

**MINUTES
BOARD OF TRUSTEES
THE SMITHTOWN LIBRARY
AUGUST 16, 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 16th day of August, 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.

Trustees Otis M. Thornhill and Joseph Vallone were absent with prior approval.

Also present were Library Director Robert Lusak, Treasurer Joanne T. Grove, Clerk Laura Poppe, and Library Attorney Kevin Seaman. Secretary Linda Taurassi was absent with prior notice.

John C. Martins, President of the Board of Trustees, acted as Chairman of the meeting and Clerk Laura Poppe acted as secretary pro-tempore 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 July 19, 2016 be approved as presented.

The motion was seconded by Trustee Rudy Zientarski 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 July 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 Suzanne Mohr moved to accept adoption of resolution "b":

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

<i>i.</i>	<i>Warrant #16-August ("L" fund) PREPAYS</i>	<i>\$ 26,091.85</i>
<i>ii.</i>	<i>Warrant #16-August ("L" fund) WARRANT</i>	<i>\$ 284,172.24</i>
<i>iii.</i>	<i>Warrant #16-August ("M" fund) PREPAYS</i>	<i>\$ 75.00</i>
<i>iv.</i>	<i>Warrant #16-August ("M" fund) WARRANT</i>	<i>\$ 1,848.94</i>
<i>v.</i>	<i>Warrant #16-August (PAYROLL #16 – 7/29/16)</i>	<i>\$ 239,625.94</i>
<i>vi.</i>	<i>Warrant #16-August (PAYROLL #17 – 8/12/16)</i>	<i>\$ 238,485.49</i>

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

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

- c. *RESOLVED: That the Board of Trustees of The Smithtown Library approves the expenditure of \$35,343.41 to Allan Rotto Consultants, Inc. for services rendered in obtaining a telecommunication refund from our carrier for the time period August 4, 2009 through November 24, 2015, in the amount of \$86,246.81, and be it*

FURTHER RESOLVED, that the Treasurer is authorized to make such payment.

The motion was seconded by Trustee Gerard Cairns 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 amended:*

- i. *Part-time appointment of **Sarah Adamo** to the position of Page, Children's Department, Smithtown Main building, at an hourly rate of pay of \$9.00, effective August 23, 2016 (to fill the vacancy created by the resignation of Cameron Ulrich on August 22, 2016).*
- ii. *Part-time appointment of **Jennifer Bizzaro** to the position of Page, Nesconset Branch, at an hourly rate of pay of \$9.00, effective August 20, 2016 (to fill the vacancy created by the resignation of Rachel Block on August 19, 2016).*
- iii. *Part-time appointment of **Maria Gruber** to the position of Page, Nesconset Branch, at an hourly rate of pay of \$9.00, effective September 6, 2016 (to fill the vacancy created by the resignation of Nicole Grube on August 30, 2016).*
- iv. *Part-time appointment of **Noah Ingvaldsen** to the position of Page, Children's Department, Smithtown Main building, at an hourly rate of pay of \$9.00, effective August 23, 2016 (to fill the vacancy created by the resignation of Gina Patalano on August 20, 2016).*
- v. *Part-time appointment of **Luke Minerva** to the position of Page, Commack Branch, at an hourly rate of pay of \$9.00, effective August 25, 2016 (to fill part of the vacancy created by the resignation of Emily Ruggero on August 15, 2016).*
- vi. *Part-time appointment of **Alexandria Renieris** to the position of Page, Commack Branch, at an hourly rate of pay of \$9.00, effective September 6, 2016 (to fill part of the vacancy created by the resignation of Emily Ruggero on August 15, 2016).*
- vii. *Resignation of **Rachel Block**, Page, Nesconset Branch, effective August 19, 2016.*
- viii. *Resignation of **Nicole Grube**, Page, Nesconset Branch, effective August 30, 2016.*
- ix. *Resignation of **Brooke Musmacker**, Page, Children's Department, Smithtown Main building, effective August 10, 2016.*

- x. Resignation of **Gina Patalano**, Page, Children's Department, Smithtown Main building, effective August 20, 2016.
- xi. Resignation of **Emily Ruggero**, Page, Commack Branch, effective August 15, 2016.
- xii. Resignation of **Karen Schoelermann**, Library Clerk, Circulation Department, Kings Park building, effective May 14, 2016 (note: leave of absence start date).
- xiii. Resignation of **Cameron Ulrich**, Page, Children's Department, Smithtown Main building, effective August 22, 2016.

The motion was seconded by Trustee Suzanne Mohr 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 Library Director **Robert Lusak** be authorized to attend, on paid release time, the New York Library Association's "2016 NYLA Annual Conference", to be held in Saratoga Springs, NY, from November 1, 2016 through November 5, 2016, with reimbursement for actual and necessary expenses not to exceed \$600.00.
 - ii. That Assistant Library Director **Patricia Thomson**, Nesconset Branch, be authorized to attend, on paid release time, the New York Library Association's "2016 NYLA Annual Conference", to be held in Saratoga Springs, NY, from November 1, 2016 through November 5, 2016, with reimbursement for actual and necessary expenses not to exceed \$500.00.
 - iii. That Librarian III **Julie DeLaney**, Community Relations Department, Nesconset Branch, be authorized to attend, on paid release time, the New York Library Association's "2016 NYLA Annual Conference", to be held in Saratoga Springs, NY, from November 1, 2016 through November 5, 2016, with reimbursement for actual and necessary expenses not to exceed \$500.00.
 - iv. That Librarian II **Maggie Moloney**, Children's Department, Nesconset Branch, be authorized to attend, on paid release time, the Children's Literature Conference, "Books Enrich Lives", sponsored by Children's Librarians Association of Suffolk County (CLASC) and SCLS Youth Services Department, to be held at Bourne Mansion, located at St. John's University, Oakdale, NY, on October 20, 2016, with reimbursement for actual and necessary expenses not to exceed \$85.00.
 - v. That Librarian I (Children's Services) **Sharon Van Dyke**, Children's Department, Kings Park Branch, be authorized to attend, on paid release time, the Children's Literature Conference, "Books Enrich Lives", sponsored by Children's Librarians Association of Suffolk County (CLASC) and SCLS Youth Services Department, to be held at Bourne Mansion, located at St. John's University, Oakdale, NY, on October 20, 2016, with reimbursement for actual and necessary expenses not to exceed \$85.00.

The motion was seconded by Trustee Suzanne Mohr and adopted by a unanimous 5-0 vote.

4. The BUILDINGS AND GROUNDS COMMITTEE report was presented by Committee Liaison Gerard Cairns.
 - a. The Library Director was given approval to purchase carbon monoxide detectors as per the terms of our procurement policy, to bring the Library in compliance with the Town of Smithtown fire code.

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

- b. RESOLUTION – Electronix Systems – Central Station Monitoring

RESOLVED: That the Board of Trustees of The Smithtown Library does hereby authorize the Library Director to renew the original agreement entered into with Electronix Systems, dated August 1, 2014 (as stipulated under the provision of renewal) for the third year of a three (3) year contract, to provide central station monitoring for all library buildings, at a total annual cost not to exceed \$1,056.00 (\$264.00 per building).

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 “c”:

- c. RESOLUTION – CSDNET – Security Cameras

RESOLVED: That the Board of Trustees of The Smithtown Library approves the purchase and installation of additional security cameras to enhance security in all library buildings, in an amount not to exceed \$60,000; said purchase is under New York State Contract: PT6556 from CSDNET, and be it

FURTHER RESOLVED, that such purchase is to be made from monies secured under a New York State Public Construction Grant.

The motion was seconded by Trustee Suzanne Mohr and adopted by a unanimous 5-0 vote.

5. COMMUNICATIONS COMMITTEE Liaison Rudy Zientarski inquired if there was a schedule of what needed to be completed in preparation for the budget vote.
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

7. REVISED POLICY – CIRCULATION OF MATERIALS (Policy 800-10) (2nd reading)
(Note: revisions are underlined in bold)

Trustee Suzanne Mohr moved to waive the reading of the revised policy. The motion was seconded by Trustee Diana Schilling-Held and adopted by a unanimous 5-0 vote.

Library Board President John Martins moved to approve the following revised policy:

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.

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

NEW BUSINESS

8. LIBRARY DIRECTOR – CONTRACT RENEWAL - Tabled
9. ASSISTANT LIBRARY DIRECTOR – CONTRACT RENEWAL - Tabled
10. REVISED POLICY – PERSONNEL POLICY (Policy 500-10) (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 Gerard Cairns and adopted by a unanimous 5-0 vote. The policy will be reviewed and voted on at the September board meeting.

PERSONNEL POLICY

1. *Nature of Employment*
Employment with the Library is voluntarily entered into, and Pages are free to resign at will at any time, with or without cause. Similarly, the Library may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.

Policies set forth herein are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment. The provisions of this policy have been developed at the discretion of the Library and may be amended or cancelled at any time, at the Library's sole discretion. These provisions supersede all existing policies and practices and may not be amended or added to without the express approval of the Board of Trustees.

2. **Salary**

*The initial salary for Pages shall be the New York State Minimum Wage. ~~Increases in salary shall be \$.25 per hour after the completion of twelve (12) consecutive months of continuous service with the Library and a satisfactory performance evaluation. Hourly wages will be increased \$.25 each year thereafter, on the employment anniversary, subject to a satisfactory performance evaluation.~~ In years where the Minimum Wage is increased by law, all pages will receive the Minimum Wage increase **added to their current salary**. These provisions are effective ~~September 30, 2006~~ **December 31, 2016**.*

3. **Work Schedules**

Supervisors will advise Pages of their individual work schedules. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

4. **Attendance and Punctuality**

To maintain a safe and productive work environment, the Library expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the Library. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence. Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

5. **Workers' Compensation Insurance**

The Library provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment.

6. **Personal Appearance**

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affects the image the Library presents to the community. During work hours, employees are expected to present a clean and neat appearance. Pages who appear for work inappropriately dressed will be sent home and directed to return to work in proper attire. Under such circumstances, employees will not be compensated for the time away from work. Consult your supervisor or department head if you have questions as to what constitutes appropriate attire.

7. **Emergency Closings**

At times, emergencies such as severe weather, fires, or power failures disrupt library operations. In extreme cases, these circumstances may require the closing of a library facility. When operations are officially closed due to emergency conditions, the time off from scheduled work will be paid.

11. **REVISED POLICY – PUBLIC PARTICIPATION AT BOARD MEETINGS (Policy 700-20) (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 Gerard Cairns and adopted by a unanimous 5-0 vote. The policy will be reviewed and voted on at the September board meeting.

PUBLIC PARTICIPATION AT BOARD MEETINGS

The Smithtown Special Library District Board of Trustees encourages public comment at Board meetings. One period for public expression is provided at each regular meeting of the Board. During this period the Board President will ask for solicit brief comments from the public and will set a time limit on such ~~comments~~ public participation period. Individual presentations shall be limited to no more than five (5) minutes.

Pursuant to Article IV, Section 6 of the Bylaws of the Board of Trustees, the public shall be recognized immediately after "Unfinished Business" on the agenda. Persons

wishing to speak will identify themselves, any organizations they may be representing at the meeting and, where applicable, the agenda topic they wish to discuss. Comments should be kept as brief as possible and relate to public library matters. Members of the Board of Trustees are not obligated to respond to questions or comments from the public, but may do so at their own discretion, according to the rules of parliamentary procedure adopted in the Bylaws.

The Board President is responsible for the orderly conduct of the meeting and shall rule on such matters as: the time to be allowed for public expression; the appropriateness of the subject matter being presented; and the "timeliness" of such presentation.

~~Under~~ Undue interruption or other interference with the orderly conduct of Board business ~~cannot~~ will not be allowed. Defamatory or abusive remarks are ~~always~~ out of order and will not be condoned. The presiding officer may terminate ~~the a~~ a speaker's privilege of address if, after being called to order, he or she persists in improper conduct or remarks.

At a public meeting of the Board, no persons shall verbally initiate charges or complaints against individual employees of the Library. All such charges and or complaints shall be presented to the Library Director in writing, signed by the complainant. All such charges, if properly presented and warranting investigation, shall be handled by the Library Director for investigation and report.

12. 2017 Budget Hearing – After discussion, the Library Board agreed to hold a "special" meeting for the purpose of approving the proposed 2017 budget on Thursday, September 8, 2016 at 4:00 p.m. at the Nesconset Branch – 2nd floor conference room.

ADJOURNMENT

13. At 7:34 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 particular persons. The motion was seconded by Trustee Diana Schilling-Held and adopted by a unanimous 5-0 vote.

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

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

14. Upon a motion by Library Board President John Martins, seconded by Trustee Gerard Cairns and adopted by a unanimous 5-0 vote, the meeting reconvened in open public session at 9:04 p.m.
15. Library Board President John Martins moved to table the Library Director and Assistant Library Director contracts (item numbers 8 and 9 on the agenda) to a future meeting. The motion was seconded by Trustee Diana Schilling-Held and adopted by a unanimous 5-0 vote.
16. Library Board President John Martins noted that a "special" meeting would be held at the Nesconset Branch at 4:00 p.m. on September 8, 2016 for the purpose of the 2017 budget, and the next regular meeting would be held at the Smithtown Main building on September 20, 2016 at 7:00 p.m.
17. There being no further business, Library Board President John Martins moved to adjourn the meeting at 9:07 p.m. The motion was seconded by Trustee Suzanne Mohr and adopted by a unanimous 5-0 vote.

Minutes approved this 27th day of September, 2016



John C. Martins, President
Smithtown Library Board of Trustees



Linda Taurassi
Secretary to the Board of Trustees



Laura Poppe, Clerk
Secretary Pro-Tempore