

**MINUTES
BOARD OF TRUSTEES
THE SMITHTOWN LIBRARY
July 17, 2018**

A regular meeting of the Board of Trustees of The Smithtown Library was held at the Commack Building, Commack, New York on the 17th day of July, 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 and William Zimmerman. Trustees John C. Martins and Joseph Vallone were absent with prior notice.

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 June 19, 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 June 30, 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>\$ 21,792.31</i>
<i>ii. Warrant #18-June ("L" fund) WARRANT</i>	<i>\$ 200,088.31</i>
<i>iii. Warrant #18-June (PAYROLL #13 – 6/29/18</i>	<i>\$ 241,703.40</i>

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

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

- c. *RESOLVED: That the Board of Trustees of The Smithtown Library authorizes the Treasurer to designate \$200,000.00 from the unassigned fund balance for the committed purpose to fund future capital improvements and equipment replacement.*

The motion was seconded by Trustee Brianna Baker-Stines and adopted by a unanimous 5-0 vote.

3. 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:*

Full-time Appointment

- i. *Permanent full-time promotional appointment of **Emilee Musumeci** to the position of Librarian II, Adult Program Coordinator, Community Relations Department, Nesconset Building, at an annual rate of pay of \$67,213.00, subject to a 12-week probationary period, effective July 18, 2018 (to fill the vacancy created by the resignation of Lauren Scottaline, effective 7/16/18).*

Part-time / Temporary Appointments

- ii. *Release of **Ana Walsh** from the position of Page, Nesconset Building, into the part-time position of Library Clerk, Technical Services Department, Nesconset Building, at an hourly rate of pay of \$17.56, not to exceed 17.5 hours per week, effective August 15, 2018 (to fill part of the vacancy created by the promotion of James Hansen into the position of Principal Library Clerk, effective 4/18/18).*
- iii. *Part-time appointment of **Philip Mui** to the position of Custodial Worker I, at an hourly rate of pay of \$19.31, effective August 11, 2018 (to fill the vacancy created by the resignation of Donald Cimato, effective 7/5/18).*
- iv. *Part-time appointment of **Jewel McCarthy** to the position of Page, Kings Park Building, at an hourly rate of pay of \$11.00, effective July 23, 2018 (to fill the vacancy created by the resignation of Joseph Caretsky, effective 6/16/18).*
- v. *Part-time appointment of **Declan Willems** to the position of Page, Kings Park Building, at an hourly rate of pay of \$11.00, effective July 21, 2018 (to fill the vacancy created by the resignation of Sarah Guedouar).*
- vi. *Temporary appointment of **Edward Piotrowski** to the position of Custodial Worker I on a call-in basis, at an hourly rate of pay of \$19.31, effective July 19, 2018.*
- vii. *Temporary appointment of **Michael Sanacore** to the position of Custodial Worker I on a call-in basis, at an hourly rate of pay of \$19.31, effective July 24, 2018.*

Resignations

- viii. *Resignation of **Joseph Caretsky**, Page, Kings Park Building, effective June 16, 2018.*
- ix. *Resignation of **Donald Cimato**, Custodial Worker I, Nesconset Building, effective July 5, 2018.*

- x. Resignation of **Emma Lodato**, Librarian I, Adult Reference Department, Commack Building, effective July 13, 2018.
- xi. Resignation of **Lauren Scottaline**, Librarian II, Adult Program Coordinator, Community Relations Department, Nesconset Building, effective July 16, 2018.

Resignations – Call In Custodial Worker I

- xii. Resignation of **Joseph Adames**, Custodial Worker I on a call-in basis, effective July 9, 2018.
- xiii. Resignation of **Michael Alperti**, Custodial Worker I on a call-in basis, effective July 9, 2018.
- xiv. Resignation of **Michael Cronin**, Custodial Worker I on a call-in basis, effective July 9, 2018.
- xv. Resignation of **Peter Diaz**, Custodial Worker I on a call-in basis, effective July 9, 2018.
- xvi. Resignation of **Kevin Lawler**, Custodial Worker I on a call-in basis, effective July 9, 2018.

The motion was seconded by Trustee Louis Frontario 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 Trustee Brianna Baker-Stines who moved to accept adoption of resolution “a”.
 - a. Burglar Alarm Monitoring – all Library Buildings

RESOLVED: That the Board of Trustees of The Smithtown Library does hereby authorize the Library Director to enter into a contract with Electronix Systems, to begin August 1, 2018 for the second year of a five (5) year contract, for the purpose of providing central station burglar alarm monitoring and panic button monitoring for all Library buildings, at a total annual cost not to exceed \$1,056.00 (\$264.00 per building). Subsequent annual renewals will be considered pending board approval.

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

Trustee Brianna Baker-Stines moved to accept adoption of resolution “b”.

- b. Library Improvement Projects – all Library Buildings

RESOLVED: That the Library Director is authorized to make purchases on behalf of the Library for commodities and services related to the 2018 Library Improvement Projects, valued no greater than TEN THOUSAND DOLLARS (\$10,000.00), without the prior approval of the Board of Trustees of The Smithtown Library; however, said authorization will require two (2) signatures, one being that of the Library Director or Assistant Library Director and one being that of the Buildings and Grounds Liaison or Library Board President; said resolution to terminate at completion of project (sunsets 12/31/2018).

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

The Library Director noted that the above resolution was presented at the recommendation of Architect John Tanzi in order to avoid any unexpected obstacles from slowing down the work flow of the projects.

5. The COMMUNICATIONS COMMITTEE report was presented by Communications Committee Liaison Brianna Baker-Stines who reported that the Friends will not be meeting until September; the scholarship winners have been chosen, although the awards have not yet taken place; the Friends annual elections have taken place; the Friends' new tote bags are now on sale at all Circulation Desks.
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).

There was a short discussion pertaining to the lack of communication from Attorney General Karen Goldberg's office with regard to the Smithtown Library Foundation, who has lost their 501(c) (3) not-for-profit status. Attorney Kevin Seaman will write another letter to the Attorney General's office.

UNFINISHED BUSINESS

PUBLIC COMMENTS

There were no public comments.

NEW BUSINESS

7. DONATION – Kimball Piano – Janet Mac Millan

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 Janet Mac Millan of New York, NY, for her generous donation of one Kimball upright piano with matching piano bench, to be used as necessary for library programs.

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

8. At 7:08 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 employment history of a particular person. The motion was seconded by Trustee Louis Frontario 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, Louis S. Frontario and William Zimmerman.

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

9. Upon a motion by Library Board President Gerard Cairns, seconded by Trustee Louis Frontario and adopted by a unanimous 5-0 vote, the meeting reconvened in open public session at 7:45 p.m.

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

RESOLVED: That the Board of Trustees of The Smithtown Library will convene a special workshop meeting to evaluate policy on Thursday, July 26, 2018 at the Kings Park Building at 6:30 p.m.

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

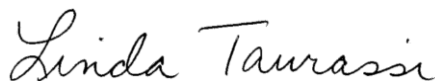
11. Library Board President Gerard Cairns noted that the next "Regular" meeting of the Board of Trustees would be held at the Kings Park Building on August 21, 2018 at 6:30 p.m.

12. There being no further business, Library Board President Gerard Cairns moved to adjourn the meeting at 7:50 p.m. The motion was seconded by Trustee William Zimmerman and adopted by a unanimous 5-0 vote.

Minutes approved this 21st day of August, 2018.



Gerard J. Cairns, President
Smithtown Library Board of Trust



Linda Taurassi
Secretary to the Board of Trustees



Patricia Thomson
Secretary Pro-Tempore