

**MINUTES
BOARD OF TRUSTEES
THE SMITHTOWN LIBRARY
May 22, 2018**

A regular meeting of the Board of Trustees of The Smithtown Library was held at the Nesconset Building, Nesconset, New York on the 22nd day of May, 2018 at 6:40 p.m.

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

Also present were Library Director Robert Lusak, Treasurer Joanne T. Grove, Clerk Lauren Gunderson, Secretary Linda Taurassi, Architect John Tanzi, and CPA Denis Stoner.

[Note: At the start of the meeting the following trustees were present: Trustees Brianna Baker-Stines, Anita Dowd-Neufeld, John C. Martins and William Zimmerman].

In her capacity as Library Board Vice President, Anita Dowd-Neufeld began the meeting as acting Chairman until the arrival of Library Board President Gerard J. Cairns at 6:47 p.m.

READING AND APPROVAL OF MINUTES

1. Trustee William Zimmerman moved to accept adoption of the following resolution:

RESOLVED: That the REGULAR MEETING MINUTES of April 17, 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 Library Board Vice President Anita Dowd-Neufeld.

Trustee William Zimmerman moved to accept adoption of resolution "a":

- a. *RESOLVED: That the TREASURER'S REPORT for the month ended April 30, 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-May (“L” fund) PREPAYS	\$ 31,375.05
ii. Warrant #18-May (“L” fund) WARRANT	\$ 417,362.79
iii. Warrant #18-May (“M” fund) WARRANT	\$ 6,650.56
iv. Warrant #18-May (PAYROLL #8 – 4/20/18)	\$ 239,883.97
v. Warrant #18-May (PAYROLL #9 – 5/4/18)	\$ 244,867.86
vi. Warrant #18-May (PAYROLL #10 – 5/18/18)	\$ 238,581.48

The motion was seconded by Trustee William Zimmerman and adopted by a unanimous 4-0 vote.

c. Due to the late arrival of Dennis Stoner, of Baldessari & Coster, Certified Public Accountants, the Independent Audit Report was postponed until later in the meeting.

3. Due to the late arrival of Personnel Committee Liaison Louis Frontario the PERSONNEL COMMITTEE report was presented by Library Board Vice President Anita Dowd-Neufeld.

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

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

- i. *Leave of absence without pay, nunc pro tunc, for **Don Cimato**, Custodial Worker I, effective April 23, 2018 through May 18, 2018.*
- ii. *Leave of absence without pay for **Roy Kindelmann**, Page, Commack Building, effective May 19, 2018 through May 26, 2018.*
- iii. *Leave of absence without pay for **Victoria McLaughlin**, Page, Reference-Circulation Departments, Smithtown Main Building, effective May 29, 2018 through June 12, 2018.*
- iv. *Leave of absence without pay for **Victoria McLaughlin**, Page, Reference-Circulation Departments, Smithtown Main Building, effective October 10, 2018 through October 19, 2018.*
- v. *Resignation of **Mohamed Azeez**, Custodial Worker I, Commack and Smithtown Buildings, effective May 3, 2018.*

NOTE: Library Board President Gerard Cairns entered the meeting at 6:47 p.m.

- vi. *Approval for Library Director or Assistant Library Director to hire up to six (6) additional call-in Custodial Worker I positions for the purpose of maintaining the cleanliness of our Library buildings while present custodial workers are absent on leave.*

The motion was seconded by Trustee John Martins and adopted after discussion as amended by a unanimous 5-0 vote.

Trustee Brianna Baker-Stines 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 I **Lindsay Christ**, Reference Department, Kings Park Building, be authorized to attend, on paid release time, the Children’s Librarians Association of Suffolk County (CLASC) “Fall Literature Conference”, sponsored by CLASC and SCLS-Youth Services, to be held at the Radisson Hotel Long Island, Hauppauge, NY, on October 18, 2018, with reimbursement for actual and necessary expenses not to exceed \$85.00.*
- ii. *That Librarian I **Keith Pardini**, Long Island Room, Smithtown Main Building, be authorized to attend, on paid release time, the “Finding Aids for Historical Collections” workshop, sponsored by the Long Island Library Resources Council (LILRC), Committee for the Preservation of Local History, to be held at the Sachem Public Library, Holbrook, NY, on May 23, 2018, with reimbursement for actual and necessary expenses not to exceed \$28.00.*
- iii. *That Librarian I **Keith Pardini**, Long Island Room, Smithtown Main Building, be authorized to attend, on paid release time, two programs entitled “Guidelines for Lending & Borrowing Items for Exhibition” and “Best Practices for the Display of Archival Materials”, sponsored by the Long Island Library Resources Council (LILRC), Committee for the Preservation of Local History, to be held at the LI Museum of American Art, History and Carriages (Carriage Museum), Stony Brook, NY, on June 4, 2018, with reimbursement for actual and necessary expenses not to exceed \$46.00.*
- iv. *That Librarian II **Lauren Scottaline**, Adult Program Coordinator, Community Relations Department, Nesconset Building, be authorized to attend, on paid release time, the webinar presentation entitled “Avoid Programming Burnout”, sponsored by the Programming Division of the Nassau County Library Association, to be held at the Nassau Library System Andrew Geddes Meeting Room, Uniondale, NY, on June 20, 2018, with reimbursement for actual and necessary expenses not to exceed 43.00.*
- v. *That Librarian II **Caren Zatyk**, Long Island Room, Smithtown Main Building, be authorized to attend, on paid release time, two programs entitled “Guidelines for Lending & Borrowing Items for Exhibition” and “Best Practices for the Display of Archival Materials”, sponsored by the Long Island Library Resources Council (LILRC), Committee for the Preservation of Local History, to be held at the LI Museum of American Art, History and Carriages (Carriage Museum), Stony Brook, NY, on June 4, 2018, with reimbursement for actual and necessary expenses not to exceed \$43.00.*

The motion was seconded by Library Board President Gerard Cairns and adopted by a unanimous 5-0 vote.

4. Upon the arrival of CPA Dennis Stoner, of Baldessari & Coster, Certified Public Accountants, the meeting was taken out of order so that Mr. Stoner could present the Library's independent audit report for the fiscal year, beginning January 1, 2017 and ending December 31, 2017. The Library was issued the highest opinion that the financial statements and underlying internal controls present fairly, in all material respects, the financial position of The Smithtown Library as of December 31, 2017, in accordance with generally accepted accounting principles.

Mr. Stoner noted that the current financial and trending position of The Smithtown Library is strong. He further discussed the 2018 budget, the challenges that all municipalities face in keeping within the New York State tax cap, managing expenditures, and protecting the integrity of the fund balance.

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

- d. *RESOLVED: That the independent audit report for the fiscal year beginning January 1, 2017 and ending December 31, 2017, prepared by Baldessari & Coster, Certified Public Accountants, which include financial statements and supplementary schedules, be accepted as presented (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.

5. The BUILDINGS AND GROUNDS COMMITTEE report was presented by Buildings and Grounds Committee Liaison John Martins.
 - a. Presentation by Architect John Tanzi – Building Improvement Projects

Mr. Martins introduced Architect John Tanzi who gave a presentation on the status of the official bid results for the Library's building improvement projects, along with his recommendations.

NOTE: Trustee Louis Frontario entered the meeting at 7:25 p.m.

6. At 7:45 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 matters leading to the appointment of particular corporations, and to discuss the employment history of a particular person(s). 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, Anita Dowd-Neufeld, Gerard J. Cairns, Louis S. Frontario, John C. Martins and William Zimmerman.

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

7. Upon a motion by Trustee John Martins, seconded by Trustee Louis Frontario, and adopted by a unanimous 6-0 vote, the meeting reconvened in open public session at 8:14 p.m.

8. Library Board President Gerard Cairns moved to accept adoption of the following resolution pertaining to the Smithtown Building Area Way Improvements Project:

RESOLVED: That the recommendation presented by Architect John Tanzi, to award the contract for the Smithtown Building "Area Way Improvements Project" of The Smithtown Library to Fidele Construction, Inc., in the amount of \$85,800.00, be approved.

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

9. Library Board President Gerard Cairns moved to accept adoption of the following resolution pertaining to the Commack Building Site Improvement Project:

RESOLVED: That the recommendation presented by Architect John Tanzi, to award the contract for the "Commack Building Site Improvement Project" of The Smithtown Library to Pioneer Landscaping & Asphalt Paving, Inc. for a total base bid amount of \$123,000.00, plus alternate #1 add of \$15,000.00, for a total contract amount of \$138,000.00, be approved.

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

10. Library Board President Gerard Cairns moved to accept adoption of the following resolution pertaining to the Nesconset Building Emergency Generator Project:

RESOLVED: That the recommendation presented by Architect John Tanzi, to award the contract for the "Nesconset Building Emergency Generator Project" of The Smithtown Library to Baltray Enterprises, Inc. (d/b/a Bancker Electric) for a total base bid amount of \$251,958.00, plus alternate #1 add of \$221,958.00, for a total contract amount not to exceed \$473,916.00, be approved.

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

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

RESOLVED: That the Board of Trustees of The Smithtown Library rejects all bids for the Kings Park Building Emergency Generator Project.

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

12. MANAGEMENT CONFIDENTIAL EMPLOYMENT AGREEMENT

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

*RESOLVED: That, effective May 22, 2018, the employment agreement between The Smithtown Library and Administrative Assistant **Jean DeLauro** be approved as presented, retroactive to April 18, 2018.*

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

13. PRESENTATION – Passport Acceptance Facility - Will Salas, Librarian II

Librarian II Will Salas enumerated the advantages of The Smithtown Library becoming a Passport Acceptance Facility to the Library Board.

Mr. Salas noted that the Department of State, Bureau of Consular Affairs, is anticipating twenty million new passport applications this year and is seeking assistance from public libraries to help meet the demand. The Library will not issue passports or do renewals, but will only accept new applications for the facilitation of processing passports. The Library would provide the required forms and accept a flat one-time processing fee of \$35 per person, adult or child. (note: at the Library's option a photo service may be offered which would not be included in the \$35 flat fee).

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

RESOLVED: That The Smithtown Library embark on certification as a Passport Acceptance Facility and authorizes the expenditure of \$400 to cover initial start-up costs.

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

NOTE: The BUILDINGS AND GROUNDS COMMITTEE report, presented by Buildings and Grounds Committee Liaison John Martins, resumed as the meeting returned to order.

Buildings and Grounds Committee Liaison John Martins moved to accept adoption of resolution "5b":

- b. **RESOLVED:** That the following banner/building requests set forth hereinafter are hereby approved:
- i. *RESOLVED: That the Board of Trustees of The Smithtown Library approves the request of **Kings Park Boy Scout Troop 75**, to place a rope bridge (aka "monkey bridge") on the lawn of the Kings Park Building on Kings Park Day, to be held June 16, 2018, provided that said rope bridge is removed promptly at the close of festivities (Note: Insurance coverage provided through the Suffolk County Council of the Boy Scouts of America).*
 - 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 Smithtown Main Building from August 11, 2018 through August 24, 2018, advertising their "Youth Soccer Registration".*
 - iii. *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 August 25, 2018 through September 1, 2018, advertising their "Youth Soccer Registration".*

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

14. 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 a very good turnout at their annual social on Monday, May 21st and recruited some new people to help out.
 - Committee Chairpersons Jo Ann and Fred Franke were honored for their long-standing service.
 - The Friends will be holding their elections at their upcoming June meeting.
15. The DIRECTOR'S REPORT was submitted to the Library Board by Library Director Robert Lusak (copy of report appended to the original of these minutes).

Mr. Lusak reported additionally that the Smithtown Traffic & Safety Department had been very cooperative when light poles had been installed at our Smithtown and Kings Park buildings. He noted that the lights made a big difference in the parking lots and observed it was wonderful to be able to partner with the Town to benefit the community.

Director Lusak reported on problems we were currently experiencing with our telecommunications services and discussed the possibility of transferring the Library's telecommunication telephone services from Verizon to Mass Communications. The Library Board was in agreement with Administration's assessment. More information will be forthcoming.

UNFINISHED BUSINESS

PUBLIC COMMENTS

There were no public comments.

NEW BUSINESS

16. MEMORIAL DONATION – Allan Axel

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 and thank Irene Feldman for her generous donation of four copies of "May I Pet Your Dog" by Stephanie Calmenson, in memory of Allan Axel, and be it

FURTHER RESOLVED, that a copy of each book is to be placed in each library building to be enjoyed by the community.

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

17. DONATION – Sherwin Williams Paint Store

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 and thank Joseph Carbonaro, Store Manager of the Sherwin Williams Paint Store, Commack, NY for his generous donation of 100 wooden paint sticks to be used as part of a Library program to make wooden American flags in celebration of Flag Day and the Fourth of July.

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

18. DONATION – Bellmore Senior Center – Piano – Kings Park Building

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 and thank the Bellmore Senior Center for their donation of one Hardman Console Piano with bench, and be it

FURTHER RESOLVED, that said piano is to be used for library programs at the Kings Park Building to benefit the community.

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

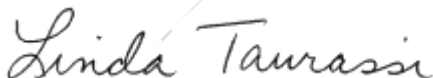
19. Library Board President Gerard Cairns noted that the next “Regular” meeting of the Board of Trustees would be held at the Nesconset Building on June 19, 2018 at 6:30 p.m.

20. There being no further business, Library Board President Gerard Cairns moved to adjourn the meeting at 8:50 p.m. The motion was seconded by Trustee Louis Frontario and adopted by a unanimous 6-0 vote.

Minutes approved this 19th day of June, 2018.



Gerard J. Cairns, President
Smithtown Library Board of Trust



Linda Taurassi
Secretary to the Board of Trustees