

**MINUTES
BOARD OF TRUSTEES
THE SMITHTOWN LIBRARY
September 26, 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 26th day of September, 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 and Rudy Zientarski. Trustees Joseph Vallone and William Zimmerman were absent with prior notice.

Also present were Library Director Robert Lusak, Treasurer Joanne T. Grove, Clerk Lauren Gunderson 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 August 15, 2017 and the SPECIAL MEETING MINUTES of September 5, 2017 be approved as presented.

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. In the absence of BUDGET AND FINANCE COMMITTEE Liaison Joseph Vallone, Trustee Louis Frontario moved to accept adoption of resolution "a":

a. *RESOLVED: That the TREASURER'S REPORT for the month ended August 31, 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 John Martins moved to accept adoption of resolution "b":

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

i.	Warrant #17-September ("L" fund) PREPAYS	\$ 40,622.92
ii.	Warrant #17-September ("L" fund) WARRANT	\$ 402,964.28
iii.	Warrant #17-September ("M" fund) WARRANT	\$ 42.70
iv.	Warrant #17-August (PAYROLL #17 – 8/25/17)	\$ 228,997.73
v.	Warrant #17-September (PAYROLL #18 – 9/8/17)	\$ 228,535.89
vi.	Warrant #17-September (PAYROLL #19 – 9/22/17)	\$ 233,171.74

The motion was seconded by Trustee Louis Frontario and adopted by a unanimous 5-0 vote.

Trustee Louis Frontario moved to accept adoption of resolution “c”:

- c. *RESOLVED: As per approved resolution dated September 5, 2017 (pertaining to the early release of designated warrant payments prior to the September 26, 2017 board meeting) to avoid lateness and penalties due to the rescheduling of original meeting, now be it*

FURTHER RESOLVED, that the designated payments for early release are as follows:

1. *American Express*
2. *LEAF*
3. *Robert Lusak, petty cash*
4. *Newsday – Commack*
5. *Newsday – Nesconset*
6. *Romancing Manhattan*
7. *Suffolk County Water Authority*
8. *Verizon*
9. *Verizon Wireless*
10. *Oriental Trading*
11. *Postmaster – St. James*

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 “d”:

- d. *RESOLVED: That the Board of Trustees of The Smithtown Library does hereby approve the early release of designated warrant payments prior to the October 24, 2017 board meeting to avoid lateness and penalties (note: such meeting is scheduled late in the month due to the Library Budget Vote and Trustee Election); and be it*

FURTHER RESOLVED, that any bill that would incur a penalty and/or interest fee can be released by the Treasurer prior to the October 24, 2017 board meeting pending approval by the Board of Trustees Finance Liaison before payment is made.

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

Trustee Anita Dowd-Neufeld moved to accept adoption of resolution “e”:

- e. *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 site improvements for walkways, fencing, lighting, additional drainage upgrades, and a generator at Kings Park for auxiliary power, for a total estimate of \$363,338.00, including materials and labor.*

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 Louis Frontario moved to accept adoption of resolution “a”:

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

- i. *Resignation of **Laura Calandrino**, Page, Kings Park Branch, effective August 19, 2017.*
- ii. *Resignation of **Madeline Dluginski**, Page, Nesconset Branch, effective August 19, 2017.*
- iii. *Resignation of **Erin Duffy**, Page, Reference/Circulation Departments, Smithtown Main building, effective September 2, 2017.*
- iv. *Resignation of **Douglas Gordon**, Page, Reference/Circulation Departments, Smithtown Main building, effective August 17, 2017.*
- v. *Resignation of **Maria Gruber**, Page, Nesconset Branch, effective August 16, 2017.*
- vi. *Leave of absence without pay for **Madeline Cairns**, Page, Kings Park Branch, effective September 7, 2017 through September 22, 2017.*
- vii. *Leave of absence without pay for **Diane Havern**, Library Clerk, Reference Department, Smithtown Main building, effective October 10, 2017 through October 26, 2017.*
- viii. *Leave of absence without pay for **Joyce O’Hara**, Page, Reference/Circulation Departments, Smithtown Main building, effective October 10, 2017 through October 25, 2017.*

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

Trustee John Martins 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 **Jessicca Newmark**, Reference Department, Smithtown Main building, be authorized to attend, on paid release time, the RASD (Reference and Adult Service Division of the Suffolk County Library Association) fall luncheon, to be held at Painters’ Restaurant, Brookhaven, NY, on October 3, 2017, with reimbursement for actual and necessary expenses not to exceed \$32.00.*
- ii. *That Librarian II **Andrew Salomon**, Reference Department, Kings Park Branch, be authorized to attend, nunc pro tunc, on paid release time, the workshop entitled “The Copyright Super Powers of Libraries” sponsored by Long Island Library Resources Council (LILRC), to be held at the Merrick Library, Merrick, NY, on September 8, 2017, with reimbursement for actual and necessary expenses not to exceed \$61.00.*

- iii. That Librarian II **Caren Zatyk**, Long Island Room, Smithtown Main building, be authorized to attend, on paid release time, the 22nd Annual Archives Month Conference, entitled "1917: Long Island in Transition", sponsored by the Long Island Library Resources Council (LILRC), to be held at the Mill Neck Manor House, Mill Neck, NY, on October 13, 2017, with reimbursement for actual and necessary expenses not to exceed \$55.00.
- iv. That Librarian II **Caren Zatyk**, Long Island Room, Smithtown Main building, be authorized to attend, on paid release time, the webinar entitled "Caring For Photographic Collections", sponsored by the Northeast Document Conservation Center (NEDCC), on November 7, 2017, with reimbursement for actual and necessary expenses not to exceed \$75.00.
- v. That Librarian II **Caren Zatyk**, Long Island Room, Smithtown Main building, be authorized to attend, on paid release time, the webinar entitled "Caring For Rare Books (Brown Bag Webinar)", sponsored by the Northeast Document Conservation Center (NEDCC), on November 15, 2017, with reimbursement for actual and necessary expenses not to exceed \$45.00.

The motion was seconded by Trustee Louis Frontario and adopted by a unanimous 5-0 vote.

4. The BUILDINGS AND GROUNDS COMMITTEE report was presented by Committee Liaison John Martins. Trustee Rudy Zientarski moved to accept adoption of resolution "a":

a. ELEVATOR PREVENTIVE MAINTENANCE/SERVICE AGREEMENTS – Island Elevator

RESOLVED: That the Board of Trustees of The Smithtown Library approves the recommendation of the Library Director to award a contract for the elevator preventive maintenance/service agreements for the Smithtown Main, Commack, Kings Park and Nesconset buildings to **Island Elevator** for the period beginning October 1, 2017 and ending September 30, 2018 (with an option to annually renew for each of the two subsequent years), at a total annual cost, for services covered under the 2017-2018 contract, not to exceed \$8,736.00.

The motion was seconded by Trustee Louis Frontario and adopted by a unanimous 5-0 vote.

Trustee Louis Frontario moved to accept adoption of resolution "b":

b. TOWN OF SMITHTOWN INTERMUNICIPAL AGREEMENT – Lighting Improvements

RESOLVED: That the Board of Trustees of The Smithtown Library does hereby authorize the Library Director to enter into an intermunicipal agreement with the **Town of Smithtown** to provide lighting improvements at the Smithtown and Kings Park buildings at an estimated cost not to exceed \$22,000.00, including labor and materials; such projects were detailed in the NYS Public Library Construction Grants submission of 2015-2016 and subsequently awarded.

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

The following banner/building requests were presented by Buildings and Grounds Committee Liaison John Martins. Trustee Louis Frontario moved to accept adoption of resolution "c":

- c. 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 **Kings Park Youth Athletic Association**, to place a banner on the corner of the property of the Kings Park Branch from January 2, 2018 through January 31, 2018, advertising spring youth sports registration.*
 - ii. RESOLVED: *That the Board of Trustees of The Smithtown Library approves the request of **Kings Park Youth Athletic Association**, to place a banner on the corner of the property of the Kings Park Branch from February 1, 2018 through February 28, 2018, advertising spring youth sports registration.*
 - iii. RESOLVED: *That the Board of Trustees of The Smithtown Library approves the request of the **Smithtown College Scholarship Committee** to place a banner on the corner of the property of the Commack Branch from November 13, 2017 through November 26, 2017, advertising their Craft Fair to be held at Smithtown High School East from December 9, 2017 through December 10, 2017.*
 - iv. RESOLVED: *That the Board of Trustees of The Smithtown Library approves the request of the **Smithtown College Scholarship Committee** to place a banner on the corner of the property of the Smithtown Main building from November 27, 2017 through December 11, 2017, advertising their Craft Fair to be held at Smithtown High School East from December 9, 2017 through December 10, 2017.*
 - v. 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 October 30, 2017 through November 12, 2017, advertising their Scandinavian Bazaar to be held on November 11, 2017.*

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

5. COMMUNICATIONS COMMITTEE – Trustee Anita Dowd-Neufeld reported that the Friends of the Smithtown Library would be meeting at the Commack building on Wednesday, September 27th at 6:30 p.m.; the dedication of the Otis M. Thornhill Memorial Playground is scheduled for Saturday, October 7th at 9:00 a.m. at the Kings Park building; the Book and Hidden Treasure Sale to benefit the Friends of the Smithtown Library Scholarship Fund is scheduled for November 4th at the Smithtown Main building.

A brief informational video about the Library's upcoming budget vote and trustee election was shown with Trustee Anita Dowd-Neufeld as narrator.

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 have been seeing weekly increases in patron usage of the Library on Friday evenings at the Smithtown Main building. The Library Director noted that we had received a written suggestion from a patron requesting the Library board consider opening up all Library buildings on Friday nights.

NEW BUSINESS

7. MEMORIAL DONATION – Trudy Rose Brody

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

RESOLVED: That the Board of Trustees of The Smithtown Library does hereby graciously accept and thank Martin A. Brody for his generous donation in the amount of \$2,010.00, in memory of his beloved wife Trudy Rose Brody; and be it

FURTHER RESOLVED, that said donation is to be used exclusively for the purchase and installation of a memorial bench, accessory bronze plaque, accessory inset plaque box and shipping expenses; and be it

FURTHER RESOLVED, that said bench is to be placed on the patio at the Smithtown Main building in proximity to an existing bench located near the center of the patio.

The motion was seconded by Trustee Louis Frontario and adopted after revision by a unanimous 5-0 vote.

8. DONATION – Two Magnifying Machines

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

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank Mr. Ken Wardwell for his generous donation of two (2) electronic magnifying machines to be used by the residents of the Smithtown Library District.

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

9. DONATION – Anonymous donor

Trustee Anita Dowd-Neufeld moved to accept adoption of the following resolution:

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept a generous donation, from an anonymous program presenter, of one \$50 Visa gift card, and be it

FURTHER RESOLVED, that said donation is to be used as necessary at the discretion of the Community Relations Department.

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

10. REVISED POLICY – Banner Display Policy (Policy 700-190) 2nd reading
(note: revision is in bold font)

Trustee John Martins moved to waive the reading of the proposed policy. The motion was seconded by Trustee Louis Frontario and adopted by a unanimous 5-0 vote.

Trustee Louis Frontario moved to accept adoption of revised Policy 700-190.

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).

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

11. At 7:31 p.m. Trustee John Martins moved to enter executive session to discuss matters pertaining to collective negotiations pursuant to Article 14 of the Civil Service Law, and to discuss the employment history of particular persons pursuant to Article 7, Section 105(F) of the Public Officer's Law. The motion was seconded by Trustee Louis Frontario and adopted by a unanimous 5-0 vote.

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

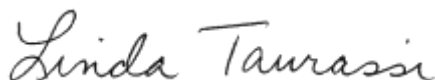
Also present were Library Director Robert Lusak, Assistant Library Director Patricia Thomson, Treasurer Joanne T. Grove, Clerk Lauren Gunderson and Secretary Linda Taurassi.

12. Upon a motion by Trustee Louis Frontario, seconded by Trustee Rudy Zientarski, and adopted by a unanimous 5-0 vote, the meeting reconvened in open public session at 8:22 p.m.
13. Library Board President Gerard Cairns noted that the next regular meeting of the Board of Trustees would be held at the Nesconset Branch on October 24, 2017 at 7:00 p.m. (NOTE: October board meeting to be held on the fourth Tuesday of the month as per board resolution dated 9/27/07).
14. There being no further business, Trustee Louis Frontario moved to adjourn the meeting at 8:24 p.m. The motion was seconded by Trustee John Martins and adopted by a unanimous 5-0 vote.

Minutes approved this 24th day of October, 2017.



Gerard J. Cairns, President
Smithtown Library Board of Trust



Linda Taurassi
Secretary to the Board of Trustees