

**MINUTES
BOARD OF TRUSTEES
THE SMITHTOWN LIBRARY
July 19, 2016**

A regular meeting of the Board of Trustees of The Smithtown Library was held at the Commack Branch, Commack, New York on the 19th day of July, 2016 at 7:00 p.m.

The following Library Trustees were present and participating at the meeting: John C. Martins, Suzanne Mohr, Diana Schilling-Held, Otis M. Thornhill, Joseph Vallone and Rudy W. Zientarski.

Trustee Gerard J. Cairns was absent with prior approval.

Also present were Library Director Robert Lusak, Treasurer Joanne T. Grove, Secretary Linda Taurassi and Library Attorney Kevin Seaman.

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 June 21, 2016 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. 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 June 30, 2016 be approved for filing (copy of report appended to the original of these minutes).*

The motion was seconded by Trustee Joseph Vallone and adopted by a unanimous 6-0 vote.

Trustee Suzanne Mohr moved to accept adoption of resolution "b":

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

i.	Warrant #16-July	("L" fund) PREPAYS	\$ 26,310.52
ii.	Warrant #16-July	("L" fund) WARRANT	\$ 145,075.21
iii.	Warrant #16-July	("M" fund) WARRANT	\$ 1,000.00
iv.	Warrant #16-July	(PAYROLL #14 – 7/1/16)	\$ 231,184.68
v.	Warrant #16-July	(PAYROLL #15 – 7/15/16)	\$ 236,072.78

The motion was seconded by Trustee Diana Schilling-Held 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. *Part-time appointment of **Katelyn Moss** to the position of Librarian Trainee (Children’s Services), Children’s Department, Smithtown Main building, at an hourly rate of pay of \$27.04, not to exceed 17.5 hours per week, effective August 16, 2016 (to fill the vacancy created by the resignation of Samantha Gross on August 15, 2016).*
- ii. *Part-time appointment of **Angelique Daley** to the position of Library Clerk, Circulation Department, Kings Park Branch, at an hourly rate of pay of \$16.96, not to exceed 17.5 hours per week, effective July 28, 2016 (to fill the vacancy created by the resignation of Christopher Slater on June 18, 2016).*
- iii. *Part-time appointment of **Paige Hurst** to the position of Page, Circulation/Reference Departments, Smithtown Main building, at an hourly rate of pay of \$9.00, effective July 21, 2016 (to fill the vacancy created by the resignation of Brian Durcan on May 3, 2016).*
- iv. *Resignation of **Samantha Gross**, Librarian I (Children’s Services), effective August 15, 2016.*
- v. *Part-time appointment of **Erin Duffy** to the position of Page, Circulation/Reference Departments, Smithtown Main building, at an hourly rate of pay of \$9.00, effective July 21, 2016 (to fill the vacancy created by the resignation of Ava Scatoni on June 3, 2016).*

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 request set forth hereinafter is hereby approved:*

- i. *That Librarian II Lauren Bernat, Community Relations Department, Nesconset Branch, be authorized to attend, on paid release time, the “SCLA Reference and Adult Services Division (RASD) Annual Dinner”, sponsored by the Suffolk County Library Association, to be held at the Babylon Carriage House, Babylon, NY, on September 28, 2016, with reimbursement for actual and necessary expenses not to exceed \$54.00.*

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

4. In the absence of Committee Liaison Gerard Cairns, the BUILDINGS AND GROUNDS COMMITTEE report was presented by Trustee Otis Thornhill who moved to accept adoption of resolution “a”:

- a. *RESOLVED: That the following BANNER requests set forth hereinafter are hereby approved:*

- i. *RESOLVED: That the Board of Trustees of The Smithtown Library approves the request of St. Joseph’s CYO, to place a banner on the corner of the property of the Kings Park Branch from August 8, 2016 through August 19, 2016, advertising their fall basketball registration for youth.*

- ii. *RESOLVED: That the Board of Trustees of The Smithtown Library approves the request of St. Joseph’s CYO, to place a banner on the corner of the property of the Commack Branch from August 22, 2016 through September 2, 2016, advertising their fall basketball registration for youth.*

- iii. *RESOLVED: That the Board of Trustees of The Smithtown Library approves the request of the Village of the Branch Soccer League to place a banner on the corner of the property of the Smithtown Main Library building from August 13, 2016 through August 27, 2016, advertising their youth soccer registration.*

- iv. *RESOLVED: That the Board of Trustees of The Smithtown Library approves the request of the Village of the Branch Soccer League to place a banner on the corner of the property of the Nesconset Branch from August 28, 2016 through September 12, 2016, advertising their youth soccer registration.*

The motion was seconded by Trustee Suzanne Mohr and adopted by a unanimous 6-0 vote.

5. COMMUNICATIONS COMMITTEE – No report for the month.

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).

The Library Director noted that NDA Kitchens & Construction of Nesconset is donating a memorial garden at the front entrance of the Nesconset Branch building near the flagpole. The plants will be provided by Olsen’s Nursery of Nesconset.

The Library Director presented a sample 3D printed prosthetic hand which is part of the Library’s new recycling program to benefit the Prosthetic Kids Organization.

UNFINISHED BUSINESS

NEW BUSINESS

7. DIRECT ACCESS/INTERLIBRARY LOANS

Assistant Library Director Patricia Thomson gave a presentation pertaining to direct access and interlibrary loans that demonstrated the need for a change in the Library's loan rules and lending policies for non-district residents which will bring us in line with those of other libraries in Suffolk County.

8. REVISED POLICY – CIRCULATION OF MATERIALS (Policy 800-10) (1st reading)

(Note: revisions are underlined in bold)

Library Board President John Martins moved to waive the reading of the revised policy. The motion was seconded by Trustee Otis Thornhill and adopted by a unanimous 6-0 vote. The policy will be reviewed and voted on at the August board meeting.

CIRCULATION OF MATERIALS:

In order to make library materials available to all library users on an equal basis, the Smithtown Special Library District will set policies for length of loan period, renewals, reserves, and fees. The Library will determine who is eligible to borrow materials and establish procedures for the return or replacement of such materials.

A. LIBRARY CARDS

1. The Smithtown Special Library District issues a full-access library card without charge to any resident of the Smithtown Special Library District; however a \$1 replacement fee will be charged if the card has been lost or stolen.
 - a. The Library reserves the right to stop a patron's Smithtown card if monies are owed by that patron to other libraries within the Suffolk Cooperative Library System.
2. Proof of residence is required at the time of initial application and renewal. Acceptable forms of proof must include the applicant's name and current address, **and must be presented in person.** For the purposes of this section, a post office box is not sufficient proof of residency.
3. Library cards are issued for a period of one (1) year.
4. Library cardholders are responsible for all materials borrowed with their library cards.
5. The Smithtown Special Library District issues a full-access library card without charge to nonresidents who:
 - a. Are owners of a business located in the Smithtown Special Library District. Proof of ownership is required at the time of initial application and renewal.
 - ~~b. **Are employees of a business located in the Smithtown Special Library District and who are unserved. Proof of employment is required at the time of initial application and renewal.**~~
 - c. Own assessable property in the Smithtown Special Library District. Proof of property ownership in the Town of Smithtown is required at the time of initial application and renewal.
 - d. Are **current** employees of the Smithtown Special Library District **and who are unserved.** Proof of employment with the Smithtown Special Library District is required at the time of initial application and renewal.

~~e. Unserved shall mean those individuals residing in geographic areas that are within the boundaries of the Suffolk Cooperative Library System but outside the boundaries of a chartered service area of a library that is a member of the system.~~

6. Library cards are issued to minors without charge who reside in the Smithtown Special Library District. For the purposes of this section, a minor's residency shall be presumed to be that of his or her parents or legal guardian. Where a minor's parents are divorced the Library will allow each parent that resides within The Smithtown Special Library District to obtain a library card for the child. A parent or legal guardian must be present with their minor child through grade five (5) at the time of initial application.
7. Residents of nursing homes within The Smithtown Special Library District that apply for our Books by Mail homebound service can use the nursing home in which they reside as their address. A special application must be filled out to get these services. A library card will be issued to the individual whose name is on the Books by Mail application. That individual will be responsible for all material checked out on that library card.
8. In order to check-out library material, Smithtown Library cardholders must present either their library card or acceptable identification that includes their name and current address. Students in grades six (6) through twelve (12) that have a Smithtown library card may present their school ID as an acceptable form of identification.
9. At its sole discretion, the Library may limit the number of items that may be charged out on one library card.

B. CONFIDENTIALITY OF CIRCULATION RECORDS

1. Pursuant to Section 4509 of New York State Civil Practice and Rules, all circulation records identifying the names of library users with specific materials are confidential and shall not be disclosed except that such records may be disclosed to the extent necessary for the proper operation of the Library and upon request or consent of the library user.
2. Circulation records shall not be made available to any agency of state, federal, or local government except pursuant to such process, order, or subpoena as may be authorized under the authority of and pursuant to federal, state, or local law.

C. LOAN PERIODS

1. Fiction and nonfiction books, children's magazines, and audiobooks owned by the Library shall have a loan period of twenty-eight (28) days.
2. New fiction books (300 pages or more in length), new nonfiction books, new large print books, compact disc recordings, DVDs or Blu-Ray discs of television series with multiple episodes that circulate together in one case owned by the Library and hand held devices* such as e-readers shall have a loan period of fourteen (14) days.
3. New fiction (less than 300 pages), automotive repair manuals, study notes, children's holiday books, adult and young adult magazines, test preparation books, and video recordings (**excluding those indicated in section C-2**) owned by the library shall have a loan period of seven (7) days.
4. Museum passes* owned by the Library shall have a loan period of three (3) days.
5. The Library is not responsible for damages that may occur to equipment in the playing of library audio/visual materials.
6. At its sole discretion, the Library reserves the right to change the loan periods of materials owned by the Library, **or to restrict items to in-house use only.**

**Patrons who borrow a hand held device or museum passes must sign a borrower's agreement.*

D. RENEWALS

1. Circulating materials owned by the Library with loan periods of twenty-eight (28) days may be renewed for up to six (6) additional loan periods of twenty-eight (28) days.
2. Circulation materials owned by the Library with loan periods of fourteen (14) days may be renewed for up to six (6) additional loan periods of fourteen (14) days.
3. Circulating materials owned by the Library with loan periods of seven (7) days may be renewed for up to six (6) additional periods of seven (7) days.
4. Museum passes owned by the Library will have zero (0) renewals.
5. Hand held devices such as e-readers owned by the Library will have zero (0) renewals.
6. The loan periods of materials borrowed from other libraries are controlled by the policies of the lending libraries.
7. Materials with holds may not be renewed.

E. RESERVES

1. Items which may be placed on hold include new fiction and nonfiction books, automotive repair manuals, study notes, children's holiday books, adult magazines, young adult magazines, children's magazines, test preparation books, audio recordings, and video recordings.
2. Reference materials, museum passes and hand held devices such as e-readers cannot be placed on hold.
3. Cardholders shall have a reasonable period of time to claim reserved items after being notified that such items are available.

~~**a. For reasons of confidentiality, a patron may only check-out items on the card in which the holds were placed.**~~

F. EXTENDED USE

1. On the day after the due date indicated on the date due receipt, all library materials shall be considered past due if such materials have not been either renewed or returned.
2. Cardholders with past due materials shall accrue an extended use charge per item until such materials are either renewed or returned.
 - a. Fiction and nonfiction books, automotive repair manuals, study notes, test books, audio recordings, and children's holiday books owned by the Library shall accrue an extended use fee of 10 cents per day. The maximum fee for such materials shall not exceed \$5.00 per item.
 - b. Video recordings owned by the Library shall accrue an extended use fee of \$1.00 per day. The maximum fee for such materials shall not exceed \$10.00 per item.
 - c. ~~Museum passes and H~~ Hand held devices such as e-readers owned by the Library shall accrue an extended use fee of \$5.00 per day. The maximum fee for such materials shall not exceed \$50.00 per item.
 - d. Magazines owned by the Library shall accrue an extended use fee of 10 cents per day. The maximum fee for such materials shall not exceed \$3.00 per item.
 - e. **Museum passes owned by the Library shall accrue an extended use fee of \$20.00 per day. The maximum fee for such materials shall not exceed \$200.00 per item.**
3. At its sole discretion, the Library may ask cardholders with extended use charges to clear all or a portion of all such charges before being allowed to borrow any additional library materials.

4. The extended use fees of materials borrowed from other libraries are controlled by the policies of the lending libraries.
5. The outdoor drop boxes are available for the convenience of our patrons. Patrons remain responsible for all materials checked out on their cards, including those items returned past due or in damaged condition, that are deposited in the drop boxes.

G. DAMAGED AND LOST MATERIALS

1. Borrowers are liable for all lost and damaged library materials charged out on their library cards.
2. The Library will notify the cardholder of payment due for the replacement of all lost and damaged items.
3. For the purpose of ISBN integrity and re-processing cost, replacement material for lost or damaged items cannot be accepted in lieu of payment due.
4. Once payment has been received for lost items, no refunds will be issued by the library for items subsequently found by the cardholder.
5. Charges for lost or damaged audio visual cases will be charged accordingly.
 - a. Audio Books
 - Small (1-12 discs) - \$5.00
 - Medium (1-24 discs) - \$6.00
 - Large(1-40 discs) - \$12.00
 - b. Blu Ray/DVD - \$5.00
 - c. Music CD - \$3.00
 - d. Plastic Inserts - \$0.45

The library reserves the right to change these fees without notice.

H. DIRECT ACCESS

1. For purposes of this section:
 - a. Direct access shall mean the ability of an individual, who resides within the boundaries of the Suffolk Cooperative Library System (SCLS) and who has a valid borrower's card issued by SCLS or any member library in SCLS, to borrow materials for home use directly from the premises of the Smithtown Special Library District.
 - b. Non-resident borrower shall mean an individual who resides outside the boundaries of the chartered service area of the Smithtown Special Library District and who is a library cardholder at another SCLS member library or who has a borrower's card issued by SCLS.
2. Non-resident borrowers are prohibited from borrowing **by direct access** certain materials and equipment. ~~and printed materials less than one year old, including fiction and nonfiction books and periodicals.~~ Such materials shall include but not be limited to:
 - a. ~~Printed materials on reserve.~~
 - b. Materials in heavy local demand.
 - c. ~~Feature digital video discs new to our collection.~~
 - d. ~~Blu-ray discs.~~
 - e. ~~Handheld devices.~~
 - f. ~~New magazines and newspapers.~~
 - g. ~~All newspapers.~~
 - h. ~~Museum passes.~~
 - i. Microform material.

- j. Reference material.
- k. Special collections as determined by the Library.

I. NON-RESIDENT INTERLIBRARY LOAN

1. For purposes of this section:

- a. Interlibrary loan shall mean the ability of an individual, who resides within the boundaries of the Suffolk Cooperative Library System (SCLS) and who has a valid borrower's card issued by SCLS or any member library in SCLS, to borrow The Smithtown Special Library District's materials indirectly through another library.
- b. Non-resident borrower shall mean an individual who resides outside the boundaries of the chartered service area of the Smithtown Special Library District and who is a library cardholder at another SCLS member library or who has a borrower's card issued by SCLS.

2. Non-resident borrowers are prohibited from borrowing through interlibrary loan certain materials and equipment. Such materials shall include but not be limited to:

- a. Materials in heavy local demand.
- b. New fiction and nonfiction books less than 4 months old.
- c. New release Digital Video Discs less than 4 months old.
- d. New release Blu-ray Discs less than 4 months old.
- e. New magazines.
- f. All newspapers.
- g. Museum passes.
- h. Hand held devices.
- i. Microform material.
- j. Reference material.
- k. Special collections as determined by the Library.

J. INTERLIBRARY LOAN FOR SMITHTOWN CARD HOLDERS

The Library will make reasonable efforts to locate material in other libraries when we do not own the material. Upon a patron's request, the library will try to borrow the material for the patron's use. The selection of the lending library will be at the sole discretion of the Library. The borrowing patron is responsible to abide by the usage policies and procedures of the lending library. Any fee's incurred by The Smithtown Special Library District (including but not limited to shipping, patron damage and late fees) for the use of material borrowed from another library are the responsibility of the patron.

9. TOWN OF SMITHTOWN COMPREHENSIVE PLAN:

The Library Director stated that a recent *Smithtown News* article had detailed the Town of Smithtown's Comprehensive Plan, which made mention of a new library building in the St. James community. He stated that the Library had not been approached by the Town regarding this possibility, but he had spoken with the Smithtown Planning Department who said it had been a suggestion from a community member and that they will notify us of any further developments.

The Library Board was in agreement that there was no interest in building a St. James branch at the present time.

10. LIBRARY BUDGET VOTE AND TRUSTEE ELECTION:

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

RESOLVED: That the Board of Trustees of the Smithtown Special Library District does hereby authorize Clerk Laura Poppe to undertake all actions necessary pursuant to Chapter 193 of the Laws of New York to conduct the Library's 2017 Budget Vote and Trustee Election to take place on October 11, 2016, including:

- i. To extend the voting hours, for this year only, from 6:00 a.m. to 9:00 p.m., so as to accommodate those residents observing the first evening of Yom Kippur;*
- ii. The hiring of the Suffolk County Board of Elections to serve as a sole source vendor for a total of eight (8) voting machines, at a cost not to exceed \$6,000.00; said cost to include machine delivery and set-up, full voting hours machine maintenance by official Board of Elections technicians, full voting hours switchboard assistance, and next day pick-up of machines;*
- iii. Administering the selection and appointment of not more than 20 persons to serve in the capacity of election inspector for the 2017 budget vote and trustee election at a rate of pay per inspector of \$11.50 per hour.*

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

8. At 8:15 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 Otis Thornhill and adopted by a unanimous 6-0 vote.

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

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

9. Upon a motion by Library Board President John Martins, seconded by Trustee Otis Thornhill, and adopted by a unanimous 6-0 vote, the meeting reconvened in open public session at 8:48 p.m.
10. Library Board President John Martins noted that the next regular meeting of the Board of Trustees would be held at the Kings Park Branch on August 16, 2016 at 7:00 p.m.

11. There being no further business, Library Board President John Martins moved to adjourn the meeting at 8:49 p.m. The motion was seconded by Trustee Diana Schilling-Held and adopted by a unanimous 6-0 vote.

Minutes approved this 16th day of August, 2016



John C. Martins, President
Smithtown Library Board of Trustees



Linda Taurassi
Secretary to the Board of Trustees