

**MINUTES  
BOARD OF TRUSTEES  
THE SMITHTOWN LIBRARY  
March 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 20<sup>th</sup> day of March, 2018 at 6:30 p.m.

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

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

Anita Dowd-Neufeld, Vice President of the Board of Trustees, acted as Chairman of the meeting.

The meeting was taken out of order to allow architect John Tanzi to make a presentation to the Board of Trustees for the Library's emergency generator projects at the Nesconset and Kings Park buildings, the site improvement project (parking lot expansion) at the Commack Building, and the area way improvement project at the Smithtown Main Building.

Trustee John Martins moved to accept adoption of the following resolution:

*RESOLVED: That the Board of Trustees of The Smithtown Library authorizes the solicitation of bids on Thursday, March 29, 2018 for (1) the Nesconset Building emergency generator project, (2) the Kings Park Building emergency generator project, (3) the Smithtown Main Building site plan work, and (3) the Commack Building parking lot expansion, with a tentative bid opening date no later than May 12, 2018; with walk throughs to be determined as per the Library Director and architect John Tanzi. (note: the bid opening date was advertised as May 15, 2018 in the March 29<sup>th</sup> issue of the Smithtown Messenger and the Smithtown News.)*

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

**READING AND APPROVAL OF MINUTES**

1. Trustee Louis Frontario moved to accept adoption of the following resolution:

*RESOLVED: That the REGULAR MEETING MINUTES of February 20, 2018 be approved as presented (appended).*

The motion was seconded by Trustee John Martins and adopted by a unanimous 4-0 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 Vice President Anita Dowd-Neufeld.

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

- a. *RESOLVED: That the TREASURER’S REPORT for the month ended February 28, 2018 be approved for filing (copy of report appended to the original of these minutes).*

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

Trustee John Martins moved to accept adoption of resolution “b”:

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

i.	Warrant #18-March (“L” fund) PREPAYS	\$ 26,929.19
ii.	Warrant #18-March (“L” fund) WARRANT	\$ 476,385.12
iii.	Warrant #18-March (“M” fund) WARRANT	\$ 4,600.00
iv.	Warrant #18-March (PAYROLL #4 – 2/23/18)	\$ 236,883.35
v.	Warrant #18-March (PAYROLL--RETROACTIVE - 3/2/18)	\$ 144,698.13
vi.	Warrant #18-March (PAYROLL #5 – 3/9/18)	\$ 242,009.63

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

Trustee Brianna Baker-Stines moved to accept adoption of resolution “c”:

- c. *RESOLVED: That the Board of Trustees of The Smithtown Library authorizes the Treasurer to purchase three (3) 64-channel network video recorders as replacement servers for the Commack, Smithtown and Nesconset buildings, in an amount not to exceed \$8,500.00, from the best source available - TBD.*

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

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

- d. *RESOLVED: That the Board of Trustees of The Smithtown Library authorizes the Treasurer to purchase computer components for the purpose of building thirty (30) new staff computers, at a total cost not to exceed \$19,100.00; such components will be part of a two-session workshop program for teens entitled “Computer Build-A-Thon”.*

The motion was seconded by Trustee John Martins and adopted after discussion by a unanimous 4-0 vote.

Trustee Brianna Baker-Stines moved to accept adoption of resolution “e”:

- e. *RESOLVED: That the Board of Trustees of The Smithtown Library authorizes the Treasurer to refund the cost of a canceled bus trip (scheduled for March 7, 2018) to the Philadelphia Flower Show, at a total cost not to exceed \$4,500.00, to fifty (50) registered patrons due to the tour company’s cancellation of the trip because of hazardous weather conditions (note: eligible refundable monies due from tour company are forthcoming).*

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

3. The PERSONNEL COMMITTEE report was presented by Personnel Committee Liaison Louis Frontario. Trustee Brianna Baker-Stines moved to accept adoption of resolution “a”:

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

- i. *Permanent full-time appointment of **Jessica Leviness** to the position of Librarian I, (Children’s Services), Children’s Department, Smithtown Main Building, at an annual rate of pay of \$55,982.00, subject to a 26-week probationary period, effective April 16, 2018 (to fill the vacancy created by the reassignment of Lee Ann Finn to the Smithtown Reference Department, effective March 12, 2018 and the resignation of Katlyn Moss, effective 6/9/17).*
- ii. *Release of **Alicia Collumbell**, Reference Department, Nesconset Building, from a part-time Librarian Trainee position into a part-time Librarian I position, at an hourly rate of pay of \$30.76, retroactive to March 5, 2018, as per Suffolk County Department of Civil Service regulations.*
- iii. *Resignation of **Patricia Fisher**, Library Clerk, Technical Services Department, Nesconset Building, effective March 1, 2018.*
- iv. *Resignation of **Christa Zaros**, Librarian I, Reference Department, Smithtown Main Building, effective March 19, 2018.*
- v. *Leave of absence for **Nanci Hammer**, Librarian I, Reference Department, Nesconset Building, effective March 27, 2018 through March 31, 2018; leave of absence “without pay” effective April 1, 2018 through June 18, 2018.*
- vi. *Leave of absence without pay for **Keith Pardini**, Librarian I, Reference Department, Smithtown Main Building, effective April 3, 2018 through April 10, 2018.*

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

Trustee John Martins moved to accept adoption of resolution “b”:

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

- i. *That the following staff members, who were authorized to attend 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, be reimbursed nunc pro tunc for additional actual and necessary expenses incurred, at an amount not to exceed \$275.00 (note: this amount is an additional \$25.00 over the original reimbursement authorization): Assistant Library Director **Patricia Thomson**, Librarian IV **Eileen Caulfield**, Librarian II **Caren Zatyk**.*
- ii. *That Library Director **Robert Lusak**, who was authorized to attend 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, be reimbursed nunc pro tunc for additional actual and necessary expenses incurred, at an amount not to exceed \$500.00 (note: this amount is an additional \$250.00 over the original reimbursement authorization to cover the cost of one additional day of attendance on February 26, 2018).*

- iii. That Librarian II **Erin Kanelos**, Children's Department, Kings Park Building, 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 (through Shaimee Solutions, Inc.) with reimbursement for actual and necessary expenses not to exceed \$77.00.
- iv. That Librarian II **Erin Kanelos**, Children's Department, Kings Park Building, be authorized to attend, on paid release time, the Children's Librarians Association of Suffolk County's (CLASC) Annual General Membership Meeting and Dinner, sponsored by (CLASC), to be held at the Stonebridge Country Club, Smithtown, NY, on April 19, 2018, with reimbursement for actual and necessary expenses not to exceed \$62.00.
- v. That Librarian I **Jesse Lemke**, Reference Department, Kings Park Building, be authorized to attend, on paid release time, the 2018 Long Island Libraries and Pop Culture Conference (LIPopCon), sponsored by the Nassau County Library Association (NCLA), to be held at the Farmingdale Public Library, Farmingdale, NY, on April 13, 2018 with reimbursement for actual and necessary expenses not to exceed \$65.00.
- vi. That Librarian II **Lauren Scottaline**, Community Relations Department, Nesconset Building, be authorized to attend, on paid release time, the 2018 Long Island Libraries and Pop Culture Conference (LIPopCon), sponsored by the Nassau County Library Association (NCLA), to be held at the Farmingdale Public Library, Farmingdale, NY, on April 13, 2018 with reimbursement for actual and necessary expenses not to exceed \$65.00.
- vii. That Librarian I **Sharon Van Dyke**, Children's Department, Kings Park Building, be authorized to attend, on paid release time, the Children's Librarians Association of Suffolk County (CLASC) Annual General Membership Meeting and Dinner, sponsored by (CLASC), to be held at the Stonebridge Country Club, Smithtown, NY, on April 19, 2018, with reimbursement for actual and necessary expenses not to exceed \$58.00.

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

- 4. The BUILDINGS AND GROUNDS COMMITTEE report was presented by Buildings and Grounds Committee Liaison John Martins. Trustee Brianna Baker-Stines 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 **Sweetbriar Nature Center**, to place a banner on the corner of the property of the Smithtown Main Building from April 2, 2018 through April 16, 2018, advertising their "Annual Spring Festival".
    - ii. RESOLVED: That the Board of Trustees of The Smithtown Library approves the request of the **Sweetbriar Nature Center**, to place a banner on the corner of the property of the Kings Park Building from April 17, 2018 through April 30, 2018, advertising their "Annual Spring Festival".

- iii. *RESOLVED: That the Board of Trustees of The Smithtown Library approves the request of the **Sweetbriar Nature Center**, to place a banner on the corner of the property of the Smithtown Main Building from May 1, 2018 through May 15, 2018, advertising their "Annual Wildlife Festival".*
- iv. *RESOLVED: That the Board of Trustees of The Smithtown Library approves the request of the **Sweetbriar Nature Center**, to place a banner on the corner of the property of the Kings Park Building from May 16, 2018 through May 30, 2018, advertising their "Annual Wildlife Festival".*

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

- 5. The COMMUNICATIONS COMMITTEE report was given by Communications Committee Liaison Brianna Baker-Stines who reported that the Friends of the Smithtown Library had discussed ideas for obtaining new members; approval had been given for the purchase of new grocery-type bags for the Library; the next meeting was being held this coming Thursday, March 22<sup>nd</sup> at the Smithtown Main Building.
- 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). The Library Director briefly went over the report previously submitted and asked Network & Systems Specialist II Jimmy Buckman to explain the web service "KnowBe4" which is a staff awareness training program that helps educate staff members on online spam messaging. Also discussed was the probability that the Library would be instituting Rave Panic Button training for staff.

## UNFINISHED BUSINESS

- 7. REVISED POLICY - Circulation of Materials (Policy 800-10) [ 2<sup>nd</sup> reading]  
[revisions are noted in bold font; deletions are noted with a strikethrough]

Trustee John Martins moved to waive the reading of the revised policy. The motion was seconded by Library Board Vice President Anita Dowd-Neufeld and adopted by a unanimous 4-0 vote.

(Revision of Item 3. ONLY)

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

Library Board Vice President Anita Dowd-Neufeld moved to accept adoption of revised Policy 800-10. The motion was seconded by Trustee John Martins and adopted by a unanimous 4-0 vote.

## PUBLIC COMMENTS

There were no public comments.

## NEW BUSINESS

- 8. ABOLISHMENT OF POLICY - Long Range Plan of Service (Policy 200-20) [1<sup>st</sup> reading]

Vice President Anita Dowd-Neufeld read the proposed revised policy for the first time and noted it would be read again and voted on at the April board meeting.

3/20/18

*RESOLVED, that the Board of Trustees of The Smithtown Library does hereby abolish the Long Range Plan of Service Policy 200-20, (note: this policy was created in 2003 to aid in the building renovation project that has since been completed.)*

9. ABOLISHMENT OF POLICY – Cellular Phones for Staff Usage (Policy 500-50) [1<sup>st</sup> reading]

Vice President Anita Dowd-Neufeld read the proposed revised policy for the first time and noted it would be read again and voted on at the April board meeting.

*RESOLVED, that the Board of Trustees of The Smithtown Library does hereby abolish the Cellular Phones For Staff Usage Policy 500-50, (note: the library no longer issues cellular phones to staff.)*

10. REVISED POLICY – Smithtown Library Board of Trustees Calendar (Policy 100-40) [1<sup>st</sup> reading]  
[revisions are noted in underlined bold font; deletions are noted with a strikethrough]

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 4-0 vote. The policy will be reviewed and voted on at the April board meeting.

January	1. Annual organization meeting (President and VP nominations per Chapter 193)	
	2. Board Treasurer, Clerk <b>and Secretary</b> appointment (per Chapter 193)	Board of Trustees
February		
March		
April	1. NYS Annual Report	Director
May	1. Auditor's Report	Accountant
June		
July	<del>1. Review of Professional Services (legal, engineering, architectural, accounting)</del>	Ad Hoc Committee
	2. Library Director's Report of Highlights, Achievements and Recommendations	Director
August	<del>1. Board budget approval</del>	Director
	<del>2. Retain election special counsel</del>	
	3. Library Board's Confidential Evaluation of Library Director	Board of Trustees
September	<del>1. Director's contract (special meeting)</del>	Personnel Committee
	<b>1. Budget Hearing</b>	
October	1. Trustee election (per Section 1, Paragraph 3 of Chapter 193)	
	2. Budget vote (per Section 1, Paragraph 3 of Chapter 193)	
November		
December		

11. REVISED POLICY - Maintenance Of Public Order On Library Property (Policy 700-10) [1<sup>st</sup> reading]  
[revisions are noted in bold font]

Vice President Anita Dowd-Neufeld read the proposed revised policy for the first time and noted it would be read again and voted on at the April board meeting.

(Revision of Item 2. D. ONLY)

2. D. Smoking. In compliance with New York State Public Health Law Article 13-E §1399-0.

No smoking **of any kind** is allowed in public libraries. **This includes but is not limited to, e-cigarettes, i.e., vaping.**

12. RESOLUTION – New York State Annual Report

Trustee Louis Frontario moved to accept adoption of the following resolution:

*RESOLVED: That the New York State Annual Report for Public and Association Libraries for the year ending December 31, 2017 be accepted for filing as presented.*

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

13. At 8:15 p.m. Trustee John Martins moved to enter executive session pursuant to Article 7, Section 105“F” of the Public Officer’s Law to discuss the employee history of a particular person. 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, Louis S. Frontario and John C. Martins.

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

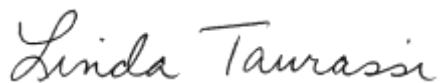
14. Upon a motion by Trustee John Martins, seconded by Trustee Louis Frontario, and adopted by a unanimous 4-0 vote, the meeting reconvened in open public session at 8:50 p.m.
15. Upon a motion by Trustee Louis Frontario, seconded by Trustee Brianna Baker-Stines, and adopted by a unanimous 4-0 vote, the May regular Board of Trustees meeting was tentatively rescheduled from May 15, 2018 to May 22, 2018.
16. Library Board Vice President Anita Dowd-Neufeld noted that the next regular meeting of the Board of Trustees would be held at the Kings Park Building on April 17, 2018 at 6:30 p.m.

17. There being no further business, Trustee John Martins moved to adjourn the meeting at 8:54 p.m. The motion was adopted by unanimous consent.

Minutes approved this 17<sup>th</sup> day of April, 2018.



Gerard J. Cairns, President  
Smithtown Library Board of Trust



Linda Taurassi  
Secretary to the Board of Trustees