

**MINUTES
BOARD OF TRUSTEES
THE SMITHTOWN LIBRARY
November 21, 2017**

A regular meeting of the Board of Trustees of The Smithtown Library was held at the Commack Building, Commack, New York on the 21st day of November, 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 and John C. Martins. Trustees Rudy Zientarski, Joseph Vallone 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. Library Board President Gerard Cairns moved to accept adoption of the following resolution:

RESOLVED: That the REGULAR MEETING MINUTES of October 24, 2017 be approved as presented.

The motion was seconded by Trustee John Martins and adopted by a unanimous 4-0 vote.

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

2. In the absence of Committee Liaison Joseph Vallone, the BUDGET AND FINANCE COMMITTEE report was presented by Trustee Louis Frontario, who moved to accept adoption of resolution "a":

- a. *RESOLVED: That the TREASURER'S REPORT for the month ended October 31, 2017 be approved for filing (copy of report appended to the original of these minutes).*

The motion was seconded by Trustee Anita Dowd-Neufeld and adopted by a unanimous 4-0 vote.

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

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

<i>i.</i>	<i>Warrant #17-November ("L" fund) PREPAYS</i>	<i>\$ 31,378.76</i>
<i>ii.</i>	<i>Warrant #17-November ("L" fund) WARRANT</i>	<i>\$ 264,712.21</i>
<i>iii.</i>	<i>Warrant #17-November ("M" fund) PREPAYS</i>	<i>\$ 16,679.84</i>
<i>iv.</i>	<i>Warrant #17-November ("M" fund) WARRANT</i>	<i>\$ 9,800.00</i>
<i>v.</i>	<i>Warrant #17-November (PAYROLL #22 – 11/3/17)</i>	<i>\$ 230,624.62</i>
<i>vi.</i>	<i>Warrant #17-November (PAYROLL #23 -- 11/17/17)</i>	<i>\$ 234,941.77</i>

The motion was seconded by Trustee John Martins and adopted by a unanimous 4-0 vote.

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

- c. *RESOLVED: That the Board of Trustees of The Smithtown Library authorizes the Treasurer to pay the 2018 NYS Retirement annual invoice, due December 15, 2017, in the full amount of \$917,016.00 without electing to amortize an amount under the Contribution Stabilization Program.*

The motion was seconded by Trustee Anita Dowd-Neufeld and adopted by a unanimous 4-0 vote.

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

- d. *RESOLVED: That the Board of Trustees of The Smithtown Library authorizes the Treasurer to designate \$200,000.00 from the fund balance for expected future capital improvements and equipment replacement.*

After discussion the motion was seconded by Trustee John Martins and adopted by a unanimous 4-0 vote.

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

- e. *RESOLVED: That the Board of Trustees of The Smithtown Library authorizes the Treasurer to designate \$200,000.00 from the fund balance for expected retirement expenditures for future benefit payouts.*

After discussion the motion was seconded by Trustee Anita Dowd-Neufeld and adopted by a unanimous 4-0 vote.

- 3. In the absence of Committee Liaison Rudy Zientarski, the PERSONNEL COMMITTEE report was presented by Trustee Anita Dowd-Neufeld, who moved to accept adoption of resolution “a”:

- a. *RESOLVED: That the following PERSONNEL changes be approved as presented:*
 - i. *Resignation of **Gunnar Johansson**, Page, Reference/Circulation Departments, Smithtown Main Building, effective June 6, 2017.*
 - ii. *Leave of absence without pay for **Stephanie Metzler**, Page, Commack Building, effective December 26, 2017 through January 2, 2018.*
 - iii. *Retirement of **Anne Wolling**, Library Clerk, Circulation Department, Smithtown Main Building, effective November 11, 2017 (note: last day of employment 11/10/17).*

The motion was seconded by Trustee John Martins and adopted by a unanimous 4-0 vote.

Trustee Anita Dowd-Neufeld 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 II **Lauren Scottaline**, Adult Program Coordinator, Community Relations Department, Nesconset Building, be authorized to attend, on paid release time, the workshop entitled “How to Manage a Successful Volunteer/Docent Program”, sponsored by the Long Island Library Resources Council (LILRC), to be held at the South Huntington Public Library, Huntington Station, NY, on November 30, 2017 with reimbursement for actual and necessary expenses not to exceed \$40.00.*
 - ii. *That Librarian II **Lauren Scottaline**, Adult Program Coordinator, Community Relations Department, Nesconset Building, be authorized to attend, nunc pro tunc, the Suffolk County Library Association (SCLA) annual dinner meeting, to be held at the Brentwood Country Club, Brentwood, NY, on November 17, 2017 with reimbursement for actual and necessary expenses not to exceed \$47.00.*

The motion was seconded by Trustee Louis Frontario and adopted by a unanimous 4-0 vote.

4. The BUILDINGS AND GROUNDS COMMITTEE report was presented by Committee Liaison John Martins, who moved to accept adoption of resolution “a”:
 - a. *RESOLVED: That the following banner/building request set forth hereinafter is hereby approved:*
 - i. *RESOLVED: That the Board of Trustees of The Smithtown Library approves the request of the **St. James/Smithtown Little League**, to place a banner on the corner of the property of the Smithtown Main Building from January 2, 2018 through January 31, 2018 advertising their spring Little League baseball/softball registration.*

The motion was seconded by Trustee Louis Frontario and adopted by a unanimous 4-0 vote.

5. COMMUNICATIONS COMMITTEE – Trustee Anita Dowd-Neufeld stated that, at its meeting on October 26th, the Friends of the Smithtown Library reported that book sales were averaging approximately \$1,300.00 per month; the Kings Park playground dedication had a good turnout; the Friend’s Book and Hidden Treasure Sale was very successful with proceeds of over \$1,000.00; some of the ideas on the Library’s wish list are going to be put to a vote at their next meeting to be held November 30th at the Nesconset Building.
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. REVISED POLICY – Code of Ethics (Policy 500-20) 2nd reading

Revision of Article 2.b. only (note: revision is in bold font)

Library Board President Gerard Cairns moved to waive the reading of the revised policy. The motion was seconded by Trustee John Martins and adopted by a unanimous 4-0 vote.

Library Board President Gerard Cairns moved to accept adoption of revised Policy 500-20, Section 2.b.

2. STANDARDS OF CONDUCT

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

c. 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 interests; **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.***

The motion was seconded by Trustee John Martins and adopted by a unanimous 4-0 vote.

PUBLIC COMMENTS – There were no public comments.

NEW BUSINESS

8. DONATION – Branch Funeral Home – Christmas Creche

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

RESOLVED: That the Board of Trustees of The Smithtown Library does hereby graciously accept and thank Mr. Henry Vigliante, President of Branch Funeral Homes, for his generous donation of a Christmas Crèche, to be placed on the lawn of the Smithtown Main Building during the Christmas holiday season.

The motion was seconded by Trustee Louis Frontario and adopted after discussion by a unanimous 4-0 vote.

9. MEMORIAL DONATION – Renee Shires

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

RESOLVED: That the Board of Trustees of The Smithtown Library does hereby graciously accept the generous online memorial donation of two hundred fifty dollars (\$250.00) from Renee Shires in memory of Margaret Pace; and be it

FURTHER RESOLVED, that the funds will be used, as requested, for the purchase of cookbooks to benefit the community; and therefore be it

FURTHER RESOLVED, that appreciation be expressed to Renee Shires for this generous memorial donation.

The motion was seconded by Trustee Louis Frontario and adopted by a unanimous 4-0 vote.

10. CONTRACT – Monthly Newsletter

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

RESOLVED: That the Board of Trustees of The Smithtown Library does hereby authorize the Library Director to enter into a contract, subject to verification of insurance requirements, with Sterling North America, Inc. for the purpose of printing the Library District's monthly newsletter; monthly cost to be based upon the number of issues and number of pages per issue; to commence January 1, 2018 and run through December 31, 2018, as per quotes submitted by RFP.

The motion was seconded by Trustee Anita Dowd-Neufeld and adopted by a unanimous 4-0 vote.

11. CONTRACT - Spotlight Publication

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

RESOLVED: That the Board of Trustees of The Smithtown Library does hereby authorize the Library Director to enter into a contract, subject to verification of insurance requirements, with Challenge Graphics / DBA Corporate Color, for the purpose of printing, folding and delivering the Library District's "Spotlight" publication, for the period January 1, 2018 through December 31, 2018, as per quotes submitted by RFP (postage directly paid for by the Library).

The motion was seconded by Trustee Louis Frontario and adopted, as amended, by a unanimous 4-0 vote.

12. 2018 YEARLY PLANNER:

After discussion it was determined that the following dates be set:

- a. The annual 2018 Organizational meeting will be held at the Nesconset Building on Thursday, January 4, 2018 at 9:30 a.m.

- b. The 2018 Library Budget Hearing will be held tentatively at the Nesconset Building on Thursday, September 6, 2018 at 9:30 a.m.
- c. The September 2018 Regular Board Meeting will be held at the Smithtown Main Building on Monday, September 17, 2018 at 7:00 p.m.
(The original date of Tuesday, September 18, 2018 fell on the Yom Kippur holiday)

13. At 7:41 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 Louis Frontario and adopted by a unanimous 4-0 vote.

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

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

- 14. Upon a motion by Library Board President Gerard Cairns, seconded by Trustee John Martins, and adopted by a unanimous 4-0 vote, the meeting reconvened in open public session at 8:07 p.m.
- 15. RESOLUTION: 2018 Proposed SCLS Operating Budget

President Gerard Cairns moved to accept adoption of the following resolution approving the SCLS Operating Budget:

RESOLVED: That the Board of Trustees of The Smithtown Library does hereby approve the proposed SCLS Fiscal Year 2018 Operating Budget (copy of budget appended to the original of these minutes).

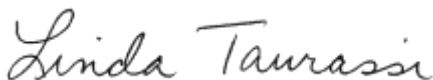
The motion was seconded by Trustee John Martins and adopted by a unanimous 4-0 vote.

- 16. Library Board President Gerard Cairns noted that the next regular meeting of the Board of Trustees would be held at the Kings Park Building on December 19, 2017 at 7:00 p.m.
- 17. There being no further business, Library Board President Gerard Cairns moved to adjourn the meeting at 8:10 p.m. The motion was seconded by Trustee Louis Frontario and adopted by a unanimous 4-0 vote.

Minutes approved this 19th day of December, 2017.



Gerard J. Cairns, President
Smithtown Library Board of Trust



Linda Taurassi
Secretary to the Board of Trustees