

**MINUTES
BOARD OF TRUSTEES
SMITHTOWN SPECIAL LIBRARY DISTRICT
September 17, 2013**

A regular meeting of the Board of Trustees of the Smithtown Special Library District was held at the Smithtown main building in Smithtown, New York on the 17th day of September, 2013 at 7:00 p.m.

The following trustees were present and participating at the meeting: John C. Martins, Suzanne Mohr, Anthony J. Monteleone and Joseph Vallone. Trustees Judy Marlow-Ratway, Eric J. Johansson and Otis Thornhill were absent with prior notice.

Also present were Library Director Robert Lusak, Assistant Library Director Sue McManus, Treasurer Joanne T. Grove, Business Manager Amy Scholl and Clerk Linda Taurassi.

Anthony Monteleone, President of the Board of Trustees, acted as Chairman of the meeting and Linda Taurassi, Clerk of the District, acted as Secretary of the meeting.

READING AND APPROVAL OF MINUTES

1. Trustee Anthony Monteleone moved that the *REGULAR MEETING MINUTES of August 20, 2013 be approved as presented*. The motion was seconded by Trustee John Martins and adopted by a unanimous 4-0 vote.

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

2. The BUDGET AND FINANCE COMMITTEE report was presented by Chairperson Suzanne Mohr, who moved adoption of resolution "a":
 - a. RESOLVED: *That the TREASURER'S REPORT for the month ended August 31, 2013 be approved for filing.*

The motion was seconded by Trustee Joseph Vallone and adopted by a unanimous 4-0 vote.

Trustee Suzanne Mohr moved adoption of resolution "b":

- b. RESOLVED: That the following WARRANTS be approved for payment.
 - i. Warrant #13-September ("L" fund) PREPAYS \$ 40,811.71
 - ii. Warrant #13-September ("L" fund) WARRANT \$ 117,532.76

The motion was seconded by Trustee John Martins and adopted by a unanimous 4-0 vote.

3. The PERSONNEL COMMITTEE report was presented by Trustee Anthony Monteleone in the absence of Chairperson Otis Thornhill. Mr. Monteleone asked that item "3.a.vi" be postponed until later in the meeting for discussion in executive session, and moved adoption of resolution "a", items i.-v.:

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

- i. *Resignation of **Christine Dengel**, Librarian I (Children's Services), Children's Department, Smithtown Main, effective, September 27, 2013.*
- ii. *Salary change (to a full-time capacity) for **Margaret Lopez**, Librarian I (Children's Services), Smithtown Main, to \$53,550.00 annually, effective September 30, 2013 (to fill the vacancy created by the resignation of Christine Dengel).*
- iii. *Permanent full-time promotional appointment of **Jessica Quenzer** to the position of Librarian II, Kings Park Branch, at an annual rate of pay of \$66,441.00, subject to a 12-week probationary period, effective October 31, 2013.*
- iv. *Leave of absence without pay for **Christine King**, Librarian I, Kings Park Branch, effective August 24, 2013 through September 10, 2013.*
- v. *Retirement of **Rita Petraco-Demarco**, Library Clerk, Circulation Department, Commack Branch, effective October 30, 2013 (NYS Retirement begins 10/31/13).*

The motion was seconded by Trustee Suzanne Mohr and adopted by a unanimous 4-0 vote.

Trustee Anthony Monteleone moved adoption of resolution "b":

b. RESOLVED: *That the following CONFERENCE/WORKSHOP ATTENDANCE requests set forth hereinafter are hereby approved:*

- i. *That Librarian II **Catherine Ball**, Long Island Room, Smithtown Main, be authorized to attend, on paid release time, the "People of Long Island" Annual Archives Month Conference, sponsored by the Long Island Library Resources Council (LILRC), to be held at Carlyle on the Green—Bethpage State Park, Bethpage, NY, on October 4, 2013, with reimbursement for actual and necessary expenses not to exceed \$50.00.*
- ii. *That Librarian I **Lauren Bernat**, Young Adult Librarian, Kings Park Branch, be authorized to attend, on paid release time, the Nassau Library System's "Lit-Fest" (A celebration of books for children and young adults) to be held at Adelphi University on October 18, 2013, with reimbursement for actual and necessary expenses not to exceed \$102.00.*
- iii. *That Treasurer **Joanne T. Grove**, Business Office, Nesconset Branch, be authorized to attend, on paid release time, the 18th Annual Archives Month Conference, sponsored by the New York State Regional Advisory Committee for the State Archives and Records Administration, to be held at the Old Bethpage Village Restoration, Bethpage, NY, on October 21, 2013, with reimbursement for actual and necessary expenses not to exceed \$44.00.*
- iv. *That Administrative Assistant **Laura Poppe**, Administration Department, Nesconset Branch, be authorized to attend, on paid release time, the 18th Annual Archives Month Conference, sponsored by the New York State Regional Advisory Committee for the State Archives and Records Administration, to be held at the Old Bethpage Village Restoration, Bethpage, NY, on October 21, 2013, with reimbursement for actual and necessary expenses not to exceed \$30.00.*

- v. That Librarian I **Andrew Salomon**, Adult Reference Department, Nesconset Branch, be authorized to attend, on paid release time, the "Business Information for the Lay Person" workshop, sponsored by the Nassau & Suffolk County Library Associations, to be held at SUNY Westbury, Westbury, NY, on September 20, 2013, with reimbursement for actual and necessary expenses not to exceed \$28.00.
- vi. That Senior Administrative Assistant **Linda Taurassi**, Administration Department, Nesconset Branch, be authorized to attend, on paid release time, the 18th Annual Archives Month Conference, sponsored by the New York State Regional Advisory Committee for the State Archives and Records Administration, to be held at the Old Bethpage Village Restoration, Bethpage, NY, on October 21, 2013, with reimbursement for actual and necessary expenses not to exceed \$47.00.
- vii. That Librarian II **Caren Zatyk**, Long Island Room, Smithtown Main, be authorized to attend, on paid release time, the "People of Long Island" Annual Archives Month Conference, sponsored by the Long Island Library Resources Council (LILRC), to be held at Carlyle on the Green—Bethpage State Park, Bethpage, NY, on October 4, 2013, with reimbursement for actual and necessary expenses not to exceed \$50.00.

The motion was seconded by Trustee Joseph Vallone and adopted by a unanimous 4-0 vote.

- 4. The BUILDINGS AND GROUNDS COMMITTEE report was presented by Chairperson Joseph Vallone, who moved adoption of resolution "a":
 - a. Staff computer replacement purchase:

RESOLVED: That the *Treasurer be authorized to execute the purchase of eight (8) Hewlett Packard Smart Buy Pro 4300 computers (2.9 GHz Core; Quad-core 4GB RAM; 500 GB hard drive; 20" Display; Windows 7 Pro 64) from GOV Connection, under NYS Contract/BOCES at a total cost not to exceed \$7,022.00 (Commack Circulation Office and Smithtown PTRC Department).*

The motion was seconded by Trustee Suzanne Mohr and adopted by a unanimous 4-0 vote.

Trustee Joseph Vallone moved adoption of resolution "b":

- b. Elevator Maintenance Agreement:

RESOLVED: *That the Board of Trustees of the Smithtown Special Library District approves the recommendation of the Library Director to award a contract for the elevator maintenance/service agreements for the Smithtown Main building and the Commack, Kings Park and Nesconset Branches to Island Elevator at a total annual cost not to exceed \$8,004.00.*

The motion was seconded by Trustee John Martins and adopted by a unanimous 4-0 vote.

- 5. The COMMUNICATIONS COMMITTEE report was presented by Trustee Anthony Monteleone in the absence of Chairperson Judy Marlow Ratway (copy of report appended to the original of these minutes).

6. The DIRECTOR'S REPORT was presented by Library Director Robert Lusak (copy of report appended to the original of these minutes).

The Director read a letter into the minutes that had been received from Nada Wood regarding the passing of her mother, Barbara Railback. Ms. Railback was the granddaughter of Richard Handley, the benefactor of the Smithtown Library's Long Island History Collection. Mr. Lusak noted that a letter of condolence would be sent to the family.

The Library Director further reported that the Board had met at a Special meeting on September 10th and had approved the Library's budget for 2014. He also noted that the deadline for filing petitions for the office of Library Trustee had passed and there were three candidates running for three positions on the board: Joseph Vallone (incumbent), Gerard Cairns and Diana Schilling-Held.

7. The meeting was taken out of order by President Anthony Monteleone in order to introduce Eagle Scout Sal Sparacino IV and present him with a plaque commemorating his Eagle Scout project at the Library.

Trustee Anthony Monteleone moved adoption of the following resolution:

RESOLVED: WHEREAS, as part of his Eagle Scout project, Sal Sparacino IV, of Boy Scout Troop 343, has generously contributed his skills and abilities to the Smithtown Special Library District ("Library"), pertaining to the design and installation of two checkerboard/chess tables with four benches that are located on the front lawn of the Smithtown main building; and be it

FURTHER RESOLVED, That Sal Sparacino IV be commended and thanked for his efforts on behalf of the Library; and be it

FURTHER RESOLVED, That appreciation is expressed to those who assisted him with said project.

The motion was seconded by Trustee Joseph Vallone and adopted by a unanimous 4-0 vote.

8. The Business Manager's report was presented by Amy Scholl (copy of report appended to the original of these minutes).

REPORTS OF SPECIAL COMMITTEES

UNFINISHED BUSINESS

9. Revision of Section 800-10 – Circulation of Materials (second reading)

Trustee Anthony Monteleone moved that the Circulation of Materials policy (Section 800-10) be accepted as presented.

Proposed Revised Policy:

C. LOAN PERIODS

2. New fiction (300 pages or more in length) and nonfiction books, compact disc recordings **and fiction DVDs or Blu-Ray discs of television series with multiple episodes that circulate together in one case** owned by the library shall have a loan period of fourteen (14) days.

The motion was seconded by Trustee Suzanne Mohr and adopted by a unanimous 4-0 vote.

NEW BUSINESS

10. ACKNOWLEDGEMENT – Legislator Lynne C. Nowick – funding for summer concerts:

Trustee Anthony Monteleone moved the following resolution:

RESOLVED: WHEREAS, the 2013 Family Summer Concert Series, sponsored by the Friends of the Smithtown Library, was a great success; and

WHEREAS, this has been the ninth consecutive year of successful summer concerts; therefore, be it

RESOLVED, that the Board of Trustees of the Smithtown Special Library District does hereby express sincere appreciation to the Friends for their efforts; and be it

FURTHER RESOLVED, that the Board of Trustees of the Smithtown Special Library District does hereby express sincere appreciation to those members of the young adult community who volunteered their time and efforts; and be it

FURTHER RESOLVED, that this Board does hereby thank Suffolk County Legislator Lynne C. Nowick for her present and past efforts in securing funding for the program series; and be it

FURTHER RESOLVED, that the Board of Trustees of the Smithtown Special Library District extends to Legislator Lynne C. Nowick its best wishes for success in all her future endeavors.

The motion was seconded by Trustee Suzanne Mohr and adopted by a unanimous 4-0 vote.

11. DONATION – Deanne Congema – Puppet Theatre and Puppets

Trustee Anthony Monteleone moved adoption of the following resolution:

RESOLVED: That the Board of Trustees of the Smithtown Special Library District does hereby graciously accept the donation of a 42" tall x 24" wide wood and pressboard puppet theatre, in addition to 10 puppets, made to the Children's Room of the Smithtown main building, by Deanne Congema and be it

FURTHER RESOLVED, That the Board of Trustees of the Smithtown Special Library District does hereby warmly thank Deanne Congema for this generous donation.

The motion was seconded by Trustee Suzanne Mohr and adopted by a unanimous 4-0 vote.

12. NEW POLICY – Section 500-60 – Anti-Nepotism – 1st Reading (revised)

President Anthony Monteleone read the revised proposed policy for the first time and noted it would be read again and voted on at the October board meeting.

The employment of 'relatives' of staff, administration, or Board members can cause various problems including, but not limited to, charges of favoritism, conflicts of interest, family discord, scheduling conflicts, internal library operations dysfunction, public resentment and a myriad of other deleterious impacts upon the mission and operation of the Smithtown Special Library District. Accordingly, the Board of Trustees has determined it to be in the best interests of the Library to establish a policy which clearly provides and promulgates the intent of the Board to avoid all adverse impacts that can emanate from the hiring of relatives of those individuals associated with the Library.

For the purposes of this Policy the term "relative" shall include relationships established by blood, marriage or legal action, such as: a spouse, mother, father, son, daughter, sister, brother, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, stepparent, stepchild, aunt, uncle, niece, nephew, grandparent, grandson, granddaughter or cousin. The term also includes domestic partners (a person with whom the employee's life is interdependent and who shares a common residence) and, a daughter or son of an employee's domestic partner.

No relative of the Board of Trustees, Library Director or current employees shall be employed by the Smithtown Special Library District.

It is recognized that "relatives" are currently employed by the Library; as to those relationships the Library will endeavor to the degree permissible to avoid the compromising of supervisory authority by way of effecting personnel transfers that will avoid the supervision of one relative over another. Any employee presently employed will not be subject to dismissal based upon this Policy's requirements.

It is the responsibility of every employee to identify to the Library Director any potential or existing personal relationships which fall within the ambit of this Policy.

13. Trustee Monteleone noted that the next regular meeting of the Board of Trustees would be held October 22, 2013 at the Nesconset Branch, and further noted that the October board meeting is being held on the fourth Tuesday of the month as per board resolution dated September 27, 2007, pursuant to the Library's Budget Vote and Trustee Election being held on the third Tuesday of the month.
14. At 7:58 p.m. Trustee Anthony Monteleone moved that the Board enter executive session (pursuant to Article 7, § 105 (F) of the Public Officers Law), to discuss the medical and employment history of a particular person. The motion was seconded by Trustee Joseph Vallone and adopted by a unanimous 4-0 vote.

The following trustees were present and participating in executive session: John Martins, Suzanne Mohr, Anthony Monteleone and Joseph Vallone.

Also present were Library Director Robert Lusak, Assistant Director Sue McManus, Treasurer Joanne T. Grove, Business Manager Amy Scholl and Clerk Linda Taurassi.

15. Upon a motion by Trustee Joseph Vallone, seconded by Trustee John Martins, and adopted by a unanimous 4-0 vote, the meeting reconvened in open public session at 8:35 p.m.
16. Trustee Anthony Monteleone moved the following resolution:

RESOLVED: The Board of Trustees of the Smithtown Special Library District does hereby deny the request of Joseph Kmiotek to extend his medical leave of absence, and be it

FURTHER RESOLVED that the decision of the Board be sent to Mr. Kmiotek via certified mail.

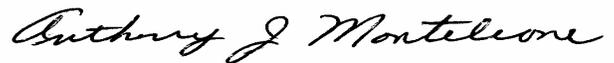
The motion was seconded by Trustee John Martins and adopted by a unanimous 4-0 vote.

ADJOURNMENT

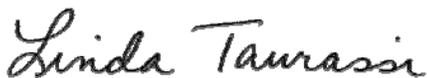
17. There being no further business, upon a motion by Trustee Joseph Vallone, seconded by Trustee John Martins, and adopted by a unanimous vote of 4-0, the meeting adjourned at 8:41 p.m.

Linda Taurassi
Secretary

Minutes approved this 22nd day of October, 2013



Anthony J. Monteleone, Vice-President



Linda Taurassi, Clerk