

**MINUTES
BOARD OF TRUSTEES
THE SMITHTOWN LIBRARY
June 21, 2016**

A regular meeting of the Board of Trustees of The Smithtown Library was held at the Nesconset Branch, Nesconset, New York on the 21st day of June, 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 and Linda Taurassi, Secretary to the Board of Trustees.

John C. Martins, President of the Board of Trustees, acted as Chairman of the meeting.

1. Independent audit report – Baldessari & Coster, Certified Public Accountants (2.c.)

The meeting was taken out of order at this time by Library Board President John Martins who introduced Al Coster of Baldessari & Coster, Certified Public Accountants. Mr. Coster presented the independent Auditor's Report of The Smithtown Library for the fiscal year beginning January 1, 2015 and ending December 31, 2015. The Library was issued the highest opinion that the financial statements and underlying internal controls present fairly, in all material respects, the financial position of The Smithtown Library as of December 31, 2015, in accordance with generally accepted accounting principles.

Mr. Coster discussed the 2016 budget, the challenges that all municipalities face in keeping within the New York State tax cap, managing expenditures, and protecting the integrity of the fund balance.

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

RESOLVED: That the independent audit report for the fiscal year beginning January 1, 2015 and ending December 31, 2015, prepared by Baldessari & Coster, Certified Public Accountants, including financial statements and supplementary schedules, be accepted as presented.

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

READING AND APPROVAL OF MINUTES

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

RESOLVED: That the REGULAR MEETING MINUTES of May 17, 2016 be approved as presented.

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

REPORTS OF OFFICERS, BOARDS, STANDING COMMITTEES & DIRECTOR'S REPORT

3. 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 May 31, 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 7-0 vote.

Trustee Suzanne Mohr moved to accept adoption of resolution "b":

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

i.	Warrant #16-June ("L" fund) PREPAYS	\$ 30,238.78
ii.	Warrant #16-June ("L" fund) WARRANT	\$ 356,145.01
iii.	Warrant #16-June ("M" fund) WARRANT	\$ 4,471.08
iv.	Warrant #16-May (PAYROLL #11 – 5/20/16)	\$ 233,952.84
v.	Warrant #16-June (PAYROLL #12 – 6/3/16)	\$ 231,639.06
vi.	Warrant #16-June (PAYROLL #13 – 6/17/16)	\$ 231,625.99

The motion was seconded by Trustee Diana Schilling-Held and adopted by a unanimous 7-0 vote.

4. 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. *Permanent appointment, in a part-time capacity, of **Christina Chiara**, to the position of Library Clerk, Circulation Department, Smithtown Main building, at an hourly rate of pay of \$17.80, not to exceed 18 hours per week, subject to a 26-week probationary period; effective June 22, 2016 (due to staff member's Suffolk County Department of Civil Service certification).*
- ii. *Part-time appointment of **Nicole Rossano** to the position of Librarian I (Children's Services), Children's Department, Kings Park Branch, at an hourly rate of pay of \$29.71, not to exceed 17.5 hours per week, effective June 24, 2016 (to fill the vacancy created by the resignation of Caitlin Sempowich and the reduced hours of Kimberly Davis).*
- iii. *Separation of Service of **Stephen Anderson**, Librarian I, Adult Reference Department, Commack Branch, effective May 31, 2016.*

- iv. *Separation of service of the following Call-In positions (as per Suffolk County Department of Civil Service recommendations), effective June 22, 2016:*
 - Librarian I:** Frances Altemose, Christopher DeCristofaro, Jaclyn DeStefano, Katie DiLauro, Lisa Ferzola, Adele Fitzgerald, Nicole Gentile, Catherine Given, Andrew Story;
 - Library Clerk:** Farzana Ahmad, Ann Blackburn, Catherine Brindisi, Janice Cangelosi, Vivienne Fitzpatrick, Helen Musorofiti, Beverly O'Leary, Kathleen O'Riordan, Susan Roberts.
- v. *Resignation of **Ava Scatoni**, Page, Circulation/Reference Departments, Smithtown Main building, effective June 3, 2016.*
- vi. *Resignation of **Caitlin Sempowich**, Librarian I (Children's Services), Children's Department, Kings Park Branch, effective May 15, 2016.*
- vii. *Resignation of **Christopher Slater**, Library Clerk, Circulation Department, Kings Park Branch, effective June 18, 2016.*

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

UNFINISHED BUSINESS

NEW BUSINESS

- 6. DONATION: Carter, DeLuca, Farrell & Schmidt, LLP

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 the law firm of Carter, DeLuca, Farrell & Schmidt, LLP for their generous donation of \$721.86 to The Smithtown Library, for the purpose of purchasing four Acer 22" monitors, in addition to two 1024 MB video cards, and be it

FURTHER RESOLVED, that, these items will be utilized in our Patent & Trademark Resource Center (PTRC) for the benefit of our library patrons.

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

- 7. Direct Access/Interlibrary Loans – moved to July Board meeting agenda.

8. At 8:00 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 7-0 vote.

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 Patricia Thomson, Treasurer Joanne T. Grove, Secretary Linda Taurassi and Clerk Laura Poppe.

9. Upon a motion by Library Board President John Martins, seconded by Trustee Otis Thornhill, and adopted by a unanimous 7-0 vote, the meeting reconvened in open public session at 8:50 p.m.
10. Library Board President John Martins noted that the next regular meeting of the Board of Trustees would be held at the Commack Branch on July 19, 2016 at 7:00 p.m.
11. There being no further business, Library Board President John Martins moved to adjourn the meeting at 8:51 p.m. The motion was seconded by Trustee Otis Thornhill and adopted by a unanimous 7-0 vote.

Minutes approved this 19th day of July, 2016



John C. Martins, President
Smithtown Library Board of Trustees



Linda Taurassi
Secretary to the Board of Trustees