

**MINUTES  
BOARD OF TRUSTEES  
SMITHTOWN LIBRARY  
October 27, 2015**

A regular meeting of the Board of Trustees of the Smithtown Library was held at the Nesconset Branch, Nesconset, New York on the 27<sup>th</sup> day of October, 2015 at 7:00 p.m.

The following Library Trustees were present and participating at the meeting: Gerard J. Cairns, John C. Martins, Suzanne Mohr, Diana Schilling-Held, Otis M. Thornhill. Trustee Joseph Vallone was absent without prior notice, and Trustee Rudy W. Zientarski was absent with prior notice.

Also present were Library Director Robert Lusak, Library Attorney Kevin Seaman, Treasurer Joanne T. Grove and Clerk Linda Taurassi.

John C. Martins, 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 John Martins moved to accept adoption of the following resolution:

*RESOLVED: That the INFORMAL DISCUSSION SESSION MINUTES of September 15, 2015 and the SPECIAL MEETING MINUTES of September 21, 2015 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 Committee Liaison Suzanne Mohr, who moved to accept adoption of resolution "a":

- a. *RESOLVED: That the TREASURER'S REPORT for the month ended August 31, 2015 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 5-0 vote.

Committee Liaison Suzanne Mohr moved to accept adoption of resolution "b":

- b. *RESOLVED: That the TREASURER'S REPORT for the month ended September 30, 2015 be approved for filing (copy of report appended to the original of these minutes).*

The motion was seconded by Trustee Diana Schilling-Held and adopted by a unanimous 5-0 vote.

Committee Liaison Suzanne Mohr moved to accept adoption of resolution "c":

c. RESOLVED: That the following WARRANTS be approved for payment.

i.	Warrant #15-October ("L" fund) PREPAYS	\$ 45,062.42
ii.	Warrant #15-October ("L" fund) WARRANT	\$ 367,751.62
iii.	Warrant #15-September (PAYROLL # 20 – 9/25/15)	\$ 232,481.82
iv.	Warrant #15-October (PAYROLL #21 – 10/9/15)	\$ 234,879.48
v.	Warrant #15-October (PAYROLL #22 – 10/23/15)	\$ 225,436.13

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

Committee Liaison Suzanne Mohr moved to accept adoption of resolution "d":

d. Certificate of Election Results:

RESOLVED: *That the Board of Trustees of the Smithtown Library does hereby accept the Library's Budget Vote and Trustee Election results as presented* (copy of results appended to the original of these minutes).

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

3. The PERSONNEL COMMITTEE report was presented by Committee Liaison Diana Schilling-Held, who moved to accept adoption of resolution "a":

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

- i. *Release of **Lee-Ann Finn** from a temporary Call-In Librarian I position into a part-time Librarian I (Children's Services) position, Children's Department, Smithtown Main building, at a rate of pay of \$29.20 per hour, not to exceed 17.5 hours per week, effective November 4, 2015 (to fill half of the vacancy created by the resignation of Emily Lazio).*
- ii. *Part-time appointment of **Lindsay Christ** to the position of Page, Commack Branch, at a rate of pay of \$8.75 per hour, effective October 29, 2015 (to fill the vacancy created by the resignation of Sandy Leon).*
- iii. *Part-time appointment of **Nicole Grube** to the position of Page, Nesconset Branch, at a rate of pay of \$8.75 per hour, effective November 2, 2015 (to fill the vacancy created by the resignation of Irene Hanna-Ohm).*
- iv. *Part-time appointment of **Jack Hogan** to the position of Page, Commack Branch, at a rate of pay of \$8.75 per hour, effective October 30, 2015 (to fill the vacancy created by the resignation of Ryan McGauley).*
- v. *Part-time appointment of **Brooke Musmacker** to the position of Page, Children's Department, Smithtown Main building, at a rate of pay of \$8.75 per hour, effective November 3, 2015 (to fill the vacancy created by the resignation of Claire Nunez).*

- vi. *Part-time appointment of **Lisa Tropper** to the position of Page, Commack Branch, at a rate of pay of \$8.75 per hour, effective October 30, 2015 (to fill the vacancy created by the resignation of Elizabeth Rains).*
- vii. *Part-time appointment of **Cameron Ulrich** to the position of Page, Children's Department, Smithtown Main building, at a rate of pay of \$8.75 per hour, effective November 3, 2015 (to fill the vacancy created by the resignation of Lauren DiGiovanni).*
- viii. *Resignation of **Emily Lazio**, Librarian I (Children's Services), Children's Department, Smithtown Main building, effective October 2, 2015.*
- ix. *Resignation of **Sara Guedouar**, Page, Kings Park Branch, effective October 31, 2015.*
- x. *Resignation of **Sandy Leon**, Page, Commack Branch, effective October 9, 2015.*
- xi. *Resignation of **Elora Lee**, Page, Nesconset Branch, effective September 26, 2015.*
- xii. *Resignation of **Ryan McGauley**, Page, Commack Branch, effective October 7, 2015.*
- xiii. *Extended medical leave of absence without pay nunc pro tunc for **Stephen Anderson**, Librarian I, Adult Reference Department, Commack Branch, effective August 15, 2015 through January 29, 2016.*
- xiv. *Leave of absence without pay for **Alice Doyle**, Librarian I (Children's Services), Children's Department, Kings Park Branch, effective January 6, 2016 through February 17, 2016.*

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

Committee Liaison Diana Schilling-Held moved to accept adoption of resolution "b":

- b. RESOLVED: *That the following CONFERENCE/WORKSHOP ATTENDANCE requests set forth hereinafter are hereby approved:*
  - i. *That Librarian III **Julie DeLaney**, Community Relations Department, Nesconset Branch, be authorized to attend, on paid release time, the "SCLA Annual Membership Meeting & Dinner", sponsored by Suffolk County Library Association, to be held at Villa Lombardi's, Holbrook, NY, on November 19, 2015, with reimbursement for actual and necessary expenses not to exceed \$52.00.*
  - ii. *That Librarian II **Jessica Quenzer**, Reference Department, Kings Park Branch, be authorized to attend, nunc pro tunc, on paid release time, the interactive "Lead the Change" workshop entitled "Transform Your Stacks to Drive Circulation", sponsored by Library Journal, to be held at the Suffolk Cooperative Library System (SCLS) on October 6, 2015, with reimbursement for actual and necessary expenses not to exceed \$105.00.*
  - iii. *That Library Clerk **Dawn Smith**, Administration Department, Nesconset Branch, be authorized to attend, nunc pro tunc, on paid release time, the Microsoft Excel one-day seminar entitled "Excel Basics", sponsored by Fred Pryor Seminars, to be held at Upsky Long Island Hotel, Hauppauge, NY, on October 21, 2015, with reimbursement for actual and necessary expenses not to exceed \$79.00.*

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

4. The BUILDINGS AND GROUNDS COMMITTEE report was presented by Committee Liaison Gerard Cairns who moved to accept adoption of resolutions “a-g”:

- a. RESOLVED: *That the Smithtown Special Library District grants permission to the Smithtown Rotary Club for the following: 1) to place a banner on the corner of the property of the Smithtown Main building from November 7, 2015 through December 6, 2015, if available, advertising their “Annual Christmas Tree Lighting Ceremony” scheduled for Sunday, December 6, 2015; 2) to conduct a tree lighting ceremony on Sunday, December 6, 2015 on the property of the Smithtown Main building; 3); to erect a Menorah and a nativity scene on the property of the Smithtown Main building for the duration of the holiday season; and*

*BE IT FURTHER RESOLVED, that the request be approved provided that the Smithtown Special Library District is named as an additional insured on a certificate of insurance from the Smithtown Rotary Club.*

- b. RESOLVED: *That the Board of Trustees of the Smithtown Library grants permission for all Library buildings to be used as a drop-off location for the U.S. Marine Corps Reserve “Toys for Tots Program” for the purpose of collecting new unwrapped toys for distribution as Christmas gifts to needy children in the community and throughout the United States for the period November 2, 2015 through December 17, 2015.*
- c. RESOLVED: *That the Board of Trustees of the Smithtown Library approves the request of the Smithtown Kickers Soccer Club, to place a banner on the corner of the property of the Smithtown Main building from November 1, 2015 through November 27, 2015, advertising their annual Thanksgiving Day Turkey Trot, to be held on Thanksgiving Day, November 26, 2015.*
- d. RESOLVED: *That the Board of Trustees of the Smithtown Library approves the request of the Smithtown Kickers Soccer Club, to place a banner on the corner of the property of the Smithtown Main building from February 15, 2016 through March 15, 2016, advertising their Spring soccer registration.*
- e. RESOLVED: *That the Board of Trustees of the Smithtown Library approves the request of the St. James/Smithtown Little League, to place a banner on the corner of the property of the Nesconset Branch from December 1, 2015 through December 30, 2015, advertising their annual Little League open baseball registration.*
- f. RESOLVED: *That the Board of Trustees of the Smithtown Library approves the request of the St. James/Smithtown Little League, to place a banner on the corner of the property of the Smithtown Main building from January 2, 2016 through January 30, 2016, advertising their annual Little League open baseball registration.*

- g. RESOLVED: *That the Board of Trustees of the Smithtown Library approves the request of the Smithtown College Scholarship Committee, to place a banner on the corner of the property of the Smithtown Main building from November 30, 2015 through December 14, 2015 advertising their Smithtown High School East Craft Show to be held from December 12, 2015 through December 13, 2015.*

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

There was discussion pertaining to the Library's 2017 budget and the planning that would be involved.

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). In addition, the Director added that the Friends of the Smithtown Library was purchasing two 3D printers for the Library. The Director thanked Patty Thomson, Jimmy Buckman and Julie DeLaney for their recent presentation to the Friends. In the process of purchasing the printers and obtaining a contract it came to our attention that the Library was entitled to a third, refurbished 3D printer at no extra cost. We are hoping to present the printers to the public in mid-December or early January.

## **UNFINISHED BUSINESS**

6. PRESENTATION: Certificate of Appreciation – Linda Taurassi

Library Board President John Martins presented a Certificate of Appreciation to Linda Taurassi, who retired in December 2014, for her 19 years of full-time service as Senior Administrative Assistant to the Library Director, and moved to accept adoption of the following resolution:

*Whereas, Linda Taurassi announced her retirement as of December 31, 2014; and*

*Whereas, Linda Taurassi began her tenure with the Smithtown Library as Senior Stenographer and Secretary to the Library Director on September 1, 1995; and*

*Whereas, she was promoted to Principal Stenographer in September 2000; promoted to Administrative Assistant in September 2003; and promoted to Senior Administrative Assistant in October 2008; and*

*Whereas, Linda Taurassi for the duration of her nineteen years of employment with The Smithtown Library did also faithfully serve as Secretary to the Library's Board of Trustees; therefore be it*

*Resolved, that the Smithtown Library does hereby express its sincere appreciation to Linda Taurassi for her outstanding, dedicated and untiring service and contributions to the Smithtown Library, the Library Board of Trustees, the Library staff and to the community of Smithtown; and be it*

*Further resolved, that the Smithtown Library extends to Linda Taurassi its sincere best wishes for many years of health and happiness during her retirement.*

The motion was adopted by unanimous consent.

7. Library Foundation – Library Attorney Kevin Seaman reported that the Attorney General's office was waiting to hear back from the president of the Library Foundation who had informed them he was seeking an accountant for the purpose of dissolving the Library Foundation. Mr. Seaman will continue to follow up with the Attorney General's office and keep the Library Director and Library Board informed.

## **NEW BUSINESS**

8. Schindler Elevator – There was discussion regarding the Schindler Elevator Company who had notified the Library about a safety upgrade for their elevators which required the installation of a bumper. Although the bumper would be sent free of charge, there would be a cost for installation. It was the opinion of Library Director Robert Lusak and Library attorney Kevin Seaman that the Library should not be responsible for correcting a defect in the elevator that required a safety upgrade. Although a letter has been written to them, no response has yet been received. Mr. Seaman was asked by the Library Board to contact their executive office as well as the Attorney General's office.
9. New Policy – Long Island Room (Richard H. Handley Collection of Long Island Americana)

Trustee Otis Thornhill moved to waive the reading of the proposed policy. The motion was seconded by Trustee Diana Schilling-Held and adopted by a unanimous 5-0 vote. The policy will be reviewed and voted on at the November board meeting.

### **MISSION STATEMENT – Policy 700-300 (1<sup>st</sup> reading):**

*The Long Island Room is committed to identifying, collecting, managing, preserving and rendering accessible materials of enduring value that relate to the settlement, history and culture of Long Island, with a special emphasis on Smithtown and its surrounding region. Collection categories encompass history, geography, biography, genealogy, art, literature, the environment, science and religion. Since the Long Island Room is a paper-based archives the collection's main focus is on materials such as primary documents, local family and business records, scrapbooks, manuscripts, rare books, maps, atlases, photographs, postcards, newspapers, posters and the like. These materials, as well as a wide variety of secondary sources, are available to the patrons of The Smithtown Library and outside researchers. In addition, the Long Island Room strives to heighten the local community's awareness of the Library's resources through a broad range of outreach efforts that include exhibits, programs, digitization projects, oral history recordings and coordinated research projects with companion institutions.*

10. New Policy – Long Island Room (Richard H. Handley Collection of Long Island Americana)

Trustee Otis Thornhill moved to waive the reading of the proposed policy. The motion was seconded by Trustee Diana Schilling-Held and adopted by a unanimous 5-0 vote. The policy will be reviewed and voted on at the November board meeting.

COLLECTION POLICY – Policy 700-310; 310a; 310b; 310c; 310d; 310e; 310f (1<sup>st</sup> reading):  
(note: donor application forms lettered “a-f” attached to original of this agenda)

*The Long Island Room seeks to identify, acquire, manage, preserve and make accessible paper-based materials of enduring value that relate to the settlement, history and culture of Long Island. While there is special emphasis placed on Smithtown and its surrounding region, the Long Island Room strives to collect materials that present a broad overview of the people, places and events that have shaped Long Island’s past generally. Additionally, the Long Island Room serves as a repository for the historical records of The Smithtown Library.*

*The Long Island Room will collect books, maps, unpublished records and papers, atlases, ledgers, scrapbooks, pamphlets, booklets, photographs, postcards, posters, newspapers, audiovisual material, microfilm, digital files and ephemera from individuals, organizations and businesses. Such material may be added to the collection through donations, bequests, transfers or purchases so long as the title ownership for said material is clearly transferred to the Long Island Room.*

*In the event that the Long Island Room is unable to accept offered material (i.e. it does not fall within the scope of the Long Island Room’s Collection Policy, the Long Island Room does not possess the capacity to properly care for it, the Long Island Room lacks adequate storage space, etc.), efforts will be made to suggest another repository that may be more appropriate. In all of its acquisition endeavors, the Long Island Room attempts to support and work cooperatively with other institutions that have similar local history interests.*

*On occasion, previous Long Island Room acquisitions may be deaccessioned if they are duplicated elsewhere in the collection, rendered unusable due to irreversible damage or if they are no longer deemed relevant to the collection. In such instances, the decision to deaccession Long Island Room material will be at the discretion of The Smithtown Library Director or designee.*

*The lending of Long Island Room materials to other institutions for exhibition or other, similar uses will be considered on a case-by-case basis and will require the approval of The Smithtown Library Director or designee.*

11. Donation – Smithtown High School West -1975 Blue Knights

Library Board President John Martins moved to accept adoption of the following resolution:

*RESOLVED: That the Board of Trustees of the Smithtown Library does hereby graciously accept a generous donation of SEVENTY DOLLARS (\$70.00) from the Smithtown High School West 1975 Blue Knights for the*

*purchase of children's books for the Smithtown Main building; as per instructions, said books to be selected at the Library's discretion; and*

*WHEREAS the 1975 Blue Knights were from the first graduating class of Smithtown High School West and said donation is in appreciation of the literacy program that benefitted the 1975 Blue Knights as youngsters; now*

*THEREFORE, BE IT RESOLVED, that appreciation be expressed to the Smithtown High School West 1975 Blue Knights for this generous donation.*

The motion was seconded by Trustee Diana Schilling-Held and adopted by a unanimous 5-0 vote.

12. At 8:07 p.m. Library Board President John Martins moved that the Board enter executive session to discuss matters pertaining to collective negotiations pursuant to Article 14 of the Civil Service Law. The motion was seconded by Trustee Otis Thornhill and adopted by a unanimous 5-0 vote.

The following trustees were present and participating in executive session: Gerard J. Cairns, John C. Martins, Suzanne Mohr, Diana Schilling-Held and Otis M. Thornhill.

Also present were Library Director Robert Lusak, Assistant Library Director Patricia Thomson, Treasurer Joanne T. Grove, Administrative Assistant Laura Poppe and Clerk Linda Taurassi.

Upon a motion by Trustee Gerard Cairns, seconded by Trustee Otis Thornhill, and adopted by a unanimous 5-0 vote, the meeting reconvened in open public session at 8:45 p.m.

13. Library Board President John Martins moved to accept adoption of the following resolution:

*RESOLVED: That the Board of Trustees of the Smithtown Library gratefully accepts and acknowledges the generous donation of two 3D printers from the Friends of the Smithtown Library.*

The motion was seconded by Trustee Diana Schilling-Held and adopted by a unanimous 5-0 vote.

14. Library Board President John Martins moved to accept adoption of the following resolution:

*RESOLVED: That the Treasurer is authorized to enter into an agreement with The Hartford G Plan for the purpose of providing health insurance and prescription drug coverage for "the Smithtown Library Retiree Class" of employees (the "Class") who retired under the auspices of the Town of Smithtown prior to January 1, 2002. Such insurance will commence January 1, 2016 (with no interruption of coverage). The "Class" members will receive such insurance at no cost for individual coverage but will continue to pay \$100.00 per month for family and surviving spousal coverage.*

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



15. Library Board President John Martins noted that the next regular meeting of the Board of Trustees would be held at the Commack Branch on November 17, 2015 at 7:00 p.m.

**ADJOURNMENT**

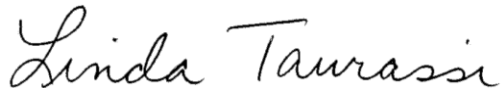
16. There being no further business, Trustee Otis Thornhill moved to adjourn the meeting at 8:47 p.m. The motion was seconded by Trustee Diana Schilling-Held and adopted by a unanimous 5-0 vote.

Linda Taurassi  
Secretary

Minutes approved this 17<sup>th</sup> day of November, 2015.



John C. Martins, President  
Smithtown Library Board of Trustees



Linda Taurassi, Clerk