

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

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 February, 2017 at 7:00 p.m.

The following Library Trustees were present and participating at the meeting: Gerard J. Cairns, Anita Dowd-Neufeld, John C. Martins, Joseph Vallone and Rudy Zientarski. William Zimmerman was appointed to the office of Library Trustee to replace the unexpired term of recently deceased Trustee Otis M. Thornhill and was sworn in later in the meeting. Trustee Suzanne Mohr was absent with prior notice.

Also present were Library Director Robert Lusak, Treasurer Joanne T. Grove, Clerk Laura Poppe, Secretary Linda Taurassi and Library Attorney Kevin Seaman.

Gerard J. 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 January 17, 2017 be approved as presented.

The motion was seconded by Trustee John Martins 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 resolutions "a-c":

- a. *RESOLVED: That the TREASURER'S REPORT for the month ended January 31, 2017 be approved for filing (appended).*

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

<i>i.</i>	<i>Warrant #17-February ("L" fund) PREPAYS</i>	<i>\$ 28,824.46</i>
<i>ii.</i>	<i>Warrant #17-February ("L" fund) WARRANT</i>	<i>\$ 585,012.98</i>
<i>iii.</i>	<i>Warrant #17-February (PAYROLL #1-1/13/17)</i>	<i>\$ 256,019.14</i>
<i>iv.</i>	<i>Warrant #17-February (PAYROLL #2-1/27/17)</i>	<i>\$ 236,816.08</i>

- c. *RESOLVED: That the Library Director be authorized to remove the following obsolete computer items that are beyond repair from the inventory of the Smithtown, Commack, Kings Park and Nesconset buildings.*

<u>LOCATIONS</u>	<u>INVENTORY #</u>	<u>DESCRIPTION</u>	<u>ACQ. DATE</u>
NE	S-00308	Dell Optiplex GX620, G3VYCC1	2006
NE	S-00307	HP DC5800, 2UA9090BV0	2010
KP	2048	HP DC 7900, 2ua0330gm3	2007
KP	503	HP DC 5750, 2ua8400x23	2007
KP	509	HP DC 5750, 2ua8370un9	2007
KP	*	HP DC 5800, mxl826080v	2007
KP	*	HP DC 5750, 2ua8440304	2007
KP	*	Dell Optiplex GX620, 4vmddb1	2005
KP	*	Dell Optiplex GX620, 7j2whb1	2005
KP	*	Dell Optiplex GX620, cfjgkb1	2005
CK	*	Samsung TV TX-R2035 CRT	2006
CK	*	Dell Optiplex 740, 85vjkf1	2006
CK	*	Dell Optiplex 745, 3ywhqg1	2005
CK	*	Dell Optiplex 620, 77jgkb1	2006
CK	*	Dell Optiplex 620, 9f0xp91	2006
CK	*	Dell Optiplex 620, 32mddb7	2006
CK	*	Dell Optiplex 620, 7jmddb1	2006
SM	*	Dell Optiplex 620, 78bpcc1	2006
SM	*	Dell Optiplex 620, j8jgkb1	2006
SM	*	Dell Optiplex 620, 4jmddb1	2006
SM	*	Dell Optiplex 620, 6zhgkb1	2006
SM	*	Dell Optiplex 620, bfxvhb1	2006
SM	*	Dell Optiplex 740, 797bnf1	2007
SM	*	HP Laserjet 1020, cnbk866151	2000

* Non-tagged Inventoried Items

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

3. The PERSONNEL COMMITTEE report was presented by Committee Liaison Rudy Zientarski, who moved to accept adoption of resolution "a":

- a. *RESOLVED: That the following PERSONNEL changes be approved as presented:*

- i. *Permanent full-time promotional appointment of **Sheila Worlow** to the position of Librarian IV, Kings Park Branch, at an annual rate of pay of \$77,193.00, subject to a 12-week probationary period, effective February 22, 2017 (to fill the vacancy at the Kings Park Branch created by the reassignment of Librarian IV Cynthia Guzzo to the Commack Branch, effective 1/30/17; Ms. Guzzo filled the vacancy at the Commack Branch created by the retirement of Assistant Library Director Sue McManus, effective 1/27/17).*
- ii. *Permanent full-time promotional appointment of **James Hansen** to the position of Senior Library Clerk, Technical Services Department, Nesconset Branch, at an annual rate of pay of \$52,941.00, subject to a 12-week probationary period, effective February 27, 2017 (to fill the vacancy created by the retirement of Elaine Guillot, effective 12/28/16).*

- iii. Retirement of **M. Suzanne McManus**, Assistant Library Director, effective January 27, 2017 (first date of retirement 1/28/17).
- iv. Resignation of **Arianna Prokos**, Page, Reference-Circulation Departments, Smithtown Main building, effective August 13, 2016.

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

Committee Liaison Rudy Zientarski moved to accept adoption of resolution “b”:

- b. **RESOLVED:** That the following CONFERENCE/WORKSHOP ATTENDANCE requests set forth hereinafter are hereby approved as revised:
 - i. That the following staff members be authorized to attend, on paid release time, the “Pre-Advocacy and Advocacy Day Programs for “Library Legislation Day”, sponsored by NYLA (New York Library Association), from February 28, 2017 through March 1, 2017 to be held at the Legislative Office Buildings, Albany, NY, for the purpose of fostering support for libraries, increasing state funding, and educating legislators of the services libraries provide, with reimbursement for actual and necessary expenses not to exceed \$240.00 per person: **Library Director Robert Lusak, Assistant Library Director Patricia Thomson, Librarian IV Eileen Caulfield, Librarian IV Cynthia Guzzo, Librarian IV Sheila Worlow, Librarian III Julie DeLaney.**
 - ii. That Librarian I **Emilee Walsh**, Reference Department, Nesconset Branch, be authorized to attend, on paid release time, the workshop titled “Library Paparazzi: Next Level Tips for #LibrariesOfInstagram”, sponsored by Long Island Library Resources Council (LILRC), to be held at the Farmingdale Public Library, Farmingdale, NY, on April 7, 2017, with reimbursement for actual and necessary expenses not to exceed \$58.00.

The motion was seconded by Trustee Joseph Vallone and adopted by a unanimous 5-0 vote after discussion.

Library Board President Gerard Cairns moved to accept adoption of resolution “c”:

- c. RETIREMENT RESOLUTION – M. Sue McManus – Librarian IV

WHEREAS, Mary Suzanne McManus, known as “Sue” to her many friends, has announced her retirement as of January 28, 2017; and

WHEREAS, Sue McManus began her tenure with the Smithtown Library as a part-time Librarian Trainee in the Reference Department at the Smithtown Main Building on January 21, 1985, becoming a full-time Librarian Trainee in February 1985; and

WHEREAS, Sue McManus became a Librarian I in May 1986, having earned her MLS, and was promoted to the title of Librarian II in July 1988; and

WHEREAS, Sue McManus was appointed head of the Technical Services Department in January 1993, and promoted to the title of Librarian III in March 1995; and

WHEREAS, Sue McManus was promoted to the title of Librarian IV and named Branch Manager of the Library’s Kings Park building in January 1999; and

WHEREAS, Sue McManus was promoted to Assistant Library Director in January 2010, working out of the Smithtown Main Building, and

WHEREAS, Sue McManus was named Branch Manager of the Library's Commack Branch in July 2014, a role she assumed in addition to her Assistant Library Director duties, and the role in which she served until her retirement; therefore be it

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby express their appreciation to Mary Suzanne McManus for her thirty-two years of dedicated service and contributions to the Library and the community it represents, and extends their best wishes for many years of health and happiness during her retirement; and be it

FURTHER RESOLVED, that this proclamation will be read as permanent record into the minutes of the February 21, 2017 Board of Trustees meeting.

The motion was seconded by Trustee John Martins and adopted by a unanimous 5-0 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 Board of Trustees of the Smithtown Library does hereby authorize the Library Director to enter into an agreement with Garland Fire Systems, Inc. to provide standard inspection service for all library buildings for the period March 1, 2017 through February 28, 2018, at a total annual cost not to exceed \$6,000.00. (note: as needed, per-call fire detection equipment service at an additional hourly rate of \$105.00 will apply).*

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

Committee Liaison John Martins moved to accept adoption of resolution "b":

- b. *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 United Methodist Church**, to place a banner on the corner of the property of the Smithtown Main building from April 15, 2017 through May 15, 2017 advertising their "Mother's Day Plant Sale" fundraiser.*
 - ii. *RESOLVED: That the Board of Trustees of The Smithtown Library approves the request of the **Smithtown Historical Society**, to place a banner on the corner of the property of the Commack Branch from July 17, 2017 through August 16, 2017 advertising their "Heritage Country Fair" on September 16, 2017.*
 - iii. *RESOLVED: That the Board of Trustees of The Smithtown Library approves the request of the **Smithtown Historical Society**, to place a banner on the corner of the property of the Kings Park Branch from July 17, 2017 through August 16, 2017 advertising their "Heritage Country Fair" on September 16, 2017.*

- iv. *RESOLVED: That the Board of Trustees of The Smithtown Library approves the request of the **Smithtown Historical Society**, to place a banner on the corner of the property of the Nesconset Branch from August 17, 2017 through August 31, 2017 advertising their "Heritage Country Fair" on September 16, 2017.*
- v. *RESOLVED: That the Board of Trustees of The Smithtown Library approves the request of the **Smithtown Historical Society**, to place a banner on the corner of the property of the Smithtown Main building from September 1, 2017 through September 16, 2017 advertising their "Heritage Country Fair" on September 16, 2017.*
- vi. *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 corner of the property of the Nesconset Branch from April 22, 2017 through May 6, 2017, advertising "Mike's Hike and Fitness Festival" on May 21, 2017.*
- vii. *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 corner of the property of the Smithtown Main building from May 7, 2017 through May 21, 2017, advertising "Mike's Hike and Fitness Festival" on May 21, 2017.*

The motion was seconded by Trustee Joseph Vallone and adopted by a unanimous 5-0 vote.

- 5. The COMMUNICATIONS COMMITTEE report was submitted by Committee Liaison Anita Dowd-Neufeld, who attended a Friends meeting on February 8th and reported on the items that were discussed.
- 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 – USE OF PUBLIC ACCESS COMPUTERS (Policy 700-80) 2nd reading
(note: revisions are in bold font; deletions have a strikethrough)

Trustee John Martins moved to waive the reading of the revised policy. The motion was seconded by Trustee Joseph Vallone and adopted by a unanimous 5-0 vote.

Library Board President Gerard Cairns moved to accept adoption of revised Policy 700-80.

Revisions of Articles 1 and 7 only:

- 1. *An individual who wishes to utilize a computer may sign-in to a computer utilizing his/her Smithtown Library card possessing an existing password. A password may be*

assigned to a Library card through the catalog or at a public service desk. If a person does not possess a Smithtown Library card, he/she can obtain a guest pass by displaying proof of identification at a public service desk. ~~Patrons ten (10) years of age or older may use computers provided written permission is provided by a parent.~~

7. Patrons are not permitted to alter or to attach equipment to a library computer, with the exception of flash drives or external hard drives. ~~Patrons may run programs not already installed.~~ Patrons may not install programs or software on Library computers.

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

PUBLIC COMMENTS

8. Kerry Weisse & Bill Copurso – Community Association of Greater St. James

EXECUTIVE SESSION

9. At 7:35 p.m. Library Board President Gerard Cairns moved that the Board enter executive session to discuss matters pertaining to the proposed acquisition and/or disposition of property in addition to personnel matters leading to the appointment of a particular person. The motion was seconded by Trustee John Martins and adopted by a unanimous 5-0 vote.

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

Also present were Library Director Robert Lusak, Treasurer Joanne T. Grove, Clerk Laura Poppe, Secretary Linda Taurassi, Library Attorney Kevin Seaman and William Zimmerman.

10. Upon a motion by Trustee Joseph Vallone, seconded by Trustee Rudy Zientarski and adopted by a unanimous 5-0 vote, the meeting reconvened in open public session at 8:05 p.m.
11. Library Board President Gerard Cairns moved to accept adoption of the following resolution:

RESOLVED: That the Board of Trustees of The Smithtown Library hereby appoints William Zimmerman, effective February 21, 2017, to fulfill the vacancy on the Library Board of Trustees caused by the passing of Otis M. Thornhill; pursuant to state legislation, such term to be in effect until the next annual election of library trustees (October 10, 2017).

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

The oath of office was administered by Library District Clerk Laura Poppe to newly appointed Trustee William Zimmerman.

NEW BUSINESS

12. Report on Preliminary Phase of 2016 Audit Report – Treasurer Joanne T. Grove
13. Library Board President Gerard Cairns moved to accept adoption of the following resolution – Richard H. Handley Collection of Long Island Americana (Long Island Room) Ancillary Forms (Collection Policy 700-310)

RESOLVED: That the Board of Trustees of The Smithtown Library does hereby approve the addition of the following ancillary forms pertaining to Collection Policy #700-310 of the Richard H. Handley Collection of Long Island Americana (Long Island Room) (appended):

*700-310 (g) Agreement for Loan of Collection Materials
700-310 (h) Long Island Room Collection Use Form
700-310 (i) Agreement for Incoming Loan*

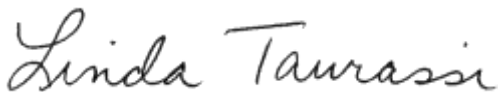
The motion was seconded by Trustee Anita Dowd-Neufeld and was adopted by a unanimous 6-0 vote after discussion.

14. Library Board President Gerard Cairns noted that the next regular meeting would be held at the Commack Branch on March 21, 2017 at 7:00 p.m.
15. There being no further business, Library Board President Gerard Cairns moved to adjourn the meeting at 8:15 p.m. The motion was adopted by unanimous consent.

Minutes approved this 22nd day of March, 2017.



Gerard J. Cairns, President
Smithtown Library Board of Trustees



Linda Taurassi
Secretary to the Board of Trustees