

**MINUTES  
BOARD OF TRUSTEES  
SMITHTOWN LIBRARY  
April 21, 2015**

A regular meeting of the Board of Trustees of the Smithtown Library was held at the Kings Park Branch, Kings Park, New York on the 21<sup>st</sup> day of April, 2015 at 7:00 p.m.

The following Library Trustees were present and participating at the meeting: Gerard J. Cairns, John C. Martins, Diana Schilling-Held, Otis M. Thornhill and Joseph Vallone. Library Trustees Suzanne Mohr 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 March 12, 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. In the absence of Budget and Finance 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 March 31, 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.

Trustee Joseph Vallone moved to accept adoption of resolution “b”:

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

i. Warrant #15-April (“L” fund) PREPAYS	\$ 34,508.07
ii. Warrant #15-April (“L” fund) WARRANT	\$ 435,959.82
iii. Warrant #15-March (PAYROLL #6 – 3/13/15)	\$ 259,801.24
iv. Warrant #15-March (PAYROLL #7 – 3/27/15)	\$ 255,203.10
v. Warrant #15-April (PAYROLL #8 – 4/10/15)	\$ 250,251.22

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 items be approved as presented:*

- i. *Resignation of **Irene Hanna-Ohm**, Page, Nesconset Branch effective September 17, 2014 (first day of approved leave without pay).*
- ii. *Permanent full-time appointment of **Nanci Hammer** to the position of Librarian Trainee, Adult Reference Department, Smithtown Main building, at an annual rate of pay of \$48,360.00, subject to a 26-week probationary period, effective April 23, 2015 (to fill the vacancy created by the resignation of Patricia LaWare).*
- iii. *Permanent full-time appointment of **Emilee Walsh** to the position of Librarian Trainee, Adult Reference Department, Nesconset Branch, at an annual rate of pay of \$49,955.00, subject to a 26-week probationary period, effective April 23, 2015 (to fill the vacancy created by (1) the promotion of Patricia Thomson to Assistant Library Director, and (2) the promotion and reassignment of Andrew Salomon to the Community Relations Department).*

The motion was seconded by Trustee Gerard Cairns 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 the following member(s) of the Board of Trustees of the Smithtown Library be authorized to attend the “2015 Annual Long Island Library Conference” to be held at the Melville Marriot, located at 1350 Old Walt Whitman Road, Melville, NY, on May 7, 2015: **Otis Thornhill** (Note: \$60 per person registration fee to be paid by the Library District).*

- ii. *That the following staff members be authorized to attend, on paid release time, the "2015 Annual Long Island Library Conference" to be held at the Melville Marriot, located at 1350 Old Walt Whitman Road, Melville, NY on May 7, 2015, with reimbursement for conference registration not to exceed \$60.00 (\$40-\$60 contingent upon membership status): **Serena Brooks, Jennifer Catrano, Eileen Caulfield, Jennifer Colleluori, Julie DeLaney, Joanne Grove, Cynthia Guzzo, Nanci Hammer, James Hansen, Jennifer Honickman, Jesse Lemke, Margaret Lopez, Sue McManus, Robert Lusak, Andrew Salomon, Patricia Thomson** (NOTE: amount noted above does not include mileage costs).*
- iii. *That Librarian II **Christine Alexander**, Young Adult Librarian, Kings Park Branch, be authorized to attend, on paid release time, the "Fran Romer Memorial Booktalk Workshop" sponsored by the Young Adult Services Division of the Suffolk County Library Association (YASD), to be held at the Brentwood Public Library, Brentwood, NY, on April 30, 2015, with reimbursement for actual and necessary expenses not to exceed \$20.00.*
- iv. *That Librarian IV **Eileen Caulfield**, Building Head, Smithtown Main Building, be authorized to attend, on paid release time, the BookExpo America Exhibits and Conference, to be held at the Javits Center, New York, NY, on May 29, 2015, with reimbursement for actual and necessary expenses not to exceed \$116.00.*
- v. *That Children's Services Librarian I **Elizabeth Coleman**, Children's Department, Smithtown Main building, 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 \$48.00.*
- vi. *That Librarian III **Julie DeLaney**, Community Relations Department, Nesconset Branch, be authorized to attend, on paid release time, the BookExpo America Exhibits and Conference, to be held at the Javits Center, New York, NY, on May 29, 2015, with reimbursement for actual and necessary expenses not to exceed \$116.00.*
- vii. *That Children's Services Librarian I **Emily Lazio**, Children's Department, Smithtown Main building, be authorized to attend, on paid release time, the BookExpo America Exhibits and Conference, to be held at the Javits Center, New York, NY, on May 29, 2015, with reimbursement for actual and necessary expenses not to exceed \$106.00.*
- viii. *That Assistant Library Director **Sue McManus**, Kings Park Branch, be authorized to attend, on paid release time, the workshop entitled "Workshop Conflict Resolution", sponsored by the Long Island Library Resources Council (LILRC), to be held at the Brentwood Public Library, Brentwood, NY, on May 1, 2015, with reimbursement for actual and necessary expenses not to exceed \$40.00.*

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 following resolution:

*RESOLVED: That the Board of Trustees of the Smithtown Library approves the request of the Smithtown United Methodist Church, to place a banner on the corner of the property of the Smithtown Main Building from April 26, 2015 through May 11, 2015, advertising their annual "Mother's Day Plant Sale" to be held May 9, 2015 through May 10, 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). In addition, the Library Director noted that correspondence had been sent to both Senator John Flanagan and Assemblyman Michael Fitzpatrick requesting their assistance in obtaining bullet aid that would help in funding the installation of three new parking field lights and retrofitting three existing lamp posts at our Smithtown Main building. This endeavor, costing \$15,253.00, would benefit the community by providing increased lighting in the parking lot, and could be piggybacked with the Eagle Scout project currently underway by Life Scout Raymond Stumpf of Troop 7, St. James.

## **REPORTS OF SPECIAL COMMITTEES**

6. The Library Board decided to hold a special meeting in the near future to discuss the Library's long-range financial planning.

## **UNFINISHED BUSINESS**

7. Location of Monthly Board Meetings

Library Board President John Martins noted that a lot of time and effort was put into preparing the monthly and special board meetings, and most of the information that was often needed was available at the Nesconset Branch. He asked how the Board felt about temporarily suspending the practice of rotating meetings at the different buildings for board meetings. After discussion, the Library Board agreed that it was important to continue rotating meetings at different buildings for the benefit of the community.

8. At 7:20 p.m. Library Board President John Martins moved that the Board enter executive session [pursuant to Article 7, §105(D) of the Public Officers Law], to discuss proposed, pending, or current litigation.

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, Diana Schilling-Held, Otis M. Thornhill and Joseph Vallone.

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

9. 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 8:01 p.m.

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

*RESOLVED: That the Board of Trustees of the Smithtown Library authorizes the preparation of a 2015 retirement/resignation (separation of service) incentive program for all full-time and part-time staff members (excluding Pages) of the Smithtown Library under the following terms and conditions:*

- *An employee must have a minimum of ten (10) years of uninterrupted service with the Smithtown Library.*
- *Full-time employees will receive \$1,000.00 per year of service with a maximum payout of \$20,000.00.*
- *Part-time employees will have their incentive prorated based on their standard work hours for the 2015 year, at a rate of \$1,000.00 per year of service with a maximum payout of \$20,000.00.*
- *The submission of a letter of retirement/resignation (separation of service) must be received by the Library Director no later than 5:00 p.m., Monday, June 8, 2015.*
- *The letter must include both the employee's last day of work and first day of retirement (one day after the last day of work).*
- *The letter must state that the employee's last day of work will be no later than June 30, 2015 with a retirement date no later than July 1, 2015.*
- *As this is the second retirement/resignation (separation of service) incentive offered in recent years, no further incentive offers are anticipated in the near future.*

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

Library Director Robert Lusak noted that a memo would be sent to all staff members to communicate the incentive.

11. New York State Annual Report

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

*RESOLVED: That the New York State Annual Report for Public and Association Libraries for the year ending December 31, 2014 be accepted for filing as presented (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.

12. Library Board President John Martins noted that the next regular meeting of the Board of Trustees was scheduled to be held at the Smithtown Main building on May 19, 2015 at 7:00 p.m. at which time the Library's internal audit would be presented. Since several board members would not be available for the May 19<sup>th</sup> meeting, it was agreed that the Treasurer would confer with the auditor before a new meeting date could be established.

**ADJOURNMENT**

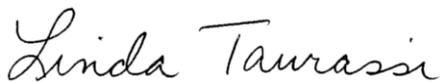
13. There being no further business, Library Board President John Martins moved to adjourn the meeting at 8:10 p.m. The motion was seconded by Trustee Otis Thornhill and adopted by a unanimous 5-0 vote.

Linda Taurassi  
Secretary

Minutes approved this 19th day of May, 2015.



Otis M. Thornhill, Vice-President  
Smithtown Library Board of Trustees



Linda Taurassi, Clerk