

**MINUTES  
BOARD OF TRUSTEES  
SMITHTOWN SPECIAL LIBRARY DISTRICT  
November 19, 2013**

A regular meeting of the Board of Trustees of the Smithtown Special Library District was held at the Commack Branch in Commack, New York on the 19<sup>th</sup> day of November, 2013 at 7:00 p.m.

The following trustees were present and participating at the meeting: Judy Marlow-Ratway, Suzanne Mohr, Anthony J. Monteleone and Otis Thornhill. Trustees Eric J. Johansson, John C. Martins and Joseph Vallone 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 October 22, 2013 be approved as presented*. The motion was seconded by Trustee Judy Marlow-Ratway and adopted 4-0 by the following roll call vote: FOR—Marlow-Ratway, Mohr, Monteleone, Thornhill; AGAINST—none.

**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 October 31, 2013 be approved for filing.*

The motion was adopted by unanimous consent.

Trustee Suzanne Mohr moved adoption of resolution "b":

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

<i>i. Warrant #13-November ("L" fund) PREPAYS</i>	<i>\$ 178,402.32</i>
<i>ii. Warrant #13-November ("L" fund) WARRANT</i>	<i>\$ 256,027.44</i>
<i>iii. Warrant #13-57-L ("H" fund) CONSTRUCTION WARRANT</i>	<i>\$ 12,890.00</i>

The motion was adopted by unanimous consent.

Trustee Suzanne Mohr moved adoption of resolution "c":

- c. RESOLVED: *That the Board of Trustees of the Smithtown Special Library District does hereby designate \$325,000.00 of the Library's unassigned fund balance for library-wide capital improvements; and be it*

*FURTHER RESOLVED, That the Board approves the budget transfer of \$205,000.00 from such designation for the purpose of funding the following: (1) a camera surveillance system to monitor all library buildings; (2) Retro-Commissioning services for enhancement of the existing Building Management System for all library buildings, as previously approved by Board resolution.*

The motion was adopted by unanimous consent.

Trustee Suzanne Mohr moved adoption of resolution "d":

- d. RESOLVED: *That the Treasurer be authorized to execute the budget transfer of \$30,000.00 to L.4150 (Online Materials and Services) from the following budget expenditure accounts in the dollar amounts set forth hereinafter:*

L.4100	Books	\$12,550.00
L.4120	Recordings	\$ 950.00
L.4130	Periodicals	\$ 7,000.00
L.4131	Other Serials	\$ 9,500.00

The motion was adopted by unanimous consent.

Trustee Suzanne Mohr moved adoption of resolution "e":

- e. RESOLVED: *That the Capital Project Report, as prepared by Cullen & Danowski, Certified Public Accountants, be accepted as presented.*

The motion was adopted by unanimous consent.

- 3. The PERSONNEL COMMITTEE report was presented by Chairperson Otis Thornhill who moved adoption of resolution "a":

- a. RESOLVED: *That the following PERSONNEL change(s) be approved as presented:*

- i. *That the Board of Trustees of the Smithtown Special Library District does hereby approve the establishment of the position of Maintenance Mechanic I and approves the permanent full-time appointment of **William Babington** to this position, headquartered at the Nesconset Branch, at an annual rate of pay of \$64,000.00, subject to a 26-week probationary period, effective November 25, 2013 (to fill the position as recommended by our architects and owner's representative).*
- ii. *Permanent full-time appointment of **Carmine Aro** to the position of Custodial Worker I, Commack Branch, at an annual rate of pay of \$33,920.00, subject to a 26-week probationary period, effective December 2, 2013 (to allow for a full-time custodian at the Commack Branch ).*

- iii. Release of **Jennifer Colleluori**, Adult Reference Department, Commack/Kings Park Branches, from a Librarian Trainee position into a Librarian I position, at an annual rate of pay of \$51,585.00, retroactive to September 30, 2013, as per Suffolk County Department of Civil Service regulations.
- iv. Part-time appointment of **Samantha Gross** to the position of Librarian Trainee, (Children's Services), Commack Branch, at a rate of pay of \$24.38 per hour, not to exceed 17.5 hours per week, effective December 5, 2013 (to fill the vacancy created by the reassignment of Kimberly Davis to the Kings Park Branch).
- v. Part-time appointment of **Kevin Salaun** to the position of Page, Commack Branch, at a rate of pay of \$7.25 per hour, effective November 25, 2013 (to fill the vacancy created by the release of Anne Sancilio from a Page position into a Library Clerk position).
- vi. Part-time appointment of **Jacqueline Sassano** to the position of Page, Children's Department, Smithtown Main, at a rate of pay of \$7.25 per hour, effective December 2, 2013 (to fill the vacancy created by the release of Anne Marie Milne from a Page position into a Library Clerk position).
- vii. Resignation of **Kaitlyn Young**, Page, Reference/Circulation Department, Smithtown Main, effective June 5, 2013.

The motion was adopted by unanimous consent.

Trustee Otis Thornhill moved adoption of resolution "b":

- b. RESOLVED: That the following CONFERENCE/WORKSHOP ATTENDANCE requests set forth hereinafter are hereby approved:
  - i. That Librarian I **Lauren Bernat**, Young Adult Librarian, Kings Park Branch, be authorized to attend, on paid release time, the "Annual Author Visit" sponsored by the Young Adult Services Division (YASD) of the Suffolk County Library Association (SCLA), to be held at the Mansion at Timber Point, Great River, NY, on December 12, 2013, with reimbursement for actual and necessary expenses not to exceed \$63.00.
  - ii. That Librarian Trainee **Jennifer Colleluori**, Adult Reference Department, Commack & Kings Park Branches, be authorized to attend, on paid release time, the "Launch Your Library Career Part IV: Getting Started With Networking, Publishing & Presenting" workshop, sponsored by METRO & ACRL/NY (Metropolitan NY Library Council and the Greater NY Metropolitan Area Chapter of the Association of College and Research Libraries) to be held at the METRO Training Center, New York, NY, on November 22, 2013, with reimbursement for actual and necessary expenses not to exceed \$66.00.
  - iii. That Librarian II **Amanda Lentino**, Young Adult Librarian, Nesconset Branch, be authorized to attend, on paid release time, the "Annual Author Visit" sponsored by the Young Adult Services Division (YASD) of the Suffolk County Library Association (SCLA), to be held at the Mansion at Timber Point, Great River, NY, on December 12, 2013, with reimbursement for actual and necessary expenses not to exceed \$37.00.
  - iv. That Librarian Trainee **Emilee Walsh**, Reference Department, Nesconset Branch, be authorized to attend, on paid release time, the "Annual Author Visit" sponsored by the Young Adult Services Division (YASD) of the Suffolk County Library Association (SCLA), to be held at the Mansion at Timber Point, Great River, NY, on December 12, 2013, with reimbursement for actual and necessary expenses not to exceed \$37.00.

The motion was adopted by unanimous consent.

4. The BUILDINGS AND GROUNDS COMMITTEE report was presented by President Anthony Monteleone in the absence of Chairperson Joseph Vallone. Mr. Monteleone moved adoption of resolution "a":

- a. Item tabled from October 22, 2013 board meeting:

*RESOLVED: That the request of the St. James Smithtown Little League, to place a banner on the corner of the property of the Smithtown Main building from February 1, 2014 through March 15, 2014, advertising Spring Little League baseball registration, be approved.*

The motion was adopted by unanimous consent.

5. The meeting was taken out of order by President Anthony Monteleone who presented Life Scout Joseph Feldman, of Boy Scout Troop 7, with a proclamation in commemoration of his completion of two Eagle Scout Projects at the Smithtown Main building.

Trustee Anthony Monteleone moved adoption of the following resolution:

*RESOLVED: WHEREAS, as part of his Eagle Scout Project, Joseph F. Feldman, of Boy Scout Troop 7, has generously contributed his skills and leadership abilities to the Smithtown Special Library District pertaining to two projects at the Smithtown Main building, and*

*WHEREAS the first project consisted of the removal, repair, construction and installation of four benches located on the front lawn of the Library; and*

*WHEREAS, the second project consisted of the design and planting of a seventy foot by two foot garden of flowering plants and shrubs situated in the front entrance portion of the building along the windows of the Children's Department; now*

*THEREFORE, BE IT RESOLVED, that Joseph Feldman be commended and thanked for his efforts on behalf of the Smithtown Library and for his contribution to the Smithtown community; and be it*

*FURTHER RESOLVED, that appreciation be expressed to those who assisted him in said project.*

The motion was adopted by general consent.

6. DONATION – Mary Foglia – In memory of Michael S. Mills

Trustee Anthony Monteleone introduced Mary Foglia and proceeded to move the following resolution:

*RESOLVED: That the Board of Trustees of the Smithtown Special Library District does hereby graciously accept and thank the Friends of the Smithtown Library for their "pass-through" donation received from Mary Foglia; and*

*WHEREAS donations from friends and family members were given in memory of Ms. Foglia's son Michael S. Mills in the total amount of \$3,200.00; and*

*WHEREAS said donation is to be used towards an end panel in the Adult Reading Room of the Smithtown Main building and for the purchase of a collection of assorted Coffee Table Books for the Adult Reading Room area; and*

*WHEREAS said books are to reflect the interests of Michael S. Mills; now*

*THEREFORE, BE IT RESOLVED, that appreciation be expressed to all those who contributed to this memorial donation.*

The motion was adopted by unanimous consent.

7. CERTIFICATE OF APPRECIATION – Fern Gutman

Trustee Anthony Monteleone read the following resolution and presented retiree Fern Gutman with a Certificate of Appreciation.

*RESOLVED: WHEREAS, Fern Gutman has announced her retirement as of October 31, 2013; and*

*WHEREAS, Fern began her tenure with the Smithtown Library as a part-time Librarian I in the Adult Reference Department at the Smithtown Main building on June 25, 1977; became full-time on September 17, 1977; and was promoted to Librarian II on August 16, 1980; and*

*WHEREAS, Fern went on maternity leave on May 3, 1986 to give birth to and nurture her beloved son Michael and then returned to her position at the Smithtown Main building on May 1, 1987; and*

*WHEREAS, effective July 7, 2003 Fern was reassigned to the Kings Park Branch where she has remained up until the present time; and*

*WHEREAS, Fern has become the genealogy and e-book expert of the Kings Park Branch, not to mention the statistics librarian and online resources expert; and*

*WHEREAS, it has been noted that patrons will pass by other librarians and wait for Fern to be free because she is beloved by patrons and staff alike; therefore*

*BE IT RESOLVED, that during her thirty-six years of faithful and dedicated service, she has earned the admiration and respect of her colleagues and co-workers and will be missed by the Kings Park community; and be it*

*FURTHER RESOLVED, that the staff of the Smithtown Special Library District does hereby express its appreciation to Fern Gutman for her many years of dedicated service and contributions to the Library and extends to Fern Gutman its best wishes for many years of health and happiness during her retirement; and be it*

*FURTHER RESOLVED, that this proclamation will be read into the minutes of the November 19, 2013 Board of Trustees meeting and become a permanent record of the minutes of that meeting.*

The motion was adopted by general consent.

8. CERTIFICATE OF APPRECIATION – Rita Petraco-DeMarco

Trustee Anthony Monteleone read the following resolution:

*WHEREAS, Rita Petraco-Demarco has announced her retirement as of October 31, 2013; and*

*WHEREAS, Rita began her tenure with the Smithtown Library as a part-time Library Clerk at the Commack Branch on January 3, 2001; and*

*WHEREAS, Rita was appointed as a full-time Library Clerk at the Commack Branch on September 28, 2002 where she spent her career as a dedicated member of the Commack Branch Circulation Department staff; and*

*WHEREAS, Rita served all patrons with a welcoming demeanor and professional manner; and*

*WHEREAS, During her twelve-and-one-half years of faithful and dedicated service, she has earned the admiration and respect of her colleagues and co-workers; therefore be it*

*RESOLVED, That the Board of Trustees of The Smithtown Special Library District hereby expresses its appreciation to Rita Petraco-Demarco for her many years of dedicated service and contributions to the Library; and be it*

*FURTHER RESOLVED, That the Board extends to Rita Petraco-Demarco its best wishes for many years of health and happiness during her retirement.*

The motion was adopted by general consent.

9. Trustee Anthony Monteleone introduced Sara Feder of Girl Scout Troop 1989 who presented a PowerPoint presentation and requested permission to plant a flower garden at the Commack Branch as part of her Girl Scout Gold Award project.

Trustee Anthony Monteleone moved that the Library Board approve the Girl Scout Gold Award Project consisting of a flower garden to be situated in a planter located at the entrance of the Commack Branch.

The motion was adopted by unanimous consent.

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

The Library Director also reported that there had been a theft involving the outdoor storage shed at the Smithtown main building over the weekend and several items had been stolen, including a snow blower, chain saw, weed wacker, hedge trimmer, and leaf blower. The Director noted that the theft was being investigated by the police.

In addition, the Director reported that the Smithtown Library had received recognition in the November 15, 2013 issue of *Library Journal* for the architectural design of its building renovation. The publication noted that “The Smithtown Library remodel preserves the original Colonial design and architectural details while serving as a central hub for social and community activities”.

11. 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**

12. **POLICIES** - The Library Director noted that a new Banner Policy, in addition to a revised Procurement Policy, would be presented at the December board meeting. In addition, since the minimum wage has increased, the Page policy, as it relates to Sunday salaries, is currently being reviewed.
13. **COMMACK BRANCH PARKING LOT** - There was discussion pertaining to the expanded parking lot at the Commack Branch. The Director read correspondence received from BBS Architects pertaining to preliminary cost proposals for the project. The following costs would be incurred: architectural fee for site plans for submission to the Town of Smithtown - \$7,000.00; site demolition and preparation - \$28,000.00; new parking lot construction with 17 additional spaces - \$60,000.00; site restoration - \$3,000.00; design and construction contingencies - \$18,000.00 (total cost of \$116,000.00; in addition to an alternate of \$15,000 to add site lighting in the west parking lot). It was determined that the Library would wait for additional proposals.
14. **KINGS PARK PLAYGROUND** – There was continuing discussion pertaining to the Kings Park Chamber of Commerce playground located at the Kings Park Branch. At a meeting to be held with the Kings Park Chamber of Commerce the day after the Library’s November board meeting, the Library will propose to accept ownership, but will request that the Chamber help subsidize the cost for maintenance of the playground.
15. **LIBRARY FOUNDATION** – In response to receipt of a certified letter sent from the Library, the Foundation President notified the Library Director that the Library Foundation has less than \$20,000 in their finances and would not be in a position to subsidize the cost of the Library signage as requested. In addition, the Foundation does not presently have a treasurer and is hoping to hold a general membership meeting in January to elect new officers, at which time the Library’s request will be presented. The Library Board instructed the Director to discuss the issue with attorney Kevin Seaman and to contact the Library Foundation again in writing to request partial payment for the signs.
16. **COMMITTEE ON OPEN GOVERNMENT** – The Library Director explained that a meeting had been held prior to the Special Board meeting on November 4<sup>th</sup> between the Library’s architect, Library Director, Library attorney and three members of the Library Board. As there seemed to be some confusion as to whether this was a legal meeting, the Committee on Open Government was contacted regarding the presence of three board members of a seven-member board that met with the Library’s attorney, architect and director. The Library has been assured in writing via email from the Committee on Open Government that the Library

was not in violation of any Open Meeting Laws. The Director went on to explain that the Library's architect Roger Smith had, in fact, requested the meeting to discuss his performance evaluation and had requested the presence of the Library Director, three board members and the Library's attorney.

## **NEW BUSINESS**

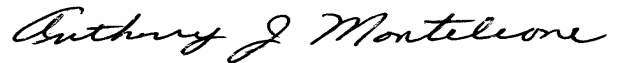
17. Anthony Monteleone noted that the next regular meeting of the Board of Trustees would be held on December 17, 2013 at the Kings Park Branch.

## **ADJOURNMENT**

18. There being no further business, upon a motion by Trustee Otis Thornhill, seconded by Trustee Judy Marlow-Ratway, and adopted by a unanimous vote of 4-0, the meeting adjourned at 8:52 p.m.

Linda Taurassi  
Secretary

Minutes approved this 17<sup>th</sup> day of December, 2013



Anthony J. Monteleone, Vice-President



Linda Taurassi, Clerk