONATION: Dr. Stuart P. Seiden

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 and thank Nathan Blumberg, M.D. for his generous donation of \$2,600.00 in memory of Dr. Stuart P. Seiden to be used for the purchase of one six foot bench, an engraved bronze plaque, and two 26-inch polymer resin garland vase planters; and be it*

*FURTHER RESOLVED, that the six foot bench, engraved plaque and garland vase planters are to be placed on the patio of the Smithtown Main Library building for the community to enjoy.*

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

The Library Director thanked Smithtown building head Eileen Caulfield for her work with Dr. Blumberg in making this happen.

#### 11. NEW YORK STATE ANNUAL REPORT

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

*RESOLVED: That the New York State Annual Report for Public and Association Libraries for the year ending December 31, 2015 be accepted for filing as presented.*

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

12. 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 May 17, 2016 at 7:00 p.m.

13. At 7:45 p.m. Library Board President John Martins moved that the Board enter executive session pursuant to Article 7, §105(F) of the Public Officers Law to discuss the employment history of a particular person.

The motion was seconded by Trustee Joseph Vallone and adopted by a unanimous 5-0 vote.

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

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

14. Upon a motion by Trustee Diana Schilling-Held, seconded by Trustee Joseph Vallone, and adopted by a unanimous 5-0 vote, the meeting reconvened in open public session at 8:30 p.m.

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

*RESOLVED: That the following PERSONNEL change be approved as presented:*

- i. Resignation of **Alice Doyle**, Children's Services Librarian I, Children's Department, Nesconset Branch, effective May 31.*

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

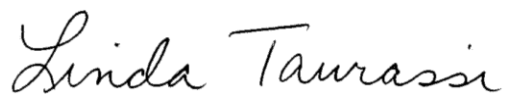
## ADJOURNMENT

16. There being no further business, Library Board President John Martins moved to adjourn the meeting at 8:31 p.m. The motion was seconded by Trustee Joseph Vallone and adopted by a unanimous 5-0 vote.

Minutes approved this 17<sup>th</sup> day of May, 2016



John C. Martins, President  
Smithtown Library Board of Trustees



Linda Taurassi  
Secretary to the Board of Trustees