

**MINUTES  
BOARD OF TRUSTEES  
THE SMITHTOWN LIBRARY  
January 16, 2018**

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 January, 2018 at 6:30 p.m.

The following Library Trustees were present and participating at the meeting: Brianna Baker-Stines, Gerard J. Cairns, Anita Dowd-Neufeld, Louis S. Frontario, John C. Martins, Joseph Vallone and William Zimmerman.

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

Gerard Cairns, President of the Board of Trustees, acted as Chairman of the meeting.

1. In his capacity as President, Library Board President Gerard Cairns appointed liaisons to the following committees:
  - a. Buildings & Grounds Committee Liaison – John Martins
  - b. Budget & Finance Committee Liaison – Joseph Vallone
  - c. Personnel Committee Liaison – Louis Frontario
  - d. Communications Committee Liaisons – Brianna Baker-Stines & Anita Dowd-Neufeld

**READING AND APPROVAL OF MINUTES**

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

*RESOLVED: That the REGULAR MEETING MINUTES of December 19, 2017, the ORGANIZATIONAL MEETING MINUTES of January 9, 2018 and the SPECIAL MEETING MINUTES of January 9, 2018 be approved as presented (appended).*

The motion was seconded by Trustee John Martins. Discussion followed, after which Library Board President Gerard Cairns made a motion to amend item numbers 15 and 16 that were previously adopted at the Organizational Meeting of January 9, 2018. After more discussion, Trustee John Martins moved to accept adoption of the following resolution in place of items 15 and 16 from the Organizational Meeting minutes of January 9, 2018.

*RESOLVED: That the Board of Trustees of The Smithtown Library does hereby approve that the following district newspapers be utilized for public notice of meetings under the Open Meetings Law and as official newspapers/media, with two (2) publications being used as a minimum at the district's discretion:*

- i. Smithtown Messenger*
- ii. Times of Smithtown*
- iii. The Smithtown News*
- iv. [www.SmithtownMatters.com](http://www.SmithtownMatters.com) (online publication)*

The motion was seconded by Trustee William Zimmerman and adopted as amended by a unanimous 7-0 vote.

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

3. 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 December 31, 2017 be approved for filing (copy of report appended to the original of these minutes).*

The motion was seconded by Trustee William Zimmerman and adopted by a unanimous 7-0 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 #17-December ("L" fund) PREPAYS</i>	<i>\$ 25,809.73</i>
<i>ii. Warrant #17-December ("L" fund) WARRANT</i>	<i>\$ 996,141.19</i>
<i>iii. Warrant #17-December (PAYROLL #26 – 12/29/17)</i>	<i>\$ 225,288.06</i>
<i>iv. Warrant #17-December (SPEC PAYROLL-Health Waivers)</i>	<i>\$ 62,333.33</i>
<i>v. Warrant #18-January ("L" fund) WARRANT</i>	<i>\$ 263,723.97</i>
<i>vi. Warrant #18-January (PAYROLL #1 – 1/12/18)</i>	<i>\$ 265,735.57</i>

The motion was seconded by Trustee Anita Dowd-Neufeld and adopted by a unanimous 7-0 vote.

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

- c. RESOLVED: That the Treasurer be authorized to pay Rendezvous Travel for the Library-sponsored program (paid by patrons) to attend the Philadelphia Flower Show, Philadelphia, PA, to be held on March 7, 2018; payment to be made no later than January 31, 2018, in an amount not to exceed \$4,500.00.*

The motion was seconded by Trustee Louis Frontario and adopted by a unanimous 7-0 vote.

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

- d. *RESOLVED: That the Treasurer be authorized to pay Librarica, LLC in the amount of \$1,560.75 for the purpose of uninterrupted Cassie support and continuing updates for the period January 21, 2018 through January 20, 2019 (note: such payment would guarantee service and renewal).*

The motion was seconded by Trustee Louis Frontario and adopted by a unanimous 7-0 vote.

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

- e. *FIXED ASSET INVENTORY*

*RESOLVED: That the Library Director be authorized to remove FIXED ASSET obsolete items from the inventory of the Smithtown, Commack, Kings Park and Nesconset buildings for the year ending December 31, 2017 (list of inventoried items appended to the original of these minutes).*

The motion was seconded by Trustee William Zimmerman and adopted by a unanimous 7-0 vote.

4. The PERSONNEL COMMITTEE report was presented by Personnel Committee Liaison Louis Frontario, who moved to accept adoption of resolution “a”:

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

- i. *Part-time appointment of **Christopher Tusa** to the part-time position of Library Clerk, Circulation Department, Smithtown Main Building, at an hourly entry level rate of pay of \$17.56, not to exceed 17.5 hours per week, effective January 20, 2018 (to fill the vacancy created by the resignation of Natalie DeScioli on 6/8/17).*
- ii. *Part-time appointment of **Louis Rossi** to the position of Custodial Worker I, Kings Park, Nesconset and Smithtown buildings, at an entry level hourly rate of pay of \$19.31, not to exceed 24 hours per week, effective January 22, 2018 (to fill the vacancy created by the retirement of Vito Scavo on 12/23/17).*
- iii. *Transfer of Children’s Services Librarian I **Kimberly Davis**, from the Half Hollow Hills Public Library to The Smithtown Library, in the full-time position of Children’s Services Librarian I, Children’s Department, Nesconset Building, at an annual salary of \$60,303.00, subject to a twelve-week probationary period, effective February 27, 2018 (to fill the vacancy created by the reassignments of Wendy Johnson to the Children’s Department at the Commack Building and Colleen Navins to Young Adult Librarian at the Nesconset Building).*
- iv. *Salary change (to a full-time capacity) of \$64,849.00 annually, for Children’s Services Librarian I **Wendy Johnson** and reassignment from the Nesconset Children’s Department to the Commack Children’s Department, effective February 5, 2018 (to fill the vacancy created by the resignations of Maria Graybosch on 10/14/17 and Nicole DeSalvo on 5/15/17).*

- v. *Part-time appointment of **Kelly Crowley** to the position of Page, Kings Park Building, at a rate of pay of \$11.00 per hour, effective January 22, 2018 (to fill the vacancy created by the resignation of Larence Avery on 4/26/17)*
- vi. *Resignation of **Kara Gonzalez**, Page, Nesconset Building, effective January 13, 2018.*
- vii. *Leave of absence without pay for **Roy Kindelmann**, Page, Commack Building, effective February 3, 2018 through February 17, 2018.*

The motion was seconded by Trustee Joseph Vallone and adopted by a unanimous 7-0 vote.

Personnel Committee Liaison Louis Frontario 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 II **Andrew Salomon**, Reference Department, Kings Park Building, be authorized to attend, nunc pro tunc, on paid release time, the workshop entitled “Engaging Minds @ Sachem Public Library’s Studio”, sponsored by Long Island Library Resources Council (LILRC), to be held at the Sachem Public Library, Holbrook, NY, on January 11, 2018 with reimbursement for actual and necessary expenses not to exceed \$34.00.*
  - ii. *That Assistant Library Director **Patricia Thomson**, Administration Department, Nesconset Branch, be authorized to attend, on paid release time, the “Public Library Association 2018 National Conference, sponsored by the Public Library Association Division of the American Library Association, to be held in Philadelphia, PA, from March 21, 2018 through March 24, 2018, with reimbursement for actual and necessary expenses not to exceed \$1,600.00.*

The motion was seconded by Trustee John Martins and adopted by a unanimous 7-0 vote.

- 5. The BUILDINGS AND GROUNDS COMMITTEE report was presented by Buildings and Grounds Committee Liaison John Martins, 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 **Village of the Branch Soccer Club**, to place a banner on the corner of the property of the Commack Building from February 25, 2018 through March 11, 2018 advertising their youth soccer registration.*
    - ii. *RESOLVED: That the Board of Trustees of The Smithtown Library approves the request of the **Village of the Branch Soccer Club**, to place a banner on the corner of the property of the Nesconset Building from March 12, 2018 through March 25, 2018 advertising their youth soccer registration.*

The motion was seconded by Trustee Anita Dowd-Neufeld and adopted by a unanimous 7-0 vote.

6. The COMMUNICATIONS COMMITTEE report was presented by Library Board President Gerard Cairns who noted that he had attended a recent Friends of the Smithtown Library meeting and was impressed with the group and their commitment to the Library. He further reported that a determination had been made that the Library will only be accepting book donations on one Saturday per month during predetermined hours. Mr. Cairns also thanked Smithtown Building Manager Eileen Caulfield and Communications Department Supervisor Julie DeLaney for their hard work and dedication to the Friends of the Smithtown Library. Trustee Cairns appealed to his fellow trustees to become members of the Friends of the Smithtown Library and to pay their membership dues in a timely manner.
7. 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 the following:

- The Xyron machine was used to create pink ribbons and hearts for the Children's Room entrance pillars at the Nesconset Building as a show of support to the community for a first grade St. James Elementary student who had passed away suddenly last week.
- The Library will sponsor a "Souper" Bowl to help "tackle" hunger in the community: from February 4<sup>th</sup> through February 10<sup>th</sup>; patrons who bring in one non-perishable food item will receive \$1.00 in fines waived; all food will be donated to the Smithtown Emergency Food Pantry.
- The Library will offer coupon books to patrons when they have reached an increment of 1,000 circulation checkouts that can be put towards overdue fines, extended borrowing limits, placement on the Holds List, and free items from Friends book sales.
- The Library Director noted that the Public Library Trustee Best Practices Workshop, scheduled for Thursday, February 15th, had been moved from Smithtown to the Nesconset Building with a new start time of 6:30 p.m. He also noted that invites were being extended to neighboring Library Directors and Trustees.

NOTE: At 7:10 p.m. Library Trustee Joseph Vallone asked permission to leave the meeting

## **UNFINISHED BUSINESS**

8. REVISED POLICY – Emergency Closings (Policy 600-10) 2<sup>nd</sup> reading

Trustee John Martins moved to waive the reading of the revised policy. The motion was seconded by Trustee Louis Frontario and adopted by a unanimous 6-0 vote.

Library Board President Gerard Cairns moved to accept adoption of revised Policy 600-10. The motion was seconded by Trustee John Martins and adopted by a unanimous 6-0 vote.

Revision of operating hours only. (Note: revisions are in bold font)

**NOTE: Regular hours of operation as of September 11, 2017; adopted by Board of Trustees on September 5, 2017.**

Main Library	Commack Building	Kings Park Building	Nesconset Building
Mon. - Fri. 9:30-9:00	Mon. -Thur. 9:30-9:00	Mon. - Thur. 9:30-9:00	Mon. - Thur. 9:30-9:00
Saturday 9:00-5:00	Friday 9:30-6:00	Friday 9:30-6:00	Friday 9:30-6:00
Sunday 1:00-5:00	Saturday 9:00-5:00	Saturday 9:00-5:00	Saturday 9:00-5:00
	Sunday 1:00-5:00	Sunday Closed	Sunday Closed
Sunday hours are seasonal (September-May)	Sunday hours are seasonal (September -May)		

**PUBLIC COMMENTS**

There were no public comments.

**NEW BUSINESS**

- 9. DONATION – Max Fink, M.D.

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 Dr. Max Fink for his most generous donation of \$500.00, to be used as necessary at the Library’s discretion.*

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

- 10. MEMORIAL DONATION – League of Women Voters of Smithtown

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 the League of Women Voters of Smithtown for their generous donation of \$50.00 in memory of Emerita Tiedemann; and be it*

*FURTHER RESOLVED, that said donation is to be used for the purchase of books or media pertaining to Cuba.*

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

11. RETIREMENT – Resolution of Appreciation – Richard Riis

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

*RESOLVED: Whereas, Richard Riis has announced his retirement as of December 29, 2017, and*

*Whereas, having begun his tenure with The Smithtown Library on February 22, 2006, as a Librarian I in the Reference Department of the Smithtown Building, and on September 1, 2012 was promoted to a Librarian II in the Reference Department of the Commack Building; and*

*Whereas, during his 11 years of faithful and dedicated service, he has earned the admiration and respect of his colleagues and co-workers; now therefore be it*

*Resolved, that the Board of Trustees of The Smithtown Library does hereby express its appreciation to Richard Riis for his eleven years of dedicated service and contributions to the Library; and be it*

*Further resolved, that the Board of Trustees of The Smithtown Library extends to Richard Riis their best wishes for many years of health and happiness during his retirement.*

The motion was seconded by Trustee Louis Frontario and adopted by a unanimous 6-0 vote.

12. RETIREMENT – Resolution of Appreciation – Vito Scavo

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

*RESOLVED: Whereas, Vito Scavo has announced his retirement as of December 22, 2017, and*

*Whereas, having begun his tenure with The Smithtown Library on June 20, 2007, as a Custodial Worker I in the Smithtown Building, and has subsequently worked in the Nesconset and Kings Park Buildings; and*

*Whereas, during his ten years of faithful and dedicated service, he has earned the admiration and respect of his colleagues and co-workers; now therefore be it*

*Resolved, that the Board of Trustees of The Smithtown Library does hereby express its appreciation to Vito Scavo for his ten years of dedicated service and contributions to the Library; and be it*

*Further resolved, that the Board of Trustees of The Smithtown Library extends to Vito Scavo their best wishes for many years of health and happiness during his retirement.*

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

13. REVISED POLICY - **Gifts, Donations and Endowments** (Policy 700-140) 1<sup>st</sup> reading  
[revisions are noted in bold font; deletions are noted with a strikethrough]

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

The revised policy will be reviewed and voted on at the February board meeting.

It is the policy of The Smithtown Library to accept cash donations, bequests, memorials, etc., from ~~the community members~~ **donors** who wish to commemorate a special occasion or wish to memorialize a loved one, or who wish to ~~leave a bequest to the Library~~ **in any other manner bestow recognition.**

If the donation is requested to be used for materials, i.e., books, magazines, etc., it shall be ~~used~~ **utilized** in accordance with the Library's Selection Policy whereby the Library maintains the right to select the individual titles to add to the Library's collection. ~~If the donor suggests a subject area, the Library will make every effort to accommodate these requests, but reserves the right to make the final determination.~~

If the donation is requested to be used for other than materials, e.g., programs, equipment, etc., such donations will be ~~used as per Library policy governing that area~~ **subject to the Library's acceptance of the proposed utilization of the offered donations.**

All donations will be appropriately recognized in a manner determined by the Board of Trustees in consultation with the Library's administration ~~according~~ **pursuant** to the following ~~schedule~~ recognitions. ~~Bookplates are placed in the books purchased with donations for that purpose.~~

~~SCHEDULE OF ACKNOWLEDGEMENT FOR DONATIONS~~  
**Recognitions to Be Provided to Donor**

**A letter of appreciation and acknowledgement is to be provided to the donor.**

**Letters of acknowledgement are to be provided to those individuals identified by the donor, only when the contact information of the individuals so identified is provided by the donor.**

**When prior arrangements have been made, a plaque may be placed on or near the donation.**

**Bookplates are affixed to the books purchased with donations for that purpose.**

<del>Donor</del>	<del>Up to \$1,000</del>	<del>Donor receives a thank you letter (with appropriate IRS statement.)</del>
<del>Contributor</del>	<del>\$1,001 – \$5,000</del>	<del>Donor receives the above plus the name of the honored individual is placed on a brass plate which is affixed to the Donor Plaque in the Main Library.</del>
<del>Benefactor</del>	<del>\$5,001 and up</del>	<del>Donor receives the above plus a plaque is given to the donor.</del>

**14. REVISED POLICY – Public Access Computers and Internet Policy (Policy 700-80) 1<sup>st</sup> reading**

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

The revised policy will be reviewed and voted on at the February board meeting



*Public access computers are made available to all patrons with preference given to Smithtown Library District cardholders on a first-come, first-served basis. The equipment may not be utilized for commercial or profit-making purpose. To fulfill the Library's mission, The Smithtown Library provides access to a broad range of information resources, including those available through the Internet. The Internet offers access to many valuable local, national and international sources of information. However, not all sources on the Internet provide accurate, complete, or current information. An astute information consumer should evaluate the validity and accuracy of information gleaned from resources obtained browsing the Internet.*

#### **PROCEDURES**

- 1. An individual who wishes to utilize a computer may sign-in to a computer utilizing his/her Smithtown Library card possessing an existing password. A password may be assigned to a Library card through the catalog or at a public service desk. If a person does not possess a Smithtown Library card, he/she can obtain a guest pass by displaying proof of identification at a public service desk*
- 2. Use of a computer is limited to a one-hour session. This may be extended in one-hour increments provided no other individual is seeking to use the computer.*
- 3. Computers are automatically turned-off ten (10) minutes prior to the closing of the Library. The Library assumes no responsibility for lost work due to the automatic shutting off of equipment, or due to any other scheduled or unscheduled event.*
- 4. Flash drives are available for purchase from the Circulation Desk. Work cannot be saved to the computer. All information will be automatically erased at the end of the work session when one logs off.*
- 5. The first fifty-cents (\$.50) of printing costs per day are complimentary for Smithtown Library cardholders who use their Library card to sign in. Additional pages and pages for those utilizing a guest pass cost ten-cents (\$.10) per page for black and white, and twenty-five cents (\$.25) per page for color. Patrons may not supply their own paper.*
- 6. The Library provides formal instruction in the use of computers by appointment ("Book A Librarian"), and in technology programs that are offered at the Library.*
- 7. Any malfunctions of the computer and/or printer are to be reported to the appropriate department immediately.*
- 8. Patrons are not permitted to alter or to attach equipment to a Library computer, with the exception of flash drives or external hard drives. Patrons may not install programs or software on Library computers.*
- 9. Users must respect other users' privacy.*
- 10. Users must utilize headphones whenever viewing content that produces sound in the Library.*

**Users may not:**

1. *Damage computer equipment or software.*
2. *Alter software or hardware configurations.*
3. *Submit, publish, or display on Library computers any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or illegal material.*
4. *Cause degradation of system performance.*
5. *Use any Library Internet access computer for any illegal or criminal purpose.*
6. *Violate copyright laws or software licensing agreements.*
7. *Engage in any activity which is offensive, libelous, or slanderous.*
8. *Upload or install any software onto Library computers.*
9. *Download any information to Library Internet access computers' hard disks or any diskettes other than that which occurs during the normal course of "browsing" the Web.*

**Copyright:**

*U.S. Copyright Law (Title 17, U.S. Code) prohibits unauthorized reproduction or distribution of copyrighted materials, except as permitted by the principles of "fair use." Users may not copy or distribute electronic materials (including electronic mail, text, images, programs or data) without the explicit permission of the copyright holder. Responsibility for any consequences of copyright infringement lies with the user; the library expressly disclaims any liability or responsibility resulting from such use; and will hold accountable any user who is found to have infringed upon copyright entitlements. A user will indemnify the Library as to any damages assessed against it by way of a copyright infringement.*

**Filtering Software**

*The internet is a global entity with a highly diverse user population and information content. It offers unlimited global access to all types of information. Not all sources are accurate, complete, current, legal or philosophically acceptable to all people. Some information may be offensive, inappropriate, controversial, illegal, erroneous, etc. It is the responsibility of the user to select or reject online information based on good judgment and discretion.*

*The Library cannot protect users from materials that are inaccurate or that may be deemed offensive. However, in order to seek to facilitate preventing certain types of material from being viewed in the library, filtering software is utilized on all Internet access computers.*

*Filtering seeks to by blocking access to a vendor's predetermined list of sites and keywords. As a result, it is possible that some sites that may not contain offensive material may be blocked by the software. Due to the diverse and dynamic nature of the Internet it is not possible to block access to all sites that may be considered objectionable. If a site that you are seeking to access is being blocked and it does not violate our policy, you may put in a request to have the site unblocked at the reference desk. Your request will be reviewed and granted if it doesn't conflict with our policy.*

*It is to be the sole responsibility of the parent(s) or guardian(s) to monitor the use of the computers and Internet by their minor children.*

**Notice**

*Violations of this policy will result in loss of access and the user will be liable for any damages resulting from misuse. Unlawful activities found to have been committed will lead to the suspension or permanent banning of computer use and the reporting of such to outside authorities as warranted.*

*The Library assumes no responsibility for the content of external sites on the Internet; Library patrons view them at their own risk. The Library assumes no responsibility or liability for any programs used on Library computers, or for any loss of information. Users of public access computers will hold harmless and indemnify the Library as to all claims, actions and judgments which accrue against the Library as related to such use.*

15. Library Board President Gerard Cairns noted that the next regular meeting of the Board of Trustees would be held at the Nesconset Building on February 20, 2018 at **6:30 p.m.**
16. There being no further business, Library Board President Gerard Cairns moved to adjourn the meeting at 7:24 p.m. The motion was seconded by Trustee Louis Frontario and adopted by a unanimous 6-0 vote.

Minutes approved this 20<sup>th</sup> day of February, 2018.



Gerard J. Cairns, President  
Smithtown Library Board of Trust



Linda Taurassi  
Secretary to the Board of Trustees