

**MINUTES
BOARD OF TRUSTEES
THE SMITHTOWN LIBRARY
September 27, 2018**

A regular meeting of the Board of Trustees of The Smithtown Library was held at the Smithtown Building, Smithtown, New York on the 27th day of September, 2018 at 6:00 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 Joseph Vallone. 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. Trustee Anita Dowd-Neufeld moved to accept adoption of the following resolution:

RESOLVED: That the REGULAR MEETING MINUTES of August 21, 2018 and the two SPECIAL MEETING MINUTES of September 6, 2018 be approved as presented (appended).

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

2. The meeting was taken out of order at this time by Library Board President Gerard Cairns who noted that, as per the Library attorney's suggestion, he wanted to reaffirm a discussion that took place at the September 6, 2018 Special Meeting pertaining to Library trustees' 24/7 access to the Library's surveillance cameras. Library Board President Gerard Cairns noted that he had informed members of the bargaining unit at the September 6th meeting that the Library Board was permanently tabling this discussion. In order to affirm the Library Board's position, Library Board President Gerard Cairns moved the following resolution:

RESOLVED: That the matter of consideration of availing Smithtown Library Board of Trustees of 24/7 access to the Library's surveillance cameras is permanently tabled.

The motion was seconded by Trustee Joseph Vallone and adopted by a unanimous 6-0 vote.

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

3. The BUDGET AND FINANCE COMMITTEE report was presented by Budget and Finance Committee Liaison Joseph Vallone.

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

- a. *RESOLVED: That the TREASURER'S REPORT for the month ended August 31, 2018 be approved for filing (appended).*

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-September ("L" fund) PREPAYS	\$ 36,135.51
ii.	Warrant #18-September ("L" fund) WARRANT	\$ 268,780.51
iii.	Warrant #18-September ("M" fund) WARRANT	\$ 57,405.00
iv.	Warrant #18-September PAYROLL (#17 – 8/24/18)	\$ 239,316.45
v.	Warrant #18-September PAYROLL (#18 – 9/7/18)	\$ 240,127.09

The motion was seconded by Budget and Finance Committee Liaison Joseph Vallone and adopted by a unanimous 6-0 vote.

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

- c. *RESOLVED: As per approved resolution dated September 6, 2018 (pertaining to the early release of designated warrant payments prior to the September 27, 2018 board meeting) to avoid lateness and penalties due to the rescheduling of original meeting, now be it*

FURTHER RESOLVED, that the designated payments for early release are as follows:

- | | |
|------------------------|-----------------------|
| 1. A.M. Best | 8. NYS Environmental |
| 2. Ace Hardware | 9. Optimum |
| 3. Advanced Imaging | 10. Oriental Trading |
| 4. Amazon | 11. Staples Credit |
| 5. Amex | 12. Thermal Solutions |
| 6. DJJ Technology | 13. Toshiba |
| 7. Kings Park Hardware | |

The motion was seconded by Budget and Finance Committee Liaison Joseph Vallone and adopted by a unanimous 6-0 vote.

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

- d. *RESOLVED: That the Board of Trustees of The Smithtown Library does hereby approve the early release of designated warrant payments prior to the October 23, 2018 board meeting to avoid lateness and penalties (note: such meeting is scheduled late in the month due to the Library Budget Vote and Trustee Election); and be it*

FURTHER RESOLVED, that any bill that would incur a penalty and/or interest fee can be released by the Treasurer prior to the October 23, 2018 board meeting pending approval by the Board of Trustees Finance Liaison or Board President before payment is made.

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 “e”:

- e. *RESOLVED: That the Board of Trustees of The Smithtown Library does hereby approve the submission of a Public Library Construction Grant proposal for the Kings Park Building; grant to be administered in accordance with the requirements of Education Law §273-a (as amended by Chapter 57 of the Laws of 2007) and Commissioner’s Regulations §90.12; such grant includes the purchase and installation of an emergency generator in the amount of \$215,958.00 as per previous notice of award to Beltray Enterprises, Inc.*

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

4. 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 Appointments:

- i. *Part-time appointment of **Madeline Bannon** to the position of Library Clerk, Circulation Department, Smithtown Building, at an hourly rate of pay of \$17.56, not to exceed 17.5 hours per week, effective October 25, 2018 (to fill the vacancy created by the full-time appointment and reassignment of Deborah O’Leary to the Commack Building, effective 9/12/18).*
- ii. *Part-time appointment of **Benjamin Lederer** to the position of Library Clerk, Circulation Department, Kings Park Building, at an hourly rate of pay of \$17.56, not to exceed 17.5 hours per week, effective October 15, 2018 (to fill part of the vacancy created by the reassignment of Patricia Bianco to the Smithtown Building, effective January 8, 2018).*
- iii. *Release of **Kelsey Renz**, Reference Department, Commack Building, from a part-time Librarian Trainee position into a part-time Librarian I position, at an hourly rate of pay of \$30.76, not to exceed 17.5 hours per week, retroactive to September 21, 2018, as per Suffolk County Department of Civil Service regulations.*
- iv. *Part-time appointment of **Stephanie Torres** to the position of Library Clerk, Circulation Department, Kings Park Building, at an hourly rate of pay of \$17.56, not to exceed 17.5 hours per week, effective October 5, 2018 (to fill part of the vacancy created by the reassignment of Patricia Bianco to the Smithtown Building, effective January 8, 2018).*

Resignation:

- v. *Resignation of **Jesse Faiguenbaum**, Library Clerk, Circulation Department, Commack Building, effective October 1, 2018.*

Separation of Service:

- vi. Separation of service of the following Call-In positions (as per Suffolk County Department of Civil Service recommendations) effective October 1, 2018: Librarian I: **Jennifer Bagliavio, Christine Farrugia, Marlene Gonzalez, Joan Gudagno, Fern Gutman, Cara Lauber, Arlene Lesser, Erin Marone, Margaret McCarthy, Catherine Montazem, Kristina Nash, Melissa Roth, Erik Schmid, Karen Sonnessa; Library Clerks: **Michelle Kullack, Rose Sacheli-Balbi, Joyce Swanberg, Heather Van Gostein.****

The motion was seconded by Personnel Committee Liaison Louis Frontario 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 Young Adult Librarian I **Kaitlin Brand**, Reference Department, Smithtown Building, be authorized to attend, on paid release time, the workshop entitled "Raspberry Pi and the Librarian", sponsored by the Long Island Library Resources Council (LILRC), to be held at the South Huntington Public Library, Huntington, NY, on October 11, 2018, with reimbursement for actual and necessary expenses not to exceed \$75.00.*
 - ii. *That Librarian II **Erin Kanelos**, 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.*
 - iii. *That Librarian I **Keith Pardini**, Long Island Room, Smithtown Building, be authorized to attend, on paid release time, the "23rd Annual Archives Month Conference: Medical Archives—Processing, Privacy and Preservation", sponsored by the Long Island Library Resources Council (LILRC), to be held at the Brentwood Country Club and L.I. Psychiatric Museum at Pilgrim State Center, Brentwood, NY, on October 12, 2018, with reimbursement for actual and necessary expenses not to exceed \$44.00.*
 - iv. *That Librarian II **Caren Zatyk**, Long Island Room, Smithtown Main Building, be authorized to attend, on paid release time, the "23rd Annual Archives Month Conference: Medical Archives—Processing, Privacy and Preservation", sponsored by the Long Island Library Resources Council (LILRC), to be held at the Brentwood Country Club and L.I. Psychiatric Museum at Pilgrim State Center, Brentwood, NY, on October 12, 2018, with reimbursement for actual and necessary expenses not to exceed \$45.00.*

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

5. The BUILDINGS AND GROUNDS COMMITTEE report was presented by Buildings and Grounds Committee Liaison John Martins.
- a. Buildings and Grounds Committee Liaison John Martins introduced Librarian II William Salas who gave a PowerPoint presentation regarding the Library's new designation as a Passport Acceptance Facility.

Buildings and Grounds Committee Liaison John Martins moved to accept adoption of resolution “b”:

b. RESOLUTION – Snow Plowing & Salt Sanding Operations – Sonnenberg Nursery

*RESOLVED: That the Board of Trustees of The Smithtown Library does hereby authorize The Smithtown Library to enter into a contract with **Sonnenberg Nursery, Inc.** for the purpose of providing snow plowing and salt sanding operations for driving surfaces in the parking lots of the Smithtown, Commack, Kings Park & Nesconset Library buildings; said contract to be in effect for the period September 28, 2018 through April 30, 2019, with the Board having the option to renew annually for an additional one year at current pricing (available upon request).*

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

Buildings and Grounds Committee Liaison 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 **Kings Park Youth Athletic Association**, to place a banner on the corner of the property of the Commack Building from October 10, 2018 through November 1, 2018, advertising the Kings Park Youth Intramural Basketball Program.*
- ii. RESOLVED: That the Board of Trustees of The Smithtown Library approves the request of **St. Patrick Youth**, to place a banner on the corner of the property of the Nesconset Building, from October 17, 2018 through November 15, 2018, advertising their Youth Intramural Basketball Program.*

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

6. The COMMUNICATIONS COMMITTEE report was presented by Communications Committee Liaison Brianna Baker-Stines who reported that the Friends had held the first meeting after their summer break. Some items discussed were: (1) possible update of the playground (2) update of digital services (3) upcoming Book and Bake Sale replacing former Book and Hidden Treasure Sale.
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).

UNFINISHED BUSINESS

8. Library Director Robert Lusak reported on a Newsday article by Nick Spangler pertaining to the Smithtown Library Foundation. There was discussion regarding the Library Foundation’s response to Newsday’s inquiry and different approaches that could possibly be taken such as contacting the district attorney’s office or freezing their bank account.

It was noted that, although the Library Foundation has had its 501c3 status withdrawn, the Library Foundation has not been dissolved and the Charities Bureau does not have the authority to force the Library Foundation to withdraw money from their bank account to give to the Library. The matter will be taken up with the Library's attorney before further action is taken.

As a follow up to the September 6th meeting, the Library Director reported that he and the Assistant Library Director had reached out to our burglar and fire alarm companies to make sure they have up-to-date contact information and that the Director, Assistant Director or building heads were always reachable. Looking into past events, a few years ago there was a small fire in the outdoor crèche at the Smithtown building. This event did not trigger our fire alarm monitoring service because it did not occur inside the building.

PUBLIC COMMENTS

There were no public comments.

NEW BUSINESS

9. COUNTY-WIDE SHARED SERVICES INITIATIVE -- SUFFOLKSHARE INTERMUNICIPAL COOPERATION AGREEMENT:

Library Board President Gerard Cairns explained that the Library Board and Administration had attended a workshop on a program called the County-wide Shared Services Initiative which emanated from the governor's office wherein towns and villages have been asked to cooperate with each other in an effort to reduce costs by sharing services.

Library Board President Gerard Cairns moved to accept adoption of the following resolution authorizing the Library Board of Trustees to join the COUNTY-WIDE SHARED SERVICES INITIATIVE and execute the SUFFOLKSHARE INTERMUNICIPAL COOPERATION AGREEMENT

WHEREAS, in accordance with the County-wide shared services property tax savings law adopted by New York State, representatives of the County, Towns, Villages and Districts within the County of Suffolk approved a plan for shared, coordinated and efficient services (the "Shared Services Plan"); and

WHEREAS, participating Towns, Villages and Districts within the County wish to create, in accordance with applicable New York Law, SuffolkShare, a cooperative organization to serve its members by pursuing options including, but not limited to operating and maintaining a regional procurement system, assisting its members in compliance with state bidding requirements, identifying qualified vendors of commodities, goods and services, facilitating the sharing of services and providing a platform to share information and facilitate discussions between members, all in an effort to realize potential economies, including administrative cost savings for SuffolkShare members; and

WHEREAS, Article 5-G of the General Municipal Law authorizes municipal entities to join together for the provision of municipal services for the performance among themselves or one for the other of their respective functions, powers and duties on a cooperative basis; now therefore be it

RESOLVED, that the LIBRARY, be and hereby is authorized to enter into all shared services activities and programs in the Suffolk County shared services initiative.

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

10. The Library Director read into the minutes a letter received by Beth Mehalick Paskoff, a former employee who started her library career in 1965 at The Smithtown Library and after an illustrious career went on to become the Dean of the School of Library and Information Science at Louisiana State University in 2000 until her retirement in 2014. She thanked the people in Smithtown who helped her get started on a career she loved (letter appended to the original of these minutes).
11. Next "Regular" meeting of the Board of Trustees – Tuesday, October 23, 2018 – 6:30 p.m. at the Nesconset Building (NOTE: October board meeting to be held on the fourth Tuesday of the month as per board resolution dated 9/27/07).

Minutes approved this 23rd day of October, 2018.



Gerard J. Cairns, President
Smithtown Library Board of Trust



Linda Taurassi
Secretary to the Board of Trustees