

**MINUTES
BOARD OF TRUSTEES
THE SMITHTOWN LIBRARY
December 18, 2018**

A regular meeting of the Board of Trustees of The Smithtown Library was held at the Kings Park Building, Kings Park, New York on the 18th day of December, 2018 at 6:00 p.m.

The following Library Trustees were present and participating at the start of the meeting: Brianna Baker-Stines, Anita Dowd-Neufeld, Gerard J. Cairns, and Joseph Vallone (left meeting early at 6:25 p.m.). Trustee Louis S. Frontario arrived late with prior notice (arrived at 6:21 p.m.). Trustees John C. Martins and William Zimmerman were absent with prior notice.

Also present were Library Director Robert Lusak (arrived at 6:42 p.m.), Assistant Library Director Patricia Thomson, 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 November 20, 2018 be approved as presented (appended).

The motion was seconded by Trustee Brianna Baker-Stines and adopted by a unanimous 4-0 vote.

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

2. The BUDGET AND FINANCE COMMITTEE report was presented by Budget and Finance Committee Liaison Joseph Vallone who moved to accept adoption of resolution "a":

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

The motion was seconded by Trustee Anita Dowd Neufeld and adopted by a unanimous 4-0 vote.

Budget and Finance Committee Liaison Joseph Vallone moved to accept adoption of resolution "b":

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

<i>i. Warrant #18-December ("L" fund) PREPAYS</i>	<i>\$ 28,432.87</i>
<i>ii. Warrant #18-December ("L" fund) WARRANT</i>	<i>\$ 97,276.42</i>
<i>iii. Warrant #18-December ("M" fund) WARRANT</i>	<i>\$ 176,293.20</i>
<i>iv. Warrant #18-December PAYROLL (#24 – 11/30/18)</i>	<i>\$ 253,021.18</i>
<i>v. Warrant #18-December PAYROLL (#25 – 12/14/18)</i>	<i>\$ 253,145.67</i>

The motion was seconded by Trustee Brianna Baker-Stines and adopted by a unanimous 4-0 vote.

Budget and Finance Committee Liaison Joseph Vallone moved to accept adoption of resolution “c”:

c. Budget Transfers

Resolved: That the Treasurer be authorized to execute the following budget transfers in the dollar amounts and expenditure lines set forth as appended:

		Budget	From/To	Adjusted Budget
L.4150	Online Materials	246,000	10,000	256,000
L.4370	Professional Fees	90,000	10,000	100,000
L.4520	Building, Equip. Repairs	198,400	25,000	223,400
L.8300	Workers' Comp	80,000	3,000	83,000
L.4360	SCLS Member Support	170,000	(15,000)	155,000
L.4390	Shared Network Maint.	85,000	(8,000)	77,000
L.4500	Fuel and Utilities	250,000	(10,000)	240,000
L.4540	Insurance	95,000	(15,000)	80,000
	TOTAL	1,214,400		1,214,400

The motion was seconded by Trustee Brianna Baker-Stines and adopted by a unanimous 4-0 vote.

Budget and Finance Committee Liaison Joseph Vallone moved to accept adoption of resolution “d”:

d. Microfilming of Periodicals by Backstage Library Works

RESOLVED: That the Board of Trustees of The Smithtown Library approves the coordinated project with SCLS and Backstage Library Works to microfilm three (3) local newspapers (Times of Smithtown, The Smithtown News and Smithtown Messenger), for the purpose of material preservation, at a total cost not to exceed \$6,761.40.

The motion was seconded by Trustee Brianna Baker-Stines and adopted by a unanimous 4-0 vote.

3. In the absence of Personnel Committee Liaison Louis Frontario, the PERSONNEL report was presented by Trustee Anita Dowd-Neufeld, who moved to accept adoption of resolution “a”:

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

Leave of Absence Requests

- i. Leave of absence without pay for **Carolyn Annis**, Page, Reference/Circulation Departments, Smithtown Building, effective December 5, 2018, December 10, 2018, and December 12, 2018.
- ii. Leave of absence without pay for **Kelly Filippone**, Librarian I, Reference/LI Room, Smithtown Building, effective January 18, 2019, January 31, 2019, February 1, 2019, and February 4, 2019.

The motion was seconded by Trustee Brianna Baker-Stines and adopted by a unanimous 4-0 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 Library Director **Robert Lusak**, Administration Department, Nesconset Building, be authorized to attend, on paid release time, the “American Library Association 2019 Midwinter Conference”, sponsored by the American Library Association (ALA), to be held in Seattle, WA, from January 25, 2019 through January 29, 2019, with reimbursement for reasonable expenses incurred with the display of certified receipts.*
 - ii. *That **Meshell Tommaso**, Librarian I, Reference Department, Commack Building, be authorized to participate in, on paid release time, the New York State Notary Licensing Online Course Webinar, sponsored by the New York State Notary Association, with reimbursement for actual and necessary expenses not to exceed \$77.00.*

The motion was seconded by Trustee Brianna Baker-Stines and adopted by a unanimous 4-0 vote.

4. In the absence of Buildings and Grounds Committee Liaison John Martins, the BUILDINGS AND GROUNDS report was presented by Library Board President Gerard Cairns, 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 **Kings Park Youth Athletics Association**, to place a banner on the corner of the property of the Kings Park Building from February 1, 2019 through March 3, 2019 advertising their registration for intramural baseball and softball, grades Pre K-12.*
 - ii. *RESOLVED: That the Board of Trustees of The Smithtown Library approves the request of the **Rotary Club of Smithtown**, to place a banner on the corner of the property of the Smithtown Building from February 17, 2019 through March 17, 2019 advertising their 26th annual “Go For The Green” 5K run.*

The motion was seconded by Trustee Joseph Vallone and adopted by a unanimous 4-0 vote.

5. There was no COMMUNICATIONS COMMITTEE report. It was noted that the Friends of the Smithtown Library will not be meeting until January 22, 2019.

ITEMS 6, 7, 8:

At this point the meeting was taken out of order and the Director’s Report (item 6), UNFINISHED BUSINESS - discussion pertaining to the Smithtown Library Foundation (item 7), and NEW BUSINESS - discussion pertaining to Security Guards (item 8), were temporarily postponed pending the Library Director’s arrival.

NEW BUSINESS

9. CONTRACT – Monthly Newsletter

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 authorize the Library Director to enter into a contract, subject to verification of insurance requirements, with Sterling North America, Inc., for the purpose of printing the Library District's monthly newsletter; monthly cost to be based upon the number of issues and number of pages per issue; to commence January 1, 2019 and run through December 31, 2019, as per quotes submitted by RFP; expenses are not to exceed \$19,995.

The motion was seconded by Trustee Anita Dowd-Neufeld and adopted by a unanimous 4-0 vote.

10. CONTRACT – Spotlight Publication

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 authorize the Library Director to enter into a contract, subject to verification of insurance requirements, with Challenge Graphics/DBA Corporate Color, for the purpose of printing, folding and delivering the Library District's "Spotlight" publication, for the period January 1, 2019 through December 31, 2019, as per quotes submitted by RFP (postage directly paid for by the Library); expenses are not to exceed \$9,995.

The motion was seconded by Trustee Brianna Baker-Stines and adopted by a unanimous 4-0 vote.

11. DONATION – Norman Keil Nurseries

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 Norman Keil Nurseries for their generous donation of forty-one (41) poinsettia plants to be divided among all Library buildings; and be it

FURTHER RESOLVED, that the Board of Trustees of The Smithtown Library extends their appreciation for the past support received from Norman Keil Nurseries.

The motion was seconded by Trustee Anita Dowd-Neufeld and adopted by a unanimous 4-0 vote.

12. RESOLUTION: 2019 Yearly Planner

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

RESOLVED, that the 2019 YEARLY PLANNER be approved as presented (appended).

(Note: due to the Library's budget and trustee election in October, the October regular board meeting is held on the fourth Tuesday of the month instead of the third Tuesday as per Library Board of Trustees resolution dated September 27, 2007).

The motion was seconded by Trustee Anita Dowd-Neufeld and adopted by a unanimous 4-0 vote.

13. PRESENTATION: Resolution of Appreciation – John C. Martins

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

Whereas, John C. Martins has been a member of the Board of Trustees ("Board") of The Smithtown Library ("Library") from January 1, 2010 through December 31, 2018; and

Whereas, during his nine years serving on the Board of Trustees of The Smithtown Library, which included two years serving as President of the Board, and

Whereas he also served on the Board of the Suffolk Cooperative Library System (SCLS), he has earned the admiration and respect of his fellow trustees, and

Whereas, the Board recognizes the excellent and dedicated service that John C. Martins has rendered the Library during that time; now therefore be it

Resolved, that the Board of Trustees of The Smithtown Library extends a unanimous vote of thanks to John C. Martins for his dedicated service to the community; and be it

Further resolved, that this resolution become a part of the permanent record of the minutes of this meeting.

The motion was seconded by Trustee Joseph Vallone and adopted by a unanimous 4-0 vote.

14. PRESENTATION: Resolution of Appreciation – Louis S. Frontario

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

Whereas, Louis S. Frontario has been a member of the Board of Trustees ("Board") of The Smithtown Library ("Library") from August 15, 2017 through December 31, 2018; and

Whereas, during his seventeen months on the Board, his dedicated service earned the admiration and respect of his fellow trustees, as well as library staff; and

Whereas, the Board recognizes the excellent and dedicated service that Louis S. Frontario has rendered the Library during that time; now therefore be it

Resolved, that the Board of Trustees of The Smithtown Library extends a unanimous vote of thanks to Louis S. Frontario for his dedicated service to the community; and be it

Further resolved, that this resolution become a part of the permanent record of the minutes of this meeting.

The motion was seconded by Trustee Joseph Vallone and adopted by a unanimous 4-0 vote.

Trustee Louis Frontario entered the meeting at 6:21 p.m.

Trustee Joseph Vallone left the meeting at 6:25 p.m.

15. At 6:25 p.m. Library Board President Gerard Cairns moved to enter executive session pursuant to Article 7, § 105 (F) of the Public Officer's Law to discuss the medical and employment history of a particular person, and matters leading to the appointment of a professional consultant. The motion was seconded by Trustee Louis Frontario and adopted by a unanimous 4-0 vote.

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

Also present were 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: Library Director Robert Lusak arrived at 6:42 p.m. during executive session.

16. Upon a motion by Library Board President Gerard Cairns, seconded by Trustee Louis Frontario and adopted by a unanimous 4-0 vote, the meeting reconvened in open public session at 7:10 p.m.

The meeting returned to order.

17. 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 noted that he wished to thank the Town of Smithtown Traffic Department for once again stringing holiday lights on the tall evergreen tree on Smithtown's lawn.

18. UNFINISHED BUSINESS – Smithtown Library Foundation

The Library Director and Treasurer updated the Library Board on information pertaining to the Smithtown Library Foundation

19. NEW BUSINESS (continued)

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

RESOLVED: That the Board of Trustees of The Smithtown Library authorizes the proposal of CSEA Unit 8349, Smithtown Library Unit, on the matter of the utilization of vacation and sick time by staff members, to make a voluntary donation of earned paid vacation and/or sick time, in an amount not to exceed 35 hours per employee, to afford unit member employee #1051 additional needed paid sick leave.

The motion was seconded by Trustee Louis Frontario and adopted by a unanimous 4-0 vote.

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

RESOLVED: That the services of Charles/Joseph Cornetta be retained to serve as consultants to The Smithtown Library for the purpose of recruiting and managing Library guards for a total annual fee not to exceed \$16,600.00.

The motion was seconded by Trustee Brianna Baker-Stines and adopted by a unanimous 4-0 vote.

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

RESOLVED: That the Board of Trustees of The Smithtown Library have authorized the Library Director to enter into a Memorandum of Agreement with CSEA 1000 AFSCME, AFL-CIO, Suffolk County Local 852, Unit 8349, The Smithtown Library, to agree that the position of Guard will be a non-competitive Civil Service title excluded from the unit and excluded from Collective Bargaining.

The motion was seconded by Trustee Brianna Baker-Stines and adopted by a unanimous 4-0 vote.

22. There was a short discussion pertaining to the exit traffic light at the Commack Building and the purpose of fuel efficient parking spaces as part of our LEEDS certification at all library buildings.

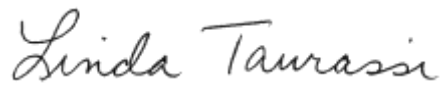
23. Library Board President Gerard Cairns noted that the annual "Organizational" meeting of the Board of Trustees would be held on Thursday, January 10, 2019 at 9:30 a.m. at the Nesconset Building; and the next "Regular" meeting of the Board of Trustees would be held on Tuesday, January 15, 2019 at 6:30 p.m. at the Smithtown Building.

24. There being no further business, Library Board President Gerard Cairns moved to adjourn the meeting at 7:35 p.m. The motion was seconded by Trustee Louis Frontario and adopted by a unanimous 4-0 vote.

Minutes approved this 15th day of January, 2019.



Anita Dowd-Neufeld, President
Smithtown Library Board of Trustees



Linda Taurassi, Secretary