

**MINUTES
BOARD OF TRUSTEES
SMITHTOWN SPECIAL LIBRARY DISTRICT
March 21, 2014**

A regular meeting of the Board of Trustees of the Smithtown Special Library District was held at the Nesconset Branch of the Smithtown Library in Nesconset, New York on the 21st day of March, 2014 at 1:00 p.m.

The following trustees were present and participating at the meeting: John C. Martins, Suzanne Mohr, Anthony J. Monteleone, Diana Schilling-Held, Otis M. Thornhill. Trustees Gerard J. Cairns 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. President Anthony Monteleone moved the following resolution:

RESOLVED: That the REGULAR MEETING MINUTES of February 18, 2014 be approved as presented.

The motion was seconded by Trustee Otis Thornhill and adopted by a unanimous 5-0 vote.

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

2. The BUDGET AND FINANCE COMMITTEE report was presented by Trustee Suzanne Mohr, who moved adoption of resolution "a":

- a. *RESOLVED: That the TREASURER'S REPORT for the month ended February 28, 2014 be approved for filing (copy of report appended to the original of these minutes).*

The motion was adopted by a unanimous 5-0 vote.

Trustee Suzanne Mohr moved adoption of resolution "b":

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

<i>i. Warrant #14-March ("L" fund) PREPAYS</i>	<i>\$ 38,654.46</i>
<i>ii. Warrant #14-March("L" fund) WARRANT</i>	<i>\$ 357,830.38</i>
<i>iii. Warrant #14-61L ("H" fund) CONSTRUCTION WARRANT</i>	<i>\$ 84,996.58</i>

The motion was adopted by a unanimous 5-0 vote.

Trustee Suzanne Mohr moved adoption of resolution "C":

- c. RESOLVED: *That the Treasurer be authorized to execute the budget transfers (in/out) as appended, per the recommendation of internal auditors Cullen & Danowski, LLP (copy of report appended to the original of these minutes).*

The motion was adopted by a unanimous 5-0 vote.

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

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

- i. *Transfer of Librarian II **Katie McIntyre**, Children's Department, Commack Branch, to the Bay Shore—Brightwaters Public Library, effective March 24, 2014 (note: March 21, 2014 is the last date of employment at the Smithtown Library).*
- ii. *Permanent promotional appointment of **Erin McCann** to the position of Librarian II, Children's Department, Commack Branch, at an annual rate of pay of \$58,356.00 subject to a 12-week probationary period, effective March 24, 2014.*
- iii. *Leave of absence without pay for **Joyce O'Hara**, Page, Smithtown Main, effective April 8, 2014 through April 23, 2014.*
- iv. *Leave of absence without pay for **Irene Hanna-Ohm**, Page, Nesconset Branch, effective December 27, 2013 through April 1, 2014.*

The motion was adopted by a unanimous 5-0 vote.

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 II **Christine Alexander**, Young Adult Librarian, Kings Park Branch, be authorized to attend, on paid release time, the "Fran Romer Memorial Booktalk Workshop" sponsored by YASD (Young Adult Services Division of SCLA) on April 10, 2014, to be held at the Smithtown Library, with reimbursement for actual and necessary expenses not to exceed \$15.00.*
- ii. *That Librarian II **Jennifer Catrano**, Children's Department, Smithtown Main building, be authorized to attend on paid release time, the CLASC (Children's Librarians Association of Suffolk County) Annual Membership Meeting and Dinner to be held at the Three Village Inn on April 24, 2014, with reimbursement for actual and necessary expenses not to exceed \$56.00.*
- iii. *That Librarian III **Eileen Caulfield**, Children's Department, Smithtown Main building, be authorized to attend on paid release time, the CLASC (Children's Librarians Association of Suffolk County) Annual Membership Meeting and Dinner to be held at the Three Village Inn on April 24, 2014, with reimbursement for actual and necessary expenses not to exceed \$48.00.*
- iv. *That Librarian I **Elizabeth Coleman**, Children's Department, Commack Branch, be authorized to attend on paid release time, the CLASC (Children's Librarians Association of Suffolk County) Annual Membership Meeting and Dinner to be held at the Three Village Inn on April 24, 2014, with reimbursement for actual and necessary expenses not to exceed \$48.00.*
- v. *That Librarian II **Sheila Doherty**, Young Adult Librarian, Commack Branch, be authorized to attend, on paid release time, the "Fran Romer Memorial Booktalk Workshop," sponsored by YASD (Young Adult Services Division of SCLA), on April 10, 2014, to be held at the Smithtown Library, with reimbursement for actual and necessary expenses not to exceed \$15.00.*

- vi. *That Librarian II **Amanda Lentino**, Young Adult Librarian, Nesconset Branch, be authorized to attend, on paid release time, the “Fran Romer Memorial Booktalk Workshop,” sponsored by YASD (Young Adult Services Division of SCLA), on April 10, 2014, to be held at the Smithtown Library, with reimbursement for actual and necessary expenses not to exceed \$15.00*
- vii. *That Assistant Library Director **Sue McManus**, Smithtown Main building, be authorized to attend, on paid release time, the ALA (American Library Association) annual conference, sponsored by ALA, from June 26, 2014 through July 1, 2014, to be held in Las Vegas, NV, with reimbursement for actual and necessary expenses not to exceed \$794.00.*
- viii. *That Librarian II **Maggie Moloney**, Children’s Department, Nesconset Branch, be authorized to attend, on paid release time, the “Lead the Change Leadership Event Series,” sponsored by Library Journal, on April 3, 2014, to be held at the Nassau Library System, Uniondale, with reimbursement for actual and necessary expenses not to exceed \$80.00.*
- ix. *That Librarian II **William Salas**, Young Adult Librarian, Smithtown Main, be authorized to attend, on paid release time, the “Fran Romer Memorial Booktalk Workshop,” sponsored by YASD (Young Adult Services Division of SCLA), on April 10, 2014, to be held at the Smithtown Library, with reimbursement for actual and necessary expenses not to exceed \$15.00*
- x. *That Librarian II **Patty Thomson**, Adult Reference Department, Nesconset Branch, be authorized to attend, on paid release time, the “Lead the Change Leadership Event Series,” sponsored by Library Journal, on April 3, 2014, to be held at the Nassau Library System, Uniondale, with reimbursement for actual and necessary expenses not to exceed \$80.00.*

The motion was adopted by a unanimous 5-0 vote.

- 4. In the absence of Chairperson Joseph Vallone, the BUILDINGS AND GROUNDS COMMITTEE report was presented by President Anthony Monteleone:
 - a. Smithtown Library Foundation – The Director asked President Anthony Monteleone to read into the record a letter received from Library Foundation President Jim Teese earlier in the week. The Director noted that the pending 2014 annual meeting referred to in Mr. Teese’s letter was supposed to have taken place in January. Mr. Lusak advised the Board to think about what steps they would like to take next with regard to the Foundation.

President Anthony Monteleone moved adoption of resolution “b”:

- b. RESOLVED: *That the Library Director be authorized to remove the following FIXED ASSET obsolete items from the inventory of the Nesconset Branch:*
 - 1. Sharp PA-3100II Portable Electric Intelliwriter Typewriter – Fixed Asset # 103074
 - 2. IBM Selectric II Typewriter – Fixed Asset # 301176

The motion was adopted by a unanimous 5-0 vote.

President Anthony Monteleone moved adoption of resolution “c”:

- c. RESOLVED: *That the request of the Smithtown Methodist Church, to place a banner on the corner of the property of the Smithtown main library from April 21, 2014 through May 11, 2014, advertising their annual “Mother’s Day Plant Sale” to be held on May 9, 2014 through May 10, 2014, be approved.*

The motion was adopted by a unanimous 5-0 vote.

President Anthony Monteleone moved adoption of resolution “d”:

- d. RESOLVED: *That the request of the Sweetbriar Nature Center, to place a banner on the property of the Kings Park Branch from April 15, 2014 through May 15, 2014, advertising their annual “Nature Fair”, be approved.*

The motion was adopted by a unanimous 5-0 vote.

President Anthony Monteleone moved adoption of resolution “e”:

- e. RESOLVED: *That the request of student Brian Durkan, to place a pet food collection bin in both the Smithtown Main and Nesconset buildings from March 24, 2014 through April 14, 2014, as part of his community service project with the Smithtown Youth Bureau, be approved (note: Mr. Durkan will be responsible for providing the collection bin, a notice detailing specifics of the collection, and the removal of items and bins in a timely manner).*

The motion was adopted by a unanimous 5-0 vote.

President Anthony Monteleone moved adoption of resolution “f”:

- f. Revised Contract Start and End Dates – Briscoe Protective Systems, Inc.
RESOLVED: *That the Board of Trustees of the Smithtown Special Library District does hereby approve the revised contract start and ending dates of Briscoe Protective Systems, Inc. (to provide monitoring and fire alarm services, including fire alarm testing, inspections, and fire alarm central station monitoring, for all library buildings at an annual cost not to exceed \$10,300.00) for the revised contract period of March 1, 2014 through February 28, 2015.*

The motion was adopted by a unanimous 5-0 vote.

5. COMMUNICATIONS COMMITTEE Chairperson Diana Schilling-Held presented the Smithtown Special Library District’s 2014 Annual Report to the Community (copy of report appended to the original of these minutes).

Trustee Otis Thornhill moved the following resolution:

- RESOLVED: *That the 2014 Board of Trustees’ Annual Report to the Community, (pursuant to Article V, Section 2C of the Board of Trustees Bylaws) be accepted as presented.*

The motion was adopted by a unanimous vote of 5-0. Library Director Robert Lusak noted that the report would appear in the Library’s April newsletter.

6. The DIRECTOR’S REPORT was presented by Library Director Robert Lusak (copy of report appended to the original of these minutes).
7. President Anthony Monteleone presented certificates received from the Suffolk Cooperative Library System in recognition of a trustee training seminar entitled “Public Library Trustee Roles and Responsibilities”. In attendance at the seminar were Trustee Gerard Cairns, Trustee Suzanne Mohr, Trustee Anthony Monteleone, Trustee Diana Schilling-Held, Library Director Robert Lusak, Assistant Library Director Sue McManus, Business Manager Amy Scholl, and Librarian II Patti Thomson. Library Director Robert Lusak noted that these workshops were soon to be mandatory for all trustees.

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

UNFINISHED BUSINESS

9. DONATION – Friends of the Smithtown Library

Trustee Otis Thornhill moved adoption of the following resolution:

RESOLVED: That the Board of Trustees of the Smithtown Special Library District does hereby accept a total donation of \$40,000.00 (\$20,000 - 11/19/2010; \$20,000 – 1/28/14) from the Friends of the Smithtown Library, for the establishment of a “Learn Lab” at the Smithtown Main building; and be it

FURTHER RESOLVED, that the Board of Trustees of the Smithtown Special Library District does hereby graciously thank the Friends of the Smithtown Library for this generous donation.

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

10. REVISED POLICY – Circulation of Materials – Policy 800-10 (2nd reading)

President Anthony Monteleone moved that the proposed revisions to the Circulation of Materials Policy be adopted as presented:

Proposed Revised Policy (revision underlined in bold font):

A. LIBRARY CARDS

1. *The Smithtown Special Library District issues a full-access library card without charge to any resident of the Smithtown Special Library District; **however a \$1 replacement fee will be charged if the card has been lost or stolen.***

The motion was adopted by a unanimous 5-0 vote.

NEW BUSINESS

11. Approval of Garden – COMMACK BRANCH – Four Harbors Audubon Society

President Anthony Monteleone moved the following resolution:

- a. *RESOLVED: That the Board of Trustees of the Smithtown Special Library District authorizes the Library Director to oversee the implementation of the Commack Branch Theodore Paolotti Memorial Wildlife Habitat Display Garden to be designed, installed and maintained through the generosity of the Four Harbors Audubon Society, and to make modifications as deemed necessary; said garden to be located east of the Shana Kay Memorial Reading Area.*

The motion was seconded by Trustee Otis Thornhill and adopted by a unanimous 5-0 vote.

President Anthony Monteleone moved the following resolution:

- b. **RESOLVED:** *That the Board of Trustees of the Smithtown Special Library District authorizes the Library Director to oversee the implementation of a possible additional garden located in the southwest corner of the Commack Branch to be designed, installed and maintained through the generosity of the Four Harbors Audubon Society, and to make modifications as deemed necessary.*

The motion was seconded by Trustee Otis Thornhill and adopted by a unanimous 5-0 vote.

12. Approval of Garden – SMITHTOWN MAIN – Four Harbors Audubon Society

President Anthony Monteleone moved the following resolution:

- RESOLVED:** *That the Board of Trustees of the Smithtown Special Library District authorizes the Library Director to oversee the implementation of the Smithtown Main building Bird and Butterfly Display Garden to be designed, installed and maintained through the generosity of the Four Harbors Audubon Society, and to make modifications as deemed necessary.*

The motion was seconded by Trustee Suzanne Mohr and adopted by a unanimous 5-0 vote.

13. REVISED POLICY – Procurement Policy – 900-30 (1st reading)

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

CURRENT POLICY

This policy sets forth the principles and procedures of the Smithtown Special Library District to meet the requirements of General Municipal Law, Section 104-b.

1. Purpose
Goods and services which are not required by law to be procured pursuant to competitive bidding must be procured in a manner so as to assure the prudent and economical use of public moneys, in the best interests of the taxpayers, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances, and to guard against favoritism, improvidence, extravagance, fraud and corruption. To further these objectives, the Board of Trustees of the Smithtown Special Library District is adopting internal policies and procedures governing all procurements of goods and services which are not required to be made pursuant to the competitive bidding requirements of General Municipal Law, Section 103 or of any other general, special or local law.
2. Determining Whether Procurements are Subject to Formal Bidding
 - a. All purchase contracts for commodities or services which can reasonably be expected to exceed TEN-THOUSAND DOLLARS (\$10,000) during a given fiscal year shall be subject to competitive bidding pursuant to Section 103 of General Municipal Law.
 - b. All contracts for public work which can reasonably be expected to exceed TWENTY-THOUSAND DOLLARS (\$20,000) shall be subject to competitive bidding pursuant to Section 103 of General Municipal Law.
 - c. The following types of procurements are not required to be competitively bid under Section 103 of General Municipal Law:
 - i. Purchases made directly from a qualified contract let by: the New York State Office of General Services; any Suffolk County agency; any preferred source as defined by the State Finance Law; any other qualified Public Authority or qualified Public Benefit Corporation.

- ii. Work or services by public utilities regulated by the New York State Public Service Commission, for which the rates charged to customers have been tariffed in accordance with the provisions of Public Service Law.
- iii. Procurement of professional services. For the purposes of this section, professional services shall mean those services involving a relationship of trust and confidence that require specialized skills, use of expert judgment, and/or a high degree of creativity.
- iv. Operating Leases. Documentation shall include written quotations and a cost-benefit analysis of leasing versus purchasing.
- v. Insurance. Documentation shall include specifications, awarding resolution, and documented quotations.
- vi. Second-Hand Equipment From Other Governments. Documentation shall include market price comparisons (verbal or written quotations), and name of government.

3. Statutory Exceptions From These Policies and Procedures

Except for procurements made pursuant to General Municipal Law, Section 103(3) (through county contracts) or Section 104 (through state contract), State Finance Law, Section 175-b (from agencies for the blind or other severely handicapped, special employment programs for the mentally ill or veteran's workshops), Correction Law, Section 186 (articles manufactured in correctional institutions), or the items excepted herein, alternative proposals or quotations for goods and services shall be secured by use of written requests for proposals, written quotations, verbal quotations or any other method of procurement which furthers the purposes of General Municipal Law, Section 104-b.

4. Non-Bid Procurements

- a. The Library Director, or such designee as may be appointed, is authorized to make purchases on behalf of the Library for commodities and services valued at ONE THOUSAND DOLLARS (\$1,000) or less without prior approval from the Board of Trustees and without the solicitation of alternative proposals or quotations.
- b. The Library Director, or such designee as may be appointed, is authorized to make purchases on behalf of the Library for commodities and services valued between ONE THOUSAND DOLLARS (\$1,000) and TWENTY-FIVE HUNDRED DOLLARS (\$2,500) without prior approval from the Board of Trustees, from the lowest dollar offerer, provided at least one other documented quotation is received.
- c. The Library Director, or such designee as may be appointed, is authorized to make purchases on behalf of the Library for commodities and services valued in excess of TWENTY-FIVE HUNDRED DOLLARS (\$2,500) but less than FIVE THOUSAND (\$5,000) without prior approval from the Board of Trustees, from the lowest dollar offerer, provided at least three (3) other documented quotations are received.
- d. The Library Director, or such designee as may be appointed, is authorized to make purchases on behalf of the Library for commodities and services valued in excess of FIVE THOUSAND DOLLARS (\$5,000) but less than TEN THOUSAND DOLLARS (\$10,000) with the prior approval of the Board of Trustees, from the lowest dollar offerer, provided at least three (3) other documented quotations are received.
- e. The Library Director is authorized to make purchases on behalf of the library for commodities and services related to the library expansion and renovation project, valued no greater than TWENTY THOUSAND DOLLARS (\$20,000), without the prior approval of the Board of Trustees of the Smithtown Special Library District; however, said authorization will require two (2) signatures, one being that of the Library Director or Assistant Library Director and one being that of the Chairperson of the Buildings and Grounds Committee or Library Board President; said addendum to terminate at completion of project.

5. Documentation For Non-Bid Procurements

- a. Verbal Quotations: The record should include at a minimum the date of the quotation, item or service desired, price quoted, name of vendor, and name of vendor's representative.
- b. Written Quotations: Vendors should provide at minimum the date of the quotation, description of items or details of service to be provided, price quotation, and name of contact. Quotations transmitted by telefacsimile are acceptable provided such transmissions include the aforementioned information.

- c. Requests For Proposals: The Library shall award contracts for professional services only after an appropriate number of professionals are contacted directly asking for the submission of written proposals. Requests for proposals and evaluations of proposals can consider price and other factors such as experience, staffing, and suitability for needs and may include negotiations on a fair and equal basis.
6. Awards to Other Than Lowest Dollar Offerer
- a. Whenever any award is made to other than the lowest dollar offerer, the reasons such an award is to an offerer other than the lowest dollar offerer should be documented as follows:
 - i. A memorandum to the file that details how the award meets the statutory criteria for awards to other than the lowest dollar offerer.
 - ii. Record of vendors contacted and price quotations received.
 - b. Any purchase awarded to other than the lowest dollar offerer shall be made only with the prior approval of the Board of Trustees.
7. Items Excepted From Policies and Procedures by Board of Trustees

The Board of Trustees sets forth the following circumstances when, or types of procurements for which, in its sole discretion, the solicitation of alternative proposals or quotations will not be in the best interest of the Smithtown Special Library District.

- a. An emergency where time is a crucial factor.
 - b. Procurements for which there is no possibility of competition.
 - c. Procurements valued at ONE THOUSAND DOLLARS (\$1,000) or less.
8. Input From Officers

Comments concerning the policies and procedures shall be solicited from officers of the Library involved in the procurement process prior to the enactment of the policies and procedures, and will be solicited from time to time hereafter.

9. Annual Review

The Board of Trustees shall annually review these policies and procedures. The Library Director shall be responsible for conducting an annual review of the procurement policy and for an evaluation of the internal control structure established to ensure compliance with the procurement policy.

10. Unintentional Failure to Comply

The unintentional failure to comply with the provisions of General Municipal Law, Section 104-b shall not be grounds to void action taken or give rise to a cause of action against the Smithtown Special Library District or any officer or employee thereof.

PROPOSED POLICY – DRAFT (1st reading)

This policy sets forth the principles and procedures of the Smithtown Special Library District to meet the requirements of General Municipal Law, Section 104-b.

1. Purpose

Purchase contracts and Public work contracts which are not required by law to be obtained pursuant to competitive bidding must be procured in a manner so as to assure the prudent and economical use of public moneys, in the best interests of the taxpayers, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances, and to guard against favoritism, improvidence, extravagance, fraud and corruption. To further these objectives, the Board of Trustees of the Smithtown Special Library District is adopting internal procedures governing all procurements of goods and services which are not required to be made pursuant to the competitive bidding requirements of General Municipal Law, Section 103, or of any other general, special or local law. The term of all executed contracts (one year or greater) will be determined by the nature of the contract and defined as proprietary or governmental and in compliance with New York State Law.

2. Determining Whether Procurements are Subject to Formal Bidding

- a. *All purchase contracts for commodities which can reasonably be expected to exceed TWENTY-THOUSAND DOLLARS (\$20,000) during a given fiscal year shall be subject to competitive bidding pursuant to Section 103 of General Municipal Law and awarded by competitive offering in consideration of "best value" (NYS Finance Law 163 (1)(j) or to the lowest responsible bidder.*
- b. *All contracts for public works expenditures including services, labor or construction which can reasonably be expected to exceed THIRTY-FIVE THOUSAND DOLLARS (\$35,000) shall be subject to competitive bidding pursuant to Section 103 of General Municipal Law and awarded to the lowest responsible bidder.*
- c. *There are several exceptions to the competitive bidding and competitive offering ("best value") requirements under Section 103 of General Municipal Law.*
 - i. *Qualifying purchases made through the NYS office of General Services, purchases made through certain county and federal contracts, purchases made through the use of certain contracts let by other states or political subdivisions, emergency purchases, professional services and purchases from a legitimate sole source or preferred sources are excluded. For the purposes of this section, professional services shall mean those services involving a relationship of trust and confidence that require specialized skills, use of expert judgment and/or a high degree of creativity. Although professional services are not subject to bidding requirements, it is the Library's policy to issue a Request for Proposals (RFPs) on a periodic basis but not exceeding five (5) years for such services.*
 - ii. *Operating Leases are excluded. Documentation shall include written quotations and a cost-benefit analysis of leasing versus purchasing.*
 - iii. *Insurance is excluded. However, documentation shall include specifications, awarding resolution, and documented quotations.*
 - iv. *Surplus and second-hand supplies, materials or equipment may be purchased without competitive bidding or competitive offering from the federal government, New York State or from any other political subdivision, district or public benefit corporation.*

3. Statutory Exceptions from These Policies and Procedures

Except for procurements made pursuant to General Municipal Law, Section 103(3) (through county contracts) or Section 104 (through state contract), State Finance Law, Section 175-b (from agencies for the blind or other severely handicapped, special employment programs for the mentally ill or veteran's workshops), Correction Law, Section 186 (articles manufactured in correctional institutions), or the items excepted herein, alternative proposals or quotations for purchase contracts or public work contracts shall be secured by use of written requests for proposals, written quotations, verbal quotations or any other method of procurement which furthers the purposes of General Municipal Law, Section 104-b.

4. Non-Bid Procurements

- a. *The Library Director, or such designee as may be appointed, is authorized to enter into purchase contracts and public work contracts on behalf of the Library valued at TWENTY-FIVE HUNDRED DOLLARS (\$2,500) or less without prior approval from the Board of Trustees and without the solicitation of alternative proposals or quotations.*
- b. *The Library Director, or such designee as may be appointed, is authorized to enter into purchase contracts and public work contracts on behalf of the Library in excess of TWENTY-FIVE HUNDRED DOLLARS (\$2,500) but less than FIVE THOUSAND DOLLARS (\$5,000) without prior approval from the Board of Trustees, from the lowest dollar offerer or best value offerer provided at least one (1) other documented quotation is received.*
- c. *The Library Director, or such designee as may be appointed, is authorized to enter into purchase contracts and public work contracts on behalf of the Library valued at FIVE THOUSAND DOLLARS (\$5,000) but less than TEN THOUSAND DOLLARS (\$10,000) with the prior approval of the Board of Trustees, from the lowest dollar offerer or best value offerer provided at least two (2) other documented quotations are received.*

- d. *The Library Director, or such designee as may be appointed, is authorized to enter into purchase contracts and public work contracts on behalf of the Library valued at TEN THOUSAND DOLLARS (\$10,000) or more with the prior approval of the Board of Trustees, from the lowest responsible dollar offerer (as to public work contracts) or best value offerer (as to commodity purchases) provided at least three (3) other documented quotations are received.*
- e. *The Library Director is authorized to make purchases on behalf of the library for commodities and services related to the library expansion and renovation project, valued no greater than TWENTY THOUSAND DOLLARS (\$20,000), without the prior approval of the Board of Trustees of the Smithtown Special Library District; however, said authorization will require two (2) signatures, one being that of the Library Director or Assistant Library Director and one being that of the Chairperson of the Buildings and Grounds Committee or Library Board President; said addendum to terminate at completion of project (Sunsets 12/31/2013).*

5. Documentation For Non-Bid Procurements

- a. *Verbal Quotations: The record should include at a minimum the date of the quotation, item or work desired, price quoted, name of vendor, and name of vendor's representative.*
- b. *Written Quotations: Vendors should provide at minimum the date of the quotation, description of items or details of work to be provided, price quotation, and name of contact. Quotations transmitted by telefacsimile are acceptable provided such transmissions include the aforementioned information.*
- c. *Requests For Proposals: The Library shall award contracts for professional services only after an appropriate number of professionals are contacted directly asking for the submission of written proposals. Requests for proposals and evaluations of proposals can consider price and other factors such as experience, staffing, and suitability for needs and may include negotiations on a fair and equal basis.*

6. Awards on Bids and Non-Bid Procurements to Other Than Lowest Dollar Offerer

- a. *Whenever any award is made to other than the lowest dollar offerer, the reasons such an award is made should be documented as follows:*
 - i. *A memorandum to the file that details the manner in which the award comports with the statutory criteria permitting awards to other than the lowest dollar offerer.*
 - ii. *Record of vendors contacted and price quotations received.*
- b. *Any purchase of FIVE THOUSAND DOLLARS (\$5,000) or more of commodities awarded to other than the lowest dollar offerer shall be made on the basis of "best value" or "lowest responsible bid" with the prior approval of the Board of Trustees.*

7. Items Excepted From Policies and Procedures by Board of Trustees

The Board of Trustees sets forth the following conditions when, in its sole discretion, the solicitation of alternative proposals or quotations will not be in the best interest of the Smithtown Special Library District.

- a. *An emergency compromising the safety and welfare of staff and patrons or endangering the library's physical plant.*
- b. *Procurements for which there is no possibility of competition, as in a sole provider source.*

8. Input From Officers

Comments concerning the regulations and procedures shall be solicited from officers of the Library involved in the procurement process prior to the enactment of the regulations and procedures, and will be solicited from time to time hereafter.

9. Annual Review

The Board of Trustees shall annually review these policies and regulations. The Library Director shall be responsible for conducting an annual review of the Procurement Policy and for an evaluation of the internal control structure established to ensure compliance with the Policy.

10. Unintentional Failure to Comply

The unintentional failure to comply with the provisions of General Municipal Law, Section 104-b shall not be grounds to void action taken or give rise to a cause of action against the Smithtown Special Library District or any officer or employee thereof.

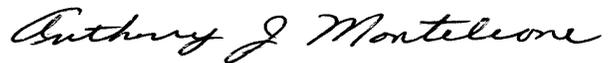
14. President Anthony Monteleone reported that the next regular meeting of the Board of Trustees would be held at the Kings Park Branch on April 15, 2014 at 7:00 p.m.

ADJOURNMENT

15. There being no further business, upon a motion by President Anthony Monteleone, seconded by Trustee Otis Thornhill, and adopted by a unanimous 5-0 vote, the meeting adjourned at 1:58 p.m.

Linda Taurassi
Secretary

Minutes approved this 15th day of April, 2014.



Anthony J. Monteleone, Vice-President



Linda Taurassi, Clerk