

**MINUTES  
BOARD OF TRUSTEES  
SMITHTOWN SPECIAL LIBRARY DISTRICT  
June 17, 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 17<sup>th</sup> day of June, 2014 at 7:00 p.m.

The following trustees were present and participating at the meeting: Gerard J. Cairns, John C. Martins, Suzanne Mohr, Anthony J. Monteleone, Otis M. Thornhill and Joseph Vallone. Trustee Diana Schilling-Held was absent with prior notice.

Also present were Library Director Robert Lusak, Assistant Library Director Sue McManus, Library Attorney Kevin Seaman, Treasurer Joanne T. Grove, Business Manager Amy Scholl, Clerk Linda Taurassi and Architect Roger Smith from BBS Architects & Engineers.

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. Library Board President Anthony Monteleone moved the following resolution:

*RESOLVED: That the REGULAR MEETING MINUTES of May 20, 2014 be approved as amended.*

The motion was seconded by Trustee Gerard Cairns and adopted by a unanimous 6-0 vote.

The meeting was taken out of order by Library Board President Anthony Monteleone in order to present a plaque to Eagle Scout Joseph F. Feldman in recognition of his Eagle Scout project completed at the Smithtown Main building.

Library Board President Anthony Monteleone then introduced the Library's architect Roger Smith, of BBS Architects, who explained that the building project had now reached substantial completion and that the warranty period would commence on the date of final payment. He noted that final payment to the contractor had been made at Commack, Nesconset and Kings Park; however, no final payment to the contractor had been made yet at the Smithtown Main. The warranty period included one year for materials and three years for labor, except for the roofs which may have a warrantee of up to twenty years. There was discussion regarding the end of the project and the remaining items on the punch list: dedication plaques that are in the process of being redone and the LEED Certifications. There was also discussion regarding a problem with the carriage lights at the Smithtown Main building.

Trustee Joseph Vallone moved the following resolution:

*RESOLVED, that the sum of \$28,637.82 be paid to BBS Architects & Engineers for payments due under the terms of BBS Architects & Engineers' contract with the Smithtown Special Library District.*

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

Trustee Joseph Vallone moved the following resolution:

*RESOLVED, that the Board of Trustees of the Smithtown Special Library District grants permission to release the sum of \$17,000.00 to T. G. Nickel & Associates.*

The motion was seconded by Trustee Suzanne Mohr and adopted by a unanimous 6-0 vote.

The meeting returned to the regular order of business.

**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 May 31, 2014 be approved for filing (copy of report appended to the original of these minutes).*

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 #14-June (“L” fund) PREPAYS</i>	<i>\$ 39,814.91</i>
<i>ii. Warrant #14-June (“L” fund) WARRANT</i>	<i>\$ 150,875.17</i>
<i>iii. Warrant #14-64L (“H” fund) CONSTRUCTION WARRANT</i>	<i>\$ 36,528.21</i>

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 approves the budget transfer of \$36,528.21 from the assigned general fund balance for the purpose of funding warrant #14-64L “H Fund” construction warrant (note: \$17,651.39 balance to fund library-wide improvements as designated in 11/19/2013 board resolution).*

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

3. At 7:53 p.m. Library Board President Anthony Monteleone moved that the Board enter executive session pursuant to Article 7, §105 (F) of the Public Officers Law, to discuss the employment history of a particular person.

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

The following trustees were present and participating in executive session: Gerard J. Cairns, John C. Martins, Suzanne Mohr, Anthony J. Monteleone, Otis M. Thornhill and Joseph Vallone.

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

4. Upon a motion by Library Board President Anthony Monteleone, seconded by Trustee Otis Thornhill, and adopted by a unanimous 6-0 vote, the meeting reconvened in open public session at 8:17 p.m.

5. 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 amended:*

- i. *Permanent full-time promotional appointment of **Julie DeLaney** to the position of Librarian III, Community Relations Department, Nesconset Branch, at an annual rate of pay of \$88,250.00, subject to a 12-week probationary period, effective June 30, 2014.*
- ii. *Temporary appointment of **Joseph Adames** to the position of Custodial Worker I on a call-in basis, at a rate of pay of \$18.02 per hour, effective June 18, 2014.*
- iii. *Temporary appointment of **Michael Aliperti** to the position of Custodial Worker I on a call-in basis, at a rate of pay of \$18.02 per hour, effective June 18, 2014.*
- iv. *Temporary appointment of **Kevin Lawler** to the position of Custodial Worker I on a call-in basis, at a rate of pay of \$18.02 per hour, effective June 18, 2014.*
- v. *Part-time appointment of **Claire Nunez** to the position of Page, Children’s Department, Smithtown Main, at a rate of pay of \$8.00 per hour, effective June 25, 2014 (to fill the vacancy created by the resignation of Max Gudeon).*
- vi. *Resignation of **Elizabeth Fortunato**, Page, Commack Branch, effective July 12, 2014.*
- vii. *Resignation of **Max Gudeon**, Page, Children’s Department, Smithtown Main, effective June 7, 2014.*
- viii. *Retirement of **Sandra Atlas**, Librarian IV, Branch Manager, Commack Branch, effective June 29, 2014 (1<sup>st</sup> date of retirement—June 30, 2014).*
- ix. *Retirement of **Linda Aveni**, Clerk Typist, Technical Services Department, Nesconset Branch, effective June 27, 2014 (1<sup>st</sup> date of retirement—June 28, 2014).*
- x. *Retirement of **Joanne Murphy**, Library Assistant, Community Relations Department, Nesconset Branch, effective June 27, 2014 (1<sup>st</sup> date of retirement—June 28, 2014).*
- xi. *Retirement of **Helen Mustapich**, Senior Library Clerk, Circulation Department, Smithtown Main building, effective June 20, 2014 (1<sup>st</sup> date of retirement—June 21, 2014).*
- xii. *Retirement of **Arlene Schmidt**, Principal Library Clerk, Circulation Department, Kings Park Branch, effective June 27, 2014 (1<sup>st</sup> date of retirement—June 28, 2014).*
- xiii. *Retirement of **Virginia Smith**, Clerk Typist, Technical Services Department, Nesconset Branch, effective June 27, 2014 (1<sup>st</sup> date of retirement—June 28, 2014).*

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

Library Board President Anthony Monteleone moved adoption of the following resolution:

- a.i. RESOLVED: *That the proposal of Unit 8349 Smithtown Library Unit, on the matter of the utilization of vacation days by staff members, to afford unit member Stephen Anderson additional needed paid sick leave, is authorized.*

The motion was seconded by Trustee Suzanne Mohr and adopted by a unanimous 6-0 vote.

Trustee Otis Thornhill moved adoption of resolution "b":

- b. *RESOLVED: That pursuant to a Board Resolution adopted on February 18, 2014 the Library received six (6) applicants opting to elect to receive of the Retirement Incentive, those employees being: Sandra Atlas, Librarian IV; Linda Aveni, Clerk Typist; Joanne Murphy, Library Assistant; Helen Mustapich, Senior Library Clerk; Arlene Schmidt, Principal Library Clerk; Virginia Smith, Clerk Typist.*

*Accordingly, as each of these employees has qualified for the incentive, it is confirmed that each employee has at least twenty (20) years of service with the Smithtown Library and will receive a Retirement Incentive separation payment of \$20,000.00.*

The motion was seconded by Trustee Gerard Cairns and adopted by a unanimous 6-0 vote.

Trustee Otis Thornhill moved adoption of resolution "c":

- c. *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 "YASD Networking Night" to be held at BobbiQue, Patchogue, NY, on June 25, 2014, with reimbursement for actual and necessary expenses not to exceed \$12.00.*
  - ii. *That Librarian I **Lauren Bernat**, Reference Department, Kings Park Branch, be authorized to attend, on paid release time, the "Measuring and Optimizing Social Media" workshop to be held at the Plainview-Old Bethpage Public Library, on July 17, 2014, with reimbursement for actual and necessary expenses not to exceed \$61.00.*
  - iii. *That Librarian II **Sheila Doherty**, Young Adult Librarian, Commack Branch, be authorized to attend, on paid release time, the "YASD Networking Night" to be held at BobbiQue, Patchogue, NY, on June 25, 2014, with reimbursement for actual and necessary expenses not to exceed \$22.00.*

The motion was seconded by Trustee Gerard Cairns and adopted by a unanimous 6-0 vote.

6. The BUILDINGS AND GROUNDS COMMITTEE report was presented by Chairperson Joseph Vallone, who moved adoption of resolution "a":

- a. *RESOLVED: That the request of the Smithtown United Methodist Church, to place a banner on the property of the Smithtown Main Library building from August 30, 2014 through September 19, 2014, advertising their "Annual Country Fair", to be held on September 20, 2014, be approved.*

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

Trustee Joseph Vallone moved adoption of resolution “b”:

- b. RESOLVED: *That the request of the Village of the Branch Soccer League, to place a banner on the property of the Smithtown Main Library building from August 19, 2014 through August 31, 2014, advertising their fall soccer registration, be approved.*

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

Trustee Joseph Vallone moved adoption of resolution “c”:

- c. RESOLVED: *That the request of the Smithtown Historical Society, to place a banner on the property of the Smithtown Main Library from September 3, 2014 through September 21, 2014, advertising their “Annual Heritage Country Fair”, to be held on September 21, 2014, be approved.*

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

Trustee Joseph Vallone moved adoption of resolution “d”:

- d. RESOLVED: *That the Board of Trustees of the Smithtown Special Library District does hereby authorize the Library to enter into a contract with Sonnenberg Nursery, Inc. for the purpose of providing snow plowing and salt sanding operations for the driving surfaces in the parking lots of the Smithtown, Commack, Kings Park & Nesconset library buildings; said contract will be for the period October 1, 2014 through April 30, 2016.*

The motion was seconded by Trustee Suzane Mohr. Trustee John Martins noted that he was personal family friends with principals in Sonnenberg Nursery and would abstain from the vote.

The motion was adopted by the following 5-1 vote: AYES—Cairns, Mohr, Monteleone, Thornhill, Vallone; ABSTAINED—Martins.

7. The DIRECTOR’S REPORT was presented by Library Director Robert Lusak (copy of report appended to the original of these minutes).
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. Revised Policy: PAGES – PERSONNEL POLICY – 500-10 (2nd reading)

Trustee John Martins moved that the reading of the Pages Personnel Policy be waived. The motion was adopted by a unanimous 6-0 vote.

Trustee John Martins moved that the proposed revised Pages Personnel Policy (500-10) be adopted as amended. The motion was seconded by Trustee Joseph Vallone and adopted by a unanimous 6-0 vote.

## Proposed Revised Policy:

### 1) Nature of Employment

Employment with the Library is voluntarily entered into, and Pages are free to resign at will at any time, with or without cause. Similarly, the Library may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.

Policies set forth herein are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment. The provisions of this policy have been developed at the discretion of the Library and may be amended or cancelled at any time, at the Library's sole discretion. These provisions supersede all existing policies and practices and may not be amended or added to without the express approval of the Board of Trustees.

### 2) Salary

The initial salary for Pages shall be the New York State Minimum Wage. Increases in salary shall be \$.25 per hour after the completion of twelve (12) consecutive months of continuous service with the Library and a satisfactory performance evaluation. Hourly wages will be increased \$.25 each year thereafter, on the employment anniversary, subject to a satisfactory performance evaluation. In years where the Minimum Wage is increased by law, all pages will receive the Minimum Wage increase in addition to the above. These provisions are effective September 30, 2006.

### 3) Work Schedules

Supervisors will advise Pages of their individual work schedules. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

### 4) Attendance and Punctuality

To maintain a safe and productive work environment, the Library expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the Library. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence. Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

### 5) Workers' Compensation Insurance

The Library provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment.

### 6) Personal Appearance

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affects the image the Library presents to the community. During work hours, employees are expected to present a clean and neat appearance. Pages who appear for work inappropriately dressed will be sent home and directed to return to work in proper attire. Under such circumstances, employees will not be compensated for the time away from work. Consult your supervisor or department head if you have questions as to what constitutes appropriate attire.

### Hiring of Relative

~~Although the Library has no prohibition against hiring relatives of existing employees, we are committed to monitoring situations in which relatives work in the same area. In case of actual or potential problems, the Library will take prompt action. This can include reassignment or, if necessary, termination of employment for one or both of the individuals involved. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.~~

### 7) Emergency Closings

At times, emergencies such as severe weather, fires, or power failures disrupt library operations. In extreme cases, these circumstances may require the closing of a library facility. When operations are officially closed due to emergency conditions, the time off from scheduled work will be paid.

### 10. Revised Policy – SIGNAGE DISPLAY POLICY #700-160 (2<sup>nd</sup> reading with revisions)

Trustee John Martins moved that the reading of the Signage Display Policy be waived. The motion was adopted by a unanimous 6-0 vote.

Trustee John Martins moved that the proposed revised Signage Display Policy (700-160) be adopted as amended. The motion was seconded by Trustee Gerard Cairns and adopted by a unanimous 6-0 vote.

### Proposed Revised Policy

~~The Smithtown Special Library District prohibits the hanging of any form of non-library signage, i.e. signs, banners, posters, flags, streamers, etc., on Library property without the prior approval of the Library Director. Library's Board of Trustees. All requests must be presented to the Board in writing for approval/disapproval by majority vote of the Board of Trustees at their monthly meeting. All signage must meet the required specifications as established by the Smithtown Special Library District.~~

## **NEW BUSINESS**

### 11. Donation – Piano – Nesconset Branch – Priscilla Schechter

Library Board President Anthony Monteleone moved the following resolution:

*RESOLVED: That the Board of Trustees of the Smithtown Special Library District does hereby graciously accept and thank Priscilla Schechter of St. James, NY, for her generous donation of one Baldwin upright piano with matching piano bench, to be used for library programs at the Nesconset Branch.*

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

12. Eagle Scout Candidate – Joseph Caiola, Troop 214, Smithtown – Smithtown Main Project

After discussion the Library Board was in agreement to postpone approval of project plans from Eagle Scout Candidate Joseph Caiola (Troop 214 Smithtown), pertaining to the design and construction of permanent planter(s) for the outdoor patio at the Smithtown Main building, pending written submission of the plans.

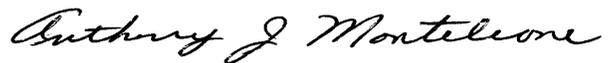
13. Library Board President Anthony Monteleone noted that the next regular meeting of the Board of Trustees would be held at the Commack Branch on July 15, 2014 at 7:00 p.m.
14. Library Board President Anthony Monteleone noted that, as a means of expediting Library board meetings, all reports will be appended to the agenda and will no longer be read in full at Library Board meetings. Reports are to be written and included in the Library Board packets prior to the meetings. Any questions regarding reports will be discussed at the Board meetings.

## ADJOURNMENT

15. There being no further business, upon a motion by Trustee Joseph Vallone, seconded by Trustee Gerard Cairns, and adopted by a unanimous 6-0 vote, the meeting adjourned at 8:50 p.m.

Linda Taurassi  
Secretary

Minutes approved this 15<sup>th</sup> day of July, 2014.



Anthony J. Monteleone, President



Linda Taurassi, Clerk