

**MINUTES
BOARD OF TRUSTEES
SMITHTOWN SPECIAL LIBRARY DISTRICT
February 17, 2015**

A regular meeting of the Board of Trustees of the Smithtown Special Library District was held at the Nesconset Branch, Nesconset, New York on the 17th day of February, 2015 at 7:00 p.m.

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

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

John 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. Trustee Otis Thornhill moved to accept adoption of the following resolution:

RESOLVED: That the REGULAR MEETING MINUTES of January 20, 2015 be approved as presented.

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

REPORTS OF OFFICERS, BOARDS, STANDING COMMITTEES & DIRECTOR'S REPORT

2. In the absence of Committee Liaison Suzanne Mohr, the BUDGET AND FINANCE COMMITTEE report was presented by Trustee Joseph Vallone, who moved to accept adoption of resolution "a":

- a. *RESOLVED: That the TREASURER'S REPORT for the month ended January 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 6-0 vote.

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

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

<i>i. Warrant #15-February ("L" fund) PREPAYS</i>	<i>\$ 18,944.28</i>
<i>ii. Warrant #15-February ("L" fund) WARRANT</i>	<i>\$ 211,600.04</i>
<i>iii. Warrant #15-February (PAYROLL #3 – 1/30/15)</i>	<i>\$ 253,954.38</i>
<i>iv. Warrant #15-February (PAYROLL #4 – 2/13/15)</i>	<i>\$ 253,053.26</i>

The motion was seconded by Trustee Gerard Cairns and adopted by a unanimous 6-0 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 items be approved as presented:*

- i. *Resignation of Patricia LaWare, Librarian I, Reference Department, Smithtown Main building, effective February 28, 2015.*
- ii. *Release of Samantha Gross, Children's Department, Commack Branch, from a part-time Librarian Trainee (Children's Services) position into a part-time Librarian I (Children's Services) position, at an hourly rate of pay of \$29.20, retroactive to February 7, 2015, as per Suffolk County Department of Civil Service regulations.*

The motion was seconded by Trustee Otis Thornhill and adopted by a unanimous 6-0 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 I **Lauren Bernat**, Adult Reference Department, Kings Park Branch, be authorized to attend, on paid release time, the Long Island Libraries and Pop Culture Conference (LI POP CON 2015), sponsored by St. John's University Division of Library and Information Science (DLIS), Nassau County Library Association and the Suffolk County Library Association, to be held at St. John's University Oakdale Campus, Oakdale, NY, on April 16, 2015, with reimbursement for actual and necessary expenses not to exceed \$70.00.*
- ii. *That Library Clerk **James Hansen**, Technical Services Department, Nesconset Branch, be authorized to attend, on paid release time, the “Digital Marketing and Fundraising Ideas for Nonprofits” workshop, sponsored by the Nassau County Library System, to be held at the Nassau County Library System, Uniondale, NY, on March 24, 2015, with reimbursement for actual and necessary expenses not to exceed \$33.00.*
- iii. *That Librarian I (Children's Services) **Emily Lazio**, 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 \$160.00.*
- iv. *That Librarian I **Jesse Lemke**, Adult Reference Department, Commack Branch, be authorized to attend, on paid release time, the Long Island Libraries and Pop Culture Conference (LI POP CON 2015), sponsored by St. John's University Division of Library and Information Science (DLIS), Nassau County Library Association and the Suffolk County Library Association, to be held at St. John's University Oakdale Campus, Oakdale, NY, on April 16, 2015, with reimbursement for actual and necessary expenses not to exceed \$80.00.*
- v. *That Librarian I **Jessica Newmark**, Adult Reference Department, Smithtown Main building, be authorized to attend, on paid release time, the Long Island Libraries and Pop Culture Conference (LI POP CON 2015), sponsored by St. John's University Division of Library and Information Science (DLIS), Nassau County Library Association and the Suffolk County Library Association, to be held at St. John's University Oakdale Campus, Oakdale, NY, on April 16, 2015, with reimbursement for actual and necessary expenses not to exceed \$90.00.*

- vi. *That Librarian I (Children's Services) **Maria Romano**, Children's Department, Nesconset Branch, be authorized to attend, on paid release time, the Long Island Libraries and Pop Culture Conference (LI POP CON 2015), sponsored by St. John's University Division of Library and Information Science (DLIS), Nassau County Library Association and the Suffolk County Library Association, to be held at St. John's University Oakdale Campus, Oakdale, NY, on April 16, 2015, with reimbursement for actual and necessary expenses not to exceed \$80.00.*
- vii. *That Librarian II **Andrew Salomon**, Community Relations Department, Nesconset Branch, be authorized to attend, on paid release time, the "Creative Marketing" workshop, sponsored by the Long Island Library Resources Council (LILRC), to be held at the Merrick Library, Merrick, NY, on March 27, 2015, with reimbursement for actual and necessary expenses not to exceed \$68.00.*
- viii. *That Librarian II **Caren Zatyk**, Long Island Room, Smithtown Main building, be authorized to attend, on paid release time, Session I of "The Principles and Practices of Archival Processing for the Non-Archivist" workshop, sponsored by the Long Island Library Resources Council (LILRC), to be held at the Harborfields Public Library, Greenlawn, NY, on February 19, 2015, with reimbursement for actual and necessary expenses not to exceed \$38.00.*
- ix. *That Librarian II **Caren Zatyk**, Long Island Room, Smithtown Main building, be authorized to attend, on paid release time, Session II of "The Principles and Practices of Archival Processing for the Non-Archivist" workshop, sponsored by the Long Island Library Resources Council (LILRC), to be held at the Harborfields Public Library, Greenlawn, NY, on March 19, 2015, with reimbursement for actual and necessary expenses not to exceed \$38.00.*
- x. *That Librarian II **Caren Zatyk**, Long Island Room, Smithtown Main building, be authorized to attend, on paid release time, the "Hands On Processing of an Archival Collection" workshop, sponsored by the Long Island Library Resources Council (LILRC), to be held at Harborfields Public Library, Greenlawn, NY, on May 13, 2015, with reimbursement for actual and necessary expenses not to exceed \$38.00.*

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

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

- c. **RESOLVED:** *That the mandatory training seminar request set forth hereinafter is hereby approved:*
 - i. *That Librarian II **Will Salas**, Patent & Trademark Resource Center Librarian, Smithtown Main building, be authorized to attend, on paid release time, the 37th Annual Patent & Trademark Depository Library (PTDLP) Training Seminar, sponsored by the United States Patent and Trademark Office, located in Alexandria, Virginia, from March 16, 2015 through March 19, 2015, with reimbursement for actual and necessary expenses, (including food, lodging, parking and mileage) not to exceed \$1,600.00.*

After discussion, the motion was seconded by Trustee Otis Thornhill and adopted by a unanimous 6-0 vote.

- 4. The BUILDINGS AND GROUNDS COMMITTEE report was presented by Committee Liaison Gerard Cairns, who moved adoption of the following resolutions:
 - a. **RESOLVED:** *That the Board of Trustees of the Smithtown Library approves the request of the Sweetbriar Nature Center, to place a banner on the corner of the property of the Smithtown Main building from March 4, 2015 through April 4, 2015, advertising their "Annual Spring Festival".*

- b. *RESOLVED: That the Board of Trustees of the Smithtown Library approves the request of the Sweetbriar Nature Center, to place a banner on the corner of the property of the Smithtown Main building from May 6, 2015 through June 6, 2015, advertising their "Annual Wildlife Festival".*
- c. *RESOLVED: That the Board of Trustees of the Smithtown Library approves the request of the Friends of the Smithtown Library to place a banner on the corner of the property of the Smithtown Main building from June 1, 2015 through August 28, 2015 advertising their summer concerts on the Library's lawn.*
- d. *RESOLVED: That the Board of Trustees of the Smithtown Library does hereby authorize the Library Director to enter into an agreement with Briscoe Protective Systems, Inc. to provide standard inspection and per-call fire detection equipment service for all library buildings for the period March 1, 2015 through February 29, 2016, at a total annual cost not to exceed \$6,720.00.*
- e. *RESOLVED: That the Board of Trustees of the Smithtown Library does hereby authorize the Library Director to use the services of the Suffolk County Department of Fire Rescue and Emergency Services, commencing March 1, 2015, for the purpose of providing fire alarm detection and alarm monitoring for all library buildings, at no cost to the Library.*

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

- 5. **COMMUNICATIONS COMMITTEE** Liaison Rudy Zientarski reported on information he had obtained at the Smithtown Historical Society's January meeting pertaining to the Town of Smithtown's 350th year anniversary celebration: a time capsule buried at Town Hall in 1965 was to be opened in the theatre of the Smithtown Center for the Performing Arts on March 3rd; decals commemorating Smithtown's 350th year anniversary will soon be made available; there will be an unveiling of a lifelike sculpture of Smithtown founder Richard "Bull" Smythe. There was also discussion about Library Legislation Day in Albany.
- 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). The Library Director added to the Communications Committee report that the Library would also be participating in the Town's anniversary celebration and would be doing some special programming. He noted that the Friends of the Smithtown Library will be sponsoring one mile of a 37 mile run through Smithtown that will kick off the year's anniversary celebration on March 1st—the Library Director will represent the Friends of the Smithtown Library in the run.

UNFINISHED BUSINESS

- 7. **Eagle Scout Project – Life Scout Raymond Stumpf, Troop 7, St. James, NY**

Trustee Gerard Cairns moved to accept adoption of the following resolution:

RESOLVED: That the Board of Trustees of the Smithtown Library does hereby accept the Eagle Scout Project presented by Life Scout Raymond Stumpf of Troop 7, St. James, NY, pertaining to the Caleb Smith site and the removal and clean-up of trees, the planting of bushes, relocating the flagpole, relocating a sign, and replacing benches for the Smithtown Garden Club on the site, provided that (1) the Library receives written approval for the removal of trees from the Village of the Branch, and (2) the Smithtown Library is named as an additional insured on a certificate of insurance from Mazelis Landscape Contracting Corp.

After discussion, the motion was seconded by Trustee Diana Schilling-Held and adopted by a unanimous 6-0 vote.

There was a brief discussion about the formation of an ad hoc committee pertaining to the 2016 budget. The topic will be discussed further at the March board meeting.

NEW BUSINESS

8. Appointment of Committee Liaisons:

President John Martins confirmed his appointment of the following committee liaisons:

- a. Budget & Finance Liaison – Suzanne Mohr
- b. Buildings & Grounds Liaison – Gerard Cairns
- c. Personnel Liaison – Diana Schilling-Held
- d. Communications Liaison – Rudy Zientarski
- e. Friends of the Smithtown Library Liaison – Otis Thornhill
- f. Smithtown Library Foundation Liaison – Joseph Vallone

9. Records Management Procedure Manual – 2015 update

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

RESOLVED: That the Board of Trustees of the Smithtown Library does hereby adopt the Records Management Procedure Manual, updated for 2015, prepared by Records Management Officer Laura Poppe, in accordance with the guidelines of the State of New York and in adherence to the Records Retention and Disposition Schedule MI-1, Section 185.14, 8NYCRR, as established by the New York State Archives Division of the State Education Department (note: this is to be adopted on an annual basis).

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

10. Circulation Policy 800-10 - 2nd Reading (revisions underlined in bold font)

Trustee Gerard Cairns moved that the reading of Circulation Policy 800-10 be waived. The motion was seconded by Trustee Otis Thornhill and adopted by a unanimous 6-0 vote.

President John Martins moved to accept adoption of Circulation Policy 800-10 as amended. The motion was seconded by Trustee Rudy Zientarski 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) 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.
- 8) **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.**
- 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 **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) 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) 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) **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. 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.

- 11. Due to the possible lack of a quorum at the March regular meeting, Library Board President John Martins made a motion to adopt a resolution that would reschedule the March Library Board regular meeting from Tuesday, March 17, 2015 to Thursday, March 12, 2015. The meeting is to be held at the Commack Branch at 7:00 p.m.

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

ADJOURNMENT

- 12. There being no further business, Trustee Joseph Vallone moved to adjourn the meeting at 7:51 p.m. The motion was seconded by Trustee Diana Schilling-Held and adopted by a unanimous 6-0 vote.

Linda Taurassi
Secretary

Minutes approved this 12th day of March, 2015



John C. Martins, President
Smithtown Library Board of Trustees



Linda Taurassi, Clerk