

**MINUTES  
BOARD OF TRUSTEES  
THE SMITHTOWN LIBRARY  
June 20, 2017**

A regular meeting of the Board of Trustees of The Smithtown Library was held at the Nesconset Branch, Nesconset, New York on the 20<sup>th</sup> day of June, 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, Joseph Vallone, and Rudy Zientarski. Trustees William Zimmerman and Suzanne Mohr were absent with prior notice.

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

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

**READING AND APPROVAL OF MINUTES**

1. Trustee Joseph Vallone moved to accept adoption of the following resolution:

*RESOLVED: That the REGULAR MEETING MINUTES of May 16, 2017 be approved as presented (appended).*

The motion was seconded by Trustee Anita Dowd-Neufeld 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 Joseph Vallone who moved to accept adoption of resolution "a":

- a. *RESOLVED: That the TREASURER'S REPORT for the month ended May 31, 2017 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 5-0 vote.

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

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

<i>i.</i>	<i>Warrant #17-June ("L" fund) PREPAYS</i>	<i>\$ 26,386.52</i>
<i>ii.</i>	<i>Warrant #17-June ("L" fund) WARRANT</i>	<i>\$ 394,065.32</i>
<i>iii.</i>	<i>Warrant #17-June ("M" fund) WARRANT</i>	<i>\$ 1,463.70</i>
<i>iv.</i>	<i>Warrant #17-June (PAYROLL #10 – 5/19/17)</i>	<i>\$ 234,621.99</i>
<i>v.</i>	<i>Warrant #17-June (PAYROLL #11 – 6/2/17)</i>	<i>\$ 233,092.69</i>

The motion was seconded by Trustee Anita Dowd-Neufeld and adopted by a unanimous 5-0 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 changes be approved as presented:*
    - i. *Permanent full-time promotional appointment of **Lauren Gunderson** to the position of Administrative Assistant to the Library Director, Administration Department, Nesconset Branch, at an annual rate of pay of \$77,940.00, subject to a 12-week probationary period, effective July 10, 2017 (to fill the vacancy created by the upcoming retirement of Laura Poppe.*
    - ii. *Additional ten (10) hours per week for **Mindy Goonan**, Account Clerk/Typist, Business Office, Nesconset Branch, effective July 1, 2017, at the same salary as currently in effect.*
    - iii. *Retirement of **Laura Poppe**, Administrative Assistant, Administration Department, Nesconset Branch, effective July 29, 2017 (last day of employment July 28, 2017).*
    - iv. *Resignation of **Natalie DeScioli**, Library Clerk, Circulation Department, Smithtown Main building, effective June 8, 2017.*
    - v. *Resignation of **Katelyn Moss**, Librarian Trainee, Children's Department, Smithtown Main building, effective June 9, 2017.*
    - vi. *Resignation of **Kerry Reilly**, Clerk Typist, Administration Department, Nesconset Branch, effective June 30, 2017.*
    - vii. *Leave of absence without pay for **Victoria McLaughlin**, Page, Reference/Circulation Departments, Smithtown Main building, effective August 28, 2017 through September 13, 2017 (21 hours total).*
    - viii. *Leave of absence without pay for **Jessica Mudano**, Library Clerk, Circulation Department, Kings Park Branch, effective July 19, 2017 through July 24, 2017 (approx. 13 hours total).*

The motion was seconded by Trustee Joseph Vallone and adopted by a unanimous 5-0 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 requests set forth hereinafter are hereby approved:*
    - i. *RESOLVED: That the Board of Trustees of The Smithtown Library approves the request of the **Smithtown United Methodist Church** to place a banner on the corner of the property of the Smithtown Main Library building from August 24, 2017 through September 24, 2017, advertising their Annual Country Fair to be held on September 23, 2017.*
    - ii. *RESOLVED: That the Board of Trustees of The Smithtown Library approves the request of the **Village of the Branch Soccer Club** to place a banner on the corner of the property of the Smithtown Main Library building from August 15, 2017 through August 31, 2017, advertising their youth soccer registration.*

- iii. *RESOLVED: That the Board of Trustees of The Smithtown Library approves the request of the **Village of the Branch Soccer Club** to place a banner on the corner of the property of the Nesconset Branch from September 1, 2017 through September 15, 2017, advertising their youth soccer registration.*

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

Committee Liaison John Martins moved to accept adoption of resolution "b":

b. Automatic Doors Preventive Maintenance and Repair Services

*RESOLVED: That the Board of Trustees of The Smithtown Library does hereby authorize the Library to enter into a contract with **LI Automatic Doors** for the purpose of providing automatic door preventative maintenance and repair services to the Smithtown, Commack, Kings Park and Nesconset library buildings; said contract to be in effect for the period July 1, 2017 through June 30, 2018, at a total cost not to exceed \$5,280.00 (Note: an option for Board renewals for a period of 1 year can be considered at the end of this contract).*

The motion was seconded by Trustee Anita Dowd-Neufeld and adopted by a unanimous 5-0 vote.

5. The COMMUNICATIONS COMMITTEE report was presented by Trustee Anita Dowd-Neufeld, who had attended a Friends meeting on June 7<sup>th</sup> and reported on the items that were discussed at the meeting.
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**

## **NEW BUSINESS**

7. Treasurer Joanne Grove presented a letter from the Library's external auditors Baldessari & Coster LLP pertaining to the Library's 2016 financial audit (copy of letter appended to the original of these minutes).
8. Appointment of Clerk

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 appoint Lauren Gunderson to serve in the capacity as Clerk, effective July 30, 2017, filling the unexpired term of Laura Poppe, under the same compensation and terms as currently in effect.*

The motion was seconded by Trustee John Martins and adopted by a unanimous 5-0 vote.

9. Administrative Assistant - Contract Approval

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

*RESOLVED: That the employment contract between the Smithtown Library and Lauren Gunderson, in the confidential position of Administrative Assistant to the Library Director, be approved as presented.*

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

10. Resignation – Library Trustee

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

*RESOLVED: That the resignation of Suzanne Mohr as a member of the Board of Trustees of The Smithtown Library, as evidenced by a resignation letter dated May 18, 2017 (appended), is hereby accepted, and that the Clerk is hereby instructed to notify Suzanne Mohr of the Library Board's acceptance.*

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

11. At 7:20 p.m. Library Board President Gerard Cairns 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 John Martins and adopted by a unanimous 5-0 vote.

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

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

12. Upon a motion by Library Board President Gerard Cairns, seconded by Trustee Joseph Vallone and adopted by a unanimous 5-0 vote, the meeting reconvened in open public session at 8:10 p.m.

13. Trustee Joseph Vallone moved to accept adoption of the following resolution:

*RESOLVED: That the employment contract of Assistant Library Director Patricia Thomson is to be extended through December 31, 2017 at a salary of \$100,000.00, pro-rated through December 31, 2017, effective June 21, 2017.*

The motion was seconded by Trustee Anita Dowd-Neufeld and adopted by a unanimous 5-0 vote.

14. Trustee Rudy Zientarski moved to accept adoption of the following resolution:

*RESOLVED: That the employment contract of Library Director Robert Lusak be extended through September 11, 2017.*

The motion was seconded by Trustee John Martins and adopted by a unanimous 5-0 vote.

15. Trustee John Martins moved to accept adoption of the following resolution:

*RESOLVED: That Library Director Robert Lusak and Attorney Kevin Seaman are directed to file a Declaration of Impasse with the Public Employment Relations Board regarding negotiations with CSEA Local 852, Smithtown Library Unit 8349.*

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

16. The next regular meeting of the Board of Trustees will be held at the Commack Branch on July 18, 2017 at 7:00 p.m.

17. There being no further business, Library Board President Gerard Cairns moved to adjourn the meeting at 8:12 p.m. The motion was seconded by Trustee John Martins and adopted by a unanimous 5-0 vote.

Minutes approved this 18<sup>th</sup> day of July, 2017.



Gerard J. Cairns, President  
Smithtown Library Board of Trust



Linda Taurassi  
Secretary to the Board of Trustees