

**MINUTES
BOARD OF TRUSTEES
THE SMITHTOWN LIBRARY
SEPTEMBER 27, 2016**

A regular meeting of the Board of Trustees of The Smithtown Library was held at the Smithtown Main building, Smithtown, New York on the 27th day of September, 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 and Joseph Vallone. Trustees Diana Schilling-Held, Otis M. Thornhill and Rudy Zientarski were absent with prior notice.

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 August 16, 2016 and the SPECIAL MEETING MINUTES of September 8, 2016 be approved as presented.

The motion was seconded by Trustee Suzanne Mohr and adopted by a unanimous 4-0 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 August 31, 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 4-0 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-September ("L" fund) PREPAYS</i>	<i>\$ 35,687.11</i>
<i>ii.</i>	<i>Warrant #16-September ("L" fund) WARRANT</i>	<i>\$ 410,640.36</i>
<i>iii.</i>	<i>Warrant #16-September (PAYROLL #18 – 8/26/16)</i>	<i>\$ 239,300.29</i>
<i>iv.</i>	<i>Warrant #16-September (PAYROLL #19 – 9/9/16)</i>	<i>\$ 234,145.92</i>

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

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

- c. *RESOLVED: That the Board of Trustees of The Smithtown Library does hereby approve the submission of Public Library Construction Grant proposals for all Smithtown Library buildings; grant to be administered in accordance with the requirements of Education Law §273-a (as amended by Chapter 57 of the Laws of 2007) and Commissioner's Regulations §90.12; Such grants include the repair of existing cement egress stairwells from lower levels, outside walkway repairs, additional ADA compliance ramps, parking lot improvements and a generator for auxiliary power; total estimate of \$172,000.00, including materials and labor.*

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

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

- d. *RESOLVED: That the Board of Trustees of The Smithtown Library does hereby approve NUNC PRO TUNC the early release of designated warrant payments prior to the September 27, 2016 board meeting to avoid lateness and penalties (note: originally scheduled regular meeting of September 20, 2016 was postponed due to the lack of a quorum); and be it*

FURTHER RESOLVED, that bills had been approved by the Finance Liaison of the Board of Trustees before payment was made; and be it

FURTHER RESOLVED, that the designated payments for early release, dated September 21, 2016, are as follows:

1. *Advanced Imaging*
2. *Amazon*
3. *American Express*
4. *AT & T*
5. *Home Depot*
6. *NYS Health Insurance*
7. *Office Depot*
8. *Optimum*
9. *SCWA*
10. *Staples Business*
11. *Toshiba*
12. *Utica National Insurance*
13. *Verizon*
14. *Verizon Wireless*

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

Trustee Suzanne Mohr moved to accept adoption of resolution “e”:

- e. *RESOLVED: That the Board of Trustees of the Smithtown Library does hereby approve the early release of selected bills prior to the October 25, 2016 board meeting (such meeting is scheduled late in the month due to the Library Budget Vote and Trustee Election; therefore, waiting one additional week for approval of such bills could cause penalty or interest fees to be incurred); therefore, be it*

RESOLVED that any bill which would incur a penalty and/or interest fee can be released by the Treasurer prior to the October 25, 2016 board meeting pending approval by the Finance Chair of the Board of Trustees, and be it

FURTHER RESOLVED, that a written report from the Treasurer will be presented to the Board of Trustees at the October 25, 2016 board meeting detailing such payments.

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 Library Board President John Martins, who moved to accept adoption of resolution “a”:

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

- i. *Part-time appointment of **Gunnar Johansson** to the position of Page, Reference/Circulation Department, Smithtown Main building, at an hourly rate of pay of \$9.00, effective September 30, 2016 (to fill the vacancy created by the resignation of Kayleigh Junz on August 13, 2016).*
- ii. *Part-time appointment of **Victoria Lombardi** to the position of Page, Children’s Department, Smithtown Main building, at an hourly rate of pay of \$9.00, effective September 30, 2016 (to fill the vacancy created by the resignation of Brooke Musmacker on August 10, 2016).*
- iii. *Permanent appointment, in a part-time capacity, of **Deborah O’Leary**, to the position of Library Clerk, Circulation Department, Smithtown Main building, at an hourly rate of pay of \$20.44, not to exceed 18 hours per week, subject to a 26-week probationary period, effective September 28, 2016 (due to staff member’s Suffolk County Department of Civil Service certification).*
- iv. *Part-time appointment of **Jessica Mudano** to the position of Library Clerk, Circulation Department, Kings Park Branch, at an hourly rate of pay of \$16.96, effective October 5, 2016 (to fill the vacancy created by the resignation of Karen Schoelermann on May 14, 2016).*
- v. *Resignation of **Kayleigh Junz**, Page, Reference/Circulation Department, Smithtown Main building, effective August 13, 2016.*
- vi. *Resignation of **Theresa Magrane**, Page, Reference/Circulation Department, Smithtown Main building, effective July 11, 2016.*

- vii. Resignation of **Thomas Powell**, Librarian Trainee, Children's Department, Nesconset Branch, effective September 21, 2016.
- viii. Resignation of **Joseph Robert**, Library Clerk, Technical Services Department, Nesconset Branch, effective August 19, 2016.

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 CONFERENCE/WORKSHOP ATTENDANCE requests set forth hereinafter are hereby approved as amended:
 - i. That Librarian II **Erin Kanelos**, Children's Department, Commack 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.
 - ii. That Librarian I (Children's Services) **Peggy Lopez**, Children's Department, Commack 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 \$99.00.
 - iii. That Assistant Library Director **Sue McManus**, Commack 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 \$278.00.
 - iv. That Librarian I (Children's Services) **Tara Ragona**, Children's Department, Smithtown Main building, 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 II **Caren Zatyk**, Long Island Room, Smithtown Main building, be authorized to attend, on paid release time, the 21st Annual Archives Month Conference, entitled "Documentation of Long Island Artists", sponsored by the Long Island Library Resources Council (LILRC), to be held at the Vanderbilt Mansion Museum & Planetarium, Centerport, NY, on October 7, 2016, with reimbursement for actual and necessary expenses not to exceed \$47.00.

The motion was seconded by Trustee Suzanne Mohr 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: Island Elevator – Elevator Maintenance

RESOLVED: That the Board of Trustees of The Smithtown Library does hereby authorize the Library Director to renew the original agreement entered into with Island Elevator, dated October 1, 2014 (as stipulated under the provision of renewal) for the third year of a three (3) year contract, to provide a monthly full service elevator maintenance program on the elevator equipment as described in contract for all library buildings, at a total annual cost not to exceed \$8,484.00 (\$2,121.00 per building).

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

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

b. RESOLUTIONS: Banner Requests

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 October 12, 2016 through October 26, 2016, advertising their fall volleyball 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 October 27, 2016 through November 10, 2016, advertising their fall volleyball registration for youth.*
- iii. RESOLVED: That the Board of Trustees of The Smithtown Library approves the request of the Smithtown Scholarship Committee to place a banner on the corner of the property of the Commack Branch from November 13, 2016 through November 27, 2016, advertising their Craft Fair to be held at Smithtown High School East in December.*
- iv. RESOLVED: That the Board of Trustees of The Smithtown Library approves the request of the Smithtown Scholarship Committee to place a banner on the corner of the property of the Smithtown Main building from November 28, 2016 through December 12, 2016, advertising their Craft Fair to be held at Smithtown High School East in December.*

- v. *RESOLVED: That the Board of Trustees of The Smithtown Library approves the request of the Smithtown Kickers Soccer Club, to place a banner on the corner of the property of the Smithtown Main building from November 1, 2016 through November 25, 2016, advertising their annual Thanksgiving Day Turkey Trot, to be held on Thanksgiving Day.*
- vi. *RESOLVED: That the Board of Trustees of The Smithtown Library approves the request of the Sons of Norway Loyal Lodge #252 to place a banner on the corner of the property of the Smithtown Main building from November 4, 2016 through November 13, 2016, advertising their Scandinavian Bazaar.*

The motion was seconded by Trustee Suzanne Mohr and adopted by a unanimous 4-0 vote.

- 5. COMMUNICATIONS COMMITTEE – no report
- 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).
 - a. The Library Director reported that the Construction Grant Committee had met earlier in the day and had informed him that The Smithtown Library would be receiving the following funding amounts for construction/masonry repairs:
 - Commack - \$27,550.00 (parking lot; repairs on stairwells on south side of building)
 - Smithtown - \$12,050.00 (basement water issues in IT room, Friends book room)
 - Kings Park - \$4,900.00 (repair of emergency egress stairs)
 - Nesconset - \$41,500.00 (generator)
 - b. An informational video starring Communications Committee Liaison Rudy Zientarski will be posted shortly on the Library's homepage, Facebook, and the television screens in all Library buildings with information pertaining to the Library's budget vote and proposed tax increase. It will also explain how Library taxes are computed.

UNFINISHED BUSINESS

- 7. REVISED POLICY – PERSONNEL POLICY (Policy 500-10) (2nd reading)
(Note: supplemental 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 Suzanne Mohr and adopted by a unanimous 4-0 vote.

Library Board President John Martins moved to approve the following revised 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 **in addition to the above 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.

The motion was seconded by Trustee Suzanne Mohr and adopted by a unanimous 4-0 vote.

8. **REVISED POLICY – PUBLIC PARTICIPATION AT BOARD MEETINGS (Policy 700-20) (2nd reading)** (Note: supplemental 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 Suzanne Mohr and adopted by a unanimous 4-0 vote.

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

*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** 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.*

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

9. Carbon Monoxide Detectors – The Library Director noted that a Smithtown Fire Marshall had visited the Library today and had approved our carbon monoxide detectors for use. The Library will follow a schematic for the amount and placement of the detectors, which will be installed in the very near future.
10. REVISED POLICY – CIRCULATION OF MATERIALS (Policy 800-10) (1ST reading)
(Note: supplemental additions are underlined in bold)

The Library Director explained that the Library was revamping our homebound services (for people unable to come into the Library because of a physical ailment). The program will no longer be called "books by mail" and will be fine-tuned and improved.

Library Board President John Martins noted that this was the first reading of the policy and it will be reviewed and voted on at the October board meeting.

Section A. 7. (only)

The Smithtown Library provides Homebound Mail Service to those eligible for Smithtown Special Library District cards who are eligible for National Library Service for the Blind and Physically Handicapped services and/or who meet the criteria of having a permanent or temporary disability that prevents them from leaving their home and do not have a representative who can go to the Library for them. Disabilities may require professional verification. Residents of nursing homes within The Smithtown Special Library District that apply for our ~~Books by Mail~~ **Homebound Mail 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~~ **Homebound Mail Service** application. That individual will be responsible for all material checked out on that library card.

11. GIRL SCOUTS – DONATION BOX

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

RESOLVED: That the Board of Trustees of the Smithtown Library grants permission for Girl Scout Troop #563 to place a donation box in the Commack Branch for the period September 28, 2016 through October 12, 2016, for the collection of non-food items (toiletries, facial and toilet tissue, etc.) for the purpose of distribution to a local food bank or shelter.

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

12. At 7:35 p.m. Library Board President John Martins moved that the Board enter executive session to discuss matters pertaining to collective negotiations pursuant to Article 14 of the Civil Service Law. The motion was seconded by Trustee Gerard Cairns and adopted by a unanimous 4-0 vote.

The following trustees were present and participating in executive session: Gerard J. Cairns, John C. Martins, Suzanne Mohr and Joseph Vallone.

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

13. Upon a motion by Library Board President John Martins, seconded by Trustee Gerard Cairns and adopted by a unanimous 4-0 vote, the meeting reconvened in open public session at 7:50 p.m.
14. Library Board President John Martins noted that the next regular meeting would be held at the Nesconset Branch on October 25, 2016 at 7:00 p.m. (NOTE: the October board meeting to be held on the fourth Tuesday of the month as per board resolution dated 9/27/07).

15. There being no further business, Trustee Joseph Vallone moved to adjourn the meeting at 7:51 p.m. The motion was seconded by Library Board President John Martins and adopted by a unanimous 4-0 vote.

Minutes approved this 25th day of October, 2016



John C. Martins, President
Smithtown Library Board of Trustees



Linda Taurassi
Secretary to the Board of Trustees