

**MINUTES
BOARD OF TRUSTEES
“SPECIAL” MEETING
THE SMITHTOWN LIBRARY
March 22, 2017**

A “SPECIAL” meeting of the Board of Trustees of The Smithtown Library was held at the Nesconset Branch, Nesconset, New York on the 22nd day of March, 2017 at 8:30 a.m.

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

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

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 February 21, 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. In the absence of Committee Liaison Joseph Vallone, the BUDGET AND FINANCE COMMITTEE report was presented by Library Board President Gerard Cairns who moved to accept adoption of resolution “a”:

a. RESOLVED: That the TREASURER’S REPORT for the month ended February 28, 2017 be approved for filing (appended).

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

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

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

<i>i.</i>	<i>Warrant #17-March (“L” fund) PREPAYS</i>	<i>\$ 24,216.63</i>
<i>ii.</i>	<i>Warrant #17-March (“L” fund) WARRANT</i>	<i>\$ 239,629.10</i>
<i>iii.</i>	<i>Warrant #17-March (PAYROLL #3 – 2/10/17)</i>	<i>\$ 286,273.72</i>
<i>iv.</i>	<i>Warrant #17-March (PAYROLL #4 -- 2/24/17)</i>	<i>\$ 231,362.90</i>
<i>v.</i>	<i>Warrant #17-March (PAYROLL #5 – 3/10/17)</i>	<i>\$ 236,438.97</i>

The motion was seconded by Trustee William Zimmerman and adopted by a unanimous 5-0 vote.

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

- c. *RESOLVED: That the Treasurer be authorized to execute the 2016 budget transfers (in/out) as follows, per the recommendation of external auditors Baldessari & Coster, LLP*

BUDGET TRANSFERS – December 31, 2016

		Budget	(From)/To	Adjusted Budget
L.1410	Certified Librarian Salaries	2,885,000.00	(60,000.00)	2,825,000.00
L.1411	Librarian Part Time Salaries	520,000.00	60,000.00	580,000.00
L.2000	Computer Equipment	55,000.00	5,000.00	60,000.00
L.2030	Building Equipment	66,000.00	(5,000.00)	61,000.00
L.4000	Miscellaneous	-	2,000.00	2,000.00
L.4100	Books	250,500.00	(21,000.00)	229,500.00
L.4110	Lost and Paid		1,000.00	1,000.00
L.4130	Periodicals	39,300.00	15,000.00	54,300.00
L.4131	Other Serials	59,000.00	5,000.00	64,000.00
L.4291	Staff Development	5,000.00	(100.00)	4,900.00
L.4300	Office and Library Supplies	90,000.00	(2,000.00)	88,000.00
L.4311	Telecommunications	110,000.00	3,000.00	113,000.00
L.4380	Membership Dues	3,000.00	100.00	3,100.00
L.4520	Building and Equipment Repairs	185,000.00	(3,000.00)	182,000.00
L.6000	Debt Service	1,719,712.00	(1,719,712.00)	-
L.9901	Interfund Expense Transfer	-	1,719,712.00	1,719,712.00
	TOTAL	5,987,512.00	-	5,987,512.00

The motion was seconded by Trustee John Martins 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. *Resignation of **Diane C. Havern**, Library Clerk, Reference Department, Smithtown Main building, effective March 31, 2017.*
- ii. *Appointment of **Susan Shankar** from a part-time Library Clerk position into a permanent full-time Library Clerk position, Technical Services Department, Nesconset Branch, at an annual rate of pay of \$37,196.00, subject to a 26-week probationary period, effective April 17, 2017 (to fill the vacancy created by the promotion of James Hansen to Senior Library Clerk, effective February 27, 2017).*
- iii. *Medical leave of absence without pay, NUNC PRO TUNC, for **Joyce O’Hara**, Page, Circulation Department, Smithtown Main Library building effective February 13, 2017 through March 13, 2017.*

The motion was seconded by Trustee Anita Dowd-Neufeld 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:*
- i. *That the following staff members be authorized to attend, on paid release time, the “2017 Annual Long Island Library Conference” to be held at the Melville Marriot, located at 1350 Old Walt Whitman Road, Melville, NY on May 4, 2017, with reimbursement for conference registration not to exceed \$50.00: **Robert Lusak, Patricia Thomson, Lauren Bernat, Jennifer Cattrano, Eileen Caulfield, Lindsay Christ, Julie DeLaney, Nicole DeSalvo, Cynthia Guzzo, Jennifer Honickman, Jesse Lemke, Colleen Navins, Jessica Quenzer, Emilee Walsh, Sheila Worlow** (NOTE: amount noted above does not include mileage costs).*
 - ii. *That Librarian III **Julie DeLaney**, Community Relations Department, Nesconset Branch, be authorized to attend, on paid release time, the workshop titled “Library Paparazzi: Next Level Tips for #LibrariesofInstagram”, to be held at the Farmingdale Public Library, Farmingdale, NY, on April 7, 2017, with reimbursement for actual and necessary expenses not to exceed \$57.00.*
 - iii. *That Librarian II **Andrew Salomon**, Reference Department, Kings Park Branch, be authorized to attend, on paid release time, the “Notary Public Licensing Class”, sponsored by the New York State Notary Association, to be held at the Holiday Inn, Plainview, NY, on March 24, 2017, with reimbursement for actual and necessary expenses not to exceed \$157.00.*
 - iv. *That Children’s Services Librarian I **Sharon Van Dyke**, Children’s Department, Kings Park Branch, be authorized to attend, on paid release time, the Children’s Librarians Association of Suffolk County (CLASC) Annual General Membership Meeting and Dinner, sponsored by (CLASC), to be held at the Three Village Inn, Stony Brook, NY, on April 20, 2017, with reimbursement for actual and necessary expenses not to exceed \$48.00.*
 - v. *That Librarian I **Emilee Walsh**, Reference Department, Nesconset Branch, be authorized to participate nunc pro tunc, on paid release time, in the webinar titled “Can You Canva?: Graphic Design for Librarians”, sponsored by Long Island Library Resources Center (LILRC), on March 15, 2017 from 2:00 – 3:30 p.m., with reimbursement for actual and necessary expenses not to exceed \$5.00.*
 - vi. *That Librarian IV **Sheila Worlow**, Branch Head, Kings Park Branch, be authorized to attend, on paid release time, the “Notary Public Licensing Class”, sponsored by the New York State Notary Association, to be held at the Holiday Inn, Plainview, NY, on March 24, 2017, with reimbursement for actual and necessary expenses not to exceed \$157.00.*

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

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

That the following member(s) of the Board of Trustees of the Smithtown Library be authorized to attend the “2017 Annual Long Island Library Conference” to be held at the Melville Marriot, located at 1350 Old Walt Whitman Road, Melville, NY, on May 4, 2017: Rudy Zientarski. (Note: registration fee, not to exceed \$80 per person, to be paid by the Library District).

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 following banner requests set forth hereinafter are hereby approved:*

- i. **RESOLVED:** *That the Board of Trustees of The Smithtown Library approves the request of the **Environmental Centers of Setauket/Smithtown Sweetbriar Nature Center**, to place a banner on the corner of the property of the Smithtown Main Library Building from March 22, 2017 through April 16, 2017, advertising their “Annual Spring Festival” to be held at the Sweetbriar Nature Center.*

- ii. **RESOLVED:** *That the Board of Trustees of The Smithtown Library approves the request of the **Environmental Centers of Setauket/Smithtown Sweetbriar Nature Center**, to place a banner on the corner of the property of the Smithtown Main Library Building from May 16, 2017 through June 11, 2017, advertising their “Annual Wildlife/Nature Festival” to be held at the Sweetbriar Nature Center.*

- iii. **RESOLVED:** *That the Board of Trustees of The Smithtown Library approves the request of the **Kings Park Youth Athletic Association (KPY)**, to place a banner on the corner of the property of the Kings Park Branch from March 31, 2017 through April 30, 2017, advertising their annual “Keep Our Kids on the Field Golf Outing” to be held on May 15, 2017.*

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

5. Library Board President Gerard Cairns stated that he would like newly appointed Library Trustee William Zimmerman to serve as the Communications Liaison pending further clarification of what his duties will be.
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).

NEW BUSINESS

7. DONATION – Tom Muratore – Framed Poster - Smithtown Main Building

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 Smithtown resident Tom Muratore for his generous donation of a framed poster with historical pictures depicting a brief history of the Smithtown Main Library building, and be it

FURTHER RESOLVED, that said poster be displayed permanently at the Smithtown Main Library building.

The motion was seconded by Trustee William Zimmerman and adopted by a unanimous 5-0 vote.

8. DONATION – Attorney Kevin A. Seaman

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 a \$600.00 reimbursement donation from attorney Kevin A. Seaman designated for additional expenses by staff members incurred at Library Legislation Day, held February 28, 2017 through March 1, 2017, and be it

FURTHER RESOLVED, that the Board of Trustees of The Smithtown Library hereby thanks attorney Kevin Seaman for his generous donation.

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


9. Library Board President Gerard Cairns noted that the next regular meeting would be held at the Kings Park Branch on April 18, 2017 at 7:00 p.m.

11. There being no further business, Library Board President Gerard Cairns moved to adjourn the meeting at 9:06 a.m. The motion was seconded by Trustee Anita Dowd-Neufeld and adopted by unanimous 5-0 vote.

Minutes approved this 18th day of April, 2017.



Gerard J. Cairns, President
Smithtown Library Board of Trustees



Linda Taurassi
Secretary to the Board of Trustees