

**MINUTES
BOARD OF TRUSTEES
THE SMITHTOWN LIBRARY
June 19, 2018**

A regular meeting of the Board of Trustees of The Smithtown Library was held at the Nesconset Building, Nesconset, New York on the 19th day of June, 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, Louis S. Frontario, John C. Martins. Trustee Joseph Vallone was absent with prior notice. Trustee William Zimmerman was absent.

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

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 May 22, 2018 be approved as presented (appended).

The motion was seconded by Trustee Louis Frontario and adopted by a unanimous 5-0 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 Trustee Louis Frontario who moved to accept adoption of resolution "a":

- a. *RESOLVED: That the TREASURER'S REPORT for the month ended May 31, 2018 be approved for filing (copy of report appended to the original of these minutes).*

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

Trustee Louis Frontario moved to accept adoption of resolution "b":

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

<i>i. Warrant #18-June ("L" fund) PREPAYS</i>	<i>\$ 29,366.29</i>
<i>ii. Warrant #18-June ("L" fund) WARRANT</i>	<i>\$ 460,644.64</i>
<i>iii. Warrant #18-June (PAYROLL #11 – 6/1/18)</i>	<i>\$ 239,456.90</i>
<i>iv. Warrant #18-June (PAYROLL #12 – 6/15/18)</i>	<i>\$ 237,627.92</i>

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

3. BUILDINGS & GROUNDS

a. PRESENTATION – Telephone System

The meeting was taken out of order at this time to allow a presentation pertaining to the Library's telephone system. Network & Systems Specialist Jimmy Buckman was present, along with Jerry Cummins and Brendan Wallace of DJJ Technologies, and Floyd Feather of Mass Communications. Network & Systems Specialist II Jimmy Buckman reported on some of the problems being experienced over the past several months with Verizon as our present telephone system provider, which utilizes copper T1 lines. Mr. Feather of Mass Communications and Mr. Cummins of DJJ Technologies discussed what their team could offer the Library using fiber optic lines. The service would include increased bandwidth, greater reliability, 24/7 monitoring and POTS lines for the elevator and fire/burglar alarms.

After discussion, Library Board President Gerard Cairns moved the following resolution:

RESOLVED: That the Board of Trustees of The Smithtown Library authorizes the Library to enter into a three-year contract with Mass Communications, subject to an annual renewal by the sitting Board, for the purpose of providing an upgraded telephone system, in an amount not to exceed \$3,500.00 per month.

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

Library Board President Gerard Cairns moved the following resolution:

That the Board of Trustees of The Smithtown Library authorizes the Library to enter into an agreement with DJJ Technologies, for the purpose of providing services to support the Library's telephone system, for a one-time fee not to exceed \$2,600.00.

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

4. The meeting returned to order and the PERSONNEL COMMITTEE report was presented by Personnel Committee Liaison Louis Frontario. Trustee Anita Dowd-Neufeld moved to accept adoption of resolution "a":

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

- i. *Part-time appointment of **Casey Grant** to the position of Librarian Trainee, Reference Department, Smithtown Main Building, at an hourly rate of pay commensurate with the current CSEA Collective Bargaining Agreement, not to exceed 17.5 hours per week, effective July 7, 2018 (to fill the vacancy created by the resignation of Christa Zaros effective 3/19/18).*
- ii. *Part-time appointment of **Rachel Cecchini** to the position of Librarian I, Reference Department, Kings Park Building, at an hourly rate of pay of \$30.76, not to exceed 17.5 hours per week, effective July 10, 2018 (to fill the vacancy created by the change in status of Lindsay Christ from part-time to full-time effective 4/19/17).*

- iii. Part-time appointment of **Marissa Finocchiaro** to the position of Librarian I, Reference Department, Commack Building, at an hourly rate of pay of \$30.76, not to exceed 17.5 hours per week, effective July 9, 2018 (to fill the vacancy created by the reassignment of Stephanie Pavlidis to the Smithtown Main Building effective 6/26/17).
- iv. Part-time appointment of **Sean Walls** to the position of Librarian I, Reference Department, Kings Park Building, at an hourly rate of pay of \$30.76, not to exceed 17.5 hours per week, effective June 27, 2018 (to fill the vacancy created by the resignation of Christine King effective 12/15/16).
- v. Part-time appointment of **Mary Ferguson** to the position of Page, Reference/Circulation Departments, Smithtown Main Building, at an hourly rate of pay of \$11.00, effective June 27, 2018 (to fill the vacancy created by the resignation of Meghan Hayfield effective 5/21/18).
- vi. Temporary appointment of **Philip Raymond Mui** to the position of Custodial Worker I on a call-in basis, at an hourly rate of pay of \$19.31, effective June 22, 2018.
- vii. Leave of absence without pay for **Stephanie Metzler**, Page, Commack Building, effective July 26, 27, 30, 31, 2018.
- viii. Child Care Leave of Absence without pay for **Amanda Lentino**, Librarian II, Reference Department, Nesconset Building, effective on or about July 5, 2018 through September 7, 2018 pursuant to the current Collective Bargaining Agreement.
- ix. Resignation of **Kelly Crowley**, Page, Kings Park Building, effective June 16, 2018.
- x. Resignation of **Meghan Hayfield**, Page, Smithtown Reference/Circulation Departments, Smithtown Main Building, effective May 21, 2018.
- xi. Resignation of **Eya Setsu**, Page, Nesconset Building, effective July 28, 2018.
- xii. Termination of **Arielle Tipa**, Page, Nesconset Building, effective June 13, 2018.

The motion was seconded by Trustee Louis Frontario and adopted by a unanimous 5-0 vote.

Trustee Anita Dowd-Neufeld 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 **Jennifer Catrano**, Children's Department, Smithtown Main Building, be authorized to attend, on paid release time, the Children's Librarians Association of Suffolk County (CLASC) "Fall Literature Conference" entitled "Look To The Past, Imagine The Future", 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 \$87.00.

- ii. *That Children's Services Librarian I **Kimberly Davis**, Children's Department, Nesconset Building, be authorized to attend, on paid release time, the Children's Librarians Association of Suffolk County (CLASC) "Fall Literature Conference" entitled "Look To The Past, Imagine The Future", 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.*
- iii. *That Children's Services Librarian I **Wendy Johnson**, Children's Department, Commack Building, be authorized to attend, on paid release time, the Children's Librarians Association of Suffolk County (CLASC) "Fall Literature Conference" entitled "Look To The Past, Imagine The Future", 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.*
- iv. *That Children's Services Librarian I **Jessica Leviness**, Children's Department, Smithtown Main Building, be authorized to attend, on paid release time, the Children's Librarians Association of Suffolk County (CLASC) "Fall Literature Conference" entitled "Look To The Past, Imagine The Future", 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 \$94.00.*
- v. *That Children's Services Librarian I **Peggy Lopez**, Children's Department, Commack Building, be authorized to attend, on paid release time, the Children's Librarians Association of Suffolk County (CLASC) "Fall Literature Conference" entitled "Look To The Past, Imagine The Future", 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 \$90.00.*
- vi. *That Librarian II **William Salas**, Reference Department, Smithtown Main Building, be authorized to attend, on paid release time, the "NYS Online Notary Public Licensing Course", sponsored by Notary Public New York (through Shaimie Solutions, Inc.), with reimbursement for actual and necessary expenses not to exceed \$77.00.*
- vii. *That Librarian II **William Salas**, Reference Department, Smithtown Main Building, be authorized to attend, on paid release time, the "Notary Public Walk-In Examination", sponsored by Department of State, Division of Licensing Services, to be given at the Perry Duryea State Office Building, Hauppauge, NY, on June 20, 2018, with reimbursement for actual and necessary expenses not to exceed \$19.00.*

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

- 5. The remainder of the BUILDINGS AND GROUNDS COMMITTEE report was presented by Buildings and Grounds Committee Liaison John Martins who moved to accept adoption of resolution "b".
 - b. Automatic Doors Preventative Maintenance and Repair Services – LI Automatic Doors

*RESOLVED: That the Board of Trustees of The Smithtown Library does hereby authorize the Library to enter into the second year of a two-year contract with **LI Automatic Doors** for the purpose of providing automatic doors preventative maintenance and repair services to the Smithtown, Commack, Kings Park & Nesconset Library buildings; said contract to be in effect for the period July 1, 2018 through June 30, 2019 at a cost not to exceed \$5,280.00.*

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

Building and Grounds Committee Liaison John Martins moved to accept adoption of resolution "c":

- c. **RESOLVED:** That the following banner request set forth hereinafter is hereby approved:

*RESOLVED: That the Board of Trustees of The Smithtown Library approves the request of **Kings Park Youth Athletics Association (KPY)**, to place a banner on the corner of the property of the Kings Park Building from August 20, 2018 through September 19, 2018, advertising their "Youth Football and Cheer Registration".*

The motion was seconded by Trustee Louis Frontario and adopted by a unanimous 5-0 vote.

The Library Director noted that a newly purchased poster printer will enable the Community Relations Department to create and print our own banners, eliminating the cost of purchasing them from outside vendors.

6. The COMMUNICATIONS COMMITTEE report was presented by Communications Committee Liaison Brianna Baker-Stines who reported that the Friends annual elections would be taking place next Wednesday. Ms. Baker-Stines also noted that the Friends had donated books to the Library to be raffled off at both the Kings Park Day and Smithtown Festival Day festivities.
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).

Mr. Lusak reported additionally that the Smithtown Zoning Board of Appeals meeting had gone very well the previous week with Architect John Tanzi in attendance. Mr. Lusak also noted that the Town had waived many of their filing fees.

Director Lusak informed the Library Board that we will be replacing Librarian II Lauren Scottaline who will be leaving for a Librarian III position as head of the Children's Department at the East Islip Public Library.

There was a short discussion pertaining to the panic buttons that were recently installed in all Library buildings.

UNFINISHED BUSINESS

PUBLIC COMMENTS

There were no public comments.

NEW BUSINESS

8. DONATION – German Genealogy Group, Inc.

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 German Genealogy Group, Inc. for their generous donation of five hundred (\$500.00) dollars to the Long Island Room in appreciation for the Library's accomplishments in helping family historians and the genealogy community, and be it

FURTHER RESOLVED, that said donation is to help The Smithtown Library's Long Island Room in continuing its efforts.

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

9. DONATION – Matt Torres – Online Donation

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 Nesconset resident Matt Torres for his generous online donation of fifty (\$50.00) dollars, and be it

FURTHER RESOLVED, that said donation is to be used as necessary at the Library's discretion.

The motion was seconded by Trustee Louis Frontario and adopted by a unanimous 5-0 vote.

10. DONATION – Michael Buffalino – Online Donation

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 Commack resident Michael Buffalino for his generous online donation of fifty (\$50) dollars, and be it

FURTHER RESOLVED, that said donation is to be used as necessary at the Library's discretion.

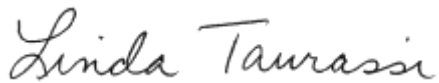
The motion was seconded by Trustee John Martins and adopted by a unanimous 5-0 vote.

11. Library Board President Gerard Cairns noted that the next "Regular" meeting of the Board of Trustees would be held at the Commack Building on July 17, 2018 at 6:30 p.m.
12. There being no further business, Library Board President Gerard Cairns moved to adjourn the meeting at 7:40 p.m. The motion was seconded by Trustee Louis Frontario and adopted by a unanimous 5-0 vote.

Minutes approved this 17th day of July, 2018.



Gerard J. Cairns, President
Smithtown Library Board of Trust



Linda Taurassi
Secretary to the Board of Trustees