

**MINUTES
BOARD OF TRUSTEES
THE SMITHTOWN LIBRARY
January 17, 2017**

A regular meeting of the Board of Trustees of The Smithtown Library was held at the Smithtown Main building, Smithtown, New York on the 17th day of January, 2017 at 7:00 p.m.

The following Library Trustees were present and participating at the meeting: Gerard J. Cairns, Anita Dowd-Neufeld, John C. Martins, Suzanne Mohr, Joseph Vallone and Rudy Zientarski (the seat of deceased board member Otis Thornhill is vacant).

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

Gerard J. Cairns, President of the Board of Trustees, acted as Chairman of the meeting.

Library Board President Gerard Cairns noted that a moment of silence would be observed after the Pledge of Allegiance in memory of deceased board member Otis M. Thornhill. He also noted that, in Mr. Thornhill's honor, his nameplate had been placed at his usual spot showing his vacant seat at the January board meeting.

READING AND APPROVAL OF MINUTES

1. Library Board President Gerard Cairns moved to accept adoption of the following resolution:

RESOLVED: That the REGULAR MEETING MINUTES of December 20, 2016 and the ORGANIZATIONAL MEETING MINUTES of January 3, 2017 be approved as presented.

The motion was seconded by Trustee Rudy Zientarski and adopted by a unanimous 6-0 vote.

In his capacity as President, Library Board President Gerard Cairns appointed liaisons to the following committees:

- a. Budget & Finance Committee Liaison – Joseph Vallone
- b. Buildings & Grounds Committee Liaison – John Martins
- c. Personnel Committee Liaison – Rudy Zientarski

Library Board President Gerard Cairns noted that the next potential board member assigned to fill Mr. Thornhill's vacant seat would be the liaison for the Communications Committee.

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

2. The BUDGET AND FINANCE COMMITTEE report was presented by Committee Liaison Joseph Vallone, who moved to accept adoption of resolution "a":

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

The motion was seconded by Trustee John Martins and adopted by a unanimous 6-0 vote.

Committee Liaison Joseph Vallone moved to accept adoption of resolution "b":

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

i.	Warrant #16-December ("L" fund) PREPAYS	\$ 17,344.44
ii.	Warrant #16-December ("L" fund) WARRANT	\$1,020,182.32
iii.	Warrant #16-December (PAYROLL #27-12/30/16)	\$ 238,495.18
iv.	Warrant #16-December (SPECIAL PAYROLL-Health Waiver)	\$ 46,833.33
v.	Warrant #16-December ("M" fund)	\$ 1,385.00
vi.	Warrant #17-January ("L" fund) PREPAYS	\$ 9,266.65
vii.	Warrant #17-January ("L" fund) WARRANT	\$ 252,638.43

The motion was seconded by Trustee Rudy Zientarski and adopted by a unanimous 6-0 vote.

Committee Liaison Joseph Vallone moved to accept adoption of resolution "c":

- c. *RESOLVED: That the Board of Trustees of The Smithtown Library does hereby approve the services of Mary Kohlroser, CPA, to provide 2017 internal accounting services for The Smithtown Library, at a fee not to exceed \$8,500.00 annually, as per recommendation of external auditor Al Coster, CPA, Partner of Baldessari & Coster, Certified Public Accountants, LLP.*

The motion was seconded by Trustee John Martins and adopted by a unanimous 6-0 vote.

3. The PERSONNEL COMMITTEE report was presented by Committee Liaison Rudy Zientarski, who moved to accept adoption of resolution "a":

- a. *RESOLVED: That the following PERSONNEL change be approved as presented:*
 - i. *Retirement of Elaine Guillot, Principal Library Clerk, effective December 28, 2016 (first date of retirement 12/29/16).*

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

Committee Liaison Rudy Zientarski moved to accept adoption of resolution “b”:

- b. **RESOLVED:** *That the following CONFERENCE/WORKSHOP ATTENDANCE requests set forth hereinafter are hereby approved:*
- i. *That Librarian I (Children’s Services) **Maria Graybosch**, Children’s Department, Commack Branch, be authorized to attend, on paid release time, the 2017 Long Island Libraries and Pop Culture Conference (LI POP CON 2017), sponsored by St. John’s University Division of Library and Information Science (DLIS), Nassau County Library Association and the Suffolk County Library Association, to be held at the Farmingdale Public Library, Farmingdale, NY, on March 15, 2017, with reimbursement for actual and necessary expenses not to exceed \$60.00.*
 - ii. *That Librarian I **Nanci Hammer**, Reference Department, Smithtown Main building, be authorized to attend, on paid release time, the 2017 Long Island Libraries and Pop Culture Conference (LI POP CON 2017), sponsored by St. John’s University Division of Library and Information Science (DLIS), Nassau County Library Association and the Suffolk County Library Association, to be held at the Farmingdale Public Library, Farmingdale, NY, on March 15, 2017, with reimbursement for actual and necessary expenses not to exceed \$80.00.*
 - iii. *That Librarian I **Jessica Newmark**, Reference Department, Smithtown Main building, be authorized to attend, on paid release time, the 2017 Long Island Libraries and Pop Culture Conference (LI POP CON 2017), sponsored by St. John’s University Division of Library and Information Science (DLIS), Nassau County Library Association and the Suffolk County Library Association, to be held at the Farmingdale Public Library, Farmingdale, NY, on March 15, 2017, with reimbursement for actual and necessary expenses not to exceed \$60.00.*

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

Committee Liaison Rudy Zientarski moved to accept adoption of resolution “c”:

- c. **RESOLVED:** *That the mandatory training seminar request set forth hereinafter is hereby approved:*
- i. *That Librarian II **Will Salas**, Patent & Trademark Resource Center Librarian, Smithtown Main building, be authorized to attend, on paid release time, the 39th Annual Patent & Trademark Resource Center (PTRC) Training Seminar, sponsored by the United States Patent and Trademark Office, in Alexandria, Virginia, from April 3, 2017 through April 6, 2017, with reimbursement for actual and necessary expenses not to exceed \$1,750.00 (includes food, lodging, parking and mileage).*

The motion was seconded by Trustee Anita Dowd-Neufeld and adopted by a unanimous 6-0 vote.

Committee Liaison Rudy Zientarski moved to accept adoption of resolution “d”:

d. RETIREMENT RESOLUTION – Elaine Guillot – Principal Library Clerk

WHEREAS, Elaine Guillot has announced her retirement as of December 28, 2016; and

WHEREAS, Elaine Guillot began her tenure with The Smithtown Library as a Page at the Smithtown Main Building on November 25, 1996; and

WHEREAS, Elaine Guillot became a part-time Library Clerk in December 1997, and became full-time in February 2002 in the Technical Services Department of the Library; and

WHEREAS, Elaine Guillot was promoted to Senior Library Clerk in November 2008; and promoted to Principal Library Clerk in October 2012, a role in which she served until her retirement; now therefore be it

RESOLVED, that The Smithtown Library does hereby express its appreciation to Elaine Guillot for her twenty years of dedicated service and contributions to the Library and the community it represents; and be it

FURTHER RESOLVED, that The Smithtown Library extends to Elaine Guillot its best wishes for many years of health and happiness during her retirement; and be it

FURTHER RESOLVED, that this resolution become a part of the permanent record of the minutes of this meeting.

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

4. The BUILDINGS AND GROUNDS COMMITTEE report was presented by Committee Liaison John Martins, who moved to accept adoption of resolution “a”:

a. *RESOLVED: That the following banner/building requests set forth hereinafter are hereby approved:*

i. *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 Nesconset Branch from February 21, 2017 through March 6, 2017 advertising their spring soccer registration.*

ii. *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 March 6, 2017 through March 22, 2017 advertising their spring soccer registration.*

- iii. *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 February 6, 2017 through February 15, 2017 advertising St. Joseph's CYO Track and Field registration.*
- iv. *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 February 16, 2017 through February 24, 2017 advertising St. Joseph's CYO Track and Field registration.*

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

5. 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

6. REVISED POLICY – REFRESHMENTS POLICY (Policy 700-40) (2nd reading)

Library Board President Gerard Cairns moved to waive the reading of the revised policy. The motion was seconded by Trustee John Martins and adopted by a unanimous 6-0 vote.

Trustee Joseph Vallone made a motion to adopt the following revised policy:

1. *The Library's budget shall provide for appropriations within the special program budget code for refreshments at certain Library functions **at the discretion of the Library Director or Designee.***
2. ~~*These refreshments shall include items such as coffee, tea and soda, as well as cake, cookies, pastries and bagels.*~~
3. ~~*The Library functions shall include events such as Board meetings, special programs and staff meetings.*~~

The motion was seconded by Trustee John Martins and adopted by a unanimous 6-0 vote.

NEW BUSINESS

7. REVISED POLICY - USE OF PUBLIC ACCESS COMPUTERS (Policy 700-80) (1ST reading)
(note: revisions are in bold font; deletions have a strikethrough)

Library Board President Gerard Cairns moved to waive the reading of the revised policy. The motion was seconded by Trustee John Martins and adopted by a unanimous 6-0 vote.

Note: this was the first reading of the policy; it will be reviewed and voted on at the February board meeting.

Revisions of Articles 1 and 7 only:

1. *An individual who wishes to utilize a computer may sign-in to a computer utilizing his/her Smithtown Library card possessing an existing password. A password may be assigned to a Library card through the catalog or at a public service desk. If a person does not possess a Smithtown Library card, he/she can obtain a guest pass by displaying proof of identification at a public service desk. ~~Patrons ten (10) years of age or older may use computers provided written permission is provided by a parent.~~*
7. *Patrons are not permitted to alter or to attach equipment to a library computer, with the exception of flash drives or external hard drives. ~~Patrons may run programs not already installed.~~ Patrons may not install programs or software on Library computers.*

8. DONATION - Commack Retired Teachers Chapter

Library Board President Gerard Cairns moved to accept adoption of the following resolution:

RESOLVED: That the Board of Trustees of The Smithtown Library does hereby graciously accept and thank the Commack Retired Teachers Chapter for their generous donation of ONE HUNDRED DOLLARS (\$100.00) to be used as necessary at the Library's discretion.

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

9. DONATION – “Window of Nesconset Library” Painting – Artist Donna Gabusi

Library Board President Gerard Cairns moved to accept adoption of the following resolution:

RESOLVED: That the Board of Trustees of The Smithtown Library does hereby graciously accept and thank artist Donna Gabusi for her generous donation of a painting entitled “Window of Nesconset Library” to be displayed at the Nesconset Branch.

The motion was seconded by Trustee Anita Dowd-Neufeld and adopted by a unanimous 6-0 vote.

10. PRESENTATION: Memorial Posthumous Resolution – Otis M. Thornhill

Library Board President Gerard Cairns read the following resolution:

Trustee Joseph Vallone requested that a unanimous motion be made to accept adoption of the resolution by the entire Board of Trustees. The full Board concurred to move the resolution unanimously.

RESOLVED, WHEREAS The Smithtown Library and the broader library community lost a valued member and leader in December with the passing of Otis M. Thornhill, who has served on the Library Board of Trustees since January 2012; and

WHEREAS Otis M. Thornhill unfailingly served the Smithtown and Suffolk County library communities, performing with excellence on the board of The Smithtown Library and of the Suffolk Cooperative Library System; and

WHEREAS he epitomized class and professionalism in his service as a trustee and treated his role with the respect it deserved, a dedication that was genuine and unselfish, and enriched those fortunate enough to know and work with him; and

WHEREAS he also served the Library and the community as an enthusiastic supporter of the Friends of the Smithtown Library while serving with distinction as President from July 2008 until July 2012; now therefore

BE IT RESOLVED, that members of the Board of Trustees and staff of The Smithtown Library recognize the significant contributions of Otis M. Thornhill over the course of his distinguished career and will miss his guidance and his friendship; and be it

FURTHER RESOLVED, that members of the Board of Trustees and staff of The Smithtown Library extends its sincerest condolences to his family and friends.

The motion was unanimously seconded by the full Board of Trustees and adopted by a unanimous 6/0 vote.

11. Guest Speaker – Alan Schneider – Personnel Director, Suffolk County Department of Civil Service

Mr. Alan Schneider, Personnel Director of the Suffolk County Department of Civil Service presented an overview of how Civil Service is pertinent to libraries and answered questions from the Board of Trustees. Mr. Schneider was very complimentary in his remarks about The Smithtown Library and highly commended the Library staff.

12. At 7:53 p.m. Library Board President Gerard Cairns 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.
13. The motion was seconded by Trustee Joseph Vallone and adopted by a unanimous 6-0 vote.

The following trustees were present and participating in executive session: Gerard J. Cairns, Anita Dowd-Neufeld, John C. Martins, Suzanne Mohr, Joseph Vallone and Rudy Zientarski .

Also present was Library Director Robert Lusak.

14. Upon a motion by Trustee Joseph Vallone, seconded by Trustee John Martins and adopted by a unanimous 6-0 vote, the meeting reconvened in open public session at 8:41 p.m.
15. Trustee Joseph Vallone moved to accept adoption of the following resolution:

RESOLVED: That the monthly stipend of Linda Taurassi is increased by \$250.00, effective with the February, 2017 board meeting, for the performance of "recording secretary" duties on behalf of The Smithtown Library Board of Trustees.

The motion was seconded by Trustee John Martins and adopted by a unanimous 6-0 vote.

16. Library Board President John Martins noted that the next regular meeting would be held at the Nesconset Branch on February 21, 2017 at 7:00 p.m.
17. There being no further business, Trustee Joseph Vallone moved to adjourn the meeting at 8:45 p.m. The motion was seconded by Trustee John Martins and adopted by a unanimous 6-0 vote.

Minutes approved this 21st day of February, 2017



Gerard J. Cairns, President



Secretary
Smithtown Library Board of Trustees