

**MINUTES
BOARD OF TRUSTEES
THE SMITHTOWN LIBRARY
October 23, 2018**

A regular meeting of the Board of Trustees of The Smithtown Library was held at the Nesconset Building, Nesconset, New York on the 23rd day of October, 2018 at 6:30 p.m.

The following Library Trustees were present and participating at the meeting: Brianna Baker-Stines, Anita Dowd-Neufeld, Gerard J. Cairns, Louis S. Frontario, Joseph Vallone (late arrival) and William Zimmerman. Trustee John C. Martins was absent with prior notice.

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

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 September 27, 2018 be approved as presented (appended).

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

REPORTS OF OFFICERS, BOARDS, STANDING COMMITTEES & DIRECTOR'S REPORT

2. Due to the late arrival of Budget and Finance Committee Liaison Joseph Vallone, the BUDGET AND FINANCE COMMITTEE report was presented by Trustee Louis Frontario.

Trustee Louis Frontario moved to accept adoption of resolution "a":

a. *RESOLVED: That the TREASURER'S REPORT for the month ended September 30, 2018 be approved for filing (appended).*

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

Trustee Louis Frontario moved to accept adoption of resolution "b":

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

i.	Warrant #18-October ("L" fund) PREPAYS	\$ 39,725.07
ii.	Warrant #18-October ("L" fund) WARRANT	\$ 328,276.52
iii.	Warrant #18-October ("M" fund) WARRANT	\$ 78,014.00
iv.	Warrant #18-October PAYROLL (#20 – 10/5/18)	\$ 249,879.70
v.	Warrant #18-October PAYROLL (#21 – 10/19/18)	\$ 245,066.50

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

10/23/18

Trustee Louis Frontario moved to accept adoption of resolution “c”:

- c. *RESOLVED: As per approved resolution dated September 27, 2018 (pertaining to the early release of designated warrant payments prior to the October 23, 2018 board meeting), to avoid lateness and penalties due to the rescheduling of original meeting, now be it*

FURTHER RESOLVED, that the designated payments for early release are as follows:

ACE HARDWARE	\$32.36
ADVANCED IMAGING	\$42.55
AMAZON	\$3,021.12
AMEX	\$1,494.88
HOME DEPOT	\$294.84
KINGS PARK HARDWARE	\$19.95
NEWSDAY	\$119.12
OPTIMUM	\$653.20
ORIENTAL TRADING	\$168.59
STAPLES CREDIT	\$975.80
UTICA INSURANCE	<u>\$35,104.24</u>
TOTAL	\$41,926.65

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

Trustee Louis Frontario moved to accept adoption of resolution “d”:

- d. CHANGE ORDER – Site Improvement Project – Commack Building

RESOLVED: That change order PCO #3—Commack Building Site Improvement Project--consisting of a new curb on the south side of property, at a cost not to exceed \$11,880.00, be approved.

The motion was seconded by Trustee William Zimmerman. After a short discussion pertaining to the reasons for the change order, the resolution was adopted by a unanimous 5-0 vote.

Trustee Louis Frontario moved to accept adoption of resolution “e”:

- e. BUDGET TRANSFER

RESOLVED: That the Treasurer be authorized to execute a budget transfer in the amount of \$11,300.00 to decrease budget line L.4120 [Recordings] and increase budget line L.4100 [Books]. (Note: This transfer reflects patron demand at all buildings).

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

Trustee Louis Frontario moved to accept adoption of resolution “f”:

f. CERTIFICATE OF RESULTS – Library’s 2019 Budget Vote and Trustee Election

RESOLVED: That the Board of Trustees of The Smithtown Library does hereby accept the Library’s Budget Vote and Trustee Election results as presented (appended).

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 Personnel Committee Liaison Louis Frontario.

Trustee Anita Dowd-Neufeld moved to accept adoption of resolution “a”, items i-iv:

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

Part-time Page Appointments

- i. *Part-time appointment of **Matthew Aitken** to the position of Page, Nesconset Building, at an hourly rate of pay of \$11.00, effective October 26, 2018 (to fill the vacancy created by the termination of Arielle Tipa, effective 6/13/18).*
- ii. *Part-time appointment of **Jeremy Faust** to the position of Page, Commack Building, at an hourly rate of pay of \$11.00, effective November 3, 2018 (to fill the vacancy created by the resignation of Luke Minerva, effective 8/11/18).*
- iii. *Part-time appointment of **Angelika Lipiec** to the position of Page, Nesconset Building, at an hourly rate of pay of \$11.00, effective October 25, 2018 (to fill the vacancy created by the release of Ana Walsh from a Page position into a Library Clerk position, effective 8/15/18).*
- iv. *Part-time appointment of **Stephanie Liuzzo** to the position of Page, Nesconset Building, at an hourly rate of pay of \$11.00, effective October 26, 2018 (to fill the vacancy created by the resignation of Eya Setsu, effective 7/28/18).*

The motion was seconded by Trustee Louis Frontario and adopted by a unanimous 5-0 vote.

Trustee Anita Dowd-Neufeld moved to accept adoption of resolution “a”, item v:

Leave of Absence

- v. *Leave of absence without pay, nunc pro tunc, for **Madeline Cairns**, Page, Kings Park Building, effective September 7, 2018 through September 21, 2018.*

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

Trustee Anita Dowd-Neufeld moved to accept adoption of resolution “b”:

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

- i. That Assistant Library Director **Patricia Thomson**, Administration Department, Nesconset Building, be authorized to attend, on paid release time, the workshop entitled "A Guide to Crafting and Promulgating the Employee Handbook" sponsored by the Long Island Library Resources Council (LILRC), to be held at the Farmingdale Public Library, Farmingdale, NY, on November 16, 2018, with reimbursement for actual and necessary expenses not to exceed \$30.00.

- i. That Librarian III **Julie DeLaney**, Community Relations Department, Nesconset Building, be authorized to attend, on paid release time, the workshop entitled "Social Media Engagement for Cultural Institutions", sponsored by the Long Island Library Resources Council (LILRC), to be held at the Sachem Public Library, Holbrook, NY, on November 2, 2018, with reimbursement for actual and necessary expenses not to exceed \$35.00.

- ii. That Librarian III **Julie DeLaney**, Community Relations Department, Nesconset Building, be authorized to attend, on paid release time, the workshop entitled "Design Thinking for Libraries: Tips and Tricks for Better Graphics and Content to Communicate to Your Patrons", sponsored by the Long Island Library Resources Council (LILRC), to be held at the Farmingdale State College, Greenley Library, Farmingdale, NY, on November 26, 2018, with reimbursement for actual and necessary expenses not to exceed \$44.00.

The motion was seconded by Trustee Louis Frontario and adopted by a unanimous 5-0 vote.

- c. Presentation and Distribution of CERTIFICATES OF APPRECIATION – "Coastal Cleanup at the Kings Park Bluff"

Library Board President Gerard Cairns commended the librarians and volunteers who participated in the cleanup of the Kings Park Bluff. Certificates of Appreciation were presented to the volunteers and Library Board President Gerard Cairns moved to accept adoption of the following resolution:

WHEREAS: the Board of Trustees of The Smithtown Library wishes to acknowledge the volunteers who participated in the Coastal Cleanup at the Kings Park Bluff and have done an outstanding job in making a difference in our community by ridding the Kings Park Bluff of harmful trash that makes its way into the water and damages sea life; and

*WHEREAS the Board of Trustees sincerely wishes to thank Librarian II **Christine Alexander**, Librarian I **Lindsay Christ**, and Librarian I **Katy Brand** for the time and effort that went into this successful endeavor; now therefore be it*

RESOLVED, that the Board of Trustees of The Smithtown Library extends their heartfelt appreciation and congratulations to the following participants:

Nikitha Bandaru, Simritha Bandaru, Erika Birdsall, Norah Birdsall, Garrett Browne, Joseph Caligiuri, Jillian Garnet, Thomas Hassett, Suraj Karthic, Tarun Karthic, Gabriel Medina, Sabrina Morizio, Cynthia Papaccio, Shreya Sriram, Cassie Struhs, Vishala Swami.

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

After the distribution of the Certificates of Appreciation, Librarian II Christine Alexander reported that the Library's teen volunteers had collected 21 bags of garbage weighing 240 pounds. She also noted that the total amount of garbage collected by over 200 volunteers totaled 4,788 pieces of garbage weighing 1,476 pounds.

4. In the absence of Buildings and Grounds Committee Liaison John Martins, the BUILDINGS AND GROUNDS COMMITTEE report was presented by Library Board President Gerard Cairns 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 grants permission for all Library buildings to be used as a drop-off location for the **U.S. Marine Corps Reserve "Toys for Tots Program"** for the purpose of collecting new unwrapped toys for distribution as Christmas gifts to needy children in the community and throughout the United States for the period November 1, 2018 through December 14, 2018.

ii. RESOLVED: That the Board of Trustees of The Smithtown Library approves the request of the **Commack – Kings Park Rotary Club**, to place a banner on the corner of the property of the Smithtown Building from October 26, 2018 through November 9, 2018, advertising their Art and Sports Collectibles Auction to be held November 9, 2018.

iii. RESOLVED: That the Board of Trustees of The Smithtown Library approves the request of the **Commack – Kings Park Rotary Club**, to place a banner on the corner of the property of the Commack Building from February 7, 2019 through February 24, 2019, advertising their show entitled "A Night at McGuire's Comedy Club" to be held February 24, 2019.

iv. RESOLVED: That the Board of Trustees of The Smithtown Library approves the request of **St. Joseph's CYO** to place a banner on the corner of the property of the Commack Building from November 19, 2018 through November 30, 2018, advertising St. Joseph's CYO volleyball registration.

v. RESOLVED: That the Board of Trustees of The Smithtown Library approves the request of **St. Joseph's CYO** to place a banner on the corner of the property of the Kings Park Building from December 3, 2018 through December 14, 2018, advertising St. Joseph's CYO volleyball registration.

vi. RESOLVED: That the Board of Trustees of The Smithtown Library approves the request of **St. Joseph's CYO** to place a banner on the corner of the property of the Commack Building from December 17, 2018 through December 28, 2018, advertising St. Joseph's CYO track and field registration.

- vii. *RESOLVED: That the Board of Trustees of The Smithtown Library approves the request of **St. Joseph's CYO** to place a banner on the corner of the property of the Kings Park Building from January 7, 2019 through January 22, 2019, advertising St. Joseph's CYO track and field registration.*
- viii. *RESOLVED: That the Board of Trustees of The Smithtown Library approves the request of the **Smithtown Fire Department** to place a banner on the corner of the property of the Smithtown Building from November 26, 2018 through December 15, 2018 advertising the "Smithtown Fire Department's Annual Christmas Parade" to be held on December 15, 2018.*
- ix. *RESOLVED: That the Board of Trustees of The Smithtown Library approves the request of **Smithtown Youth Lacrosse** to place a banner on the corner of the property of the Smithtown Building from January 2, 2019 through January 31, 2019 advertising Smithtown Lacrosse registration for Boys K-8.*
- x. *RESOLVED: That the Board of Trustees of The Smithtown Library approves the request of **Village of the Branch Soccer** to place a banner on the corner of the property of the Smithtown Building from February 10, 2019 through February 23, 2019 advertising youth soccer registration.*
- xi. *RESOLVED: That the Board of Trustees of The Smithtown Library approves the request of **Village of the Branch Soccer** to place a banner on the corner of the property of the Nesconset Building from February 24, 2019 through March 9, 2019 advertising youth soccer registration.*
- xii. *RESOLVED: That the Board of Trustees of The Smithtown Library approves the request of the **Smithtown Kickers** to place a banner on the corner of the property of the Smithtown Building from November 10, 2018 through November 22, 2018 to advertise their annual Turkey Trot & Fun Run on Thanksgiving Day.*

The motion was seconded by Trustee Louis Frontario and adopted by a unanimous 5-0 vote.

- 5. The COMMUNICATIONS COMMITTEE report was presented by Communications Committee Liaison Brianna Baker-Stines and Trustee Anita Dowd-Neufeld. The following items were discussed: (1) The Friends are accepting donations of either homemade or store bought baked goods for their annual Book Fair and Bake Shop sale to be held November 3rd (2) It is currently Friends' membership renewal time (3) Going forward, the Friends do not want responsibility for the cost of maintenance of the Kings Park playground and request that funds come out of the Library's general operating budget (4) Fountains with musical water bottles was under discussion at the meeting (5) Trustee Anita Dowd-Neufeld suggested periodic planning meetings between Library trustees and the Friends' board to plan for future wish list items (6) Trustees Brianna Baker-Stines and Anita Dowd-Neufeld both attended the grand opening of the Library's Passport Acceptance Facility (7) The Friends are hoping for a resolution of the issue pertaining to Library funds being held by the Library Foundation.

NOTE: Trustee Joseph Vallone entered the meeting at 6:53 p.m.

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. Library Director Robert Lusak reported that he was able to reach Library Foundation President James Teese to inquire when we might expect to receive the \$22,000.00 in funds that rightfully belonged to the Library. Although Mr. Teese promised to get back to the Library Director within two days, as of this date the Library Director has not heard from him. It was noted that Mr. Teese was told that further steps would be taken if we did not hear from him in a timely manner. After the Board's discussion with Library Attorney Kevin Seaman it was the Board's consensus that Library Director Robert Lusak would follow up with reporter Nick Spangler of Newsday, Assistant Library Director Patricia Thomson would contact the District Attorney's office, and Attorney Kevin Seaman would begin legal proceedings necessary for an injunction.

PUBLIC COMMENTS

There were no public comments.

NEW BUSINESS

8. MEMORIAL DONATION: Barbara Scherr Trenk

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 Mr. Robert Scherr for his generous donation of ONE HUNDRED DOLLARS (\$100.00) to The Smithtown Library, in memory of Barbara Scherr Trenk, and be it

FURTHER RESOLVED, that the funds will be used, as requested, toward women's gender studies and/or programming to support women's writing.

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

9. At 7:12 p.m. Library Board President Gerard Cairns moved to enter executive session pursuant to Article 7, Section 105"F" of the Public Officer's Law to discuss the employment history of a particular person. The motion was seconded by Trustee Louis Frontario and adopted by a unanimous 6-0 vote.

The following trustees were present and participating in executive session: Brianna Baker-Stines, Anita Dowd-Neufeld, Gerard J. Cairns, Louis S. Frontario, Joseph Vallone and William Zimmerman.

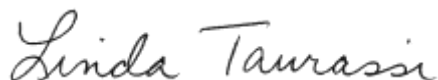
Also present were Library Director Robert Lusak, Assistant Library Director Patricia Thomson, Treasurer Joanne T. Grove, Secretary Linda Taurassi, and Library Attorney Kevin Seaman.

10. Upon a motion by Library Board President Gerard Cairns, seconded by Trustee Louis Frontario and adopted by a unanimous 6-0 vote, the meeting reconvened in open public session at 7:48 p.m.
11. Library Board President Gerard Cairns noted that the next "regular" meeting of the Board of Trustees would be held Tuesday, November 20, 2018 at 6:30 p.m. at the Commack Building.
12. There being no further business, Trustee Joseph Vallone moved to adjourn the meeting at - 7:50 p.m. The motion was seconded by Trustee Louis Frontario and adopted by a unanimous 6-0 vote.

Minutes approved this 20th day of November, 2018.



Gerard J. Cairns, President
Smithtown Library Board of Trust



Linda Taurassi
Secretary to the Board of Trustees