

**MINUTES  
BOARD OF TRUSTEES  
THE SMITHTOWN LIBRARY  
May 16, 2017**

A regular meeting of the Board of Trustees of The Smithtown Library was held at the Smithtown Main building, Smithtown, New York on the 16<sup>th</sup> day of May, 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, Secretary Linda Taurassi and Library Attorney Kevin Seaman. Clerk Laura Poppe was absent with prior notice.

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 April 18, 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 April 30, 2017 be approved for filing (appended).*

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

Trustee Rudy Zientarski moved to accept adoption of resolution "b":

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

i.	Warrant #17-May ("L" fund) PREPAYS	\$ 16,379.75
ii.	Warrant #17-May ("L" fund) WARRANT	\$ 386,722.92
iii.	Warrant #17-May ("M" fund) WARRANT	\$ 2,555.00
iv.	Warrant #17-May (PAYROLL #8 – 4/21/17)	\$ 232,059.58
v.	Warrant #17-May (PAYROLL #9 – 5/5/17)	\$ 239,066.48

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

- c. PRESENTATION: Financial State of The Smithtown Library by auditors Baldessari & Coster

Dennis Stoner of the audit firm Baldessari & Coster presented the financial status of the Library. He stated the current financial and trending position of The Smithtown Library is strong. The independent audit report for the fiscal year, beginning January 1, 2016 and ending December 31, 2016, will be presented at the June board meeting.

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. *Medical leave of absence without pay for **Paige Hurst**, Page, Reference/Circulation Departments, Smithtown Main building, effective June 6, 2017 through September 6, 2017.*
- ii. *Medical leave of absence without pay for **Anne Marie Milne**, Library Clerk, Circulation Department, Nesconset Branch, effective June 26, 2017 through July 15, 2017.*
- iii. *Resignation of **Larence Avery**, Page, Kings Park Branch, effective April 26, 2017.*
- iv. *Resignation of **Nicole DeSalvo**, Children's Services Librarian Trainee, Children's Department, Commack Branch, effective May 15, 2017.*

The motion was seconded by Trustee John Martins 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 request set forth hereinafter is hereby approved:*

- i. *That Librarian IV **Eileen Caulfield**, Building Head, Smithtown Main Library building, 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 \$108.00.*

The motion was seconded by Trustee Joseph Vallone 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. 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 **Kings Park Boy Scout Troop 75**, to place a rope bridge (aka "monkey bridge") on the lawn of the Kings Park Branch on Kings Park Day, to be*

*held June 17, 2017, provided that said rope bridge is removed promptly at the close of festivities (Note: Insurance coverage provided through the Suffolk County Council of the Boy Scouts of America).*

- ii. *RESOLVED: That the Board of Trustees of The Smithtown Library approves the request of the **Breathe For Britt Foundation**, to place a banner on the corner of the property of the Smithtown Main Library building from May 22, 2017 through May 31, 2017, advertising their "Breathe For Britt 5K Run-Walk" to be held on June 3, 2017.*

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

#### b. SNOW REMOVAL DISCUSSION

After a brief discussion the Library Board agreed to review the issue of snow removal at a later date.

#### c. SECURITY CAMERAS - Powerpoint Presentation

Network & Systems Specialist II James Buckman gave a Powerpoint presentation on the Library's security cameras and outlined rationales for entering into an annual maintenance contract.

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

#### RESOLUTION: 2017 – 2018 Annual Maintenance Contract – CSDNET

*RESOLVED: That the Board of Trustees of The Smithtown Library does hereby authorize the Library to enter into a contract with CSDNET for the purpose of providing service and support for all Axis camera components, and Genetec hardware and software for the security camera system used at the Smithtown, Commack, Kings Park and Nesconset Library buildings, at a total cost not to exceed \$21,750.00; said contract to be in effect for the period May 17, 2017 through May 16, 2018.*

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

#### 5. COMMUNICATIONS

Trustee Anita Dowd-Neufeld reported that the next Friends of the Smithtown Library meeting was to be held on June 7, 2017 at 6:30 p.m. at Smithtown.

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 handed out copies of artwork for the 3' X 6' sign (donated by Sign-A-Rama) commemorating the Otis M. Thornhill Memorial Playground at the Kings Park Branch and reported that we had several sponsors for the sign. The Friends of the Smithtown Library will establish a separate fund for the maintenance of the playground.

As soon as the repairs of the playground are completed, a date will be established for the dedication ceremony.

## UNFINISHED BUSINESS

### 7. REVISED POLICY – ~~INTERAGENCY~~ **AFFILIATE** COOPERATION (Policy 700-130) (2<sup>nd</sup> reading) (note: revisions are in bold font; deletions have a strikethrough)

Library Board President Gerard Cairns 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.

Library Board President Gerard Cairns moved to accept adoption of revised Policy 700-130.

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.*

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

8. REVISED POLICY – CIRCULATION POLICY (Policy 800-10) – Section F.5 Only (2<sup>nd</sup> reading)  
(note: revisions are in bold font; deletions have a strikethrough)

Library Board President Gerard Cairns moved to waive the reading of the revised policy. The motion was seconded by Trustee William Zimmerman and adopted by a unanimous 6-0 vote.

Library Board President Gerard Cairns moved to accept adoption of revised Policy 800-10, Section F.5.

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.***

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

9. At 7:56 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 Joseph Vallone 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, Attorney Kevin Seaman and Secretary Linda Taurassi.

10. Upon a motion by Library Board President Gerard Cairns, seconded by Trustee Joseph Vallone and adopted by a unanimous 6-0 vote, the meeting reconvened in open public session at 8:41 p.m.
11. Library Board President Gerard Cairns noted that the next regular meeting of the Board of Trustees would be held at the Nesconset Branch on June 20, 2017 at 7:00 p.m.
12. There being no further business, Trustee John Martins moved to adjourn the meeting at 8:43 p.m. The motion was adopted by unanimous consent.

Minutes approved this 20<sup>th</sup> day of June, 2017.



Gerard J. Cairns, President  
Smithtown Library Board of Trust



Linda Taurassi  
Secretary to the Board of Trustees