

**MINUTES
BOARD OF TRUSTEES
THE SMITHTOWN LIBRARY
April 17, 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 17th day of April, 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, Joseph Vallone and William Zimmerman. Trustees Louis S. Frontario and John C. Martins were absent with prior notice.

Also present were Library Director Robert Lusak, Assistant Library Director Patricia Thomson, 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. Trustee Anita Dowd-Neufeld moved to accept adoption of the following resolution:

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

The motion was seconded by Trustee Joseph Vallone and adopted by a unanimous 5-0 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 March 31, 2018 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 5-0 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-April ("L" fund) PREPAYS	\$ 31,927.39
ii. Warrant #18-April ("L" fund) WARRANT	\$ 128,268.38
iii. Warrant #18-April ("M" fund) WARRANT	\$ 1,551.00
iv. Warrant #18-April (PAYROLL #6 – 3/23/18)	\$ 241,642.16
v. Warrant #18-April (PAYROLL-RETIREMENT PAYOUT- 3/27/18)	\$ 24,685.95
vi. Warrant #18-April (PAYROLL #7 – 4/6/18)	\$ 239,394.17

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

3. In the absence of Personnel Committee Liaison Louis Frontario the PERSONNEL COMMITTEE report was presented by Library Board President Gerard Cairns who moved to accept adoption of resolution "a":

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

- i. *Permanent full-time appointment of **TBD** to the full-time position of Librarian I, Children's Department, Kings Park Building, at an annual salary commensurate with the current CSEA Collective Bargaining Agreement, (with a possible probationary period of 12-26 weeks) effective April 24, 2018 (to fill the vacancy created by the reassignment of Kim Davis on 2/27/18).*
- ii. *Permanent full-time appointment of **James Hansen** to the position of Principal Library Clerk, Technical Services Department, Nesconset Building, at an annual rate of pay of \$60,165.00, subject to a 26-week probationary period, effective April 18, 2018 (to fill the vacancy created by the retirement of Rosemarie Kraus on 1/31/18).*
- iii. *Part-time appointment of **Katelyn Zanetti** to the position of Librarian I (Children's Services), Children's Department, Nesconset Building, at an hourly rate of pay of \$30.76, not to exceed 17.5 hours per week, effective April 28, 2018 (to fill the vacancy created by the permanent appointment of Amanda Paduano-Lyons on 3/5/18 who had replaced Wendy Johnson who was reassigned).*
- iv. *Part-time appointment of **Katherine Cheadle** to the position of Page, Commack Building, at an hourly rate of pay of \$11.00, effective April 24, 2018 (to fill the vacancy created by the resignation of Jack Hogan on 8/21/17).*
- v. *Part-time appointment of **Erin Seeley** to the position of Page, Kings Park Building, at an hourly rate of pay of \$11.00, effective April 23, 2018 (to fill the vacancy created by the resignation of Laura Calandrino on 8/19/17).*
- vi. *Resignation of **Shane McGovern**, Page, Commack Building, effective April 9, 2018.*

- vii. Resignation of **Joseph Palazzo**, Custodial Worker I, Smithtown and Commack Buildings, effective April 7, 2018.
- viii. Leave of absence without pay nunc pro tunc for **Stephanie Metzler**, Page, Commack Building, effective April 2, 2018 through April 9, 2018.
- ix. Leave of absence without pay for **Louis Rossi**, Custodial Worker I, Nesconset and Kings Park Buildings, effective May 12, 2018 through May 21, 2018.

The motion was seconded by Trustee Joseph Vallone and adopted by a unanimous 5-0 vote.

- b. Discussion pertaining to the Management Confidential Employment Agreement was postponed until later in the meeting.

Library Board President Gerard Cairns moved to accept adoption of resolution “c”:

c. SEASONAL EMPLOYMENT

RESOLVED: That the Board of Trustees of The Smithtown Library approves increased seasonal hours for staff, approved by the Suffolk County Department of Civil Service, due to increased volume at circulation desks, in addition to increased volume as a result of high participation in the summer reading programs in the Children’s and Reference Departments, during the period May 14, 2018 through September 15, 2018, not to exceed \$30,000.00.

The motion was seconded by Trustee Joseph Vallone and adopted after discussion by a unanimous 5-0 vote.

Library Board President Gerard Cairns moved to accept adoption of resolution “d”:

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

- i. The following previously approved resolution was revised because of an earlier departure due to a nor’easter affecting travel; note that the dollar amount was unchanged:

*That Assistant Library Director Patricia Thomson, Administration Department, Nesconset Branch, be authorized to attend, nunc pro tunc, 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~~ **March 20, 2018** through March 24, 2018, with reimbursement for actual and necessary expenses not to exceed \$1,600.00.*

- ii. *That Librarian I **Colleen Navins**, Reference Department, Nesconset Building, be authorized to attend, on paid release time, BookExpo 2018, to be held at the Jacob Javits Center, New York, NY, on June 1, 2018, with reimbursement for actual and necessary expenses not to exceed \$150.00.*

The motion was seconded by Trustee William Zimmerman 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 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 **Smithtown United Methodist Church**, to place a banner on the corner of the property of the Smithtown Main Building from April 26, 2018 through May 13, 2018, advertising their annual "Plant & Bake Sale" to be held from May 11 – 12, 2018.
 - ii. RESOLVED: That the Board of Trustees of The Smithtown Library approves the request of the **American Cancer Society**, to place a banner on the corner of the property of the Kings Park Building from May 1, 2018 through May 15, 2018, advertising their "Relay For Life of Kings Park" fundraiser to be held on June 9, 2018 at Kings Park High School.
 - iii. RESOLVED: That the Board of Trustees of The Smithtown Library approves the request of the **American Cancer Society**, to place a banner on the corner of the property of the Commack Building from May 19, 2018 through June 2, 2018, advertising their "Relay For Life of Kings Park" fundraiser to be held on June 9, 2018 at Kings Park High School.
 - iv. RESOLVED: That the Board of Trustees of The Smithtown Library approves the request of the **Smithtown Children's Foundation**, to place a banner on the corner of the property of the Commack Building from May 5, 2018 through May 18, 2018, advertising their annual "Mike's Hike and Fitness Festival" to be held on June 2, 2018.
 - v. RESOLVED: That the Board of Trustees of The Smithtown Library approves the request of the **Smithtown Children's Foundation**, to place a banner on the corner of the property of the Smithtown Main Building from May 19, 2018 through June 2, 2018, advertising their annual "Mike's Hike and Fitness Festival" to be held on June 2, 2018.
 - vi. RESOLVED: That the Board of Trustees of The Smithtown Library approves the request of the **Smithtown College Scholarship Committee**, to place a banner on the corner of the property of the Commack Building from November 10, 2018 through November 23, 2018, advertising their annual "Craft Fair".
 - vii. RESOLVED: That the Board of Trustees of The Smithtown Library approves the request of the **Smithtown College Scholarship Committee**, to place a banner on the corner of the property of the Smithtown Main Building from November 26, 2018 through December 10, 2018, advertising their annual "Craft Fair".

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

5. The COMMUNICATIONS COMMITTEE report was given by Communications Committee Liaison Brianna Baker-Stines and Trustee Anita Dowd-Neufeld who reported the following:
- The Friends of the Smithtown Library had increased their membership by approximately 30 new members.
 - Revenue was up over \$2,000.00 with book sales.
 - New tote bags had been ordered.
 - A date of November 3rd has been set for a November Book and Bake Sale which would replace the Book and Hidden Treasure Sale that had been held in previous years.
 - The next Friends meeting is being held this coming Thursday, April 19th at 6:30 p.m. at the Smithtown Main Building.

The Director noted that an outdoor bench with back had arrived today at the Kings Park Branch courtesy of the Friends.

There was a short discussion regarding the new procedures in place wherein book donations are only being accepted on one Saturday per month.

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 reported additionally:

- The Build Your Own Computer program was a huge success.
- The Summer Concert program has been set up and we were fortunate to receive additional funding this year from Legislator Robert Trotta.
- The Smithtown Library sponsored a forum with County Executive Steve Bellone, who introduced the new female Suffolk County Police Commissioner Geraldine Hart.

UNFINISHED BUSINESS

7. ABOLISHMENT OF POLICY - Long Range Plan of Service (Policy 200-20) [2nd reading]

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

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.)

The motion was seconded by Trustee Joseph Vallone and adopted by a unanimous 5-0 vote.

8. ABOLISHMENT OF POLICY – Cellular Phones for Staff Usage (Policy 500-50) [2nd reading]

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

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.)

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

9. REVISED POLICY – Smithtown Library Board of Trustees Calendar (Policy 100-40) [2nd reading]
 [revisions are noted in underlined bold font; deletions are noted with a strikethrough]

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

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

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

10. REVISED POLICY - Maintenance Of Public Order On Library Property (Policy 700-10) [2nd reading]
 [revisions are noted in bold font]

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

(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.**

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

PUBLIC COMMENTS

There were no public comments.

NEW BUSINESS

11. DONATION – Anonymous Donor

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 accept a twenty dollar (\$20) cash donation from a library patron who wished to remain anonymous, and be it

FURTHER RESOLVED, that said donation is to be used as necessary at the discretion of The Smithtown Library.

The motion was seconded by Trustee Joseph Vallone and adopted by a unanimous 5-0 vote.

12. At 6:54 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 the employee history of particular persons. 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, Joseph Vallone and William Zimmerman.

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

13. Upon a motion by Library Board President Gerard Cairns, seconded by Trustee Joseph Vallone, and adopted by a unanimous 5-0 vote, executive session ended at 7:55 p.m.
14. Upon a motion by Library Board President Gerard Cairns, seconded by Trustee Brianna Baker-Stines and adopted by a unanimous 5-0 vote, the meeting reconvened in open public session at 7:56 p.m.
15. Library Board President Gerard Cairns moved to accept adoption of the following resolution:

MANAGEMENT CONFIDENTIAL EMPLOYMENT AGREEMENT

RESOLVED: That, effective April 17, 2018, the employment agreement between The Smithtown Library and Network & Systems Specialist II James Buckman be approved as presented, retroactive to March 21, 2018.

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

16. Library Board President Gerard Cairns moved that the next "Regular" meeting of the Board of Trustees be moved to May 22, 2018 at 6:30 p.m. at the Nesconset Building. (NOTE this meeting has been rescheduled from May 15, 2018 due to the possible absence of a quorum).

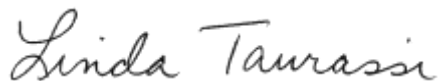
The motion was seconded by Trustee Joseph Vallone and adopted by a unanimous 5-0 vote.

17. There being no further business, Library Board President Gerard Cairns moved to adjourn the meeting at 8:00 p.m. The motion was seconded by Trustee Joseph Vallone and adopted by a unanimous 5-0 vote.

Minutes approved this 22nd day of May, 2018.



Gerard J. Cairns, President
Smithtown Library Board of Trust



Linda Taurassi
Secretary to the Board of Trustees