

**MINUTES
BOARD OF TRUSTEES
THE SMITHTOWN LIBRARY
December 19, 2017**

A regular meeting of the Board of Trustees of The Smithtown Library was held at the Kings Park Building, Kings Park, New York on the 19th day of December, 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, Library Attorney Kevin Seaman 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 November 21, 2017 be approved as presented.

The motion was seconded by Trustee Louis Frontario 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 November 30, 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-December ("L" fund) PREPAYS</i>	<i>\$ 30,221.11</i>
<i>ii.</i>	<i>Warrant #17-December ("L" fund) WARRANT (12/19/17)</i>	<i>\$ 120,401.23</i>
<i>iii.</i>	<i>Warrant #17-December ("M" fund) PREPAYS</i>	<i>\$ 7,500.00</i>
<i>iv.</i>	<i>Warrant #17-December ("M" fund) WARRANT</i>	<i>\$ 20,355.31</i>
<i>v.</i>	<i>Warrant #17-December (PAYROLL #24 – 12/01/17)</i>	<i>\$ 227,398.94</i>
<i>vi.</i>	<i>Warrant #17-December (PAYROLL #25 – 12/15/17)</i>	<i>\$ 229,692.52</i>

The motion was seconded by Trustee John Martins 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 **Jose Gomez**, Page, Commack Building, effective October 19, 2017.*

ii. *Medical leave of absence without pay for **Roy Kindelmann**, Page, Commack Building, effective November 1, 2017 through December 18, 2017.*

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

b. Discussion pertaining to the Administration Department employment contracts was tabled to the next meeting.

Trustee Anita Dowd-Neufeld moved to accept adoption of resolution "c":

c. *RESOLVED: That the following CONFERENCE/WORKSHOP ATTENDANCE requests set forth hereinafter are hereby approved:*

i. *That Children's Services Librarian I **Amanda Paduano-Lyons**, Children's Department, Nesconset Building, be authorized to attend, on paid release time, the workshop entitled "Developing the Whole Child is Key to Educational Success", sponsored by the Middle Country Library Foundation, to be held at the Middle Country Public Library, Centereach, NY, on January 23, 2018 with reimbursement for actual and necessary expenses not to exceed \$25.00.*

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 the following resolution:

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 Nesconset Building from February 1, 2018 through March 2, 2018 advertising their spring Little League baseball/softball registration*

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

5. COMMUNICATIONS COMMITTEE – Trustee Anita Dowd-Neufeld attended the Friends of the Library meeting on November 30th and reported that Friends' membership was up to about 215 members; book sales were doing well; Krista Pasfield was given a plaque for her dedication to the organization; there was discussion pertaining to the Library Director's wish list of items and possible future fund raising efforts.

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 further reported that The Smithtown Library had received, courtesy of the Suffolk Cooperative Library System (SCLS), a Rave Panic Button App. The Rave Panic Button App is the leading safety app that enables users to simultaneously connect with 9-1-1 on their cell phone and send an alert to on-site staff with the touch of a button. More details will follow in the next month or two.

UNFINISHED BUSINESS

PUBLIC COMMENTS – There were no public comments.

NEW BUSINESS

7. REVISED POLICY – Emergency Closings (Policy 600-10) 1st reading

Library Board President Gerard Cairns moved to waive the reading of the revised policy. The motion was seconded by Trustee Louis Frontario and adopted by a unanimous 4-0 vote. The policy will be reviewed and voted on at the January board meeting.

Revision of operating hours only. Note: revisions are in bold font

NOTE: Regular hours of operation **as of September 11, 2017; adopted by Board of Trustees on September 5, 2017.**

Main Library	Commack Building	Kings Park Building	Nesconset Building
Mon. - Fri. 9:30-9:00	Mon. - Thur. 9:30-9:00	Mon. - Thur. 9:30-9:00	Mon. - Thur. 9:30-9:00
Saturday 9:00-5:00	Friday 9:30-6:00	Friday 9:30-6:00	Friday 9:30-6:00
Sunday 1:00-5:00	Saturday 9:00-5:00	Saturday 9:00-5:00	Saturday 9:00-5:00
	Sunday 1:00-5:00	Sunday Closed	Sunday Closed
Sunday hours are seasonal (September-May)	Sunday hours are seasonal (September -May)		

8. DONATION – Smithtown Chamber of Commerce

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 the Smithtown Chamber of Commerce for their generous donation of a Holiday Menorah, to be placed on the lawn of the Smithtown Main Building during the 2018 and future holiday seasons.

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

9. MEMORIAL DONATION – Trudy Rose Brody

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 Martin A. Brody for his generous donation of \$238.31, in memory of his wife Trudy Rose Brody; and be it

FURTHER RESOLVED, that said donation is to be used for the purchase of one Garland Vase Planter in the Victorian Lace color, provided by OCC Outdoors of Indianapolis, Indiana; and be it

FURTHER RESOLVED, that said planter is to be placed on the patio next to the memorial bench previously dedicated in memory of Trudy Rose Brody.

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

10. DONATION - Commack Retired Teachers Chapter

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 the Commack Retired Teachers Chapter for their generous donation of ONE HUNDRED DOLLARS (\$100.00) to be used as necessary at the Library's discretion.

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

11. DONATION – Norman Keil Nurseries

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 Norman Keil Nurseries for their generous donation of fifty-four (54) poinsettia plants to be divided among all Library buildings; and be it

FURTHER RESOLVED, that the Board of Trustees of The Smithtown Library extends their appreciation for the past support received from Norman Keil Nurseries.

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

12. ABOLISHMENT OF POLICIES

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 abolish Internet Policy 700-90, and Internet Policy 700-90a (note: these policies have been replaced by "Use of Public Access Computers" - Policy 700-80.

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

13. PRESENTATION: Resolution of Appreciation – Rudy W. Zientarski

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

Whereas, Rudy W. Zientarski has been a member of the Board of Trustees (“Board”) of The Smithtown Library (“Library”) from January 1, 2015 through December 31, 2017; and

Whereas, during his three-year term, his dedicated service earned the admiration and respect of his fellow trustees, as well as library staff; and

Whereas, the Board recognizes the excellent and dedicated service that Rudy W. Zientarski has rendered the Library during that time; now therefore be it

Resolved, that the Board of Trustees of The Smithtown Library extends a unanimous vote of thanks to Rudy W. Zientarski for his years of dedicated service to the community; and be it

Further resolved, that this resolution become a part of the permanent record of the minutes of this meeting.

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

14. RETIREMENT – Resolution of Appreciation – Anne Wolling

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

WHEREAS, Ann Wolling has announced her retirement as of November 11, 2017, and

WHEREAS, having begun her tenure with The Smithtown Library on October 22, 1997, as a Library Clerk in the Circulation Department of the Kings Park Building, and has subsequently worked in the Nesconset and Smithtown Buildings; and

WHEREAS, during her twenty years of faithful and dedicated service, she has earned the admiration and respect of her colleagues and co-workers; now therefore be it

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby express its appreciation to Anne Wolling for her twenty years of dedicated service and contributions to the Library; and be it

FURTHER RESOLVED, that the Board of Trustees of The Smithtown Library extends to Anne Wolling their best wishes for many years of health and happiness during her retirement.

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

15. RESOLUTION: 2018 Yearly Planner

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

RESOLVED, that the 2018 YEARLY PLANNER be approved as presented (appended).

(Note: due to the Library's budget and trustee election in October, the October regular board meeting is held on the fourth Tuesday of the month instead of the third Tuesday, as per Library Board of Trustees resolution dated September 27, 2007).

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

16. Library Board President Gerard Cairns noted that the annual Organizational meeting of the Board of Trustees would be held at the Nesconset Building on Thursday, January 4, 2018 at 9:30 a.m.

17. At 7:22 p.m. Library Board President Gerard Cairns moved to enter executive session pursuant to Article 7, § 105 (E) of the Public Officers Law to discuss matters pertaining to collective negotiations pursuant to Article 14 of the Civil Service Law. The motion was seconded by Trustee John Martins 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 C. Martins.

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

18. Upon a motion by Trustee Louis Frontario, seconded by Trustee Anita Dowd-Neufeld, and adopted by a unanimous 4-0 vote, the meeting reconvened in open public session at 8:19 p.m.

19. REIMBURSEMENT - Creche

Trustee John Martins moved to accept adoption of the following resolution:

RESOLVED, that the Board of Trustees of The Smithtown Library authorizes Librarian IV Eileen Caulfield to submit receipts to the Treasurer by the end of 2017 for reimbursement of items purchased for the crèche.

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

20. MEMORANDUM OF AGREEMENT

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

RESOLVED: That the Board of Trustees of The Smithtown Library hereby ratifies the Memorandum of Agreement dated December 19, 2017, entered into between the negotiating committees for The Smithtown Library and CSEA, Smithtown Library Unit, for a successor contract to the collective bargaining agreement that expired December 31, 2016 (which has been approved by the membership of the CSEA) and be it

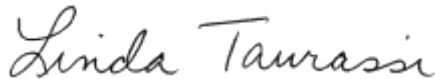
Further resolved, that the Board of Trustees of The Smithtown Library authorizes the Library Director to execute a collective bargaining agreement incorporating the terms of the December 19, 2017 Memorandum of Agreement.

21. Library Board President Gerard Cairns noted that the next regular meeting of the Board of Trustees would be held at the Smithtown Main Building on January 16, 2018 at 7:00 p.m.
22. There being no further business, Library Board President Gerard Cairns moved to adjourn the meeting at 8:24 p.m. The motion was seconded by Trustee Louis Frontario and adopted by a unanimous 4-0 vote.

Minutes approved this 16th day of January, 2018.



Gerard J. Cairns, President
Smithtown Library Board of Trust



Linda Taurassi
Secretary to the Board of Trustees