

**MINUTES
BOARD OF TRUSTEES
SMITHTOWN LIBRARY
January 19, 2016**

A regular meeting of the Board of Trustees of the Smithtown Library was held at the Smithtown Main building, Smithtown, New York on the 19th day of January, 2016 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, Joseph Vallone and Rudy W. Zientarski.

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

John C. Martins, President of the Board of Trustees, acted as Chairman 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 December 15, 2015 and the ANNUAL ORGANIZATIONAL MEETING MINUTES of January 5, 2016 be approved as presented.

The motion was seconded by Trustee Gerard Cairns and adopted by a unanimous 7-0 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 December 31, 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 7-0 vote.

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

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

i. Warrant #15-December (“L” fund) PREPAYS	\$1,102,477.78
ii. Warrant #15-December (“L” fund) WARRANT	\$ 160,421.09
iii. Warrant #15-December (PAYROLL #26 – 12/18/15)	\$ 230,077.97
iv. Warrant #15-December (SPECIAL PAYROLL – 12/31/15)	\$ 56,650.00
iv. Warrant #16-January (“L” fund) PREPAYS	\$ 3,780.00
v. Warrant #16-January (“L” fund) WARRANT	\$ 416,938.17
vi. Warrant #16-January (PAYROLL #1 – 1/1/16)	\$ 237,360.49
vii. Warrant #16-January (PAYROLL #2 – 1/15/16)	\$ 252,090.50

The motion was seconded by Trustee Rudy Zientarski and adopted by a unanimous 7-0 vote.

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

c. RESOLVED: *That the Board of Trustees of the Smithtown Library does hereby authorize the Library Director to renew the original agreement entered into with Briscoe Protective Systems, Inc., dated February 23, 2015 (as stipulated under the provision of renewal) to provide standard inspection and per-call fire detection equipment service for all library buildings for the period March 1, 2016 through February 28, 2017, at a total annual cost not to exceed \$7,056.00.*

The motion was seconded by Trustee Otis Thornhill and adopted by a unanimous 7-0 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. *Temporary appointment of **Kelvin Carrion** to the position of Computer Graphics Technician on a call-in basis, Community Relations Department, Nesconset Branch, at a rate of pay of \$26.44 per hour, effective January 21, 2016.*
- ii. *Part-time appointment of **Peter Russo** to the position of Page, Commack Branch, at an hourly rate of pay of \$9.00, effective January 27, 2016 (to fill the vacancy created by the resignation of Gina Russo).*
- iii. *Part-time appointment of **Christopher J. Slater** to the position of Library Clerk, Circulation Department, Kings Park Branch, at an hourly rate of pay of \$16.96, not to exceed 17.5 hours per week, effective January 25, 2016 (to fill the vacancy created by the reassignment of Christina Chiara to the Smithtown Main building).*
- iv. *Release of **Amy Stalzer** from a Page position and appointment into the part-time position of Library Clerk, Commack Branch, at an hourly rate of pay of \$16.96, not to exceed 17.5 hours per week, effective January 20, 2016 (to fill half of the vacancy created by the retirement of Linda Goldman).*

- v. *Part-time appointment of **Christopher Tusa** to the position of Page, Reference/Circulation Department, Smithtown Main building, at an hourly rate of pay of \$9.00, effective January 21, 2016 (to fill the vacancy created by the resignation of Hannah Stein).*
- vi. *Retirement of **Lynn Gaumont**, Account Clerk, Business Office, Nesconset Branch, effective December 30, 2015.*
- vii. *Resignation of **Anya Martin**, Library Assistant, Technical Services Department, Nesconset Branch, effective January 1, 2016.*
- viii. *Resignation of **Gina Russo**, Page, Commack Branch, effective January 18, 2016.*
- ix. *Extended medical leave of absence without pay for **Stephen Anderson**, Librarian I, Reference Department, Commack Branch, effective January 30, 2016 through May 31, 2016.*

The motion was seconded by Trustee Rudy Zientarski and adopted by a unanimous 7-0 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 staff members be authorized to attend, on paid release time, the “Pre-Advocacy and Advocacy Day Programs for “Library Legislation Day”, sponsored by NYLA (New York Library Association), from March 1, 2016 through March 2, 2016 to be held at the Empire State Plaza Convention Center, Albany, NY, for the purpose of fostering support for libraries, increasing state funding, and educating legislators of the services libraries provide, with reimbursement for actual and necessary expenses not to exceed \$225.00 per person: **Library Director Robert Lusak, Assistant Library Director Sue McManus, Assistant Library Director Patricia Thomson, Librarian IV Eileen Caulfield, Librarian III Julie DeLaney.***
- ii. *That Librarian I **Jennifer Salvatore**, Reference Department (LI History Room), Smithtown Main building, be authorized to attend, on paid release time, the workshop entitled “The Principles and Practices of Archival Processing for the Non-Archivist” sponsored by the Long Island Library Resources Council (LILRC), to be held at Harborfields Public Library, Greenlawn, NY, on January 27, 2016, with reimbursement for actual and necessary expenses not to exceed \$25.00.*

The motion was seconded by Trustee Suzanne Mohr and adopted by a unanimous 7-0 vote.

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

c. **RESOLVED:** *That the employment contract between Assistant Library Director Sue McManus and the Smithtown Special Library District be approved as presented (attached).*

The motion was seconded by Trustee Gerard Cairns and adopted by a unanimous 7-0 vote.

Committee Liaison Diana Schilling-Held moved to accept adoption of resolution “d”:

- d. *WHEREAS, Lynn Gaumont has announced her retirement as of December 31, 2015; and*

WHEREAS, Lynn Gaumont began her tenure with The Smithtown Library as a Page in the Circulation Department of the Smithtown Main Building on January 8, 1993; and

WHEREAS, Lynn Gaumont became a Clerk Typist in The Smithtown Library’s Business Office in November of 2000; and

WHEREAS, Lynn Gaumont became an Account Clerk in the Business Office in March 2008, in which position she served until her retirement; now therefore be it

RESOLVED, that The Smithtown Library does hereby express its appreciation to Lynn Gaumont for her twenty-three years of dedicated service and contributions to the Library; and be it

FURTHER RESOLVED, that the Smithtown Library extends to Lynn Gaumont their best wishes for many years of health and happiness during her retirement.

The motion was seconded by Trustee Otis Thornhill and adopted by a unanimous 7-0 vote.

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

- a. *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 Library building from June 27, 2016 through August 19, 2016, advertising their 2016 Annual Dennis Cannataro Summer Concert Series.*

- b. *RESOLVED: That the Board of Trustees of The Smithtown Library approves the request of the Smithtown Children’s Foundation, to place a banner on the corner of the property of the Smithtown Main Library building from April 24, 2016 through May 8, 2016, advertising “Mike’s Hike and Fitness Festival; 4K race, 2K walk, Kids Fun Run” on May 22, 2016, located at the Smithtown High School West football field.*

- c. *RESOLVED: That the Board of Trustees of The Smithtown Library approves the request of the Smithtown Children’s Foundation, to place a banner on the property of the Nesconset Branch from November 5, 2016 through November 19, 2016, advertising their “Annual Holiday Breakfast and Shopping Boutique” on December 3, 2016, located at Great Hollow Middle School.*

The motion was seconded by Trustee Joseph Vallone and adopted by a unanimous 7-0 vote.

5. COMMUNICATIONS COMMITTEE: Committee Liaison Rudy Zientarski noted that he did not want the Library to overlook honoring former Trustee Charles Sauer who had recently passed away.
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).

There was discussion pertaining to the 2016 Summer Concert Series. The Community Relations Department is currently working on procuring bands for this year's concerts. There will be seven concerts this year with the first concert on July 7th.

UNFINISHED BUSINESS

7. 2016 PLA CONFERENCE – Assistant Library Director

Library Board President John Martins moved the following resolution:

RESOLVED: That Assistant Library Director Patricia Thomson be reimbursed for all natural and necessary expenses involved in attending the Public Library Association (PLA) 2016 Conference from April 5, 2016 through April 8, 2016 in Denver, Colorado.

The motion was seconded by Trustee Otis Thornhill and adopted by a unanimous 7-0 vote.

8. NEW POLICY – 3D PRINTER (Policy 700-85) (2nd reading)

Library Board President John Martins moved to waive the reading of the proposed policy.

The motion was seconded by Trustee Otis Thornhill and adopted by a unanimous 7-0 vote.

Library Board President John Martins moved to accept adoption of the proposed policy:

PURPOSE

The Smithtown Special Library District and the Friends of the Smithtown Library desire to offer the Library's community access to new and emerging technologies, such as 3D printers. It is the Library's hope to inspire a new interest in design as well as to assist the community in bringing their creations to life. This policy establishes the manner and under what circumstances the public may utilize the Library's 3D printers.

POLICY

The Library's 3D printers are available to all patrons (with preference given to residents of the Smithtown Special Library District) to create physical objects based on digital files and using Library-provided filament. The digital files can be designs a patron has created him/herself, or designs a patron has obtained from another source and has permission to use.

1. *The Library's 3D printers may be utilized only for lawful purposes. The public will not be permitted to use the Library's 3D printers to create material that is:*
 - a. *prohibited by local, state or federal law;*
 - b. *unsafe, harmful, dangerous or poses an immediate threat to the well-being of others;*
 - c. *obscene or otherwise inappropriate;*
 - d. *in violation of another's intellectual property rights. For example, the printers will not be used to reproduce material that is subject to copyright, patent or trademark protection.*
2. *The Library reserves the right to refuse a 3D print request.*
3. *Cost: Individuals will be charged based upon the time it takes to print (in 15 minute increments). The charge will be rounded down to the nearest 15 minute increment. This cost may change as the price of filament changes. Currently, the Library charges \$0.25 per 15 minutes of print time.*
4. *Items printed from Library 3D printers that are not retrieved within 7 days will be deemed to be property of the Library.*
5. *Items must be retrieved by the individual who made the initial request for a print.*
6. *Only designated Library staff will have "hands-on" access to the 3D printer.*

PROCEDURES

The procedure for printing from the Library's 3D printers is as follows:

1. *Design creation:*
 - a. *The 3D printer can be utilized with basic knowledge of Computer Assisted Drawing (CAD). Creating a new design requires an advanced knowledge of 3D modeling software products. Video tutorials that accompany CAD programs can be of assistance.*
 - b. *Any 3D drafting software may be used to create a design as long as the file can be saved in .stl, .obj, or .thing file format.*
 - c. *The Library has computers that may be used to create a design.*
 - d. *Digital designs also are available from various file-sharing databases such as Thingiverse.com.*
2. *Submitting a design for printing:*
 - a. *Patrons desiring to use the 3D printer shall bring their file (in .stl, .obj, or .thing file format) (no larger than 25MB) to the Adult Reference Desk during regular operating hours. Staff will review the file and, if acceptable, add the request to the printing queue (with priority given to Smithtown Special Library District library card holders).*
 - b. *If there is high demand, the Library may choose to schedule only one print per day per person.*

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

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

Upon a motion by Library Board President John Martins, seconded by Trustee Joseph Vallone, and adopted by a unanimous 7-0 vote, the meeting reconvened in open public session at 8:30 p.m.

12. Library Board President John Martins noted that the next regular meeting of the Board of Trustees would be held at the Nesconset Branch on February 16, 2016 at 7:00 p.m.

ADJOURNMENT

13. There being no further business, Trustee Joseph Vallone moved to adjourn the meeting at 8:31 p.m. The motion was seconded by Trustee Otis Thornhill and adopted by a unanimous 7-0 vote.

Minutes approved this 16th day of February, 2016



John C. Martins, President
Smithtown Library Board of Trustees



Linda Taurassi, Clerk