

**MINUTES
BOARD OF TRUSTEES
THE SMITHTOWN LIBRARY
July 18, 2017**

A regular meeting of the Board of Trustees of The Smithtown Library was held at the Commack Branch, Commack, New York on the 18th day of July, 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. Trustee William Zimmerman was absent with prior notice.

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

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

READING AND APPROVAL OF MINUTES

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

RESOLVED: That the REGULAR MEETING MINUTES of June 20, 2017 be approved as presented (appended).

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

a. *RESOLVED: That the TREASURER'S REPORT for the month ended June 30, 2017 be approved for filing (copy of report appended to the original of these minutes).*

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

Trustee Rudy Zientarski moved to accept adoption of resolution "b":

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

i.	Warrant #17-July ("L" fund) PREPAYS	\$ 29,198.91
ii.	Warrant #17-July ("L" fund) WARRANT	\$ 170,053.28
iii.	Warrant #17-July ("M" fund) WARRANT	\$ 89.32
iv.	Warrant #17-July (PAYROLL #12 – 6/16/17)	\$ 231,572.55
v.	Warrant #17-July (PAYROLL #13 – 6/30/17)	\$ 228,080.35
vi.	Warrant #17-July (PAYROLL #14 – 7/14/17)	\$ 235,855.31

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

c. Independent Audit Report – Baldessari & Coster, Certified Public Accountants

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

RESOLVED: That the independent audit report for the fiscal year beginning January 1, 2016 and ending December 31, 2016, prepared by Baldessari & Coster, Certified Public Accountants, including financial statements and supplementary schedules, be accepted as presented.

Dennis Stoner of Baldessari & Coster, Certified Public Accountants presented the independent Auditor's Report of The Smithtown Library for the fiscal year beginning January 1, 2016 and ending December 31, 2016. The Library was issued the highest opinion that the financial statements and underlying internal controls present fairly, in all material respects, the financial position of The Smithtown Library as of December 31, 2016, in accordance with generally accepted accounting principles.

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

3. The PERSONNEL COMMITTEE report was presented by Committee Liaison Rudy Zientarski. Trustee Anita Dowd-Neufeld 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 **Karen Conte** to the position of Senior Library Clerk, Circulation Department, Nesconset Branch, at an annual rate of pay of \$52,084.00, subject to a 12-week probationary period, effective August 1, 2017 (to fill the vacancy created by the promotion of Lauren Gunderson to Administrative Assistant, Administration Department).*
- ii. *Resignation of **Noah Ingvaldsen**, Page, Children's Department, Smithtown Main building, effective June 19, 2017.*
- iii. *Resignation of **Jennifer Salvatore**, Librarian I, Adult Reference Department, Smithtown Main building, effective July 6, 2017.*
- iv. *Leave of absence without pay for **Erin Duffy**, Page, Reference/Circulation Departments, Smithtown Main building, effective July 7, 2017 through July 27, 2017.*

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

4. The BUILDINGS AND GROUNDS COMMITTEE report was presented by Committee Liaison John Martins. Trustee Joseph Vallone moved to accept adoption of the following resolution:

RESOLVED: That the Board of Trustees of The Smithtown Library does hereby authorize the Library Director to enter into a contract with Electronix Systems, to begin August 1, 2017 for the first year of a five (5) year contract, for the purpose of providing central station burglar alarm monitoring for all Library buildings, at a total annual cost not to exceed \$1,056.00 (\$264.00 per building). Subsequent renewals for a period of 1 year can be considered (pending Board approval and funding) at end of this contract period at the annual anniversary date.

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

5. COMMUNICATIONS COMMITTEE: There was no Communications Committee 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). The Library Director added to his report that the Kings Park Playground repairs had not been satisfactorily completed and that Administration was in the process of contacting the company to rectify the matter.

UNFINISHED BUSINESS

PUBLIC COMMENTS

7. Peggy Micciche - League of Women Voters

NEW BUSINESS

8. DONATION – Melvin Baruch – Online Donation

Trustee John Martins moved to accept adoption of the following resolution

RESOLVED: That the Board of Trustees of The Smithtown Library does hereby graciously accept and thank Nesconset resident Melvin Baruch for his generous online donation of twenty dollars (\$20.00), and be it

FURTHER RESOLVED, that said donation is to be used as necessary at the Library's discretion.

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

9. At 7:44 p.m. Trustee 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 Joseph Vallone 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 and Secretary Linda Taurassi.

10. Upon a motion by Trustee John Martins, seconded by Trustee Joseph Vallone and adopted by a unanimous 5-0 vote, the meeting reconvened in open public session at 8:15 p.m.
11. Library Board President Gerard Cairns presented a proclamation to Laura Poppe, Administrative Assistant to the Library Director (retiring July 28, 2017) in honor of her ten years of faithful service to the Library, and moved to accept adoption of the following resolution:

Whereas, Laura Poppe has announced her retirement as of July 28, 2017; and

WHEREAS, Laura began her tenure at The Smithtown Library as a Library Assistant in the Administration Department at the Smithtown Main building on July 23, 2007; and

WHEREAS, Laura was promoted to Administrative Assistant in the Administration Department on December 22, 2010; and

WHEREAS, Laura was nominated for the prestigious Excellence in Library Service Award (ELSA) in November, 2011; a nomination that is highly regarded as a major achievement award in public service, winning the admiration and esteem of her co-workers; and

WHEREAS, Laura Poppe, being committed to recycling, researched additional methods of recycling and collected assorted plastic caps from staff members on her own time, delivering them to the proper authority also on her own time; and

WHEREAS, on January 24, 2014, Laura became Records Management Officer of The Smithtown Library; and, on August 19, 2014, Laura became Clerk of the Library District in which she supervised the acquisition of voting machines for all Library buildings, in addition to the selection and appointment of election inspectors for all Library buildings; and

WHEREAS, Laura was reassigned as Administrative Assistant to the Library Director on January 1, 2015; and

WHEREAS, Laura Poppe, during her ten years of faithful and dedicated service has earned the admiration and respect of her colleagues and co-workers; now therefore be it

RESOLVED, that The Smithtown Library does hereby express its sincere appreciation and thanks to Laura Poppe for her ten (10) years of loyal service, and extends 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.

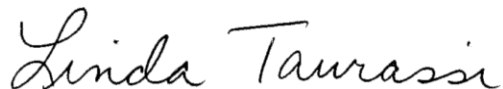
The motion was adopted by unanimous consent.

12. The next regular meeting of the Board of Trustees will be held at the Kings Park Branch on August 15, 2017 at 7:00 p.m.
13. There being no further business, Trustee John Martins moved to adjourn the meeting at 8:23 p.m. The motion was seconded by Trustee Joseph Vallone and adopted by a unanimous 5-0 vote.

Minutes approved this 15th day of August, 2017.



Gerard J. Cairns, President
Smithtown Library Board of Trust



Linda Taurassi
Secretary to the Board of Trustees



Lauren Gunderson, Clerk
Secretary Pro-Tempore