

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

A regular meeting of the Board of Trustees of The Smithtown Library was held at the Nesconset Building, Nesconset, New York on the 20th day of February, 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 and Joseph Vallone. Trustee William Zimmerman was absent with prior notice.

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.

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 January 16, 2018 be approved as presented (appended).

The motion was seconded by Trustee Anita Dowd-Neufeld 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 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 January 31, 2018 be approved for filing (copy of report appended to the original of these minutes).*

The motion was seconded by Trustee Louis Frontario and adopted by a unanimous 6-0 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.	Warrant #18-February ("L" fund) PREPAYS	\$ 41,658.18
ii.	Warrant #18-February ("L" fund) WARRANT	\$ 392,880.56
iii.	Warrant #18-February (PAYROLL #2 – 1/26/18)	\$ 233,579.43
iv.	Warrant #18-February (PAYROLL #3 – 2/9/18)	\$ 234,299.56

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

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

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

Full-time Appointments:

- i. Release of **Kaitlin Brand**, Reference Department, Smithtown Main Building, from a full-time Librarian Trainee position into a full-time Librarian I position, at an annual salary of \$55,982.00, retroactive to January 18, 2018, as per Suffolk County Department of Civil Service regulations.
- ii. Release of **Lindsay Christ**, Reference Department, Kings Park Building, from a full-time Librarian Trainee position into a full-time Librarian I position, at an annual salary of \$55,982.00, retroactive to February 1, 2018, as per Suffolk County Department of Civil Service regulations.
- iii. Permanent full-time appointment (from a part-time appointment) of **Lee-Ann Finn** to the position of Librarian I, Reference Department, Smithtown Main Building, at an annual rate of pay of \$60,303.00, subject to a 26-week probationary period, effective March 12, 2018 (to fill the vacancy created by the resignation of Jennifer Salvatore, effective 7/6/17).
- iv. Permanent full-time appointment of **Keith Pardini** to the position of Librarian I, Long Island Room, Smithtown Main Building, at an annual entry-level rate of pay of \$55,982.00, subject to a 26-week probationary period, effective March 19, 2018 (to fill the vacancy, with an adjusted duty statement, created by the retirement of Cathy Ball).
- v. Full-time labor-class appointment of **Jose Escalante** to the position of Custodial Worker I, at an annual entry-level rate of pay of \$35,152.00, effective February 27, 2018 (to fill the vacancy created by the termination of William Babington, effective 12/20/17)

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

Personnel Committee Liaison Louis Frontario moved to accept adoption of resolution “a”, items vi-ix:

Part-time Appointments:

- vi. Permanent appointment in a part-time capacity, of **Amanda Paduano-Lyons** to the position of Librarian I (Children’s Services), Children’s Department, Nesconset Building, at an hourly rate of pay of \$31.93, not to exceed 23 hours per week, subject to a 26-week probationary period, effective March 5, 2018 (to fill the vacancy created by the reassignment of Wendy Johnson to the Children’s Department, Commack Building, effective 2/5/18).
- vii. Part-time appointment of **Sarah Feder** to the position of Library Clerk, Circulation Department, Kings Park Building, at an hourly entry level rate of pay of \$17.56, not to exceed 17.5 hours per week, effective February 23, 2018 (to fill the vacancy created by the resignation of Lisa Glisci, effective 10/27/17).

- viii. *Part-time labor-class appointment of **Mohamed Azeez** to the position of Custodial Worker I, at an hourly entry-level rate of pay of \$19.31, effective February 26, 2018 (to fill part of the vacancy created by the separation of service of Lou Rossi effective 8/5/17).*
- ix. *Part-time labor-class appointment of **Joseph Palazzo** to the position of Custodial Worker I, at an hourly entry-level rate of pay of \$19.31, effective March 1, 2018 (to fill the remaining part of the vacancy created by the separation of service of Lou Rossi, effective 8/5/17; and to fill part of the vacancy remaining from the restructuring of the Custodial Department).*

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

Personnel Committee Liaison Louis Frontario moved to accept adoption of resolution “a”, items x-xvii:

Page Appointments:

- x. *Part-time appointment of **Madeline Dluginski** to the position of Page, Nesconset Building, at a rate of pay of \$11.00 per hour, effective February 23, 2018 (to fill the vacancy created by the resignation of Maria Gruber, effective 8/16/17).*
- xi. *Part-time appointment of **Kenneth Donato** to the position of Page, Reference/Circulation Departments, Smithtown Main Building, at a rate of pay of \$11.00 per hour, effective March 6, 2018 (to fill the vacancy created by the promotion of Chris Tusa to Library Clerk, effective 1/20/18).*
- xii. *Part-time appointment of **Nicole Grube** to the position of Page, Nesconset Building, at a rate of pay of \$11.00 per hour, effective February 24, 2018 (to fill the vacancy created by the resignation of Sarah Randazzo, effective 7/29/17).*
- xiii. *Part-time appointment of **Meghan Hayfield** to the position of Page, Reference/Circulation Departments, Smithtown Main Building, at a rate of pay of \$11.00 per hour, effective March 3, 2018 (to fill the vacancy created by the resignation of Arianna Prokos, effective 8/13/16).*
- xiv. *Part-time appointment of **Kristen Hayle** to the position of Page, Children’s Department, Smithtown Main Building, at a rate of pay of \$11.00 per hour, effective March 6, 2018 (to fill the vacancy created by the resignation of Victoria Lombardi, effective 7/25/17).*
- xv. *Part-time appointment of **Erin Levitsky** to the position of Page, Commack Building, at a rate of pay of \$11.00 per hour, effective March 7, 2018 (to fill the vacancy created by the resignation of Alexandria Renieris, effective 7/26/17).*
- xvi. *Part-time appointment of **Lily Link** to the position of Page, Reference/Circulation Departments, Smithtown Main Building, at a rate of pay of \$11.00 per hour, effective March 3, 2018 (to fill the vacancy created by the resignation of Douglas Gordon, effective 8/17/17).*
- xvii. *Part-time appointment of **Arielle Tipa** to the position of Page, Nesconset Building, at a rate of pay of \$11.00 per hour, effective February 24, 2018 (to fill the vacancy created by the resignation of Kara Gonzalez, effective 1/13/18).*

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

Personnel Committee Liaison Louis Frontario moved to accept adoption of resolution “a”, item xviii:

Retirement:

- xviii. Retirement of **Rosemarie Kraus**, Senior Library Clerk, Technical Services Department, Nesconset Building, effective January 31, 2018 (last date of employment 1/30/18).

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

Personnel Committee Liaison Louis Frontario moved to accept adoption of resolution “a”, item xix:

Leave of Absence:

- xix. Leave of absence without pay for **Joyce O’Hara**, Page, Reference/Circulation Departments, Smithtown Main Building, effective March 23, 2018 through April 5, 2018.

The motion was seconded by Trustee Joseph Vallone and adopted by a unanimous 6-0 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 as amended:

- i. That the following staff members be authorized to attend, on paid release time, the “2018 Annual Long Island Library Conference” to be held at the Melville Marriot, located at 1350 Old Walt Whitman Road, Melville, NY on May 3, 2018, with reimbursement for conference registration not to exceed \$55.00 (members) - \$75.00 (non-members): **Robert Lusak, Patricia Thomson, Christine Alexander, Kaitlin Brand, Jennifer Catrano, Eileen Caulfield, Julie DeLaney, Mindi Goonan, Joanne Grove, Jennifer Honickman, Erin Kanelos, Peggy Lopez, Emilee Musumeci, Jessica Newmark, Andrew Salomon, Lauren Scottaline, Caren Zatyk** (NOTE: amount noted above does not include mileage reimbursement).
- ii. That members of the Board of Trustees (members TBD no later than March 3, 2018), are hereby authorized to attend the “2018 Annual Long Island Library Conference” to be held at the Melville Marriot, located at 1350 Old Walt Whitman Road, Melville, NY on May 3, 2018, with reimbursement for conference registration not to exceed \$75.00.
- iii. That the following staff members be authorized to attend, on paid release time, the “Pre-Advocacy and Advocacy Day Programs for “Library Legislation Day”, sponsored by NYLA (New York Library Association), from February 27, 2018 through February 28, 2018, to be held at the Legislative Office Buildings, Albany, NY, for the purpose of fostering support for libraries, increasing state funding, and educating legislators of the services libraries provide, with reimbursement for actual and necessary expenses not to exceed \$250.00 per person: **Library Director Robert Lusak, Assistant Library Director Patricia Thomson, Librarian IV Eileen Caulfield, Librarian II Caren Zatyk.**

- iv. *That Librarian III **Julie DeLaney** be authorized to participate, on paid release time, in the webinar titled “Best Practices for Management of Friends’ Boards”, sponsored by the New York Library Association (NYLA) on March 20, 2018 from 2:00 – 3:00 p.m., with reimbursement for actual and necessary expenses not to exceed \$25.00.*
- v. *That Librarian I **Colleen Navins** be authorized to attend, on paid release time, the “2018 Annual Fran Romer Memorial Booktalk Workshop,” sponsored by the Young Adult Services Division of the Suffolk County Library Association (YASD), to be held at Patchogue Medford’s Carnegie Library, Patchogue, NY, on March 8, 2018, with reimbursement for actual and necessary expenses not to exceed \$35.00.*
- vi. *That Administrative Assistant **Lauren Gunderson** be authorized to attend, on paid release time, the “New York Notary Public Online Class for New York State License”, sponsored by Notary Public New York, with reimbursement for actual and necessary expenses not to exceed \$77.00.*

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

Personnel Committee Liaison Louis Frontario moved to accept adoption of resolution “c”:

- c. *RESOLVED: That the following mandatory annual training seminar request set forth hereinafter is hereby approved:*

*That Librarian II **Will Salas**, Patent & Trademark Resource Center Librarian, Smithtown Main Building, be authorized to attend, on paid release time, the 40th Annual Patent & Trademark Resource Center (PTRC) Training Seminar, sponsored by the United States Patent and Trademark Office, in Alexandria, Virginia, from April 9, 2018 through April 12, 2018, with reimbursement for actual and necessary expenses not to exceed \$1,350.00 (includes food, lodging, parking and mileage).*

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

- 4. 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. Standard Fire Inspection Service – Garland Fire Systems

- i. *RESOLVED: That the Board of Trustees of The Smithtown Library does hereby authorize the Library Director to enter into an agreement with **Garland Fire Systems, Inc.**, to provide standard inspection service for all library buildings for the period March 1, 2018 through February 28, 2021, at a total annual cost not to exceed \$4,550.00 per year (note: as needed, per-call fire detection equipment service at an additional hourly ‘regular’ rate of \$105.00 will apply).*

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

Buildings & Grounds Committee Liaison John Martins moved to accept adoption of resolution “b”:

- b. 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 **Suffolk County Kennel Club**, to place a banner on the property of the Smithtown Main Building from September 15, 2018 through October 1, 2018, advertising their “86th Annual Dog Show/Expo to be held on the grounds of the Smithtown Historical Society on September 29, 2018.
 - ii. RESOLVED: That the Board of Trustees of The Smithtown Library approves the request of **St. James – Nesconset Youth Football & Cheer** to place a banner on the corner of the property of the Smithtown Main Building from March 12, 2018 through April 10, 2018 advertising their spring youth sports registration.
 - iii. RESOLVED: That the Board of Trustees of The Smithtown Library approves the request of **St. James – Nesconset Youth Football & Cheer** to place a banner on the corner of the property of the Nesconset Building from April 11, 2018 through May 10, 2018 advertising their spring youth sports registration.
 - iv. 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 Nesconset Building from March 3, 2018 through March 11, 2018 advertising their spring boys lacrosse registration, K-8.
 - v. 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 Main Building from March 19, 2018 through April 1, 2018 advertising their spring boys lacrosse registration, K-8

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

- 5. There was no report of the COMMUNICATIONS COMMITTEE. Library Board President Gerard Cairns noted that Trustee Brianna Baker-Stines would be attending Friends of the Library meetings in the future and report back to the Board.
- 6. There was a short discussion regarding the Library Foundation. Treasurer Joanne Grove reported that she had been informed by the NYS Attorney General’s office that the Library Foundation’s registration has been officially suspended and technically has ceased to exist. At the present time it is uncertain what will happen with the Foundation’s remaining funds, totaling approximately \$20,000.00.
- 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).

UNFINISHED BUSINESS

8. REVISED POLICY - **Gifts, Donations and Endowments** (Policy 700-140) 2nd 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.

Library Board President Gerard Cairns moved to accept adoption of revised Policy 700-140. The motion was seconded by Trustee Louis Frontario and adopted by a unanimous 6-0 vote.

*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.

<i>Donor</i>	<i>Up to \$1,000</i>	<i>Donor receives a thank you letter (with appropriate IRS statement.)</i>
<i>Contributor</i>	<i>\$1,001 - \$5,000</i>	<i>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.</i>
<i>-Benefactor</i>	<i>\$5,001 and up</i>	<i>Donor receives the above plus a plaque is given to the donor.</i>

9. REVISED POLICY – Public Access Computers and Internet Policy (Policy 700-80) 2nd reading

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.

Library Board President Gerard Cairns moved to accept adoption of revised Policy 700-80. The motion was seconded by Trustee Louis Frontario and adopted by a unanimous 6-0 vote.

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.

PUBLIC COMMENTS

- 10. Kelsey Renz, Kings Park – Student - LIU Palmer School of Library & Information Science

NEW BUSINESS

- 11. RESOLUTION: 2018 Yearly Planner - REVISED

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

RESOLVED, that the REVISED 2018 YEARLY PLANNER be approved as presented to reflect the new start time of 6:30 p.m. for Library board meetings (copy of revised 2018 Yearly Planner appended to the original of these minutes).

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

12. DONATION – Nan Seraydar

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 Nan Seraydar for her generous donation of \$50.00, to be used as necessary at the Library's discretion.

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

13. REVISED POLICY - **Circulation of Materials** (Policy 800-10) 1st reading
[revisions are noted in bold font; deletions are noted with a strikethrough]

CIRCULATION OF MATERIALS – Note: Change in renewal period only

3. Library cards are issued for a period of ~~one (1) year~~ **three (3) years**.

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 March board meeting.

14. RETIREMENT – Resolution of Appreciation – Rosemarie Kraus

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

RESOLVED, Whereas, Rosemarie Kraus has announced her retirement as of January 31, 2018, and

Whereas, having begun her tenure with The Smithtown Library on January 7, 2008, as a Library Clerk in the Technical Services Department, and was promoted to Senior Library Clerk in the Technical Services Department; on October 1, 2012; and

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

Resolved, that the Board of Trustees of The Smithtown Library does hereby express its appreciation to Rosemarie Kraus for her 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 Rosemarie Kraus their best wishes for many years of health and happiness during her retirement.

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

15. At 7:30 p.m. Library Board President Gerard Cairns moved to enter executive session to discuss the employee 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, Gerard J. Cairns, Anita Dowd-Neufeld, Louis S. Frontario, John C. Martins and Joseph Vallone.

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

16. At 7:53 p.m. Library Board President Gerard Cairns, moved to exit executive session. The motion was seconded by Trustee Louis Frontario, and adopted by a unanimous 6-0 vote.
17. Upon a motion by Library Board President Gerard Cairns, seconded by Trustee Anita Dowd-Neufeld, and adopted by a unanimous 6-0 vote, the meeting reconvened in open public session at 7:54 p.m.
18. Library Board President Gerard Cairns noted that the next regular meeting of the Board of Trustees would be held at the Commack Building on March 20, 2018 at 6:30 p.m.
19. There being no further business, Library Board President Gerard Cairns moved to adjourn the meeting at 7:56 p.m. The motion was seconded by Trustee John Martins and adopted by a unanimous 6-0 vote.

Minutes approved this 20th day of March, 2018.

Anita Dowd-Neufeld

Anita Dowd-Neufeld, Vice President
Smithtown Library Board of Trustees

Linda Taurassi

Linda Taurassi
Secretary to the Board of Trustees