

**MINUTES
BOARD OF TRUSTEES
THE SMITHTOWN LIBRARY
April 18, 2017**

A regular meeting of the Board of Trustees of The Smithtown Library was held at the Kings Park Branch, Kings Park, New York on the 18th day of April, 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, Rudy Zientarski and William Zimmerman. Trustee Suzanne Mohr was absent with prior notice.

Also present were Library Director Robert Lusak, Treasurer Joanne T. Grove, Clerk Laura Poppe 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 "INFORMAL DISCUSSION SESSION" MEETING MINUTES of March 21, 2017, and the "SPECIAL" MEETING MINUTES of March 22, 2017 be approved as presented (appended).

The motion was seconded by Trustee John Martins and adopted by a unanimous 6-0 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 March 31, 2017 be approved for filing (appended).*

The motion was seconded by Trustee John Martins and adopted by a unanimous 6-0 vote.

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

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

i.	Warrant #17-April ("L" fund) PREPAYS	\$ 33,697.50
ii.	Warrant #17-April ("L" fund) WARRANT	\$ 114,204.05
iii.	Warrant #17-April ("M" fund) PREPAY	\$ 250.00
iv.	Warrant #17-April ("M" fund) WARRANT	\$ 1,295.00
v.	Warrant #17-April (PAYROLL #6 - 3/24/17)	\$ 235,767.79
vi.	Warrant #17-April (PAYROLL #7 - 4/7/17)	\$ 236,210.33

The motion was seconded by Trustee John Martins and adopted by a unanimous 6-0 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. *Appointment of **Kaitlin Brand** from a part-time Librarian Trainee position, Nesconset Branch, into a permanent full-time Librarian Trainee position, Adult Reference Department, split between the Nesconset and Kings Park Branches, at an annual rate of pay of \$50,829.00, subject to a 26-week probationary period, effective May 8, 2017 (to fill the vacancy created by the full-time appointment of Lindsey Christ, effective April 19, 2017).*
- ii. *Appointment of **Lindsay Christ** from a part-time Librarian Trainee position, Adult Reference Department, Kings Park Branch, into a permanent full-time Librarian Trainee position, Adult Reference Department, Kings Park Branch, at an annual rate of pay of \$47,585.00, subject to a 26-week probationary period, effective April 19, 2017 (to fill the vacancy created by reassignments).*
- iii. *Part-time appointment of **Diane Havern** to the position of Library Clerk, Adult Reference Department, Smithtown Main Library building, at an hourly rate of pay of \$16.96, not to exceed 17.5 hours per week, effective April 19, 2017 (to fill the present vacancy created in the Long Island Room).*
- iv. *Medical leave of absence without pay, nunc pro tunc, for **Joyce O’Hara**, Page, Reference/Circulation Departments, Smithtown Main Library building effective April 4, 2017 through April 19, 2017.*

The motion was seconded by Trustee Anita Dowd-Neufeld and adopted by a unanimous 6-0 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 Librarian Trainee **Katlin Brand**, Reference Department, Nesconset Branch, be authorized to participate nunc pro tunc, on paid release time, the webinar titled “Can You Canva?: Graphic Design for Librarians”, sponsored by Empire State Library Network, on April 5, 2017 from 2:00 – 3:30 p.m., with reimbursement for actual and necessary expenses not to exceed \$5.00.*
- ii. *That Children’s Services Librarian I **Peggy Lopez**, Children’s Department, Commack 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 \$57.00.*
- iii. *That Children’s Services Librarian I **Peggy Lopez**, Children’s Department, Commack Branch, be authorized to attend, on paid release time, BookExpo 2017, to be held at the Javits Center, New*

York, NY on June 1, 2017, with reimbursement for actual and necessary expenses not to exceed \$138.00.

- iv. *That Children's Services Librarian I **Colleen Navins**, Children's Department, Nesconset 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 \$56.00.*
- v. *That Children's Services Librarian I **Nicole Rossano**, Children's Department, Kings Park Branch, 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.*
- vi. *That Librarian I **Emilee Walsh**, Reference Department, Nesconset Branch, be authorized to participate nunc pro tunc, on paid release time, the webinar titled "Can You Canva?: Graphic Design for Librarians", sponsored by Empire State Library Network, on April 5, 2017 from 2:00 – 3:30 p.m., with reimbursement for actual and necessary expenses not to exceed \$5.00.*

The motion was seconded by Trustee William Zimmerman and adopted by a unanimous 6-0 vote.

4. The BUILDINGS AND GROUNDS COMMITTEE report was presented by Committee Liaison John Martins, who moved to accept adoption of resolution "a":

a. *Replacement Computers – Reference Desks - all buildings*

RESOLVED: That the Treasurer be authorized to execute the purchase of twenty (20) Hewlett-Packard ProOne 400 G2 – Core i5, 3.2 GHz, 8 GB RAM, 500G computers, from the best source for pricing within NYS contract, at a total cost not to exceed \$17,031.80 (adult and children's reference desks – all buildings).

The motion was seconded by Trustee Joseph Vallone and adopted as amended by a unanimous 6-0 vote.

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

b. *Replacement of Patron Computers – Smithtown, Commack & Kings Park buildings*

RESOLVED: That the Board of Trustees of The Smithtown Library does hereby approve the purchase, nunc pro tunc, of eighteen (18) Hewlett-Packard ProDesk 400 G3 computers, in the amount of \$9,539.10, for the purpose of replacing/upgrading remainder of patron computers in the Smithtown, Commack and Kings Park buildings (note: special sale price offered by Staples government contract, expiring April 1, 2017, was \$100 less per computer than price quotes received from competitive vendors necessitating early action).

The motion was seconded by Trustee Rudy Zientarski and adopted by a unanimous 6-0 vote.

Committee Liaison John Martins moved to accept adoption of resolution “c”:

c. Nesconset HVAC System – Glycol Additives

RESOLVED: That the Board of Trustees of The Smithtown Library does hereby authorize Thermal Solutions (under contract for current HVAC maintenance services), nunc pro tunc, to provide necessary glycol additives on a timely basis to the Nesconset HVAC system, at a total one-time cost of \$6,500.00, for the purpose of improving temperature controls to regulate erratic air temperatures in the building during “shoulder periods” in the Spring and Fall, as per recommendation by Thermal Solutions (note: price includes labor and materials).

The motion was seconded by Trustee William Zimmerman and adopted by a unanimous 6-0 vote.

5. 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).
6. Assistant Library Director Patricia Thomson and Network & Systems Specialist II Jimmy Buckman gave a brief presentation on the Library’s Print Management System.

NEW BUSINESS

7. REVISED POLICY – ~~INTERAGENCY~~ **AFFILIATE** COOPERATION (Policy 700-130) (1st 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 6-0 vote.

(Note: this was the first reading of the policy; it will be reviewed and voted on at the May board meeting).

1. *Object*
*The Smithtown Library will cooperate as fully as possible with affiliated agencies and local organizations in serving the educational, civic, and cultural needs of the community by providing ~~help~~ **assistance** with program planning, obtaining materials, or **collaborating** in other ways as may be practical for use of space or staff time available.*
2. *Affiliate Agencies and Organizations*
*As used in this ~~section~~ **policy** affiliate agencies and organizations ~~means~~ **are to be considered as** a group ~~having~~ **possessing** a purpose or interests similar to those of the Library, which ~~must be~~ **are** not for profit, and have made successful formal application for affiliate status to the Board of Trustees of The Smithtown Library. No subdivision of the Library may separately affiliate itself with any group.*

3. *Friends*

*The Library acknowledges that the sole purpose of the Friends of the Smithtown Library and the ~~Smithtown Library Foundation, Inc.~~ is to promote and serve the interests of the Library. Therefore, by virtue of said purpose, the Library ~~hereby~~ recognizes the Friends and the ~~Foundation~~ as **an** affiliate organizations entitled to all of the privileges and responsibilities contained ~~herein~~ **within the terms of this policy.***

4. *Affiliate Status*

*The Board acknowledges that affiliates are separate and apart from the Library and that affiliates ~~have~~ **possess** their own governance structure, goals, and purposes.*

5. *Notice*

*Advance notice regarding all **pending** affiliate projects shall be provided to the Library Director and the Board of Trustees. The Board reserves the right not to participate in any projects ~~in~~ which it does not ~~believe~~ **deem to be in** the best interests of the Library ~~is being served.~~*

6. *Public Relations*

*The Library reserves the right not to participate in any public relations program of an affiliate in which the Board of Trustees does not believe the best interests of the Library ~~is~~ **are** being served.*

7. *Funds*

Operating expenses of The Smithtown Library are provided through allocation of tax monies, which are audited by an independent auditor. Library funds and the funds of its affiliates shall not be commingled or integrated, except that gifts from affiliates may be accepted by the Library, whereupon, said gifts shall become solely the funds of the Library but shall be expended for the specific purpose for which the gift or donation has been made by an affiliate. In the event The Smithtown Library becomes the custodian of any funds belonging to an affiliate, those funds shall be kept as separate funds for audit and bookkeeping purposes.

8. *Liability*

*Neither an affiliate nor any member or participant thereof may assume ~~any liability or take or authorize~~ **the authority to undertake** any act on behalf of The Smithtown Library.*

8. REVISED POLICY – CIRCULATION POLICY (Policy 800-10) – Section F.5 Only (1st 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 Rudy Zientarski and adopted by a unanimous 6-0 vote.

(Note: this was the first reading of the policy; it will be reviewed and voted on at the May board meeting).

5. ~~The outdoor drop boxes are available for the convenience of our patrons. Patrons remain responsible for all materials checked out on their cards, including those items returned past due or in damaged condition, that are deposited in the drop boxes.~~

5. **Items can be returned in person or via the drop box located outside each Smithtown Library building, as well as at any public library in Suffolk County. An item returned in the drop box during hours the Library is closed will be processed the next morning that the Library is open, and will be considered returned as of the previous day that the Library was open.**

- a. **Drop boxes are maintained as a convenience for the patron, and the patron remains liable for all materials deposited in drop boxes until such items are checked in by library staff. The library cannot guarantee the security of items deposited in drop boxes and will not waive charges on items claimed to have been returned in the drop boxes.**

9. NEW YORK STATE ANNUAL REPORT

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

RESOLVED: That the New York State Annual Report for Public and Association Libraries for the year ending December 31, 2016 be accepted for filing as presented.

The motion was seconded by Trustee Joseph Vallone and adopted by a unanimous 6-0 vote.

10. At 7:37 p.m. Library Board President Gerard Cairns moved that the Board 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 John Martins and adopted by a unanimous 6-0 vote.

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

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

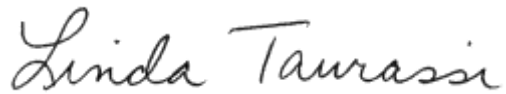
11. Upon a motion by Library Board President Gerard Cairns, seconded by Trustee John Martins, and adopted by a unanimous 6-0 vote, the meeting reconvened in open public session at 8:06 p.m.
12. Library Board President Gerard Cairns noted that the next regular meeting would be held at the Smithtown Main Library building on May 16, 2017 at 7:00 p.m.

13. There being no further business, Trustee John Martins moved to adjourn the meeting at 8:10 p.m. The motion was seconded by Trustee William Zimmerman and adopted by a unanimous 6-0 vote.

Minutes approved this 16th day of May, 2017.



Gerard J. Cairns, President
Smithtown Library Board of Trust



Linda Taurassi
Secretary to the Board of Trustees