

**MINUTES
BOARD OF TRUSTEES
“SPECIAL” MEETING
THE SMITHTOWN LIBRARY
March 22, 2016**

Due to the lack of a quorum at the regularly scheduled meeting of March 15, 2016, a “Special” meeting of the Board of Trustees of the Smithtown Library was held at the Nesconset Branch, Nesconset, New York on the 22nd day of March, 2016 at 2:30 p.m. for the purpose of conducting regular business.

The following Library Trustees were present and participating at the meeting: Gerard J. Cairns, John C. Martins, Diana Schilling-Held and Joseph Vallone.

Trustees Suzanne Mohr, Otis M. Thornhill 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 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 February 16, 2016 be approved as presented.

The motion was seconded by Trustee Diana Schilling-Held and adopted by a unanimous 4-0 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 Library Board President John Martins, who moved to accept adoption of resolution “a”:

- a. *RESOLVED: That the TREASURER’S REPORT for the month ended February 29, 2016 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 4-0 vote.

Library Board President John Martins moved to accept adoption of resolution “b”:

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

i.	Warrant #16-March (“L” fund) PREPAYS	\$ 16,197.48
ii.	Warrant #16-March (“L” fund) WARRANT	\$ 433,393.29
iii.	Warrant #16-March (“M” fund) WARRANT	\$ 1,490.24
iv.	Warrant #16-March (PAYROLL #5 – 2/26/16)	\$ 230,955.16
v.	Warrant #16-March (PAYROLL #6 – 3/11/16)	\$ 234,773.60

The motion was seconded by Trustee Joseph Vallone and adopted by a unanimous 4-0 vote.

Library Board President John Martins moved to accept adoption of resolution “c”:

c. RESOLVED: *That the Board of Trustees of The Smithtown Library does hereby approve nunc pro tunc the early release of designated warrant payments prior to the March 22, 2016 board meeting to avoid lateness and penalties (note: originally scheduled regular meeting of March 15, 2015 was postponed due to lack of a quorum); and be it*

FURTHER RESOLVED, that bills had been approved by the Finance Liaison of the Board of Trustees before payment was made; and be it

FURTHER RESOLVED, that the designated payments for early release are hereby appended.

The motion was seconded by Trustee Gerard Cairns and adopted by a unanimous 4-0 vote.

Library Board President John Martins moved to accept adoption of resolution “d”:

d. RESOLVED: *That the Board of Trustees of The Smithtown Library does hereby authorize prepayment of health insurance bills due April 1, 2016 to the following vendors:*

- i. *Benistar/Hartford - \$21,246.33 (April 2016)*
- ii. *NYSHIP/Employee Benefits - \$60,145.98 (April 2016)*

The motion was seconded by Trustee Diana Schilling-Held and adopted by a unanimous 4-0 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. *Release of **James Buckman**, Network and Systems Specialist II, Nesconset Branch, from a provisional full-time appointment into a permanent full-time appointment, at an annual rate of pay of \$68,416.00, subject to a 26-week probationary period, effective March 22, 2016.*

- ii. Release of **Michelle Tommaso** from a part-time Library Clerk position, Circulation Department, Nesconset Branch, into a part-time Librarian I position, Adult Reference Department, Commack Branch, at an hourly rate of pay of \$29.71 not to exceed 17.5 hours per week, effective April 4, 2016 (to fill the vacancy created by the reassignment of Serena Brooks to the Kings Park Branch.)
- iii. Part-time appointment of **Kaitlin Brand** to the position of Librarian Trainee, Adult Reference Department, Nesconset Branch, at an hourly rate of pay of \$26.14, not to exceed 17.5 hours per week, effective March 25, 2016 (to fill part of the vacancy created by the promotion of Patricia Thomson to Assistant Library Director).
- iv. Release of **Lindsay Christ** from a part-time Page position, Commack Branch, into a part-time Librarian Trainee position, Adult Reference Department, Kings Park Branch, at an hourly rate of pay of \$25.55, not to exceed 17.5 hours per week, effective March 24, 2016 (to fill the vacancy created by the promotion and reassignment of Lauren Bernat to the Community Relations Department, Nesconset Branch).
- v. Part-time appointment of **Lisa Glisci** 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 March 23, 2016 (to fill the vacancy created by the reassignment of Thomas Normandy to the Technical Services Department, Nesconset Branch).
- vi. Release of **William Knapp** from a part-time Page position, Reference/Circulation Departments, Smithtown Main building, into a part-time Library Clerk position, Circulation Department, Nesconset Branch, at an hourly rate of pay of \$16.96, not to exceed 17.5 hours per week, effective April 1, 2016 (to fill the vacancy created by the resignation of Marion Collins).
- vii. Part-time appointment of TBD to the position of Clerk Typist, Administration Department, Nesconset Branch, at an hourly rate of pay of \$16.96, effective date TBD (to fill the vacancy created by the resignation of Dawn Smith).
- viii. Part-time appointment of **Rachel Block** to the position of Page, Nesconset Branch, at an hourly rate of pay of \$9.00, effective March 25, 2016 (to fill the vacancy created by the resignation of Elora Lee).
- ix. Part-time appointment of **Madeline Dluginski** to the position of Page, Nesconset Branch, at an hourly rate of pay of \$9.00, effective March 25, 2016 (to fill the vacancy created by the resignation of Michael Gannotta).
- x. Part-time appointment of **Ava Scatoni** to the position of Page, Adult Reference/Circulation Departments, Smithtown Main building, at an hourly rate of pay of \$9.00, effective March 28, 2016 (to fill the vacancy created by the resignation of Nicole Baker).
- xi. Medical leave of absence without pay for **Caitlin Sempowich**, Children's Services Librarian I, Children's Department, Kings Park Branch, effective February 22, 2016 through May 15, 2016, pursuant to the Family Medical Leave Act (FMLA).
- xii. Resignation of **Michael Gannotta**, Page, Nesconset Branch, effective February 6, 2016.
- xiii. Resignation of **Dawn Smith**, Library Clerk, Administration Department, Nesconset Branch, effective March 24, 2016.

The motion was seconded by Trustee Joseph Vallone and adopted by a unanimous 4-0 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 Board of Trustees of the Smithtown Library does hereby authorize the Treasurer to pay the cost of attendance for **member Trustees** of The Smithtown Library at the LILRC 50th Anniversary Gala on April 14, 2016 to be held at Carlyle on the Green, Bethpage State Park, at a total cost not to exceed \$60.00 per person.*
 - ii. *That Librarian III **Julie DeLaney**, Community Relations Department, Nesconset Branch, be authorized to attend, on paid release time, the "Notary Public Seminar", sponsored by the New York State Notary Association, to be held at the Holiday Inn, Plainview, NY, on March 30, 2016, with reimbursement for actual and necessary expenses not to exceed \$205.00.*
 - iii. *That Librarian II **Richard Riis**, Adult Reference Department, Commack Branch, be authorized to attend, on paid release time, the 2016 Long Island Libraries and Pop Culture Conference (LI POP CON 2016), 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 14, 2016, with reimbursement for actual and necessary expenses not to exceed \$81.00.*
 - iv. *That Librarian I **Jennifer Salvatore**, Adult Reference Department, Smithtown Main building, be authorized to attend, on paid release time, the 2016 MEDLI (Medical & Scientific Libraries of L.I.) workshop entitled "Healthy Aging at Your Library: Connecting Older Adults to Health Information", to be held at the Farmingdale State College, Farmingdale, NY, on March 31, 2016, with reimbursement for actual and necessary expenses not to exceed \$25.00.*
 - v. *That Librarian I **Jennifer Salvatore**, Adult Reference Department, Smithtown Main building, be authorized to attend, on paid release time, the workshop entitled "How to Work With Past-Perfect Software, sponsored by LILRC (Long Island Library Resources Council) to be held at the Brentwood Public Library, Brentwood, NY, on April 19, 2016, with reimbursement for actual and necessary expenses not to exceed \$31.00.*
 - vi. *That Librarian II **Caren Zatyk**, Long Island Room, Smithtown Main building, be authorized to attend, on paid release time, the workshop entitled "How to Work With Past-Perfect Software, sponsored by LILRC (Long Island Library Resources Council) to be held at the Brentwood Public Library, Brentwood, NY, on April 19, 2016, with reimbursement for actual and necessary expenses not to exceed \$32.00.*

The motion was seconded by Trustee Gerard Cairns and adopted by a unanimous 4-0 vote.

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

- a. *RESOLVED: That the Treasurer be authorized to execute the purchase of two (2) PowerEdge R730 Servers (each consisting of 2.4 GHz CPU, 16 GB RAM, 6 TB Disk) from Zones, Inc., at a total cost not to exceed \$7,171.10 each (note: these servers will replace our current Domain Controller, File/DNS server and Cassie system).*

The motion was seconded by Trustee Diana Schilling-Held and adopted by a unanimous 4-0 vote.

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

- b. *RESOLVED: That the following BANNER requests set forth hereinafter are hereby approved:*
 - i. *RESOLVED: That the Board of Trustees of The Smithtown Library approves the request of the Environmental Centers of Setauket/Smithtown Sweetbriar Nature Center, to place a banner on the corner of the property of the Smithtown Main Library Building from May 11, 2016 through June 11, 2016, advertising their “Annual Wildlife/Nature Festival” to be held on June 11, 2016 at the Sweetbriar Nature Center.*
 - ii. *RESOLVED: That the Board of Trustees of The Smithtown Library approves the request of the Smithtown Historical Society, to place a banner on the corner of the property of the Smithtown Main Library building from April 1, 2016 through April 8, 2016, advertising their “2016 Smithtown Historical Society Art Market” to be held from April 9, 2016 through April 10, 2016.*
 - iii. *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 Library building from April 16, 2016 through May 9, 2016, advertising their annual “Mother’s Day Plant Sale” to be held at the Smithtown United Methodist Church, Smithtown, NY.*
 - iv. *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 Library building from March 19, 2016 through March 31, 2016 advertising their Smithtown youth football registration.*
 - v. *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 property of the Nesconset Branch from April 1, 2016 through April 19, 2016 advertising their Smithtown youth football registration.*

- vi. *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 Library building from September 10, 2016 through October 2, 2016, advertising their "86th Annual Dog Show/Expo.*

The motion was seconded by Trustee Joseph Vallone and adopted by a unanimous 4-0 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 informed the Library Board that the one-and-a-half minute radio interview about the Library's 3D printers had aired with Sean Adams of WCBS News Radio 880 the day before; and that the link had been emailed to them.

UNFINISHED BUSINESS

6. REVISED POLICY – BYLAWS (Policy 100-10) (2nd reading)
(Note: revisions are underlined in bold)

Library Trustee Joseph Vallone moved to waive the reading of the revised policy. The motion was seconded by Trustee Diana Schilling-Held and adopted by a unanimous 4-0 vote.

Library Board Library Board President John Martins moved to approve the following revised policy:

ARTICLE V - Committees

1. The following general rules shall apply to all Standing Committees:
 - a. Unless otherwise specified in these by-laws, the term of membership on any committee shall be one year.
 - ~~b. All committees report to the Board of Trustees. A copy of any committee report shall be furnished to the Board of Trustees prior to its meeting preceding the meeting at which the report is to be presented. Committees may report as frequently as needed. and shall make an annual written report which shall be distributed to the Board of Trustees prior to the annual meeting.~~
 - c. Board Members may only be liaison of one standing committee
 - d. In an appropriate case, a liaison of a committee may submit a written request to the Board of Trustees to be relieved of duties on a committee. The Board may, in its discretion, accept such request and thereupon it shall appoint a replacement on such committee for the stated period.
 - e. The Library Director or his/her designee shall attend all committee meetings and may take part in deliberations but shall have no vote.

2. Standing Committees. The following will be standing committees:

a. Budget and Finance Committee

i. Composition: one liaison

ii. Responsibilities

1. Acts as Library Board's liaison with the Director on fiscal matters.
2. To acquire and disseminate budgetary information to the Board and to interact on a continuous basis with the Library Director on budgetary formulation, budgetary developments, and the utilization of available funds;
3. Audit and monitor the financial condition of the Library to ensure that it is carrying out its purpose without extravagance or waste;
4. Ensure that financial records are complete and accurate, and required financial reports are filed with federal and state agencies;
- ~~5. Present an operating budget written report to the Board of Trustees on a timely basis.~~

b. Buildings and Grounds Committee

i. Composition: one liaison

ii. Responsibilities

1. Acts as Library Board's liaison with the Director on Building and Grounds matters.
2. Inspect all library buildings on an "as-required basis", at least once every five (5) years, to ensure compliance with provisions of building codes, ADA requirements, safety regulations, and minimum state standards;
3. Assess the need for major repairs, capital equipment, alterations and new construction;
4. Make certain that the Library continues to provide adequate equipment and connections for access to electronic and digital information; and
- ~~5. Prepare and present to the Board a written annual report.~~

c. Communications Committee

i. Composition: one liaison

ii. Responsibilities

1. Acts as Library Board's liaison with the Director on Communications matters.
2. Assess the need for new methods of acquainting the general public with the programs and services of the Library;

3. Review plans for promoting library services, materials, and programs; and
- ~~4. Present to the Board of Trustees no later than the March meeting an annual report for adoption by said Board and distribution to the community on the Library's progress in meeting its goals and objectives.~~

[NOTE: All changes are reflected in the Board of Trustees Calendar (Policy 100-40) – attached to agenda]

The motion was seconded by Trustee Gerard Cairns and adopted by a unanimous 4-0 vote.

NEW BUSINESS

10. 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 19, 2016 at 7:00 p.m.

ADJOURNMENT

11. There being no further business, Trustee Joseph Vallone moved to adjourn the meeting at 2:52 p.m. The motion was seconded by Trustee Gerard Cairns and adopted by a unanimous 4-0 vote.

Minutes approved this 19th day of April, 2016



John C. Martins, President
Smithtown Library Board of Trustees



Linda Taurassi
Secretary to the Board of Trustees