

**MINUTES  
BOARD OF TRUSTEES  
SMITHTOWN LIBRARY  
March 12, 2015**

A regular meeting of the Board of Trustees of the Smithtown Library was held at the Commack Branch, Commack, New York on the 12<sup>th</sup> day of March, 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 and Otis M. Thornhill. Library Trustees Joseph Vallone and Rudy W. Zientarski were 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. Library Board President John Martins moved to accept adoption of the following resolution:

*RESOLVED: That the REGULAR MEETING MINUTES of February 17, 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 February 28, 2015 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.

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

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

<i>i. Warrant #15-March ("L" fund) PREPAYS</i>	<i>\$ 18,172.81</i>
<i>ii. Warrant #15-March ("L" fund) WARRANT</i>	<i>\$ 287,752.03</i>
<i>iii. Warrant #15-February (PAYROLL #5 – 2/27/15)</i>	<i>\$ 255,510.76</i>

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 Treasurer be authorized to execute the 2014 budget transfers (in/out) as appended, per the recommendation of the internal auditors of Cullen & Danowski, LLP.*

The motion was seconded by Trustee Gerard Cairns 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 items be approved as presented:*
  - i. *Release of **Kimberly Davis**, Children’s Department, Kings Park 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.*
  - ii. *Release of **Emma Soper**, Reference Department, Commack Branch, from a part-time Librarian Trainee position into a part-time Librarian I position, at an hourly rate of pay of \$29.20, retroactive to February 7, 2015, as per Suffolk County Department of Civil Service regulations.*
  - iii. *Part-time appointment of **Sara Guedouar** to the position of Page, Kings Park Branch, at a rate of pay of \$8.75 per hour, effective March 21, 2015 (to fill the vacancy created by the resignation of Austin Cleary).*
  - iv. *Leave of absence without pay for **Joyce O’Hara**, Page, Smithtown Reference/Circulation Departments, Smithtown Main building, effective March 31, 2015 through April 14, 2015.*

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 II **Christine Alexander**, Young Adult Librarian, 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 \$90.00.*
  - ii. *That Librarian I **Lauren Bernat**, Reference Department, Kings Park Branch, be authorized to attend, on paid release time, the workshop entitled “Speak To Impress: Public Speaking Skills for Librarians and Archivists”, sponsored by the Long Island Library Resources Council (LILRC), to be held at the Farmingdale Public Library, Farmingdale, NY, on April 24, 2015, with reimbursement for actual and necessary expenses not to exceed \$48.00.*

- iii. *That Children's Services Librarian I **Peggy Lopez**, Children's Department, Commack Branch, be authorized to attend, on paid release time, the Children's Librarians Association of Suffolk County (CLASC) Annual General Membership Meeting and Dinner, sponsored by (CLASC), to be held at the Three Village Inn, Stony Brook, NY, on April 23, 2015, with reimbursement for actual and necessary expenses not to exceed \$57.00.*
- iv. *That Librarian II **Erin McCann**, Children's 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 Children's Services Librarian I **Colleen Navins**, Children's Department, Nesconset Branch, be authorized to attend, on paid release time, the Children's Librarians Association of Suffolk County (CLASC) Annual General Membership Meeting and Dinner, sponsored by (CLASC), to be held at the Three Village Inn, Stony Brook, NY, on April 23, 2015, with reimbursement for actual and necessary expenses not to exceed \$52.00.*
- vi. *That Assistant Library Director **Patricia Thomson** be authorized to attend, on paid release time, the workshop entitled "Criticism and Discipline Skills for Managers and Supervisors" sponsored by Fred Pryor Seminars, to be held at the Islandia Marriott, Islandia, NY on April 23, 2014, with reimbursement for actual and necessary expenses not to exceed \$199.00.*

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 adoption of the resolutions "a" – "c":
  - a. *RESOLVED: That the Board of Trustees of the Smithtown Library approves the request of the Smithtown Youth Football and Cheerleading organization, to place a banner on the corner of the property of the Smithtown Main building from March 23, 2015 through April 22, 2015, advertising their tackle football registration for ages 5-12.*
  - b. *RESOLVED: That the Board of Trustees of the Smithtown Library approves the request of the Smithtown Youth Football and Cheerleading organization, to place a banner on the corner of the property of the Nesconset Branch from April 24, 2015 through May 23, 2015, advertising their Smithtown youth football registration.*
  - c. *RESOLVED: That the Board of Trustees of the Smithtown Library approves the request of the Suffolk County Kennel Club, to place a banner on the property of the Smithtown Main building from September 11, 2015 through September 27, 2015, advertising their annual "Dog Show/Expo", to be held at Flowerfield, St. James, on September 26, 2015.*

The motion was seconded by Trustee Diana Schilling-Held and adopted by a unanimous 5-0 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). The Library Director noted that he wished to correct an item in his report that states Kings Park is achieving "platinum" status in its LEEDS certification. Kings Park is actually receiving "silver" status. The Director further noted that the Commack and Nesconset buildings had achieved "gold" status and that we were hoping to receive "gold" status for Smithtown as well.

There was discussion about contractor TG Nickel acting in an AWOL capacity – the contractor is not coming back to address our outstanding building issues (i.e peeling paint in our vestibule). The Library itself will contract with outside vendors to handle any unfinished/outstanding work. The money the Library has held back from TG Nickel will be used to pay for these services and will not be paid to TG Nickel.

## **UNFINISHED BUSINESS**

6. Ad Hoc Committee

There was a discussion regarding the formation of an ad hoc committee pertaining to the Library's 2016 budget. It was concluded that a special meeting would be scheduled to review the options available to the Library concerning the 2016 budget.

7. At 7:50 p.m. Library Board President John Martins moved that the Board enter executive session pursuant to Article 7, §105(F) of the Public Officers Law, to discuss the employment history of particular people.

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 and Clerk Linda Taurassi.

8. 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 8:38 p.m.
9. Library Board President John Martins noted that the next regular meeting of the Board of Trustees would be held at the Kings Park Branch on April 21, 2015 at 7:00 p.m.

## **ADJOURNMENT**

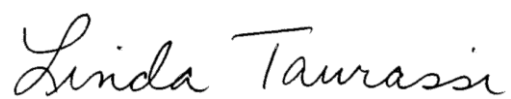
10. There being no further business, Trustee Gerard Cairns moved to adjourn the meeting at 8:40 p.m. The motion was seconded by Trustee Diana Schilling-Held and adopted by a unanimous 5-0 vote.

Linda Taurassi  
Secretary

Minutes approved this 21<sup>st</sup> day of April, 2015

A handwritten signature in black ink, appearing to read "John C. Martins". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

John C. Martins, President  
Smithtown Library Board of Trustees

A handwritten signature in black ink, appearing to read "Linda Taurassi". The signature is cursive and elegant, with a large initial "L".

Linda Taurassi, Clerk