

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

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

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

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 SPECIAL MEETING MINUTES of November 4, 2013 and the *REGULAR MEETING MINUTES of November 19, 2013 be approved as presented.* The motion was seconded by Trustee Joseph Vallone 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 Chairperson Suzanne Mohr, who moved adoption of resolution "a":
 - a. RESOLVED: *That the TREASURER'S REPORT for the month ended November 30, 2013 be approved for filing.*

The motion was adopted by a unanimous 6-0 vote.

Trustee Suzanne Mohr moved adoption of resolution "b":

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

<i>i. Warrant #13-December ("L" fund) PREPAYS</i>	\$ 48,411.47
<i>ii. Warrant #13-December ("L" fund) WARRANT</i>	\$ 106,114.48
<i>iii. Warrant #13-58L ("H" fund) CONSTRUCTION WARRANT</i>	\$ 5,636.66

The motion was adopted by a unanimous 6-0 vote.

Trustee Suzanne Mohr moved adoption of resolution “c”:

- c. RESOLVED: *That the Board of Trustees of the Smithtown Special Library District does hereby authorize the Library to participate nunc pro tunc in the New York State Employer Contribution Stabilization Program under the provisions of Chapter 57, Laws of 2010, for payment of retirement contributions, effective December 12, 2013; and furthermore authorizes the Financial Clerk to enter into said agreement.*

The motion was adopted by a unanimous 6-0 vote.

3. The PERSONNEL COMMITTEE report was presented by Chairperson Otis Thornhill who moved adoption of resolution “a”:
 - i. *Part-time appointment of **Maeghan Dolan** to the position of Page, Commack Branch, at a rate of pay of \$8.00 per hour, effective January 6, 2014 (to fill the vacancy created by the promotion of Anne Sancilio to Library Clerk).*
 - ii. *Part-time appointment of **Matthew Christodoulou** to the position of Page, Kings Park Branch, at a rate of pay of \$8.00 per hour, effective January 2, 2014 (to fill the vacancy created by the resignation of Rebecca Slagle).*
 - iii. *Temporary appointment of **Fern Gutman** to the position of Librarian I on a call-in basis, at a rate of pay of \$28.70 per hour, effective January 6, 2014.*
 - iv. *Resignation of **Kevin Salaun**, Page, Commack Branch, effective November 25, 2013 (NOTE: never commenced employment).*
 - v. *Termination of **Micah Ellebre**, Call-In Custodial Worker I, effective 11/1/13 (NOTE: never commenced employment).*
 - vi. *Medical leave of absence without pay for **Irene Hanna-Ohm**, Page, Nesconset Branch, effective October 22, 2013 through December 3, 2013.*

The motion was adopted by a unanimous 6-0 vote.

4. Report of the BUILDINGS AND GROUNDS COMMITTEE – Joseph Vallone, Chairperson

Trustee Joseph Vallone moved adoption of the following resolution:

RESOLVED: *That the Board of Trustees of the Smithtown Special Library District does hereby authorize the Library to enter into a contract with E & D Automotive Ltd., d/b/a Andre’s Precision Auto, for the purpose of providing snow plowing and salt sanding operations for driving surfaces in the parking lots of the Smithtown, Commack, Kings Park & Nesconset library buildings; said season shall commence January 1, 2014 and end December 31, 2014.*

The motion was adopted by a unanimous 6-0 vote.

5. The Annual 2013 Communications Committee Report was presented by Trustee 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).

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

Trustee Joseph Vallone moved the following resolution as amended:

RESOLVED: That the Board of Trustees of the Smithtown Special Library District does hereby authorize the Library to enter into a contract with Challenge Graphics for the purpose of printing the Library District's monthly newsletter; monthly cost to be based upon the number of issues and number of pages per issue; to commence with the February 2014 issue and run through the January 2015 issue.

The motion was seconded by Trustee Otis Thornhill and adopted by a unanimous 6-0 vote.

REPORTS OF SPECIAL COMMITTEES

UNFINISHED BUSINESS

8. Trustee Monteleone asked the Library Director to give an update on the Smithtown Library Foundation. The Director noted that, to date, we had not received a response to our letter dated December 2, 2013.
9. Trustee Monteleone asked the Library Director to give an update on the situation with the Kings Park Chamber of Commerce and the playground at the Kings Park Branch. The Director noted that, to date, we had not received a response from our November 27, 2013 letter that had been hand delivered to Kings Park Chamber of Commerce President Tony Tanzi. The Director noted that this had been our third attempt to communicate with the Kings Park Chamber of Commerce.
10. Trustee Anthony Monteleone moved the following resolution:

RESOLVED: That the Board of Trustees of the Smithtown Special Library District does hereby authorize the cost involved, as per the Library Director's recommendation, for the design and purchase of custom-printed adult and children's library cards for the Smithtown Special Library District, from Lucas Color Card, at a cost not to exceed \$15,000.00 from the 2014 budget.

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

NEW BUSINESS

11. New Policy - Banner Display Policy – Policy 700-190 (1st reading)

Trustee Anthony Monteleone read the proposed policy's introduction and moved to waive the reading of the remainder of the proposed policy. The motion was adopted by unanimous consent.

The Smithtown Special Library District prohibits the displaying of any banner on Library property without the prior approval of the Library's Board of Trustees. The Smithtown Special Library District provides PVC vinyl posts for the proper display of Library-sponsored programs and events, as well as community-related events. First priority will be given to Library-sponsored programs and events; based on availability, second priority will be given to non-profit organizations based within the Town of Smithtown.

All banners must meet the required specifications as established by the Smithtown Special Library District as follows:

- a) The display of a banner may not exceed thirty (30) days prior to the event that is being publicized.*
- b) All banners to be displayed on Library property must comply with the following size specifications: 9' wide x 3' high; material must be vinyl or canvas; banner should have four (4) corner grommets (one for each corner).*
- c) Applications should be made in writing at least two (2) months in advance of the date desired and must be signed by a Library District resident.*
- d) Scheduling availability will be determined solely by the Library and implementation and enforcement are delegated to the Library Director. Final approval of all applications rests with the Library's Board of Trustees; no application is authorized until approved by the Board of Trustees and signed by the Library Director.*
- e) An approved organization may only display one banner at one building within the Smithtown Special Library District during a scheduled period.*
- f) The Library allows only non-profit organizations to display a banner free of charge as a service to the community and shall not be responsible or liable for any damage or loss arising from or attributable to acts, events or omissions beyond the control of the Smithtown Library (i.e. acts of nature, accidents, or acts of vandalism) which result in damage or loss to banners that have been placed on Library property.*
- g) The Library reserves the right to revoke its permission or remove a banner earlier than approved should there be a conflict with Library related services, programs, activities, or in the case of an emergency.*
- h) Organizations will receive notification of approval/disapproval; approved banners are to be delivered to the buildings at which they will be displayed. Library staff will install and remove all banners. Banners that are not picked up at the conclusion of the display will be discarded.*
- i) Modifications to the above terms may be effected by the Library Director at his/her discretion.*

12. REVISED POLICY - Procurement Policy – Policy 900-30 – The Library Director noted that the Procurement Policy was currently in the process of being revised. Treasurer Joanne Grove and attorney Kevin Seaman were currently reviewing the policy and making appropriate changes and it should be ready for the Library Board’s first reading at the January meeting.
13. RESOLUTION: Certificate of Appreciation – Eric J. Johansson

Trustee Anthony Monteleone moved the following resolution:

*RESOLVED, WHEREAS **Eric J. Johansson** has been a member of the Board of Trustees (“Board”) of the Smithtown Special Library District (“Library”) from July 1, 2004 through December 31, 2013; and*

WHEREAS, during his three terms, consisting of nine years of faithful and dedicated service, he has served in the capacity of both President and Vice President of the Board and has earned the admiration and respect of his fellow trustees; and

*WHEREAS, the Board recognizes the excellent and dedicated service **Eric J. Johansson** has rendered the Library during that time; therefore be it*

*RESOLVED, that the Board of Trustees of the Smithtown Special Library District extends a unanimous vote of thanks to **Eric J. Johansson** for his years of dedicated service to the community; and be it*

FURTHER RESOLVED, that this resolution become a part of the permanent record of the minutes of this meeting.

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

14. RESOLUTION: Certificate of Appreciation – Judy Marlow-Ratway

Trustee Anthony Monteleone moved the following resolution:

*RESOLVED, WHEREAS **Judy Marlow-Ratway** has been a member of the Board of Trustees (“Board”) of the Smithtown Special Library District (“Library”) from January 1, 2011 through December 31, 2013; and*

WHEREAS, during her term of faithful and dedicated service she has earned the admiration and respect of her fellow trustees; and

*WHEREAS, the Board recognizes the excellent and dedicated service **Judy Marlow-Ratway** has rendered the Library during that time; therefore be it*

*RESOLVED, that the Board of Trustees of the Smithtown Special Library District extends a unanimous vote of thanks to **Judy Marlow-Ratway** for her years of dedicated service to the community; and be it*

FURTHER RESOLVED, that this resolution become a part of the permanent record of the minutes of this meeting.

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

After a brief photo opportunity, Trustee Judy Marlow-Ratway stated that she was very proud to have been elected Smithtown Library Trustee and to serve on the Construction and Renovation Project. Ms. Marlow-Ratway added that the work was challenging, rewarding and beneficial to our Library as well as the greater Smithtown community. Due to obligations and commitments previously made prior to her election to various service projects around the community Ms. Marlow-Ratway had decided not to run for re-election. She further noted that the two new trustees elected, along with the current board, were highly qualified to move forward making the right decisions. Ms. Marlow-Ratway thanked everyone for the wonderful opportunity she had received.

15. Trustee Anthony Monteleone moved the following resolution:

RESOLVED, That the 2014 YEARLY PLANNER be approved as presented (copy of 2014 Yearly Planner attached to the original of these minutes).

(Note: due to the Library's budget and trustee election in October, the October regular board meeting is held on the fourth Tuesday of the month instead of the third Tuesday as per Library Board of Trustees resolution dated September 27, 2007).

The motion was seconded by Trustee Otis Thornhill and adopted by a unanimous 6-0 vote.

16. Trustee Anthony Monteleone moved the following resolution:

RESOLVED: That the Board of Trustees of the Smithtown Special Library District does hereby approve the proposed SCLS Fiscal Year 2014 Operating Budget.

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

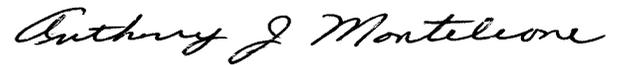
17. Annual Organizational meeting of the Board of Trustees – After discussion, Trustee Anthony Monteleone noted that the annual re-organizational meeting of the Board of Trustees would be held Monday, January 6, 2014 at 2:00 p.m. at the Nesconset Branch.
18. Trustee Anthony Monteleone noted that the next regular meeting of the Board of Trustees would be held Tuesday, January 21, 2014 at 7:00 p.m. at the Smithtown Main building.
19. Library Director Robert Lusak asked permission to correct an omission he had made in his Director's Report at the November board meeting pertaining to the Operation Gratitude Candy Collection Project. He wanted to make the Board aware that Library staff had collected the candy after Halloween; that the candy had been boxed up, and that the entire cost of shipping the candy overseas was donated by the staff. Mr. Lusak felt this was a very generous endeavor on the part of the Library's staff members.

ADJOURNMENT

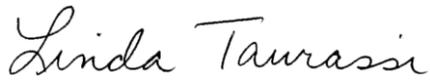
20. There being no further business, upon a motion by Trustee Anthony Monteleone, the meeting adjourned by general consent at 8:45 p.m.

Linda Taurassi
Secretary

Minutes approved this 24th day of January, 2014.



Anthony J. Monteleone, Vice-President



Linda Taurassi, Clerk