

**MINUTES  
BOARD OF TRUSTEES  
THE SMITHTOWN LIBRARY  
May 17, 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 17<sup>th</sup> day of May, 2016 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, Joseph Vallone and Rudy Zientarski.

Trustee Suzanne Mohr was absent with prior notice.

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

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 April 19, 2016 be approved as presented.*

The motion was seconded by Trustee Otis Thornhill 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 Rudy Zientarski, who moved to accept adoption of resolution "a":

- a. *RESOLVED: That the TREASURER'S REPORT for the month ended April 30, 2016 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 Rudy Zientarski moved to accept adoption of resolution "b":

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

<i>i.</i>	<i>Warrant #16-May ("L" fund) PREPAYS</i>	<i>\$ 24,163.99</i>
<i>ii.</i>	<i>Warrant #16-May ("L" fund) WARRANT</i>	<i>\$ 290,438.27</i>
<i>iii.</i>	<i>Warrant #16-April (PAYROLL #9 – 4/22/16</i>	<i>\$ 235,038.80</i>
<i>iv.</i>	<i>Warrant #16-May (PAYROLL #10 – 5/6/16)</i>	<i>\$ 235,123.82</i>

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

Trustee Rudy Zientarski moved to accept adoption of resolution “c”:

- c. RESOLVED: That the Treasurer be authorized to execute the 2015 budget transfers (in/out) as follows, per the recommendation of external auditors Baldessari & Coster, LLP:

BUDGET ADJUSTMENTS - December 31, 2015

<u>EXPENSE</u>	<u>BUDGET</u>	<u>(FROM/TO)</u>	<u>ADJUSTED BUDGET</u>
L.1410 · CERT LIBRARIANS SALARIES	2,764,100.00	240,000.00	3,004,100.00
L.1411 · LIBRARIAN PART TIME	562,400.00	-100,000.00	462,400.00
L.1420 · CLERICAL STAFF SALARIES	2,024,300.00	-60,000.00	1,964,300.00
L.1421 · CLERICAL PART TIME	595,250.00	60,000.00	655,250.00
L.1430 · PAGE'S SALARIES	200,950.00	12,000.00	212,950.00
L.1440 · CUSTODIAL SALARIES	255,000.00		255,000.00
L.1441 · CUSTODIAL PART TIME	163,000.00		163,000.00
L.1449 · ACCRUED P/R COMPENSATION	100,000.00	-100,000.00	0.00
L.1450 · SUNDAY SALARIES	105,000.00	10,000.00	115,000.00
L.2000 · COMPUTER EQUIPMENT	40,000.00		40,000.00
L.2030 · BUILDING EQUIPMENT	20,000.00		20,000.00
L.2100 · OTHER CAPITAL OUTLAY	20,000.00		20,000.00
L.4100 · BOOKS	251,814.00		251,814.00
L.4110 · LOST AND PAID		2,000.00	2,000.00
L.4120 · RECORDINGS	118,867.00	-23,000.00	95,867.00
L.4130 · PERIODICALS	39,300.00	23,000.00	62,300.00
L.4131 · OTHER SERIALS	58,275.00		58,275.00
L.4150 · ONLINE MATL'S AND SVC	168,044.00	500.00	168,544.00
L.4151 · OTHER NON BOOK MATLS	500.00		500.00
L.4160 · BINDING	500.00		500.00
L.4290 · PROGRAMS	44,000.00		44,000.00
L.4290S · SUMMER READING PROGRAM	20,000.00		20,000.00
L.4291 · STAFF DEVELOPMENT	5,000.00	100.00	5,100.00
L.4300 · OFFICE AND LIBRARY SUPPLIES	91,000.00		91,000.00
L.4311 · TELECOMMUNICATIONS	117,600.00		117,600.00
L.4330 · POSTAGE AND FREIGHT	15,000.00		15,000.00
L.4340 · PRINTING	35,000.00		35,000.00
L.4350 · TRAVEL	8,500.00		8,500.00
L.4360 · SCLS MEMBER SUPPORT	170,000.00		170,000.00
L.4370 · PROFESSIONAL FEES	95,000.00		95,000.00
L.4380 · MEMBERSHIP DUES	3,000.00		3,000.00
L.4390 · SHARED NETWORK MAINTENANCE	81,000.00		81,000.00
L.4500 · FUEL AND UTILITIES	250,000.00		250,000.00
L.4510 · CUSTODIAL SUPPLIES	19,000.00		19,000.00
L.4520 · BUILDING AND EQUIPMENT REPAIRS	181,000.00		181,000.00
L.4540 · INSURANCE	90,000.00		90,000.00
L.4600 · MAINTENANCE AND EQUIPMENT	0.00		0.00
L.4730 · MAINTENANCE OF VEHICLES	4,000.00		4,000.00
L.6000 · DEBT SERVICE	1,717,338.00	1,717,338.00	0.00
L.8100 · RETIREMENT SYSTEM CONTRIBUTION	1,306,300.00	-79,600.00	1,226,700.00
L.8200 · SOCIAL SECURITY CONTRIBUTION	413,540.00		413,540.00

continued...

L.8210 · MEDICARE CONTRIBUTION	96,715.00		96,715.00
L.8300 · WORKMANS COMPENSATION	65,000.00	15,000.00	80,000.00
L.8400 · UNEMPLOYMENT COMPENSATION	5,000.00		5,000.00
L.8500 · HOSPITAL/MEDICAL INSURANCE	1,650,000.00		1,650,000.00
L.8600 · CSEA BENEFIT FUND	145,000.00		145,000.00
L.8700 · EMPLOYEE ASSISTANCE PROGRAM	5,500.00		5,500.00
L.9901 · INTERFUND EXPENSE TRANSFER	0.00	1,717,338.00	1,717,338.00
L1980.4 · MTA PAYROLL TAX	22,677.00		22,677.00
TOTAL	14,143,470.00	0.00	14,143,470.00

The motion was seconded by Trustee Otis Thornhill 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 changes be approved as presented:*

- i. *Part-time appointment of **Karen Heslin** to the position of Library Clerk, Circulation Department, Smithtown Main building, at an hourly rate of pay of \$16.96, not to exceed 17.5 hours per week, effective May 19, 2016 (to fill the vacancy created by the resignation of Susan Baker).*
- ii. *Resignation of **Susan Baker**, Library Clerk, Circulation Department, Smithtown Main building, effective May 13, 2016.*
- iii. *Resignation of **Brian Durcan**, Page, Reference/Circulation Department, Smithtown Main building, effective May 3, 2016.*
- iv. *Extended medical leave of absence without pay for Librarian I **Nanci Hammer**, Adult Reference Department, Smithtown Main building, effective May 1, 2016 through June 13, 2016.*

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

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

a. Fixed Asset Items:

*RESOLVED: That the Library Director be authorized to remove the following FIXED ASSET obsolete items from the inventory of the Smithtown, Commack, Kings Park and Nesconset buildings:*

<u>Inventory #</u>	<u>Description</u>	<u>Reason</u>
106	Dell Optiplex GX620	Outdated/Beyond Repair
107	Dell Optiplex GX620	Outdated/Beyond Repair
108	Dell Optiplex GX620	Outdated/Beyond Repair
115	Dell Optiplex GX620	Outdated/Beyond Repair
116	Dell Optiplex GX620	Outdated/Beyond Repair

117	Dell Optiplex GX620	Outdated/Beyond Repair
118	Dell Optiplex GX620	Outdated/Beyond Repair
119	Dell Optiplex GX620	Outdated/Beyond Repair
572	Dell Optiplex GX620	Outdated/Beyond Repair
1719	H-P GX672	Outdated/Beyond Repair
1720	H-P GX672	Outdated/Beyond Repair
1721	H-P GX672	Outdated/Beyond Repair
1722	H-P GX672	Outdated/Beyond Repair
1723	H-P GX672	Outdated/Beyond Repair
1724	H-P GX672	Outdated/Beyond Repair
49	3-Dell Powerededge servers	Outdated/Beyond Repair
41	Minolta Microfilm Reader	Outdated/Beyond Repair
1542	Minolta Microfilm Reader	Outdated/Beyond Repair
1543	Minolta Microfilm Reader	Outdated/Beyond Repair

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

- b. DVD theft: The Library Director reported on the events surrounding the theft of DVD's at our Nesconset Branch.
- 5. COMMUNICATIONS COMMITTEE Liaison Rudy Zientarski reported that recent New York State legislation is requiring libraries and schools to install carbon monoxide detection systems with a central monitoring system, and that this is an unfunded mandate. He feels it is important to communicate this to residents as it will impact the Library's budget.
- 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).

**UNFINISHED BUSINESS**

- 7. 2016 AMERICAN LIBRARY ASSOCIATION (ALA) ANNUAL CONFERENCE – Summary of Expenses – Assistant Library Director (appended)

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

*RESOLVED: That Assistant Library Director Sue McManus be reimbursed for all natural and necessary expenses involved in attending the American Library Association (ALA) 2016 Annual Conference from June 24, 2016 through June 27, 2016 in Orlando, Florida in an amount not to exceed \$1,204.42.*

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

## NEW BUSINESS

### 8. DONATION: Malina Santora

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

*RESOLVED: That the Board of Trustees of the Smithtown Library does hereby graciously accept and thank Malina Santora for her generous donation of \$500.00 to The Smithtown Library, and be it*

*FURTHER RESOLVED, that, as instructed, the funds will be utilized as best needed for The Smithtown Library as per the Library's discretion.*

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

### 9. At 7:52 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 a particular person.

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

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

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

### 10. Upon a motion by Trustee Joseph Vallone, seconded by Trustee Diana Schilling-Held, and adopted by a unanimous 6-0 vote, the meeting reconvened in open public session at 8:40 p.m.

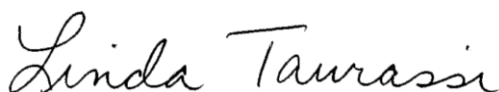
### 11. Library Board President John Martins noted that the next regular meeting of the Board of Trustees would be held at the Nesconset Branch on June 21, 2016 at 7:00 p.m.

### 12. There being no further business, Trustee Otis Thornhill moved to adjourn the meeting at 8:41 p.m. The motion was seconded by Trustee Diana Schilling-Held and adopted by a unanimous 6-0 vote.

Minutes approved this 21<sup>st</sup> day of June, 2016



John C. Martins, President  
Smithtown Library Board of Trustees



Linda Taurassi  
Secretary to the Board of Trustees