

**MINUTES
BOARD OF TRUSTEES
SMITHTOWN SPECIAL LIBRARY DISTRICT
July 15, 2014**

A regular meeting of the Board of Trustees of the Smithtown Special Library District was held at the Commack Branch of the Smithtown Library in Commack, New York on the 15th day of July, 2014 at 7:00 p.m.

The following trustees were present and participating at the meeting: Gerard J. Cairns, Suzanne Mohr, Anthony J. Monteleone, Diana Schilling-Held, Otis M. Thornhill and Joseph Vallone. Trustee John C. Martins was absent without 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. Library Board President Anthony Monteleone moved the following resolution:

RESOLVED: That the REGULAR MEETING MINUTES of June 17, 2014 be approved as presented.

The motion was seconded by Trustee Otis Thornhill 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 Trustee Suzanne Mohr, who moved adoption of resolution "a":

a. *RESOLVED: That the TREASURER'S REPORT for the month ended June 30, 2014 be approved for filing (copy of report appended to the original of these minutes).*

The motion was seconded by Trustee Gerard Cairns and 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-JuLY ("L" fund) PREPAYS</i>	<i>\$ 164,426.37</i>
<i>ii. Warrant #14-JuLY ("L" fund) WARRANT</i>	<i>\$ 113,222.16</i>
<i>iii. Warrant #14-65L ("H" fund) PREPAYS</i>	<i>\$ 28,637.82</i>

The motion was seconded by Trustee Joseph Vallone and adopted by a unanimous 6-0 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 amended:*

- i. *Permanent full-time promotional appointment of **Eileen Caulfield** to the position of Librarian IV, Smithtown Main Building, at an annual rate of pay of \$93,199.00, subject to a 12-week probationary period, effective July 16, 2014.*
- ii. *Permanent full-time appointment of **Jesse Lemke** to the position of Librarian I, Adult Reference Department, Commack Branch, at an annual rate of pay of \$56,261.00 subject to a 26-week probationary period, effective July 30, 2014 (to allow for sufficient desk coverage).*
- iii. *Salary change (to a full-time capacity) for **Maritza Podd**, Library Clerk, Circulation Department, Nesconset Branch, at an annual rate of pay of 42,688.00, (includes July 1st step increase) effective July 16, 2014 (to fill part of the vacancy created by the retirement of Cheryl Nielsen).*
- iv. *Release of **Gina Berti**, Circulation Department, Nesconset Branch, from a part-time Library Clerk position into a provisional full-time appointment as a Public Relations Assistant, Community Relations Department, Nesconset Branch, at an annual rate of pay of \$46,482.00, effective August 4, 2014 (to fill the vacancy created by the reassignment of Anya Martin to the Technical Services Department).*
- v. *Release of **Maria Romano**, Children's Department, Nesconset Branch, from a part-time Librarian Trainee position into a part-time Librarian I position, at an hourly rate of pay of \$28.70, effective May 29, 2014, as per Suffolk County Department of Civil Service regulations.*
- vi. *Part-time appointment of **Yuko Beck** to the position of Library Clerk, Circulation Department, Smithtown Main building, at a rate of pay of \$16.38 per hour, not to exceed 17.5 hours per week, effective July 17, 2014 (to fill part of the vacancy created by the retirement of Helen Mustapich).*
- vii. *Part-time appointment of **Natalie Descioli** to the position of Library Clerk, Circulation Department, Smithtown Main building, at a rate of pay of \$16.38 per hour, not to exceed 17.5 hours per week, effective July 29, 2014 (to fill part of the vacancy created by the retirement of Helen Mustapich).*
- viii. *Release of **Christina Chiara** from a Page position and appointment into the part-time position of Library Clerk, Kings Park Branch, at an hourly rate of pay of \$16.38, not to exceed 17.5 hours per week; effective July 21, 2014 (to fill part of the vacancy created by the retirement of Arlene Schmidt).*
- ix. *Release of **Thomas Normandy** from a Page position and appointment into the part-time position of Library Clerk, Kings Park Branch, at an hourly rate of pay of \$16.38, not to exceed 17.5 hours per week; effective July 21, 2014 (to fill part of the vacancy created by the retirement of Arlene Schmidt).*
- x. *Part-time appointment of **Joseph Caretsky** to the position of Page, Kings Park Branch, at a rate of pay of \$8.00 per hour, effective July 21, 2014 (to fill the vacancy created by the appointment of Christina Chiara to the position of part-time Library Clerk).*
- xi. *Part-time appointment of **Edmund Kollath** to the position of Page, Kings Park Branch, at a rate of pay of \$8.00 per hour, effective July 21, 2014 (to fill the vacancy created by the appointment of Thomas Normandy to the position of part-time Library Clerk).*
- xii. *Part-time appointment of **Sarah Feder** to the position of Page, Commack Branch, at a rate of pay of \$8.00 per hour, effective July 21, 2014 (to fill part of the vacancy created by the resignation of Elizabeth Fortunato).*

- xiii. Part-time appointment of **Sandy Leon** to the position of Page, Commack Branch, at a rate of pay of \$8.00 per hour, effective August 12, 2014 (to fill the vacancy created by the resignation of Alyssa Lardi).
- xiv. Part-time appointment of **Elizabeth Rains** to the position of Page, Commack Branch, at a rate of pay of \$8.00 per hour, effective July 21, 2014 (to fill part of the vacancy created by the resignation of Elizabeth Fortunato).
- xv. Part-time appointment of **Samantha Tinto** to the position of Page, Kings Park Branch, at a rate of pay of \$8.00 per hour, effective August 11, 2014 (to fill the vacancy created by the resignation of Rosario Pitta).
- xvi. Resignation of **Matthew Christodoulou**, Page, Kings Park Branch, effective August 6, 2014.
- xvii. Resignation of **Erin Gerken**, Page, Smithtown Circulation/Reference Departments, effective August 15, 2014.
- xviii. Resignation of **Gabrielle Hidalgo**, Page, Nesconset Branch, effective June 27, 2014.
- xix. Resignation of **Alyssa Lardi**, Page, Commack Branch, effective August 9, 2014.
- xx. Resignation of **Megan Peters**, Page, Kings Park Branch, effective August 16, 2014.
- xxi. Resignation of **Rosario Pitta**, Page, Kings Park Branch, effective August 7, 2014.

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. Group Retirement Resolution:

RESOLVED: *Whereas, the following six employees have announced their retirement from the Smithtown Special Library District effective on or before June 30, 2014:*

EMPLOYEE	TITLE	DEPARTMENT	BUILDING	YEARS EMPLOYED
Sandra Atlas	Librarian IV	Branch Head	Commack Branch	21½ years
Linda Aveni	Clerk Typist	Technical Services	Nesconset Branch	26¾ years
Joanne Murphy	Library Assistant	Community Relations	Nesconset Branch	40 years
Helen Mustapich	Senior Library Clerk	Circulation Dept.	Smithtown Main	21½ years
Arlene Schmidt	Principal Library Clerk	Circulation Dept.	Kings Park Branch	21½ years
Virginia Smith	Clerk Typist	Technical Services	Nesconset Branch	29 years

And whereas, each of these employees has been a long-standing, dedicated and valued member of the Library; now therefore be it

Resolved, that the Board of Trustees of The Smithtown Special Library District hereby expresses its sincere appreciation to these employees for their many years of dedicated service and contributions to the Library; and be it

Further resolved, that the Board extends to each employee its best wishes for many years of health and happiness during their retirement.

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

Board President Anthony Monteleone presented Certificates of Appreciation to Virginia Smith and Linda Aveni who were in attendance.

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 Library Director **Robert Lusak** be authorized to attend, on paid release time, the New York Library Association’s (NYLA) Annual Conference, to be held in Saratoga Springs, NY, from November 5, 2014 through November 7, 2014, with reimbursement for actual and necessary expenses not to exceed \$500.00.*
 - ii. *That Librarian II **Chris Bell**, Reference Department, Smithtown Main building, be authorized to attend, on paid release time, the “Introduction to Windows 8” workshop, sponsored by Long Island Library Resources Council (LILRC), to be held at the Farmingdale Public Library, Farmingdale, NY, on August 8, 2014, with reimbursement for actual and necessary expenses not to exceed \$35.00.*
 - iii. *That Librarian IV **Eileen Caulfield**, Children’s Department, Smithtown Main building, be authorized to attend, on paid release time, the ALSC (Association for Library Service to Children) National Institute, sponsored by ALA (American Library Association), to be held in Oakland, CA, from September 17, 2014 through September 20, 2014, with reimbursement for actual and necessary expenses not to exceed \$500.00.*
 - iv. *That Librarian I **Maria Romano**, Children’s Department, Nesconset Branch, be authorized to attend, on paid release time, the Fall Literature Conference, sponsored by SCLS/CLASC (Suffolk Cooperative Library System and Children’s Librarians Association of Suffolk County), to be held at the Hyatt Regency, Hauppauge, NY, on October 24, 2014 with reimbursement for actual and necessary expenses not to exceed \$88.00.*

The motion was seconded by Trustee Diana Schilling-Held and adopted by a unanimous 6-0 vote.

At 7:15 p.m. Trustee Otis Thornhill 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 Gerard Cairns and adopted by a unanimous 6-0 vote.

The following trustees were present and participating in executive session: Gerard J. Cairns, Suzanne Mohr, Anthony J. Monteleone, Diana Schilling-Held, Otis M. Thornhill and Joseph Vallone.

Also present was Library Director Robert Lusak.

4. Upon a motion by Library Board President Anthony Monteleone, seconded by Trustee Joseph Vallone, and adopted by a unanimous 6-0 vote, the meeting reconvened in open public session at 8:05 p.m.

Library Director Robert Lusak reported that the Library Board had given authorization to fill certain open positions “nunc pro tunc” (now for then) within the coming month; these positions were open due to the domino effect of replacing jobs that had been vacated by recent retirees.

5. The DIRECTOR'S REPORT was submitted previously to the Library Board by Library Director Robert Lusak (copy of report appended to the original of these minutes). There was further discussion pertaining to the \$10,000 Bullet Grant secured by Senator John Flanagan for the Library.
6. The BUSINESS MANAGER'S REPORT was submitted previously to the Library Board by Business Manager Amy Scholl. Ms. Scholl further reported on a problem with phones at the Smithtown Main building (copy of report appended to the original of these minutes).

REPORTS OF SPECIAL COMMITTEES

UNFINISHED BUSINESS

NEW BUSINESS

7. Girl Scout Gold Award – Hannah Butkiewicz, Girl Scout Troop 833 – Book Drive at Kings Park Branch

Library Board President Anthony Monteleone moved the following resolution.

RESOLVED: That the Board of Trustees of the Smithtown Special Library District does hereby accept the Girl Scout Gold Award project presented by Hannah Butkiewicz of Girl Scout Troop 833 and be it

FURTHER RESOLVED, that the Board of Trustees extends permission to Ms. Butkiewicz to hold a book drive on Library property.

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

8. Revised Policy – CIRCULATION OF MATERIALS POLICY – 800-10 (1st reading)

Library Board President Anthony Monteleone moved to waive the reading of the proposed revised policy and noted that it would be presented for a second reading at the August board meeting. The motion was seconded by Trustee Diana Schilling-Held and adopted by a unanimous 6-0 vote.

Policy 800-10 (Note: revisions are in bold underlined font)

In order to make library materials available to all library users on an equal basis, the Smithtown Special Library District will set policies for length of loan period, renewals, reserves, and fees. The Library will determine who is eligible to borrow materials and establish procedures for the return or replacement of such materials.

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.
 - a. The Library reserves the right to stop a patron's Smithtown card if monies are owed by that patron to other libraries within the Suffolk Cooperative Library System.

- 2) Proof of residence is required at the time of initial application and renewal. Acceptable forms of proof must include the applicant's name and current address. For the purposes of this section, a post office box is not sufficient proof of residency.
- 3) Library cards are issued for a period of one (1) year.
- 4) Library cardholders are responsible for all materials borrowed with their library cards.
- 5) The Smithtown Special Library District issues a full-access library card without charge to nonresidents who:
 - a. Are owners of a business located in the Smithtown Special Library District. Proof of ownership is required at the time of initial application and renewal.
 - b. Are employees of a business located in the Smithtown Special Library District and who are unserved. Proof of employment is required at the time of initial application and renewal.
 - c. Own assessable property in the Smithtown Special Library District. Proof of property ownership in the Town of Smithtown is required at the time of initial application and renewal.
 - d. Are employees of the Smithtown Special Library District and who are unserved. Proof of employment with the Smithtown Special Library District is required at the time of initial application and renewal.
 - e. Unserved shall mean those individuals residing in geographic areas that are within the boundaries of the Suffolk Cooperative Library System but outside the boundaries of a chartered service area of a library that is a member of the system.
- 6) Library cards are issued to minors without charge who reside in the Smithtown Special Library District. For the purposes of this section, a minor's residency shall be presumed to be that of his or her parents or legal guardian. Where a minor's parents are divorced the Library will allow each parent that resides within The Smithtown Special Library District to obtain a library card for the child. ~~and a court of competent jurisdiction has awarded custody to one parent, the minor's residence is presumed to be that of the custodial parent.~~ A parent or legal guardian must be present with their minor child through grade six (6) at the time of initial application.
- 7) The Smithtown Special Library District will not issue a library card to individuals that live in a group home, nursing home or any other care facility that is within the district. We will however issue a library card to the facility to be used on behalf of its residents. The facility will be the library card holder and will be responsible for all items borrowed on the card. A representative of the facility must apply for the library card in person and bring with them the following at the time of the initial application and subsequent renewals:
 - a. A statement from the facility administrator on the organization's letterhead verifying that the present individual is authorized to apply for a library card on behalf of the facility.
 - b. Identification.
- 8) Residents of nursing homes that apply for our Books by Mail homebound service can use the nursing home in which they reside as their address. A special application must be filled out to get these services. A library card will be issued to the individual whose name is on the Books by Mail application. That individual will be responsible for all material checked out on that library card.
- 9) At its sole discretion, the Library may limit the number of items that may be charged out on one library card.

B. CONFIDENTIALITY OF CIRCULATION RECORDS

- 1) Pursuant to Section 4509 of New York State Civil Practice and Rules, all circulation records identifying the names of library users with specific materials are confidential and shall not be disclosed except that such records may be disclosed to the extent necessary for the proper operation of the Library and upon request or consent of the library user.

- 2) Circulation records shall not be made available to any agency of state, federal, or local government except pursuant to such process, order, or subpoena as may be authorized under the authority of and pursuant to federal, state, or local law.

C. LOAN PERIODS

- 1) Fiction and nonfiction books, children's magazines, and audiobooks owned by the Library shall have a loan period of twenty-eight (28) days.
- 2) New fiction (300 pages or more in length), new nonfiction books, and new large print books, and compact disc recordings and 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.
- 3) New fiction (less than 300 pages), automotive repair manuals, study notes, ~~college catalogs~~, children's holiday books, ~~children's CD-ROMS~~, adult and young adult magazines, test preparation books, ~~vertical file materials~~, and video recordings owned by the library shall have a loan period of seven (7) days.
- 4) Children's museum passes owned by the Library shall have a loan period of three (3) days.
- 5) The Library is not responsible for damages that may occur to equipment in the playing of library audio/visual materials.
- 6) At its sole discretion, the Library reserves the right to change the loan periods of materials owned by the Library.

D. RENEWALS

- 1) Circulating materials owned by the Library with loan periods of twenty-eight (28) days may be renewed for up to **six (6)** additional loan periods of twenty-eight (28) days.
- 2) Circulation materials owned by the Library with loan periods of fourteen (14) days may be renewed for up to **six (6)** additional loan periods of fourteen (14) days.
- 3) Circulating materials owned by the Library with loan periods of seven (7) days may be renewed for up to **six (6)** additional periods of seven (7) days.
- 4) Children's museum passes owned by the Library will have zero (0) renewals.
- 5) The loan periods of materials borrowed from other libraries are controlled by the policies of the lending libraries.
- 6) Materials with holds may not be renewed.

E. RESERVES

- 1) Items which may be placed on hold include new fiction and nonfiction books, automotive repair manuals, study notes, ~~college catalogs~~, children's holiday books, adult magazines, young adult magazines, children's magazines, test preparation books, audio recordings, and video recordings.
- 2) Cardholders shall have a reasonable period of time to claim reserved items after being notified that such items are available.
 - a. For reasons of confidentiality, a patron may only check-out items on the card in which the holds were placed.

F. EXTENDED USE

- 1) On the day after the due date indicated on the date due receipt, all library materials shall be considered past due if such materials have not been either renewed or returned.
- 2) Cardholders with past due materials shall accrue an extended use charge per item until such materials are either renewed or returned.

- a. Fiction and nonfiction books, automotive repair manuals, study notes, test books, audio recordings, college catalogs, and children's holiday books owned by the Library shall accrue an extended use fee of 10 cents per day. The maximum fee for such materials shall not exceed \$5.00 per item.
 - ~~b. Test books owned by the Library shall accrue an extended use fee of 25 cents per day. The maximum fee for such materials shall not exceed \$10.00 per item.~~
 - ~~c. Vertical file materials owned by the Library shall accrue an extended use fee of 10 cents per day. The maximum fee for such materials shall not exceed \$1.00 per item.~~
 - ~~d. Audio recordings owned by the Library shall accrue an extended use fee of 25 cents per day. The maximum fee for such materials shall not exceed \$5.00 per item.~~
 - e. Video recordings owned by the Library shall accrue an extended use fee of \$1.00 per day. The maximum fee for such materials shall not exceed \$10.00 per item.
 - f. Children's museum passes owned by the Library shall accrue an extended use fee of \$5.00 per day. The maximum fee for such materials shall not exceed \$50.00 per item.
 - g. Magazines owned by the Library shall accrue an extended use fee of 10 cents per day. The maximum fee for such materials shall not exceed \$3.00 per item.
- 3) At its sole discretion, the Library may ask cardholders with extended use charges to clear all or a portion of all such charges before being allowed to borrow any additional library materials.
 - 4) The extended use fees of materials borrowed from other libraries are controlled by the policies of the lending libraries.
 - 5) The outdoor drop boxes are available for the convenience of our patrons. Patrons remain responsible for all materials checked out on their cards, including those items returned past due or in damaged condition, that are deposited in the drop boxes.

G. DAMAGED AND LOST MATERIALS

- 1) Borrowers are liable for all lost and damaged library materials charged out on their library cards.
- 2) The Library will notify the cardholder of payment due for the replacement of all lost and damaged items.
- 3) For the purpose of ISBN integrity and re-processing cost, replacement material for lost or damaged items cannot be accepted in lieu of payment due.
- 4) Once payment has been received for lost items, no refunds will be issued by the library for items subsequently found by the cardholder.
- 5) Charges for lost or damaged audio visual cases will be charged accordingly.
 - a. Audio Books
 - Small (1-2 discs) - \$5.00
 - Medium (1-24 discs) - \$6.00
 - Large(1-40 discs) - \$12.00
 - b. Blu Ray/ DVD - \$5.00
 - c. Music CD - \$3.00
 - d. Plastic Inserts - \$0.45

The library reserves the right to change these fees without notice.

H. DIRECT ACCESS

- 1) For purposes of this section:
 - a. Direct access shall mean the ability of an individual, who resides within the boundaries of the Suffolk Cooperative Library System (SCLS) and who has a valid borrower's card issued by SCLS or any member library in SCLS, to borrow materials for home use directly from the premises of the Smithtown Special Library District.

- b. Non-resident borrower shall mean an individual who resides outside the boundaries of the chartered service area of the Smithtown Special Library District and who is a library cardholder at another SCLS member library or who has a borrower's card issued by SCLS.
- 2) Non-resident borrowers are prohibited from borrowing certain materials and equipment, and printed materials less than one year old, including fiction and nonfiction books and periodicals. Such materials shall include but not be limited to:
- a. Printed materials on reserve.
 - b. Materials in heavy local demand.
 - c. Feature digital video discs new to our collection.
 - d. Blu-ray discs.
 - e. Magazines and newspapers.
 - f. Microform material.
 - g. Reference material.
 - h. Special collections.

I. INTERLIBRARY LOAN

The Library will make reasonable efforts to locate material in other libraries when we do not own the material. Upon a patron's request, the library will try to borrow the material for the patron's use. The selection of the lending library will be at the sole discretion of the Library. The borrowing patron is responsible to abide by the usage policies and procedures of the lending library. Any fee's incurred by The Smithtown Special Library District (including but not limited to shipping, patron damage and late fees) for the use of material borrowed from another library are the responsibility of the patron.

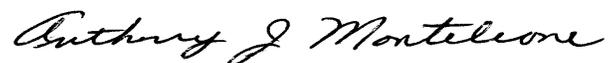
9. Next regular meeting of the Board of Trustees – August 19, 2014 at 7:00 p.m. – Kings Park Branch.

ADJOURNMENT

10. There being no further business, Library Board President Anthony Monteleone moved to adjourn the meeting at 8:20 p.m. The motion was adopted by general consent.

Linda Taurassi
Secretary

Minutes approved this 19th day of August, 2014



Anthony J. Monteleone, President



Linda Taurassi, Clerk