

**MINUTES
BOARD OF TRUSTEES
THE SMITHTOWN LIBRARY
November 20, 2018**

A regular meeting of the Board of Trustees of The Smithtown Library was held at the Commack Building, Commack, New York on the 20th day of November, 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 and William Zimmerman. Trustees John C. Martins and Joseph Vallone were absent with prior notice.

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

EXECUTIVE SESSION

At 6:34 p.m., after the Pledge of Allegiance to the Flag, 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 Anita Dowd-Neufeld and adopted by a unanimous 5-0 vote.

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

Also present were Library Director Robert Lusak and Secretary Linda Taurassi.

Upon a motion by Library Board President Gerard Cairns, seconded by Trustee Louis Frontario and adopted by a unanimous 5-0 vote, the meeting reconvened in open public session at 6:36 p.m.

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 October 23, 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. In the absence of Budget and Finance Committee Liaison Joseph Vallone, the BUDGET AND FINANCE COMMITTEE report was presented by Trustee Louis Frontario who moved to accept adoption of resolution "a":

- a. *RESOLVED: That the TREASURER'S REPORT for the month ended October 31, 2018 be approved for filing (appended).*

The motion was seconded by Trustee Anita Dowd Neufeld 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-November ("L" fund) PREPAYS	\$ 31,252.54
ii. Warrant #18-November ("L" fund) WARRANT	\$ 418,695.12
iii. Warrant #18-November ("M" fund) WARRANT	\$ 161.62
iv. Warrant #18-November PAYROLL (#22 – 11/2/18)	\$ 250,266.15
v. Warrant #18-November PAYROLL (#23 – 11/16/18)	\$ 250,054.29

The motion was seconded by Trustee Brianna Baker-Stines and adopted by a unanimous 5-0 vote.

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

- c. *NEW YORK STATE RETIREMENT – Annual Invoice*

RESOLVED: That the Board of Trustees of The Smithtown Library authorizes the Treasurer to pay the 2019 NYS Retirement annual invoice, due December 15, 2018, in the full amount of \$906,247.00, without electing to amortize an amount under the Contribution Stabilization Program.

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

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

- d. *BUDGET EXPENDITURE*

RESOLVED: That the Board of Trustees of The Smithtown Library does hereby approve the expenditure of the 2018 budgeted amount of \$260,000.00 for building equipment to fund the Notice of Capital Improvement Awards approved by resolution at the May 22, 2018 Board meeting and subsequent change orders; in addition, the Board approves the appropriation of remaining project expenditures from committed capital and equipment funds from fund balance; offset by grants, for the completion of the project.

The motion was seconded by Trustee Brianna Baker-Stines 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”:

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

Transfer

- i. *Transfer of Librarian I **Kelly Filippone**, from the Deer Park Public Library to The Smithtown Library, in the full-time position of Librarian I, Reference Department and Long Island Room, Smithtown Building, at an annual salary of \$56,822.00, subject to a twelve-week probationary period, effective January 2, 2019 (to fill the vacancy created by the reassignment of Stephanie Pavlidis to the Reference Department at the Commack Building, effective 1/2/19; note—Ms. Pavlidis is filling the vacancy created by the resignation of Emma Lodato, effective 7/13/18).*

Part-time Appointments

- ii. *Part-time appointment of **Christine Baum** to the position of Librarian I, Technical Services and Reference Departments, Nesconset Building, at an hourly rate of pay of \$30.76, not to exceed 17.5 hours per week, effective December 10, 2018 (to fill part of the vacancy created by the promotion of Lisa Bondy to Librarian III, Technical Services Department, effective 8/26/15).*
- iii. *Part-time appointment of **Jody Kaminicki** to the position of Library Clerk, Circulation Department, Commack Building, at an hourly rate of pay of \$17.56, not to exceed 17.5 hours per week, effective November 28, 2018 (to fill the vacancy created by the resignation of Jesse Faiguenbaum, effective 10/1/18).*

Termination

- iv. *Resignation of Call-In Custodial Worker I **Robert Walsh**, effective November 21, 2018.*

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 “b”:

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

- i. *That Librarian I **Colleen Navins**, Young Adult Librarian, Reference Department, Nesconset Building, be authorized to attend, on paid release time, the YASD Annual December Luncheon, featuring teen author Jen Calonita, sponsored by the Young Adult Services Division of the Suffolk County Library Association (YASD/NYLA/SCLA), to be held at the Irish Coffee Pub, East Islip, NY, on December 6, 2018, with reimbursement for actual and necessary expenses not to exceed \$60.00.*
- ii. *That Librarian II **Andrew Salomon**, Reference Department, Smithtown Building, be authorized to attend, on paid release time, the workshop entitled “Copyright Skills as Risk Management Tools: The Librarian’s Role”, sponsored by the Long Island Library Resources Council (LILRC), to be held at the Merrick Library, Merrick, NY, on December 7, 2018, with reimbursement for actual and necessary expenses not to exceed \$59.00.*

The motion was seconded by Trustee Brianna Baker-Stines and adopted by a unanimous 5-0 vote.

4. In the absence of Buildings and Grounds Committee Liaison John Martins, the BUILDINGS AND GROUNDS COMMITTEE report was presented by Trustee Brianna Baker-Stines.
 - a. Librarian II Caren Zatyk and Network Systems Specialist II Jimmy Buckman gave a PowerPoint presentation pertaining to a large format scanner the Library would like to purchase for the long-term preservation of archival materials in our Long Island History Room. It was noted that half of the yearly maintenance of \$1,795.00 would come from the IT budget and half would come from the Handley Fund.

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

RESOLVED: That the Board of Trustees of The Smithtown Library approves the purchase of one Scandiva book scanner at a total cost not to exceed \$21,500.00

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

At this point in the meeting, Library Board President Gerard Cairns introduced and welcomed Trustees elect Annette Galarza and Theresa Stabile, who were both present at the meeting.

Trustee Brianna Baker-Stines 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 **St. James/Smithtown Little League**, to place a banner on the corner of the property of the Smithtown Building from December 4, 2018 through January 3, 2019 advertising their spring Little League baseball/softball registration.*
 - ii. *RESOLVED: That the Board of Trustees of The Smithtown Library approves the request of the **St. James/Smithtown Little League**, to place a banner on the corner of the property of the Nesconset Building from January 4, 2019 through February 2, 2019 advertising their spring Little League baseball/softball registration.*

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

The Library Director reported additionally that the Commack Building's construction project was going well and that the new parking lot has added 14 additional parking spaces. The parking lot will be striped, and new lamp posts and entrance gates will be installed shortly. In addition, the Nesconset generator project has begun.

5. The COMMUNICATIONS COMMITTEE report will be presented next month.
6. The Library Director presented his DIRECTOR'S REPORT to the Board (copy of report appended to the original of these minutes).

UNFINISHED BUSINESS

7. Library Director Robert Lusak updated the Library Board pertaining to the Library Foundation. Rick Spangler of Newsday and the Suffolk County District Attorney's Office have both been notified. The Library Director did not have an update on the court injunction attorney Kevin Seaman had been instructed to file last month.

PUBLIC COMMENTS

8. Gail Hessel – Commack Resident – Mrs. Hessel noted that, at the present time, patrons had to walk in the road on the long driveway from the street to the front entrance and requested that a walkway be constructed for the safety of patrons.

Jack Hessel – Commack Resident – Mr. Hessel stated that he admired all the Library's accomplishments. Mr. Hessel noted that he was on the Library Foundation board several years ago and was also frustrated with the lack of communication he experienced.

Theresa Stabile – Trustee Elect – Kings Park Resident – Ms. Stabile reported that she had been approached by a woman in a wheelchair on the day of the Library Budget Vote and Trustee Election who requested that a sitting bench be erected for people who are waiting for the bus at the Nesconset Building.

NEW BUSINESS

9. DONATION: In honor of Librarian I Keith Pardini, Long Island Room/Adult Reference Department

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

RESOLVED: that the Board of Trustees of The Smithtown Library graciously accepts a donation from Kimberley Calaway, of Burleson, Texas, in honor of Adult Reference and Long Island Room Librarian I Keith Pardini, and

WHEREAS Mr. Pardini assisted in finding an original 1699 document titled "Manor of St. George, April 28, 1699" containing information pertaining to Ms. Calaway's Long Island ancestors John Muncy and Hannah Brewster; and

WHEREAS Ms. Calaway, having searched for this document for a long time, was in complete awe and stated that "this was one of the highlights of her life" and thanked Mr. Pardini and The Smithtown Library for preserving precious documents; now therefore be it

RESOLVED, that the funds, as needed, will be used for the Long Island Room at the Library's discretion; and now

BE IT FURTHER RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank Kimberley Calaway for her generous donation of TWO HUNDRED FIFTY DOLLARS (\$250.00) to The Smithtown Library, in honor of Librarian I Keith Pardini.

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

10. RESOLUTION: SCLS 2019 Proposed Operating Budget

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 approve the proposed SCLS Fiscal Year 2019 Operating Budget.

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

11. After discussion, Library Board President Gerard Cairns noted that the annual Organizational meeting of the Board of Trustees would be held at the Nesconset Building on Thursday, January 10, 2019 at 9:30 a.m.

After discussion, the date of the annual budget hearing was tentatively set for Thursday, September 5, 2019 at 9:30 a.m. at the Nesconset Building.

12. TRUSTEE HANDBOOKS

Library Board President Gerard Cairns noted that trustees had previously been asked to review the 2018 New York State Trustee Handbook, and that the Library Director was planning to have the co-author of the handbook, Jerry Nichols, give them a staff development workshop on the role and responsibilities of a library board member. It was noted that the workshop was mandatory for all trustees.

13. Library Board President Gerard Cairns noted that the next "Regular" meeting of the Board of Trustees would be held on Tuesday, December 18, 2018 at 6:30 p.m. at the Kings Park Building.

14. At 7:55 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 potential employees and/or corporations. The motion was seconded by Trustee Louis Frontario and adopted by a unanimous 5-0 vote.

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

Also present were Library Director Robert Lusak, Assistant Library Director Patricia Thomson, Treasurer Joanne T. Grove, Clerk Lauren Gunderson, Secretary Linda Taurassi, Trustee Elect Annette Galarza and Trustee Elect Theresa Stabile.

NOTE: Trustee Louis Frontario left the meeting at 8:05 p.m. due to a prior commitment.

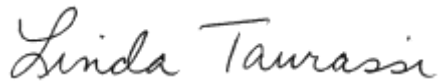
15. Upon a motion by Library Board President Gerard Cairns, seconded by Trustee Brianna Baker-Stines and adopted by a unanimous 4-0 vote, the meeting reconvened in open public session at 8:23 p.m.

16. There being no further business, Library Board President Gerard Cairns moved to adjourn the meeting at 8:24 p.m. The motion was seconded by Trustee Brianna Baker-Stines and adopted by a unanimous 4-0 vote.

Minutes approved this 18th day of December, 2018.



Gerard J. Cairns, President
Smithtown Library Board of Trust



Linda Taurassi
Secretary to the Board of Trustees