

**MINUTES
BOARD OF TRUSTEES
THE SMITHTOWN LIBRARY
August 15, 2017**

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 15th day of August, 2017 at 7:00 p.m.

The following Library Trustees were present and participating at the meeting: Gerard J. Cairns, Anita Dowd-Neufeld, Louis S. Frontario, John C. Martins, Joseph Vallone, and William Zimmerman. Trustee Rudy Zientarski was absent with prior notice.

Also present were Library Director Robert Lusak and Clerk Lauren Gunderson. Treasurer Joanne T. Grove and Secretary Linda Taurassi were absent with prior notice.

Gerard Cairns, President of the Board of Trustees, acted as Chairman of the meeting and Clerk Lauren Gunderson acted as Secretary pro tempore.

The meeting was taken out of order at this time by Library Board President Gerard Cairns for the purpose of appointing Louis S. Frontario to the Smithtown Library Board of Trustees, replacing former Trustee Suzanne Mohr, who resigned from the Library Board of Trustees May 18, 2017.

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

RESOLVED: That the Board of Trustees of The Smithtown Library hereby appoints Louis Frontario, effective August 15, 2017, to fulfill the vacancy on the Library Board of Trustees caused by the resignation of Suzanne Mohr; pursuant to state legislation, such term to be in effect until the next annual election of library trustees—October 10, 2017.

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

The oath of office was administered to newly appointed Trustee Louis Frontario by Clerk Lauren Gunderson.

READING AND APPROVAL OF MINUTES

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

RESOLVED: That the REGULAR MEETING MINUTES of July 18, 2017 be approved as presented.

The motion was seconded by Trustee Anita Dowd-Neufeld and adopted by a unanimous 6-0 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 William Zimmerman moved to accept adoption of resolution "a":

- a. *RESOLVED: That the TREASURER'S REPORT for the month ended July 31, 2017 be approved for filing (copy of report appended to the original of these minutes).*

The motion was seconded by Trustee Louis Frontario 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 #17-August ("L" fund) PREPAYS | \$ 16,677.57 |
| ii. | Warrant #17-August ("L" fund) WARRANT | \$ 325,947.44 |
| iii. | Warrant #17-August ("M" fund) WARRANT | \$ 25.62 |
| iv. | Warrant #17-August (PAYROLL #15 – 7/28/17) | \$ 229,686.82 |
| v. | Warrant #17-August (PAYROLL #16 – 8/11/17) | \$ 248,513.36 |

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 "c":

- c. Telecommunications Refund – Allan Rotto Consultants

RESOLVED: That the Board of Trustees of The Smithtown Library approves the expenditure of \$7,780.00, as balance due, to Allan Rotto Consultants, Inc. for services rendered in obtaining a telecommunications refund from our carrier for the time period August 4, 2009 through November 24, 2015, in the previously received 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 John Martins and adopted by a unanimous 6-0 vote.

3. In the absence of Committee Liaison Rudy Zientarski, the PERSONNEL COMMITTEE report was presented by Trustee Anita Dowd-Neufeld, who moved to accept adoption of resolution "a":

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

- i. *Resignation of Jack Hogan, Page, Commack Branch, effective August 21, 2017.*
- ii. *Resignation of Victoria Lombardi, Page, Reference/Circulation Departments, Smithtown Main building, effective July 25, 2017.*
- iii. *Resignation of Sarah Randazzo, Page, Nesconset Branch, effective July 29, 2017.*

- iv. *Resignation of Alexandria Renieris, Page, Commack Branch, effective July 26, 2017.*
- v. *Resignation of Louis G. Rossi, Custodial Worker I, Smithtown Main building, effective August 25, 2017.*

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

Trustee Anita Dowd-Neufeld 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 “2017 NYLA Annual Conference”, to be held in Saratoga Springs, NY, from November 8, 2017 through November 10, 2017, with full reimbursement for all actual and necessary expenses.*
 - ii. *That Assistant Library Director **Patricia Thomson**, Nesconset Branch, be authorized to attend, on paid release time, the New York Library Association’s “2017 NYLA Annual Conference”, to be held in Saratoga Springs, NY, from November 8, 2017 through November 11, 2017, with full reimbursement for all actual and necessary expenses.*
 - iii. *That Librarian II **Lauren Bernat**, Community Relations Department, Nesconset Branch, be authorized to attend, on paid release time, the RASD (Reference and Adult Service Division of the Suffolk County Library Association) board meeting/fall luncheon, to be held at Painters’ Restaurant, Brookhaven, NY, on October 3, 2017, with reimbursement for actual and necessary expenses not to exceed \$41.00.*
 - iv. *That Librarian II **Jennifer Catrano**, Children’s Department, Smithtown Main building, be authorized to attend, on paid release time, the “2017 Lit-Fest” conference sponsored by the Nassau Library System, to be held at Adelphi University, Garden City, NY, on October 12, 2017, with reimbursement for actual and necessary expenses not to exceed \$117.00.*
 - v. *That Children’s Services Librarian I **Colleen Navins**, Children’s Department, Nesconset Branch, be authorized to attend, on paid release time, the “2017 Lit-Fest” conference sponsored by the Nassau Library System, to be held at Adelphi University, Garden City, NY, on October 12, 2017, with reimbursement for actual and necessary expenses not to exceed \$124.00.*

After discussion and revision of items “i.” and “ii.”, the motion was seconded by Trustee William Zimmerman 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. Telecommunications System Annual Maintenance Contract – DJJ Technologies

RESOLVED: That the Board of Trustees of The Smithtown Library does hereby authorize the Library to enter into a one-year contract with DJJ Technologies, dated September 1, 2017, for the purpose of providing service and support for the existing voice telecommunications system for the Smithtown, Commack, Kings Park and Nesconset buildings at a total annual cost not to exceed \$6,216.84 (NYS Contract Group 73600 – Award 22802).

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

b. DISCUSSION – Generator

c. DISCUSSION – Friday Hours of Operation

The Library Board approved the Director's suggestion for a pilot program to increase the hours at the Smithtown main building on Friday evenings, with the possibility of extending Friday hours at our other buildings in the future.

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

RESOLVED, That beginning September 8, 2017, the hours of operation at the Smithtown Main building on Friday nights will be extended by three (3) hours.

The motion was seconded by Trustee Louis Frontario and adopted by a unanimous 6-0 vote.

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

d. 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 **St. Joseph's CYO**, to place a banner on the corner of the property of the Kings Park Branch from August 28, 2017 through September 10, 2017, advertising their fall youth soccer registration.*

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 September 11, 2017 through September 24, 2017, advertising their fall youth basketball registration.*

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

e. Eagle Scout Project – Adam Shank – Nesconset Branch

The Library Director requested that the Library Board approve the Eagle Scout Project that had been installed over the weekend by Life Scout Adam Shank.

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

RESOLVED: That the Board of Trustees of The Smithtown Library does hereby accept and thank nunc pro tunc the generous Eagle Scout Project donation to install four park benches with backs, constructed of black-coated steel resistant to weathering and corrosion, on the side patio of the Nesconset Branch, by Life Scout Adam Shank, a member of Boy Scout Troop 349 of Smithtown.

The motion was seconded by Trustee Louis Frontario and adopted by a unanimous 6-0 vote.

5. COMMUNICATIONS COMMITTEE – Anita Dowd-Neufeld noted that although the Friends of the Smithtown Library had not had a meeting during the summer, they had recently held two book sales.
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 that we had been in correspondence with Playground Medic and were awaiting their visit to finish repairing the Kings Park Playground.

NEW BUSINESS

Trustee William Zimmerman moved to accept adoption of the following resolution:

7. ONLINE MEMORIAL DONATION – Mildred Sacher (donation by Patricia Capobianco)

RESOLVED: That the Board of Trustees of The Smithtown Library does hereby graciously accept and thank Kings Park resident Patricia Capobianco for her generous online donation of one hundred dollars (\$100.00) in memory of Mildred Sacher; 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 Louis Frontario and adopted by a unanimous 6-0 vote.

8. LIBRARY BUDGET VOTE AND TRUSTEE ELECTION:

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 authorize Clerk Lauren Gunderson to undertake all actions necessary pursuant to Chapter 193 of the Laws of New York to conduct the Library's 2018 Budget Vote and Trustee Election to take place on October 10, 2017, including:

- i. The hiring of the Suffolk County Board of Elections to serve as a sole source vendor for a total of eight (8) voting machines, at a cost not to exceed \$3,000.00, said cost to include machine delivery and set-up, full voting hours machine maintenance by official Board of Elections technicians, full voting hours switchboard assistance, and next day pick-up of machines;*

- ii. *Administering the selection and appointment of not more than 20 persons to serve in the capacity of election inspector for the 2018 Budget Vote and Trustee Election at a rate of pay per inspector of \$11.50 per hour.*

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

9. REVISED POLICY – Banner Display Policy (Policy 700-190) 1st reading
(note: revision is in bold font;)

Library Board President Gerard Cairns read the revisions of the proposed policy for the first time. (Note: The revisions will be read again and voted on at the September board meeting).

Revision of Article 2 only:

1. *All banners to be displayed on Library property must comply with the following size specifications: **8 1/2'** wide x **3'** high; material must be vinyl or canvas; banner should have four (4) corner grommets (one for each corner).*

(Note: the Banner Display Application will also be revised to correspond to the above revision).

10. 2018 SMITHTOWN LIBRARY BUDGET HEARING:

After discussion it was determined that a “special” meeting would be held at the Nesconset Branch at 9:00 a.m. on September 5, 2017 for the purpose of discussing the 2018 Library budget,

11. SEPTEMBER MEETING DATE CHANGE:

The date of the next regular meeting of the Board of Trustees has been changed to Tuesday, September 26, 2017 and will be held at the Smithtown Main building at 7:00 p.m.

12. At 8:06 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 6-0 vote.

The following trustees were present and participating in executive session: Gerard J. Cairns, Anita Dowd-Neufeld, Louis S. Frontario, John C. Martins, Joseph Vallone and William Zimmerman .

Also present were Library Director Robert Lusak, Assistant Library Director Patricia Thomson and Clerk Lauren Gunderson.

- 13.. Upon a motion by Library Board President Gerard Cairns, seconded by Trustee John Martins and adopted by a unanimous 6-0 vote, the meeting reconvened in open public session at 8:52 p.m.

14. There being no further business, Library Board President Gerard Cairns moved to adjourn the meeting at 8:55 p.m. The motion was seconded by Trustee Joseph Vallone and adopted by a unanimous 6-0 vote.

Minutes approved this 26th day of September, 2017.

Gerard J. Cairns, President
Smithtown Library Board of Trustees

Linda Taurassi
Secretary to the Board of Trustees

Lauren Gunderson
Secretary Pro-Tempore

(This is a draft of the August 2017 Board of Trustees Meeting; to be voted on for approval at the September 26, 2017 Board of Trustees Meeting).

PENDING APPROVAL