

**MINUTES
BOARD OF TRUSTEES
THE SMITHTOWN LIBRARY
October 24, 2017**

A regular meeting of the Board of Trustees of The Smithtown Library was held at the Nesconset Building, Nesconset, New York on the 24th day of October, 2017 at 7:00 p.m.

The following Library Trustees were present and participating at the meeting: Gerard J. Cairns, Anita Dowd-Neufeld, Louis S. Frontario, John C. Martins and Joseph Vallone. Trustees Rudy Zientarski and William Zimmerman were absent with prior notice.

Also present were Library Director Robert Lusak, Treasurer Joanne T. Grove, Clerk Lauren Gunderson and Secretary Linda Taurassi.

Gerard Cairns, President of the Board of Trustees, acted as Chairman of the meeting.

READING AND APPROVAL OF MINUTES

1. Trustee Louis Frontario moved to accept adoption of the following resolution:

RESOLVED: That the REGULAR MEETING MINUTES of September 26, 2017 be approved as presented.

The motion was seconded by Trustee Anita Dowd-Neufeld and adopted by a unanimous 5-0 vote.

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

2. The BUDGET AND FINANCE COMMITTEE report was presented by Committee Liaison Joseph Vallone who moved to accept adoption of resolution "a":

a. *RESOLVED: That the TREASURER'S REPORT for the month ended September 30, 2017 be approved for filing (copy of report appended to the original of these minutes).*

The motion was seconded by Trustee Louis Frontario and adopted by a unanimous 5-0 vote.

Trustee Louis Frontario moved to accept adoption of resolution "b":

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

i.	Warrant #17-October ("L" fund) PREPAYS	\$ 33,472.72
ii.	Warrant #17-October ("L" fund) WARRANT	\$ 313,296.12
iii.	Warrant #17-October ("M" fund) WARRANT	\$ 2,160.00
iv.	Warrant #17-October (PAYROLL #20 – 10/6/17)	\$ 232,369.38
v.	Warrant #17-October (PAYROLL #21 – 10/20/17)	\$ 227,750.15

The motion was seconded by Trustee John Martins and adopted by a unanimous 5-0 vote.

Trustee Louis Frontario moved to accept adoption of resolution "c":

- c. *RESOLVED: As per approved resolution dated September 26, 2017 (pertaining to the early release of designated warrant payments prior to the October 24, 2017 board meeting) to avoid lateness and penalties due to the rescheduling of original meeting, now be it*

FURTHER RESOLVED, that the designated payments for early release are as follows:

ACE HARDWARE	\$39.74
AMAZON	\$2,426.91
ADVANCED IMAGING	\$107.37
AMERICAN EXPRESS	\$2,436.98
AMERICAN EXPRESS	\$2,010.00
AT&T	\$3.88
BRODART	\$205.90
CDW GOVERNMENT	\$1,218.64
FORT ORANGE PRESS	\$853.00
GAYLORD ARCHIVAL	\$128.23
HEWLETT PACKARD	\$6,293.10
HOME DEPOT	\$248.44
INGRAM	\$301.23
KINGS PARK HARDWARE	\$4.21
LAKESHORE	\$52.49
LEAF	\$198.25
LI AUTOMATIC DOOR	\$1,320.00
MERGENT	\$2,650.00
NORTH SHORE NEWS	\$112.32
NYS DEPT. OF ENVIR.	\$330.00
OPTIMUM	\$653.20
ORIENTAL TRADING	\$81.25
P&S NEWSPAPER	\$163.40
PINE BARRENS	\$2,790.00
RECORDED BOOKS	\$361.79
RHODE ISLAND NOV.	\$41.95
SCHOOL SPECIALITY	\$213.34
SHOWCASES	\$160.57
SOUTH SHORE ELECTRIC	\$2,150.00
STAPLES BUSINESS	\$175.95
STERLING NORTH AMER.	\$588.00
THERMAL SOLUTIONS	\$775.25
TOSHIBA SOLUTIONS	\$67.66
UTICA NATIONAL	\$43,001.87
VERIZON WIRELESS	\$30.64
WINTER BROTHERS	\$415.00

The motion was seconded by Trustee John Martins and adopted by a unanimous 5-0 vote.

Trustee Anita Dowd-Neufeld moved to accept adoption of resolution “d”:

- d. *RESOLVED: That the Board of Trustees of The Smithtown Library does hereby approve payment, at an estimated cost not to exceed \$9,000.00, to Brothers Precast Corp. for concrete work as part of the New York State Public Library Construction Grant submission of 2016-2017, and subsequently awarded.*

The motion was seconded by Trustee Louis Frontario and adopted by a unanimous 5-0 vote.

Trustee John Martins moved to accept adoption of resolution “e”:

- e. *RESOLVED: That the Treasurer be authorized to execute a **budget transfer** in the amount of \$9,900.00 to decrease budget line L.4120 (Recordings) and increase budget line L.4100 (Books). Note: This transfer reflects patron demand at all buildings.*

The motion was seconded by Trustee Louis Frontario and adopted by a unanimous 5-0 vote.

Trustee Anita Dowd-Neufeld moved to accept adoption of resolution “f”:

- f. *CERTIFICATE OF RESULTS*

RESOLVED: That the Board of Trustees of The Smithtown Library does hereby accept the Library’s Budget Vote and Trustee Election results as presented (appended).

The motion was seconded by Trustee John Martins and adopted by a unanimous 5-0 vote.

- 3. In the absence of PERSONNEL COMMITTEE Liaison Rudy Zientarski, the Personnel Committee Report was read by Trustee Anita Dowd-Neufeld. Trustee Joseph Vallone moved to accept adoption of resolution “a”:

- a. *RESOLVED: That the following PERSONNEL changes be approved as presented:*
 - i. *Resignation of **Lisa Glisci**, Library Clerk, Community Relations Department, Nesconset building, effective October 27, 2017.*
 - ii. *Resignation of **Maria Graybosch**, Librarian I, Children’s Services Librarian, Commack building, effective October 14, 2017.*
 - iii. *Medical leave of absence without pay for **Nanci Hammer**, Librarian I, Reference Department, Smithtown Main building, effective September 27, 2017 through November 30, 2017.*

The motion was seconded by Trustee Louis Frontario and adopted by a unanimous 5-0 vote.

Trustee John Martins moved to accept adoption of resolution “b”:

- b. *RESOLVED: That the following CONFERENCE/WORKSHOP ATTENDANCE requests set forth hereinafter are hereby approved:*
 - i. *That Librarian IV **Eileen Caulfield**, Librarian III **Julie DeLaney**, and Librarian II **Amanda Lentino** be authorized to attend, nunc pro tunc, on paid release time, the Harwood Institute’s Public Innovation Turning Outward Training, to be held at the Suffolk Cooperative Library System (SCLS), Bellport, NY, from October 17, 2017 through October 19, 2017, at a total cost of \$2,500.00.*

The motion was seconded by Trustee Louis Frontario and adopted by a unanimous 5-0 vote.

At this time President Gerard Cairns stated that he wanted to take a moment to thank and commend his fellow trustees for their willingness to be of assistance however and whenever necessary.

4. The BUILDINGS AND GROUNDS COMMITTEE report was presented by Committee Liaison John Martins. Trustee Joseph Vallone moved to accept adoption of resolution “a”:

- a. *RESOLVED: That the following banner/building requests set forth hereinafter are hereby approved:*
 - i. *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 building from November 5, 2017 through November 20, 2017, advertising their “Annual Holiday Breakfast and Shopping Boutique” to be held at Great Hollow Middle School on December 6, 2017.*
 - ii. *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 Smithtown Main building from November 21, 2017 through December 3, 2017, advertising their “Annual Holiday Breakfast and Shopping Boutique” to be held at Great Hollow Middle School on December 6, 2017.*
 - iii. *RESOLVED: That the Board of Trustees of The Smithtown Library approves the request of the **Smithtown Kickers Soccer Club**, to place a banner on the corner of the property of the Smithtown Main building from October 25, 2017 through November 23, 2017, advertising their annual “Thanksgiving Day Turkey Trot and Fun Run”, to be held on Thanksgiving Day.*
 - iv. *RESOLVED: That the Board of Trustees of The Smithtown Library approves the request of the **Rotary Club of Smithtown** to place a banner on the property of the Smithtown Main building from February 17, 2018 through March 18, 2018, advertising their “25th Annual 5K Run For Charities” on March 17, 2018.*

- v. *RESOLVED: That the Board of Trustees of The Smithtown Library grants permission for all Library buildings to be used as a drop-off location for the **U.S. Marine Corps Reserve** “Toys for Tots Program” for the purpose of collecting new unwrapped toys for distribution as Christmas gifts to needy children in the community and throughout the United States for the period November 1, 2017 through December 15, 2017.*

The motion was seconded by Trustee Louis Frontario and adopted by a unanimous 5-0 vote.

Trustee Louis Frontario moved to accept adoption of resolution “b”:

b. RESOLUTION – Snow Plowing & Salt Sanding Operations – Sonnenberg Nursery

*RESOLVED: That the Board of Trustees of The Smithtown Library does hereby authorize the Library to enter into a contract with **Sonnenberg Nursery, Inc.** for the purpose of providing snow plowing and salt sanding operations for driving surfaces in the parking lots of the Smithtown, Commack, Kings Park and Nesconset Library buildings; said contract to be in effect for the period October 25, 2017 through April 30, 2018, with the Board having the option to renew annually for an additional two (2) years.*

Library Director Robert Lusak noted that, although Councilman Thomas McCarthy had suggested the possibility of the Library pairing with the Town of Smithtown for snow removal services, when the Town was sent an RFP for this purpose, they did not express any interest.

Trustee John Martins stated that he would abstain from the vote as his father works as a sub-contractor for Sonnenberg Nursery, Inc.

The motion was seconded by Trustee Joseph Vlalone and adopted 4-1 by the following vote:

AYES—Cairns, Frontario, Dowd-Neufeld, Vallone; ABSTAINED—Martins.

- 5. COMMUNICATIONS COMMITTEE – Trustee Anita Dowd-Neufeld reported that, at the Friends of the Smithtown Library meeting held on September 27th, it was announced that Friends President Carol Seymour would be moving out of the district and that Vice President Anthony Monteleone would serve as acting President until the position is filled; volunteers are needed for the upcoming annual Book and Hidden Treasure Sale on November 4th; volunteers are needed to assist with book sales; it was noted that book sales amount to approximately \$1,000.00 per month.
- 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). The Library Director added that Administration had met with architect John Tanzi to discuss upcoming projects: generator projects for Kings Park and Nesconset should be going out for bid in February with contemplation of spring completion; RFP’s for the Smithtown grating project may be going out soon; the Commack parking lot project would include fourteen to sixteen additional parking stalls with storm drains.

NEW BUSINESS

7. RESOLUTION: Recipient of Best Buy Foundation Grant

Library Board President Gerard Cairns moved to accept adoption of the following resolution:

RESOLVED: That the Board of Trustees of The Smithtown Library accepts a grant from the Best Buy Foundation in the amount of \$7,679.84 which will be used for creating a Teen Mobile LearnLab that will consist of laptops that can be transported to each Library building for training classes; said classes will include 3D designing, coding, graphic design, etc. (Note: the objective of the LearnLab is to engage teens who do not have the opportunity to learn outside of regular school hours and to create a hands-on learning environment).

The motion was seconded by Trustee Anita Dowd-Neufeld and adopted by a unanimous 5-0 vote.

The Library Director thanked Assistant Library Director Patricia Thomson and Network & Systems Specialist II Jimmy Buckman for their hard work in securing this grant.

8. REVISED POLICY – Code of Ethics (Policy 500-20) 1st reading

Library Board President Gerard Cairns read the revised policy and noted that it would be reviewed and voted on at the November regular board meeting.

Revision of Article 2.b. only – Note: revision is in bold font.

2. STANDARDS OF CONDUCT

Every officer and employee of the library shall be subject to and abide by the following standards of conduct:

b. Confidential Information

*An officer or employee shall not disclose confidential information acquired by him/her in the course of his/her official duties or use such information to further his/her personal interest; **specifically, any information obtained during the course of Executive Sessions of the Board of Trustees shall not be disclosed. A failure of a Trustee to observe this condition (as contemplated under the Open Meetings Law and the General Municipal Law) of Board membership may subject the Trustee to removal from office.***

9. At 7:35 p.m. Library Board President Gerard Cairns moved to enter executive session to discuss matters pertaining to collective negotiations pursuant to Article 14 of the Civil Service Law. The motion was seconded by Trustee Joseph Vallone and adopted by a unanimous 5-0 vote.

The following trustees were present and participating in executive session: Gerard J. Cairns, Anita Dowd-Neufeld, Louis S. Frontario, John C. Martins and Joseph Vallone.

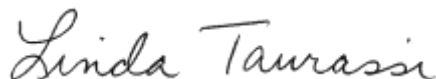
Also present were Library Director Robert Lusak, Assistant Library Director Patricia Thomson, Treasurer Joanne T. Grove, Clerk Lauren Gunderson and Secretary Linda Taurassi.

10. Upon a motion by Trustee Joseph Vallone, seconded by Trustee John Martins, and adopted by a unanimous 5-0 vote, the meeting reconvened in open public session at 8:17 p.m.
11. Library Board President Gerard Cairns noted that the next regular meeting of the Board of Trustees would be held at the Commack building on November 21, 2017 at 7:00 p.m.
12. There being no further business, Library Board President Gerard Cairns moved to adjourn the meeting at 8:18 p.m. The motion was seconded by Trustee Louis Frontario and adopted by a unanimous 5-0 vote.

Minutes approved this 21st day of November, 2017.



Gerard J. Cairns, President
Smithtown Library Board of Trust



Linda Taurassi
Secretary to the Board of Trustees