

**MINUTES
BOARD OF TRUSTEES
“SPECIAL” MEETING
THE SMITHTOWN LIBRARY
September 6, 2018**

A “SPECIAL” meeting of the Board of Trustees of The Smithtown Library was held at the Nesconset Building, Nesconset, New York on the 6th day of September, 2018 immediately following the SPECIAL meeting pertaining to the Library’s 2019 budget. The meeting began at 9:42 a.m.

The following Library Trustees were present and participating at the meeting: Gerard J. Cairns, Anita Dowd-Neufeld, John Martins and William Zimmerman. Trustees Brianna Baker-Stines, Louis S. Frontario 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.

Gerard J. Cairns, President of the Board of Trustees, acted as Chairman of the meeting.

The board deliberated and took action upon the following matters:

1. Report of the BUDGET AND FINANCE COMMITTEE

In the absence of Budget and Finance Committee Liaison Joseph Vallone, Library Board President Gerard Cairns requested that the report be presented by Treasurer Joanne T. Grove. 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 approve the early release of designated warrant payments prior to the September 27, 2018 board meeting to avoid lateness and penalties (note: the regular meeting of September 17, 2018 has been rescheduled due to the anticipated lack of a quorum); and be it

FURTHER RESOLVED, that designated bills will be approved by the Finance Liaison of the Board of Trustees or the Library Board President before payment is made.

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

2. Report of the PERSONNEL COMMITTEE

In the absence of Personnel Committee Liaison Louis Frontario, the PERSONNEL REPORT was presented by Trustee Anita Dowd-Neufeld who 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 appointment of **Deborah O’Leary** to the position of Library Clerk, Circulation Department, Commack Building, at an annual rate of pay of \$42,042.00, subject to a 26-week probationary period, effective September 12, 2018 (to fill the vacancy created by the retirement of Margaret Buonavita on 7/28/18).

Part-time Appointment

- ii. Part-time appointment of **Kelsey Renz** to the position Librarian Trainee, Adult Reference Department, Commack Building, at an hourly rate of pay of \$29.84, effective September 11, 2018 (to fill the vacancy created by the resignation of Emma Lodato, effective 7/13/18).

Resignation

- iii. Resignation of **Samantha Warshauer**, Page, Commack Building, effective September 1, 2018.

The motion was seconded by Trustee John Martins and adopted by a unanimous 4-0 vote.

Trustee Anita Dowd-Neufeld moved to accept adoption of resolution “b”:

b. *RESOLVED: That the following CONFERENCE/WORKSHOP ATTENDANCE request set forth hereinafter is hereby approved:*

- i. That Librarian I **Lee-Ann Finn**, Adult Reference Department, 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 \$44.00.

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

3. Report of the BUILDINGS AND GROUNDS COMMITTEE

The BUILDINGS AND GROUNDS COMMITTEE report was presented by Personnel Committee Liaison John Martins who moved to accept adoption of resolution “a”:

a. DJJ Technologies – Three year contract

RESOLVED: That the Board of Trustees of The Smithtown Library authorizes the Library to enter into a three-year contract with DJJ Technologies (NYS Contract Group 73600 – Award 22802), nunc pro tunc, effective September 1, 2018 through August 31, 2021, subject to an annual renewal by the sitting Board, for the purpose of providing telephone system support and maintenance, in an amount not to exceed \$550 per month (\$6,600/year).

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

Personnel Committee Liaison John Martins moved to accept adoption of resolution “b”:

b. Thermal Solutions – Five year contract

RESOLVED: That the Board of Trustees of The Smithtown Library approves the renewal of the fifth year of a five-year annual contract nunc pro tunc effective September 1, 2018 through August 31, 2019, for Heating, Ventilation and Air Conditioning (HVAC) maintenance/service agreements for the Commack, Kings Park, Nesconset and Smithtown buildings with Thermal Solutions, Inc., at a total annual cost not to exceed \$23,000.

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

PUBLIC COMMENTS

Jesse Lemke, Library Staff Member & President – CSEA - Smithtown Library Unit: Mr. Lemke noted it had been brought to his attention that the Library Board was discussing the possibility of granting themselves 24/7 access to the Library’s buildings, grounds, security cameras and staff areas. As the representative of Library staff he presented a petition with staff signatures and requested that the Library Board not move forward with this issue. He cautioned that the union was opposed to granting the board this privilege and would do everything in its power to stop it.

Library Board President Gerard Cairns apologized on behalf of the Board for not seeking the appropriate level of communication with the union’s leadership. He stated that the matter had been discussed and agreed upon with all Board members that the issue should be permanently tabled. He noted that the Board valued all employees and stated he would ask the Library Director to set up periodic liaison meetings between the Library Board and union leadership to discuss any concerns in an informal setting. Mr. Cairns assured the staff that the Board is committed to a collegial and collaborative relationship with the constituency that works for the Library.

Anthony Monteleone – Nesconset resident – former Library Trustee: Mr. Monteleone noted that in this day and age security cameras were definitely necessary, however he took issue with the idea of any trustee having 24/7 access and noted that he felt this fell outside of the purview of a library trustee’s responsibility. Mr. Monteleone apologized if he had offended anyone.

Maryellen Kirincic – Library Staff Member – Ms. Kirincic asked what had transpired to make the Library Board want 24/7 access to the buildings. Mr. Cairns said they were looking at adding to the level of security.

3. There being no further business, Library Board President Gerard Cairns moved to adjourn the meeting at 9: 42 a.m. The motion was seconded by Trustee John Martins and adopted by a unanimous 4-0 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