

**MINUTES
BOARD OF TRUSTEES
SMITHTOWN SPECIAL LIBRARY DISTRICT
September 16, 2014**

A regular meeting of the Board of Trustees of the Smithtown Special Library District was held at the Smithtown Library Main building in Smithtown, New York on the 16th day of September, 2014 at 7:00 p.m.

The following trustees were present and participating at the meeting: Gerard J. Cairns, Suzanne Mohr, Anthony J. Monteleone, Otis M. Thornhill and Joseph Vallone. Trustees John C. Martins and Diana Schilling-Held were 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 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 August 19, 2014 and the SPECIAL MEETING MINUTES of September 8, 2014 be approved as presented.

The motion was seconded by Trustee Joseph Vallone 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 Chairperson Suzanne Mohr who moved adoption of resolution "a":

- a. *RESOLVED: That the TREASURER'S REPORT for the month ended August 31, 2014 be approved for filing (copy of report appended to the original of these minutes).*

The motion was seconded by Trustee Otis Thornhill and 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-September ("L" fund) PREPAYS</i>	<i>\$ 23,567.50</i>
<i>ii. Warrant #14-September ("L" fund) WARRANT</i>	<i>\$ 241,193.06</i>
<i>iii. Warrant #14-67L ("H" fund) CONSTRUCTION WARRANT</i>	<i>\$ 2,469.22</i>

The motion was seconded by Trustee Gerard Cairns and 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 totaling \$939,870.00 in the dollar amounts and expenditure lines set forth as appended:*

		Budget	(From)/To	Adjusted Budget
L.4100	Books	278,500.00	(32,400.00)	246,100.00
L.4130	Periodicals	50,000.00	(10,000.00)	40,000.00
L.4150	Online Materials	116,500.00	45,200.00	161,700.00
L.4311	Telecommunications	150,000.00	(29,200.00)	120,800.00
L.4340	Printing	52,000.00	(15,000.00)	37,000.00
L.4390	Shared Network Maintenance	94,600.00	(12,600.00)	82,000.00
L.4520	Building and Equipment Repairs	117,200.00	55,800.00	173,000.00
L.8300	Workmans Compensation	58,800.00	14,200.00	73,000.00
L1980.4	MTA Payroll Tax	22,270.00	(16,000.00)	6,270.00
	TOTAL	939,870.00	-	939,870.00

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

Trustee Suzanne Mohr moved adoption of resolution “d”:

- d. RESOLVED: *That the Board of Trustees of the Smithtown Special Library District does hereby approve the early release of selected bills prior to the October 28, 2014 board meeting (Such meeting is scheduled late in the month due to the Library Budget Vote and Trustee Election; therefore, waiting one additional week for approval of such bills could cause penalty or interest fees to be incurred); therefore, be it*

RESOLVED that any bill which would incur a penalty and/or interest fee can be released by the Treasurer prior to the Board meeting pending approval by the Finance Chair of the Board of Trustees, and be it

FURTHER RESOLVED, that a written report from the Treasurer will be presented to the Board of Trustees at the October 28, 2014 board meeting detailing such payments.

The motion was seconded by Trustee Gerard Cairns and adopted 5-0 by the following roll call vote: FOR—Cairns, Mohr, Monteleone, Thornhill and Vallone; AGAINST—none.

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. *Permanent full-time appointment of **Patricia Thomson** to the position of Assistant Library Director, to work out of the Nesconset Branch, at an annual rate of pay of \$83,000.00, subject to a 26-week probationary period, effective September 17, 2014.*

- ii. *Permanent full-time appointment of **Jessicca Newmark** to the position of Librarian I, Adult Reference Department, Smithtown Main building, at an annual rate of pay of \$54,219.00 subject to a 26-week probationary period, effective October 9, 2014 (to fill the vacancy created by the reassignment of Jesse Lemke to the Commack Branch).*
- iii. *Part-time appointment of **Linda Hubner** to the position of Page, Nesconset Branch, at an hourly rate of pay of \$8.00, effective September 18, 2014 (to fill part of the vacancy created by the resignation of Nicholas Favazza).*
- iv. *Part-time appointment of **Eleanor Oliver** to the position of Page, Nesconset Branch, at an hourly rate of pay of \$8.00, effective September 18, 2014 (to fill part of the vacancy created by the resignation of Nicholas Favazza).*
- v. *Resignation of **Debbie Antolini**, Call-In Computer Technician, effective September 15, 2014.*
- vi. *Separation from service of **Daniel O'Connor**, call-In Custodial Worker I, effective March 29, 2013 (last date of employment).*

The motion was seconded by Trustee Suzanne Mohr and 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 I **Lauren Bernat**, Adult Reference Department, Kings Park Branch, be authorized to attend, on paid release time, the "Lead the Change! What Great Library Leaders Know and Do" workshop & leadership program, sponsored by Library Journal, to be held at Suffolk Cooperative Library System (SCLS), Bellport, NY, on October 10, 2014, with reimbursement for actual and necessary expenses not to exceed \$103.00.*
 - ii. *That Public Relations Assistant **Gina Berti**, Community Relations Department, Nesconset Branch, be authorized to attend, on paid release time, the "Lead the Change! What Great Library Leaders Know and Do" workshop & leadership program, sponsored by Library Journal, to be held at Suffolk Cooperative Library System (SCLS), Bellport, NY, on October 10, 2014, with reimbursement for actual and necessary expenses not to exceed \$94.00.*
 - iii. *That Librarian IV **Cynthia Guzzo**, Branch Head, Kings Park Branch, be authorized to attend, on paid release time, the "Lead the Change! What Great Library Leaders Know and Do" workshop & leadership program, sponsored by Library Journal, to be held at Suffolk Cooperative Library System (SCLS), Bellport, NY, on October 10, 2014, with reimbursement for actual and necessary expenses not to exceed \$80.00.*
 - iv. *That Librarian I **Jesse Lemke**, Adult Reference Department, Commack Branch, be authorized to attend, on paid release time, the "What Makes a Book or a Manuscript Valuable?" lecture, sponsored by Long Island Library Resources Council (LILRC), to be held at Harborfields Public Library, Greenlawn, NY, on October 14, 2014, with reimbursement for actual and necessary expenses not to exceed \$47.00.*
 - v. *That Librarian II **Erin McCann**, Children's Department, Commack Branch, be authorized to attend, on paid release time, the Fall Literature Conference, sponsored by CLASC and SCLS (Children's Librarians Association of Suffolk County and Suffolk Cooperative Library System) to be held at the Hyatt Regency Long Island, located in Hauppauge, NY, on October 24, 2014, with reimbursement for actual and necessary expenses not to exceed \$85.00.*

- vi. *That Librarian II **Jessica Quenzer**, Adult Reference Department, Kings Park Branch, be authorized to attend, on paid release time, the “Lead the Change! What Great Library Leaders Know and Do” workshop & leadership program, sponsored by Library Journal, to be held at Suffolk Cooperative Library System (SCLS), Bellport, NY, on October 10, 2014, with reimbursement for actual and necessary expenses not to exceed \$104.00.*
- vii. *That the following staff members be authorized to attend, on paid release time, the New York Notary Public Licensing Seminar, sponsored by Notary Public New York, to be held at the Holiday Inn, Plainview, NY, on September 19, 2014, with reimbursement for actual and necessary expenses not to exceed \$172.00 per person: Assistant Library Director **Sue McManus**, Librarian IV **Cynthia Guzzo**, Librarian III **Karen Baudouin**, Business Manager **Amy Scholl** (NOTE: amount noted does not include mileage costs).*
- viii. *That Librarian II **Caren Zatyk**, Long Island Room, Smithtown Main building, be authorized to attend, on paid release time, the “What Makes a Book or a Manuscript Valuable?” lecture, sponsored by Long Island Library Resources Council (LILRC), to be held at Harborfields Public Library, Greenlawn, NY, on October 14, 2014, with reimbursement for actual and necessary expenses not to exceed \$48.00.*

The motion was seconded by Trustee Joseph Vallone and adopted by a unanimous 5-0 vote.

- 4. The BUILDINGS AND GROUNDS COMMITTEE report was presented by Chairperson Joseph Vallone, who moved adoption of resolution “a”:

 - a. *RESOLVED: That the Board of Trustees of the Smithtown Special Library District approves the request nunc pro tunc of the “Smithtown Kickers Soccer Club”, to place a banner on the corner of the property of the Nesconset Branch building from August 27, 2014 through September 27, 2014, advertising their intramural soccer registration for boys and girls.*

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

Trustee Joseph Vallone moved adoption of resolution “b”:

- b. *RESOLVED: That the Board of Trustees of the Smithtown Special Library District approves the request nunc pro tunc of “St. Patrick’s School & Church”, to place a banner on the corner of the property of the Kings Park Branch from September 9, 2014 through September 28, 2014, advertising their 2nd Annual Oktoberfest Fundraiser to be held on Saturday, September 27, 2014.*

The motion was seconded by Trustee Gerard Cairns and adopted by a unanimous 5-0 vote.

Trustee Joseph Vallone moved adoption of resolution “c”:

c. ELEVATOR MAINTENANCE CONTRACT

RESOLVED: That the Board of Trustees of the Smithtown Special Library District approves the recommendation of the Library Director to award a contract for the elevator preventive maintenance/service agreements for the Smithtown Main building and the Commack, Kings Park and Nesconset Branches to Island Elevator for the period beginning October 1, 2014 and ending September 30, 2017, at a total annual cost ranging from \$8,004.00 to \$8,484.00.

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

5. The BUSINESS MANAGER'S REPORT was submitted previously to the Library Board by Business Manager Amy Scholl (copy of report appended to the original of these minutes).
6. 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). For the benefit of the people present, the Library Director reported that the 2015 proposed Library operating budget was approved by the Library Board at a special meeting held on September 8th. The proposed budget calls for a 2.18% operational increase and an overall tax increase of \$7.59 per \$1,000.00 of assessed valuation with the inclusion of the debt service for our expansion project. Mr. Lusak commented that the deadline to return petitions for the office of Library Trustee had passed and that incumbent Otis Thornhill and newcomer Rudy Zientarski would be running uncontested for two open seats on the Library board.

Mr. Lusak reminded the Board that the Suffolk Cooperative Library System will be holding a trustee caucus at our Nesconset Branch on October 28th at 6:45 p.m. The reason for the caucus is due to the fact that there is an open seat in the Huntington/Smithtown zone as Trustee John Martins had stepped down from the SCLS board of trustees.

Mr. Lusak also reminded the Board about the upcoming trustee workshop to be held at our Commack Branch on September 25th at 6:30 p.m. The workshop will focus on the role of a Library Trustee and is to be held for the benefit of the Huntington zone Library Trustees and Directors.

Mr. Lusak reported that he has been asked to chair the SCLS Construction Grant Committee this year. To date, the Smithtown Library has been awarded a total of \$688,150.00 in grant monies. It is now our turn to step down and afford other libraries the opportunity to receive grants; therefore Smithtown will not be applying for a construction grant in 2015.

UNFINISHED BUSINESS

NEW BUSINESS

7. ACKNOWLEDGEMENT – Former Legislator Lynne C. Nowick – funding for summer concerts:

Library Board President Anthony Monteleone moved the following resolution:

RESOLVED: WHEREAS, the 2014 Family Summer Concert Series, sponsored by the Friends of the Smithtown Library, was a great success; and

WHEREAS, this has been the ninth consecutive year of successful summer concerts; therefore, be it

RESOLVED, that the Board of Trustees of the Smithtown Special Library District does hereby express sincere appreciation to the Friends of the Smithtown Library for their efforts; and be it

FURTHER RESOLVED, that the Board of Trustees of the Smithtown Special Library District does hereby express sincere appreciation to those members of the young adult community who volunteered their time and efforts; and be it

FURTHER RESOLVED, that this Board does hereby thank former Suffolk County Legislator Lynne C. Nowick for her present and past efforts in securing funding for the program series; and be it

FURTHER RESOLVED, that the Board of Trustees of the Smithtown Special Library District extends to former Suffolk County Legislator Lynne C. Nowick its best wishes for success in all her future endeavors.

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

Mr. Monteleone thanked Trustee Otis Thornhill and his wife Elaine, Fred and Joanne Franke, George and Joan Bubaris, and Dave Berner for their help with the summer concerts and raffle tickets.

8. DONATION – Myra J. Lawrence

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 Myra J. Lawrence for her thoughtful memorial donation of \$25.00 to be used for the purchase of a book in memory of Scott Blum.

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

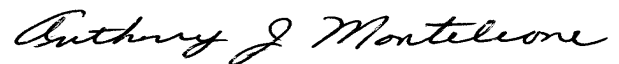
9. Library Board President Anthony Monteleone noted that the next regular meeting of the Board of Trustees would be held at the Nesconset Branch on October 28, 2014 at 7:00 p.m. Mr. Monteleone noted that the meeting would be held one week later than usual because of the Library's Budget Vote and Trustee Election taking place on October 14th.

ADJOURNMENT

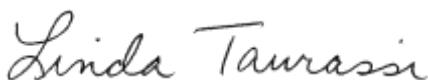
10. There being no further business, Trustee Joseph Vallone moved to adjourn the meeting at 7:33 p.m. The motion was adopted by unanimous consent.

Linda Taurassi
Secretary

Minutes approved this 28th day of October, 2014



Anthony J. Monteleone, President



Linda Taurassi, Clerk