

**MINUTES  
BOARD OF TRUSTEES  
SMITHTOWN SPECIAL LIBRARY DISTRICT  
January 20, 2015**

A regular meeting of the Board of Trustees of the Smithtown Special Library District was held at the Smithtown Main building, Smithtown, New York on the 20<sup>th</sup> day of January, 2015 at 7:00 p.m.

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

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

Otis Thornhill, Vice-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 Vice-President Otis Thornhill moved to accept adoption of the following resolution:

*RESOLVED: That the REGULAR MEETING MINUTES of December 16, 2014, the ORGANIZATIONAL MEETING MINUTES of January 5, 2015, and the SPECIAL MEETING MINUTES of January 5, 2015 be approved as presented.*

The motion was seconded by Trustee Suzanne Mohr 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 Committee Liaison Suzanne Mohr.

Trustee Joseph Vallone moved to accept adoption of resolution "a":

- a. *RESOLVED: That the TREASURER'S REPORT for the month ended December 31, 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 Gerard Cairns moved to accept adoption of resolution “b”:

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

i.	Warrant #14-December (“L” fund) PREPAYS	\$ 29,876.85
ii.	Warrant #14-December (“L” fund) WARRANT	\$ 71,951.66
iii.	Warrant #14-December (“L” fund) WARRANT	\$ 880,269.00
iv.	Warrant #15-January (“L” fund) WARRANT	\$ 351,289.61
v.	Warrant #15-January (PAYROLL #1)	\$ 250,413.27
vi.	Warrant#15-January (PAYROLL #2)	\$ 254,784.97

After a brief discussion, the Library Board concurred they were in agreement to accept a summarized payroll warrant from this point forward.

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

3. The PERSONNEL COMMITTEE report was presented by Committee Liaison Diana Schilling-Held.

Trustee Suzanne Mohr moved to accept adoption of resolution “a”:

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

- i. *Resignation of Austin Cleary, Page, Kings Park Branch, effective January 7, 2015.*
- ii. *Leave of absence without pay for Alice Doyle, Librarian I (Children’s Services), Kings Park Branch, effective February 2, 2015 through February 18, 2015.*

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

Trustee Gerard Cairns moved to accept adoption of resolution “b”:

b. RESOLVED: *That the following CONFERENCE/WORKSHOP ATTENDANCE requests set forth hereinafter are hereby approved:*

- i. *That the following staff members be authorized to attend, on paid release time, the “Resolving Grievances Workshop”, sponsored by the Long Island Library Resources Council (LILRC), to be held at the Farmingdale Public Library, Farmingdale, NY, on February 9, 2015, with reimbursement for actual and necessary expenses not to exceed \$40.00: **Eileen Caulfield, Cynthia Guzzo, Sue McManus, Patricia Thomson.***
- ii. *That the following staff members be authorized to attend, on paid release time, the “Facilities Management 2-Day Comprehensive Course”, sponsored by Fred Pryor Seminars, to be held at the Islandia Marriott Long Island, Islandia, NY, from February 3, 2015 through February 4, 2015 and February 19, 2015 through February 20, 2015 with reimbursement for actual and necessary expenses: **Eileen Caulfield, Cynthia Guzzo, Sue McManus, Patricia Thomson;** (NOTE: the total cost of \$1,046.00 includes one 2-day course from 2/3/15 – 2/4/15 at a full-price of \$449.00 and three 2-day courses from 2/19/15 – 2/20/15 at a reduced rate of \$199.00 each).*

- iii. That Network & Systems Specialist **Fred Capes**, IT Department, Nesconset Branch, be authorized to attend, on paid release time, the computer course entitled "Setting Up Your Windows 8 Computer", sponsored by the Long Island Library Resources Council (LILRC), to be held at the Farmingdale Public Library, Farmingdale, NY, on January 22, 2015, with reimbursement for actual and necessary expenses not to exceed \$49.00.
- iv. That Librarian II (Children's Services) **Jennifer Catrano**, Children's Department, Smithtown Main building, be authorized to attend, on paid release time, the "Youth Services Section 2015 Spring Conference", sponsored by the New York Library Association (NYLA) to be held at the Islandia Marriott Long Island, Islandia, NY, on March 27, 2015, with reimbursement for actual and necessary expenses not to exceed \$150.00.
- v. That Librarian IV **Eileen Caulfield**, Branch Head, Smithtown Main building, be authorized to attend, on paid release time, the "Youth Services Section of the New York Library Association Past President's Dinner" to be held at Dave and Buster's Restaurant, Islandia, NY, on March 26, 2015, with reimbursement for actual and necessary expenses not to exceed \$38.00.
- vi. That Computer Technician **Thomas J. DeBole**, IT Department, Smithtown Main building, be authorized to attend, on paid release time, the computer course entitled "Setting Up Your Windows 8 Computer", sponsored by the Long Island Library Resources Council (LILRC), to be held at the Farmingdale Public Library, Farmingdale, NY, on January 22, 2015, with reimbursement for actual and necessary expenses not to exceed \$46.00.
- vii. That Librarian I (Children's Services) **Colleen Navins**, Children's Department, Nesconset Branch, be authorized to attend, on paid release time, the "Youth Services Section of the New York Library Association Past President's Dinner" to be held at Dave and Buster's Restaurant, Islandia, NY, on March 26, 2015, with reimbursement for actual and necessary expenses not to exceed \$42.00.
- viii. That Assistant Library Director **Patricia Thomson**, Nesconset Branch, be authorized to attend, on paid release time, the computer course entitled "Introduction to Windows 8.1", sponsored by the Long Island Library Resources Council (LILRC), to be held at the Farmingdale Public Library, Farmingdale, NY, on January 22, 2015, with reimbursement for actual and necessary expenses not to exceed \$25.00.
- ix. That Assistant Library Director **Patricia Thomson**, Nesconset Branch, be authorized to attend, on paid release time, the computer course entitled "Setting Up Your Windows 8 Computer", sponsored by the Long Island Library Resources Council (LILRC), to be held at the Farmingdale Public Library, Farmingdale, NY, on January 22, 2015, with reimbursement for actual and necessary expenses not to exceed \$25.00.

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

- 4. The BUILDINGS AND GROUNDS COMMITTEE report was presented by Committee Liaison Gerard Cairns.

Trustee Diana Schilling-Held moved to accept adoption of the following resolutions:

- a. 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 1, 2015 through March 1, 2015, advertising their Spring intramural soccer registration for boys and girls.

- b. RESOLVED: *That the Board of Trustees of the Smithtown Library approves the request of the Village of the Branch Soccer Club, to place a banner on the corner of the property of the Smithtown Main building from February 1, 2015 through February 27, 2015, advertising their youth soccer registration.*
- c. RESOLVED: *That the Board of Trustees of the Smithtown Library approves the request of the Village of the Branch Soccer Club, to place a banner on the corner of the property of the Nesconset Branch building from March 2, 2015 through March 14, 2015, advertising their youth soccer registration.*
- d. *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 March 1, 2015 through March 18, 2015, advertising their Spring Little League registration.*

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

- 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).

## **UNFINISHED BUSINESS**

### **6. APPOINTMENT OF CLERK**

Trustee Suzanne Mohr moved to accept adoption of the following resolution:

*RESOLVED: That the Board of Trustees of the Smithtown Library does hereby extend the appointment of Linda Taurassi, to serve as Clerk to the Library Board, NUNC PRO TUNC, for a period of one year, effective January 1, 2015 through December 31, 2015, upon such compensation and terms as presently in effect, as per board resolution dated December 16, 2014.*

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

## **PUBLIC COMMENTS**

### **7. Eagle Scout Project**

Life Scout Raymond Stumpf of Troop 7, St. James, presented his Eagle Scout Project for review. Life Scout Stumpf noted that he had been working in conjunction with Assemblyman Michael Fitzpatrick on this project. The project consists of work on the Caleb Smith property involving the removal and clean-up of trees, planting of bushes, relocating the flagpole, relocating a sign, and replacing benches for the Smithtown Garden Club (copy of plans appended to the original of these minutes). The Library Director noted that the Eagle Scout Project would have been on the agenda if we had been given advance notice of the presentation. After the presentation, the board concurred that the project would be reviewed and voted on at the February board meeting.

## NEW BUSINESS

### 8. Smithtown Library – Switched Ethernet Service (SES)

After discussion Trustee Diana Schilling-Held moved to accept adoption of the following resolution:

*RESOLVED: That the Board of Trustees of the Smithtown Library approves an additional 30MB increase in bandwidth at the Nesconset Branch, as per recommendation by the Suffolk Cooperative Library System (SCLS) to further improve electronic communications, for the period July 1, 2015 through June 30, 2020, at a further additional annual cost of \$3,384.00 (attached).*

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

### 9. Administrative Assistant - Contract Approval

After discussion Trustee Suzanne Mohr moved to accept adoption of the following resolution:

*RESOLVED: That the employment contract between the Smithtown Library and Laura Poppe, in the confidential position of Administrative Assistant to the Library Director, be approved as presented.*

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

### 10. Donation – Floor Stripping Machine – Nesconset Branch – James Courtney

Trustee Suzanne Mohr moved to accept adoption of the following resolution:

*RESOLVED: That the Board of Trustees of the Smithtown Library does hereby graciously accept and thank James Courtney of Smithtown, NY, for his generous donation of one Clarke Floor Maintainer, to be used for the purpose of stripping floors in all library buildings.*

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

### 11. Memorial Donation for Jeff Fisher from James and Colleen Reilly

Trustee Diana Schilling-Held moved to accept adoption of the following resolution:

*RESOLVED: That the Board of Trustees of the Smithtown Library does hereby graciously accept from James and Colleen Reilly a generous donation of \$25.00 in memory of Jeffrey Fisher, and*

*WHEREAS said donation is to be used towards an art book collection being established in Jeffrey Fisher's memory, now*

*THEREFORE, BE IT RESOLVED, that appreciation be expressed to James and Colleen Reilly for this memorial donation.*

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

## 12. Circulation Policy 800-10

- a. Rescind revisions dated August 19, 2014 (2<sup>nd</sup> reading) (indicated by strike-through)
- b. Additional revisions (1<sup>st</sup> reading) (underlined in bold font)

Trustee Gerard Cairns moved that the reading of Circulation Policy 800-10 be waived. The motion was seconded by Trustee Diana-Schilling-Held and adopted by a unanimous 6-0 vote. The policy revisions noted in the 1<sup>st</sup> reading will be voted on at the February board meeting.

Trustee Gerard Cairns moved to accept adoption of Circulation Policy 800-10 rescinding item A.7. The motion was seconded by Trustee Diana-Schilling Held and adopted by a unanimous 6-0 vote.

### **CIRCULATION OF MATERIALS -- 800-10**

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. A parent or legal guardian must be present with their minor child through grade **five (5)** 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 **within The Smithtown Special Library District** 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) **In order to check-out library material, Smithtown Library cardholders must present either their library card or acceptable identification that includes their name and current address. Students in grades six (6) through twelve (12) that have a Smithtown library card may present their school ID as an acceptable form of identification.**
- 10) 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 **books**(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 **and hand held devices\* such as e-readers** shall have a loan period of fourteen (14) days.
- 3) New fiction (less than 300 pages), automotive repair manuals, study notes, children's holiday books, adult and young adult magazines, test preparation books, 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.

**\*Patrons who borrow a hand held device or museum passes must sign a borrower's agreement.**

## **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) **Hand held devices such as e-readers owned by the Library will have zero (0) renewals.**
- 6) The loan periods of materials borrowed from other libraries are controlled by the policies of the lending libraries.
- 7) 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, children's holiday books, adult magazines, young adult magazines, children's magazines, test preparation books, audio recordings, and video recordings.
- 2) **Children's museum passes and hand held devices such as e-readers cannot be placed on hold.**
- 3) 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, 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. 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.
  - c. Children's museum passes **and hand held devices such as e-readers** 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.
  - d. 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 (1-12 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.

**ADJOURNMENT**

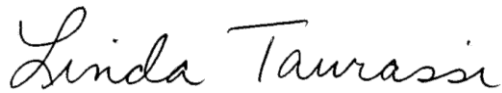
13. There being no further business, Trustee Joseph Vallone moved to adjourn the meeting at 8:00 p.m. The motion was seconded by Trustee Gerard Cairns and adopted by a unanimous 6-0 vote.

Linda Taurassi  
Secretary

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



John C. Martins, President  
Smithtown Library Board of Trustees



Linda Taurassi, Clerk