

**MINUTES
BOARD OF TRUSTEES
THE SMITHTOWN LIBRARY
August 21, 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 21st day of August, 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 and William Zimmerman. Trustee Joseph Vallone was absent with prior notice.

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

1. The meeting was taken out of order at this time by Library Board President Gerard Cairns who introduced Life Scout Adam Hartmann from Boy Scout Troop 7 of St. James. Life Scout Adam Hartmann presented his Eagle Scout Service Project to the Library Board. The project consists of the installation of three sensory stations for children with/without disabilities to enjoy and learn and will include (1) a small structure with wind chimes (consisting of pipes of different lengths) and colored roof panels; (2) a Tactile Board with six different surfaces to touch; and (3) a balance beam. All sensory stations will be installed on the Caleb Smith property adjacent to the Smithtown Building.

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

RESOLVED: That the Board of Trustees of The Smithtown Library does hereby accept the Eagle Scout Service Project described by Eagle Scout Candidate Adam Hartmann, of Boy Scout Troop 7 of St. James, and allows the project to proceed as presented.

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

2. At 6:38 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 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 was Attorney Christopher Ring.

3. Upon a motion by Library Board President Gerard Cairns, seconded by Trustee John Martins and adopted by a unanimous 6-0 vote, the meeting reconvened in open public session at 6:58 p.m.

READING AND APPROVAL OF MINUTES

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

RESOLVED: That the REGULAR MEETING MINUTES of July 17, 2018 and the SPECIAL MEETING (WORK SESSION) MINUTES OF July 26, 2018 be approved as presented (appended).

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

REPORTS OF OFFICERS, BOARDS, STANDING COMMITTEES & DIRECTOR'S REPORT

5. 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 July 31, 2018 be approved for filing (copy of report appended to the original of these minutes).*

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

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

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

i. Warrant #18-August ("L" fund) PREPAYS	\$ 32,567.76
ii. Warrant #18-August ("L" fund) WARRANT	\$ 336,629.86
iii. Warrant #18-August PAYROLL (#14 – 7/13/18)	\$ 244,146.44
iv. Warrant #18-August PAYROLL (#15 – 7/27/18)	\$ 255,322.61
v. Warrant #18-August PAYROLL (#16 – 8/10/18)	\$ 265,699.93

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

6. 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:*

Part-time/Temporary Appointments

- i. Part-time appointment of **Dana Klosner** to the position of Page, Reference/Circulation Departments, Smithtown Main Building, at an hourly rate of pay of \$11.00, effective August 29, 2018 (to fill the vacancy created by the resignation of Lily Link, effective August 4, 2018).
- ii. Part-time appointment of **Matthew Moran** to the position of Library Clerk, Reference Department, Audio/Visual Desk, Smithtown Main Building, at an hourly rate of pay of \$17.56, effective September 1, 2018 (to fill the vacancy created by the appointment of Casey Grant to the position of Librarian Trainee, effective July 7, 2018).

- iii. Temporary appointment of **Christopher Beck** to the position of Custodial Worker I on a call-in basis, at an hourly rate of pay of \$19.31, effective October 1, 2018.
- iv. Temporary appointment of **Jonathan Torres** to the position of Custodial Worker I on a call-in basis, at an hourly rate of pay of \$19.31, effective October 4, 2018.
- v. Temporary appointment of **TBD** to the position of Custodial Worker I on a call-in basis, at an hourly rate of pay of \$19.31, effective TBD.
- vi. Temporary appointment of **TBD** to the position of Custodial Worker I on a call-in basis, at an hourly rate of pay of \$19.31, effective TBD.

Retirement

- vii. Retirement of **Margaret Buonavita**, Library Clerk, Circulation Department, Commack Building, effective July 28, 2018 (last day of employment July 27, 2018).

Resignation

- viii. Resignation of **Sarah Adamo**, Page, Children's Department, Smithtown Main Building, effective August 18, 2018.
- ix. Resignation of **Lily Link**, Page, Reference/Circulation Departments, Smithtown Main Building, effective August 4, 2018
- x. Resignation of **Luke Minerva**, Page, Commack Building, effective August 11, 2018.
- xi. Resignation of **Peter Russo**, Page, Commack Building, effective August 18, 2018.

Leave of Absence

- xii. Maternity medical leave of absence without pay for **Colleen Navins**, Librarian I, Reference Department, Nesconset Building, effective on or about September 29, 2018 through November 3, 2018 pursuant to the Family Medical Leave Act (FMLA).
- xiii. Leave of absence without pay for **Joyce O'Hara**, Page, Reference/Circulation Departments, Smithtown Main Building, effective October 16, 2018 through October 31, 2018.
- xiv. Leave of absence without pay for **Louis Rossi**, Custodial Worker I, Kings Park/Nesconset Buildings, effective August 6, 2018 through August 11, 2018.

The motion was seconded by Trustee William Zimmerman and adopted by a unanimous 6-0 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 Library Director **Robert Lusak** be authorized to attend, on paid release time, the New York Library Association's 2018 NYLA Annual Conference, to be held in Rochester, NY, from November 7, 2018 through November 10, 2018, with reimbursement for actual and necessary expenses not to exceed \$900.00.

- ii. That Assistant Library Director **Patricia Thomson** be authorized to attend, on paid release time, the New York Library Association's 2018 NYLA Annual Conference, to be held in Rochester, NY, from November 7, 2018 through November 10, 2018, with reimbursement for actual and necessary expenses not to exceed \$900.00.
- iii. That Children's Services Librarian I **Kimberly Davis**, Children's Department, Nesconset Building, be authorized to attend, on paid release time, the Bloxels Workshop and tour of Port Washington Public Library, sponsored by Long Island Library Resources Council (LILRC), to be held at the Port Washington Public Library, Port Washington, NY, on August 22, 2018, with reimbursement for actual and necessary expenses not to exceed \$36.00.
- iv. That Librarian III **Julie DeLaney**, Community Relations Department, Nesconset Building, be authorized to attend, on paid release time, the New York Library Association's 2018 NYLA Annual Conference, to be held in Rochester, NY, from November 7, 2018 through November 10, 2018, with reimbursement for actual and necessary expenses not to exceed \$500.00*.
- v. That Librarian I **Jessica Newmark**, Adult Reference Department, Smithtown Main Building, be authorized to attend, on paid release time, the RASD (Reference and Adult Service Division of the Suffolk County Library Association) Annual Luncheon, to be held at That Meetball Place Restaurant, Patchogue, NY, on October 2, 2018, with reimbursement for actual and necessary expenses not to exceed \$34.00.
- vi. That Librarian I **Keith Pardini**, Long Island Room, Smithtown Main Building, be authorized to attend, on paid release time, the workshop entitled "It's All Relative: Genealogy Resources for the Non-genealogist Librarian", sponsored by Long Island Library Resources Council (LILRC), to be held at the Farmingdale State College Greenley Library, Farmingdale, NY, on September 18, 2018, with reimbursement for actual and necessary expenses not to exceed \$43.00.
- vii. That Children's Services Librarian I **Nicole Rossano**, Children's Department, Kings Park Building, be authorized to attend, on paid release time, the Children's Librarians Association of Suffolk County (CLASC) "Look to the Past Imagine the Future" 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.
- viii. That Librarian II **Andrew Salomon**, Adult Reference Department, Smithtown Main Building, be authorized to attend, on paid release time, the Hands-On Word Press Training Session entitled "Introduction to WordPress", sponsored by Long Island Library Resources Council (LILRC), to be held at the Farmingdale State College Greenley Library, Farmingdale, NY, on October 19, 2018, with reimbursement for actual and necessary expenses not to exceed \$41.00.
- ix. That Librarian II **Andrew Salomon**, Adult Reference Department, Smithtown Main Building, be authorized to attend, on paid release time, the Hands-On Word Press Training Session entitled "Intermediate WordPress", sponsored by Long Island Library Resources Council (LILRC), to be held at the Farmingdale State College Greenley Library, Farmingdale, NY, on November 2, 2018, with reimbursement for actual and necessary expenses not to exceed \$41.00.

- x. That Librarian II **Andrew Salomon**, Adult Reference Department, Smithtown Main Building, be authorized to attend, on paid release time, the Hands-On Word Press Training Session entitled "Advanced WordPress", sponsored by Long Island Library Resources Council (LILRC), to be held at the Farmingdale State College Greenley Library, Farmingdale, NY, on November 16, 2018, with reimbursement for actual and necessary expenses not to exceed \$41.00.
- xi. That Children's Services 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) "Look to the Past Imagine the Future" 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.
- xii. That Librarian II **Caren Zatyk**, Long Island Room, Smithtown Main Building, be authorized to attend, on paid release time, the workshop entitled "It's All Relative: Genealogy Resources for the Non-genealogist Librarian", sponsored by Long Island Library Resources Council (LILRC), to be held at the Farmingdale State College Greenley Library, Farmingdale, NY, on September 18, 2018, with reimbursement for actual and necessary expenses not to exceed \$43.00.

*The motion was seconded by Trustee Louis Frontario, and discussion followed pertaining to item "iv." Upon a motion by Trustee John Martins, seconded by Trustee Anita Dowd-Neufeld and adopted by a unanimous 6-0 vote, reimbursement for actual and necessary expenses for Julie DeLaney was increased from \$500.00 to an amount not to exceed \$900.00.

- 7. The BUILDINGS AND GROUNDS COMMITTEE report was presented by Buildings and Grounds Committee Liaison John Martins, who commenced discussion of item "a":
 - a. DISCUSSION – Scan card, alarm code and security camera access for Library Trustees

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

RESOLVED: That the Library Board form a committee of two to three members to evaluate the issue of 24/7 access for all board members pertaining to scan cards, security cameras and alarm codes and to make a recommendation back to the Board which will include an evaluation of the current policy and any recommended updates.

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

Trustees Brianna Baker-Stines, Anita Dowd-Neufeld and John Martins were appointed to the committee.

- 8. At this time the meeting was again taken out of order by Library Board President Gerard Cairns to allow a presentation by Life Scout Kyle Spinelli of Boy Scout Troop 125 from Commack (NEW BUSINESS)

Life Scout Kyle Spinelli described his project to the Library Board with sketches and photos and answered inquiries about the project. He noted that after Board approval he would contact the Shana Kay family to explain the project to them.

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 the Eagle Scout Service Project presented by Eagle Scout Candidate Kyle Spinelli, of Boy Scout Troop 125 of Commack, to clean up, add additional plantings, and install stepping stones to the Shana Kay Garden at the Commack Building.

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

9. The meeting returned to order and continued with the BUILDINGS AND GROUNDS report. Library Director Robert Lusak reported that the Smithtown parking lot project was moving along quickly and almost completed. Director Lusak informed the Board that a rendering of the Commack Building's proposed parking lot would be displayed on a poster board at the Commack Building for the public to view. There was a brief discussion pertaining to the Library's redesigned webpage. It was determined that more graphics would be added for easier access to the webpage.

Trustee John Martins moved to accept adoption of resolution "b" of the Buildings & Grounds report:

- b. ELEVATOR PREVENTIVE MAINTENANCE/SERVICE AGREEMENTS – Island Elevator

RESOLVED: That the Board of Trustees of The Smithtown Library approves the renewal of the contract for the elevator preventive maintenance/service agreements (second of a three year contract) for the Smithtown, Commack, Kings Park and Nesconset buildings to Island Elevator for the period beginning October 1, 2018 and ending September 30, 2019 (with an option to annually renew for one more year). The total annual cost for services covered under the 2018-2019 term shall not exceed \$9,084.00 (\$757/month).

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

Trustee John Martins moved to accept adoption of resolution "c":

- c. BANNER REQUESTS

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 Kickers** to place a banner on the corner of the property of the Smithtown Main Building from August 22, 2018 through September 15, 2018, advertising their ongoing soccer registration.*

- ii. *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 September 8, 2018 through September 24, 2018, advertising their Annual Fall Country Fair to be held September 29, 2018.*
- iii. *RESOLVED: That the Board of Trustees of The Smithtown Library approves the request of the **Sons of Norway Loyal Lodge #252** to place a banner on the corner of the property of the Smithtown Main Building from November 1, 2018 through November 11, 2018, advertising their Scandinavian Bazaar.*

The motion was seconded by Trustee Brianna Baker-Stines and adopted by a unanimous 6-0 vote.

- 10. The COMMUNICATIONS COMMITTEE report was presented by Communications Committee Liaison Brianna Baker-Stines who noted that, as mentioned in the Library Director's report, the Friends of the Smithtown Library were now on "SmileAmazon.com" and that any purchases made through this website would bring a percentage of the proceeds back to the Friends.
- 11. 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).

UNFINISHED BUSINESS

PUBLIC COMMENTS

There were no public comments.

NEW BUSINESS

- 12. RETIREMENT – Resolution of Appreciation – Margaret Buonavita

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

***Whereas,** Margaret Buonavita has announced her retirement as of July 28, 2018, and*

***Whereas,** having begun her tenure with The Smithtown Library on August 7, 2006, as a Library Clerk in the Circulation Department at our Commack Building; and*

***Whereas,** during her twelve years of faithful and dedicated service, she has earned the admiration and respect of her colleagues and co-workers; now therefore be it*

***Resolved,** that the Board of Trustees of The Smithtown Library does hereby express its appreciation to Margaret Buonavita for her twelve years of dedicated service and contributions to the Library; and be it*

***Further resolved,** that the Board of Trustees of The Smithtown Library extends to Margaret Buonavita their best wishes for many years of health and happiness during her retirement.*

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

10. LIBRARY BUDGET VOTE AND TRUSTEE ELECTION:

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 authorize Clerk Lauren Gunderson to undertake all actions necessary pursuant to Chapter 193 of the Laws of New York to conduct the Library's 2019 Budget Vote and Trustee Election to take place on October 9, 2018, including:

- i. The hiring of the Suffolk County Board of Elections to serve as a sole source vendor for a total of eight (8) voting machines, machine delivery and set-up, full voting hours machine maintenance by official Board of Elections technicians, full voting hours switchboard assistance, next day pick-up of machines; and to coordinate the printing of the official ballots with Fort Orange Press at a cost not to exceed \$3,000.00;*
- ii. Administering the selection and appointment of not more than 20 persons to serve in the capacity of election inspector for the 2019 Budget Vote and Trustee Election at a rate of pay per inspector of \$11.50 per hour.*

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

11. DONATION – Mr. & Mrs. John Albertelli – 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 Mr. and Mrs. John Albertelli of Smithtown, NY, for their generous online donation of twenty-five dollars (\$25.00); 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 Anita Dowd-Neufeld and adopted by a unanimous 6-0 vote.

12. Library Board President Gerard Cairns noted that the Special Meeting of the Library's Budget Hearing was tentatively scheduled for Thursday, September 6, 2018 at 9:30 a.m. at the Nesconset Building.

13. After discussion, Library Board President Gerard Cairns moved that the next "Regular" meeting of the Board of Trustees, originally scheduled for Monday, September 17, 2018, would be rescheduled to Wednesday, September 26, 2018 at 6:30 p.m. at the Smithtown Building.

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

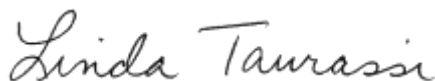
(NOTE: the date of the September meeting has since been changed to Thursday, September 27, 2018 at 6:00 p.m. at the Smithtown Building).

14. There was a brief discussion pertaining to the Suffolk Share Plan. Suffolk County Executive Steve Bellone is designated as chair of this initiative for Suffolk County under the governor's legislation and is putting forth this plan by creating a platform from which efficiency and savings can be achieved on an ongoing basis by allowing for an ongoing exchange of services, skills, equipment and information among County, Town and local governments. Further discussion and a resolution will be forthcoming in the near future.
15. There being no further business, Library Board President Gerard Cairns moved to adjourn the meeting at 7:56 p.m. The motion was seconded by Trustee John Martins and adopted by a unanimous 6-0 vote.

Minutes approved this 27th day of September, 2018.



Gerard J. Cairns, President
Smithtown Library Board of Trust



Linda Taurassi
Secretary to the Board of Trustees



Patricia Thomson
Secretary Pro-Tempore