

**MINUTES
BOARD OF TRUSTEES
THE SMITHTOWN LIBRARY
October 22, 2019**

A regular meeting of the Board of Trustees of The Smithtown Library was held at the Smithtown building, Smithtown, New York on the 22nd day of October, 2019 at 6:30 p.m.

The following Library Trustees were present and participating at the meeting: Brianna Baker-Stines, Gerard J. Cairns, Anita Dowd-Neufeld, Annette Galarza, Theresa M. Stabile (entered meeting at 6:38 pm), Joseph Vallone and William Zimmerman.

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

Anita Dowd-Neufeld, President of the Board of Trustees, acted as Chairman of the meeting.

READING AND APPROVAL OF MINUTES

1. Trustee Brianna Baker-Stines moved to accept adoption of the following resolution:

RESOLVED, that the REGULAR MEETING MINUTES of September 17, 2019 be approved as presented.

The motion was seconded by Trustee Gerard Cairns and adopted by a unanimous 6-0 vote.

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

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

- a. TREASURER'S REPORT

Trustee Gerard Cairns moved to accept adoption of resolution "a":

RESOLVED, that the TREASURER'S REPORT for the month ended September 30, 2019 be approved for filing (copy of report appended to the original of these minutes).

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

NOTE: Trustee Theresa Stabile entered the meeting at 6:38 p.m.

b. WARRANTS

Trustee Gerard Cairns moved to accept adoption of resolution “b”:

RESOLVED, that the following WARRANTS be approved for payment:

i. Warrant #19-October (“L” fund) PREPAYS	\$ 41,792.55
ii. Warrant #19-October (“L” fund) WARRANT	\$ 470,247.38
iii. Warrant #19-October (“M” fund) WARRANT	\$ 62,320.00
vi. Warrant #19-October (PAYROLL #19 – 9/20/19)	\$ 272,874.15
v. Warrant #19-October (PAYROLL #20 – 10/04/19)	\$ 258,763.45
vi. Warrant #19-October (PAYROLL #21 – 10/18/19)	\$ 259,127.73

The motion was seconded by Trustee William Zimmerman and adopted by a unanimous 7-0 vote.

c. CERTIFICATE OF RESULTS – 2020 Budget Vote & Trustee Election

Trustee William Zimmerman moved to accept adoption of resolution “c”:

RESOLVED: That the Board of Trustees of The Smithtown Library does hereby accept the Library’s 2020 Budget Vote and Trustee Election results as presented (copy of results appended to the original of these minutes).

The motion was seconded by Trustee Brianna Baker-Stines and adopted by a unanimous 7-0 vote.

3. The PERSONNEL COMMITTEE report was presented by Personnel Committee Liaison Brianna Baker-Stines.

Trustee Gerard Cairns moved to accept adoption of resolution “a”:

a. *RESOLVED, that the following PERSONNEL changes be approved as presented:*

Appointments:

- i. Release of **Shannon McLaughlin** from a Page position and appointment to the part-time position of Library Clerk, Audio Visual/Media Desk, Smithtown building, at an hourly rate of pay of \$17.82, not to exceed 17.5 hours per week, effective October 24, 2019 (to fill the vacancy created by the resignation of Matthew Moran, effective 9/14/19).
- ii. Part-time appointment of **Maria Torquato** to the position of Library Clerk, Circulation Department, Commack building, at an hourly rate of pay of \$17.82, not to exceed 17.5 hours per week, effective October 28, 2019 (to fill part of the full-time vacancy created by the reassignment of Carolyn Muhlenbruck to the Nesconset building).

Leave Requests:

- iii. Leave of absence without pay for **Carolyn Annis**, Page, Reference/Circulation Departments, Smithtown building, effective November 25, 2019 and December 2, 2019.
- iv. Leave of absence without pay for **Victoria McLaughlin**, Page, Reference/Circulation Departments, Smithtown building, effective October 16, 2019; October 21, 2019; October 23, 2019.

- v. Leave of absence without pay for **Stephanie Metzler**, Page, Commack building, effective October 31, 2019; November 1, 2019; November 4, 2019; November 5, 2019.
- vi. Leave of absence without pay for **Joyce O'Hara**, Page, Reference/Circulation Departments, Smithtown building, effective October 15, 2019 through October 30, 2019.

The motion was seconded by Trustee Annette Galarza and adopted by a unanimous 7-0 vote.

Trustee Annette Galarza 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 **Amanda Lentino**, Reference Department, Nesconset building, be authorized to attend, nunc pro tunc, on paid release time, the walk-in Notary Public Exam, to be held at the Perry B. Duryea State Office Building, Hauppauge, NY, on September 24, 2019, with reimbursement for actual and necessary expenses not to exceed \$15.00.
- ii. That Librarian II **Peggy Lopez**, Reference Department, Commack building, be authorized to attend, nunc pro tunc, on paid release time, the walk-in Notary Public Exam, to be held at the Perry B. Duryea State Office Building, Hauppauge, NY, on August 20, 2019, with reimbursement for actual and necessary expenses not to exceed \$15.00
- iii. That Librarian I **Colleen Navins**, Reference (Teen/Young Adult) Department, Nesconset building, be authorized to attend, on paid release time, the Young Adult Services Division of the Suffolk County Library Association (YASD) Annual Luncheon, to be held at the Irish Coffee Pub, East Islip, NY, on December 12, 2019, with reimbursement for actual and necessary expenses not to exceed \$40.00.
- iv. That Librarian II **Jessica Quenzer**, Reference Department, Kings Park building, be authorized to attend, nunc pro tunc, on paid release time, the walk-in Notary Public Exam, to be held at the Perry B. Duryea State Office Building, Hauppauge, NY, on October 8, 2019, with reimbursement for actual and necessary expenses not to exceed \$15.00.
- v. That Librarian I **Kelsey Renz**, LI Room/Reference Department, Smithtown building, be authorized to attend, on paid release time, the 24th Annual Archives Conference: "Marketing Special Collections in the 21st Century", sponsored by the Long Island Library Resources Council, to be held at the Milleridge Inn, Jericho, NY, on November 4, 2019, with reimbursement for actual and necessary expenses not to exceed \$69.00.
- vi. That Librarian II **William Salas**, Patent & Trademark Resource Center Librarian, Reference Department, Smithtown building, be authorized to attend, on paid release time, the seminar titled "Business Essentials: Protecting Intellectual Property", sponsored by U.S. Commercial Service Long Island and the U.S. Patent and Trademark Office, to be held at the office of Carter, DeLuca & Farrell, LLP, Melville, NY, on November 6, 2019, with reimbursement for actual and necessary expenses not to exceed \$55.00.

- vii. That Librarian II **Caren Zatyk**, LI Room/Reference Department, Smithtown building, be authorized to attend, on paid release time, the 24th Annual Archives Conference: "Marketing Special Collections in the 21st Century", sponsored by the Long Island Library Resources Council, to be held at the Milleridge Inn, Jericho, NY, on November 4, 2019, with reimbursement for actual and necessary expenses not to exceed \$69.00.

The motion was seconded by Trustee Gerard Cairns and adopted by a unanimous 7-0 vote.

4. The BUILDINGS AND GROUNDS COMMITTEE report was presented by Buildings and Grounds Committee Liaison Gerard Cairns.

Trustee Brianna Baker-Stines moved to accept adoption of resolution "a":

a. SECURITY SERVICES

RESOLVED: that the Board of Trustees of The Smithtown Library authorizes the Library Director to exercise the right of termination, nunc pro tunc, as provided in the agreement between The Smithtown Library and Alante Security Group, Inc., effective September 27, 2019; and be it

FURTHER RESOLVED, that the Board of Trustees authorizes the Library Director to enter into a contract, nunc pro tunc, with GXC Inc., for the purpose of providing security services to the Library's four buildings, for a term of one year, to commence October 1, 2019, at a rate of \$28.72 per hour, as submitted in the bid proposal.

The Library Director explained the reasons for the termination of the Alante Security Group to the Library Board. Mr. Genaro Cavazos, owner of GXC Inc. was present in the audience and graciously answered questions posed by the Library Board.

The motion was seconded by Trustee William Zimmerman and adopted by a unanimous 7-0 vote.

Trustee Brianna Baker-Stines moved to accept adoption of resolution "b":

b. PUBLIC LIBRARY CONSTRUCTION GRANT – LI ROOM VAULT HVAC PROJECT

RESOLVED: that the Board of Trustees of The Smithtown Library does hereby approve the submission of a Public Library Construction Grant proposal for the Smithtown 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 a new HVAC system and related equipment for the Long Island Room vault.

The motion was seconded by Trustee Theresa Stabile and adopted by a unanimous 7-0 vote.

5. The COMMUNICATIONS COMMITTEE report was presented by Communications Committee Liaison William Zimmerman, who notified the Library Board of an online donation from Mr. Matt Torres of Nesconset.

- a. DONATION – Matt Torres

Trustee Joseph Vallone 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. Matt Torres, of Nesconset, NY, for his 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 Annette Galarza and adopted by a unanimous 7-0 vote.

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).

The Library Director thanked everyone for getting the word out and passing our Library's budget.

The Director further reported that Administration had been working with the Town of Smithtown Planning Department on the redesign of the Smithtown building's parking lot (copy of parking lot rendering appended to the original of these minutes). The Library Board was in agreement and supports the Library Director's further exploration of the restructuring of the parking lot at the Smithtown building.

UNFINISHED BUSINESS

7. HOOPLA – On-Demand Streaming Video Platform

Trustee Brianna Baker-Stines moved to accept adoption of the following resolution:

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby authorize the Library Director to enter into a contract agreement for services enabling all Smithtown Library card holders access to HOOPLA, an on-demand streaming video platform, at a total cost not to exceed \$25,000.00 for the 2020 calendar year.

The motion was seconded by Trustee Annette Galarza and adopted by a unanimous 7-0 vote.

PUBLIC COMMENTS

There were no public comments.

NEW BUSINESS

8. MACMILLAN PUBLISHERS

Trustee Theresa Stabile moved to accept adoption of the following resolution:

WHEREAS, the Board of Trustees of The Smithtown Library vehemently opposes the embargo to take effect on November 1, 2019 by Macmillan Publishers that will limit library consortiums to purchase only one copy of each new e-book title for the first eight weeks after a book's release; and

WHEREAS, the Board of Trustees recognizes that this embargo would limit the Library's ability to provide access to information for all; now therefore be it

RESOLVED, that The Smithtown Library will not purchase e-book titles from Macmillan Publishers for as long as the embargo is in effect.

After discussion the motion was seconded by Trustee William Zimmerman and adopted by a unanimous 7-0 vote.

9. TOY DRIVE 2019

Trustee Brianna Baker-Stines moved to accept adoption of the following resolution:

RESOLVED: That the Board of Trustees of The Smithtown Library grants permission for all Library buildings to be used as a drop-off location for the ReesSpecht Life Foundation "Toy Drive 2019", for the purpose of collecting new unwrapped toys for distribution as Christmas gifts to needy children in the community, for the period November 18, 2019 through December 11, 2019.

The motion was seconded by Trustee Theresa Stabile and adopted by a unanimous 7-0 vote.

10. At 7:21 p.m. Trustee William Zimmerman 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 Theresa Stabile and adopted by a unanimous 7-0 vote.

The following trustees were present and participating in executive session: Brianna Baker-Stines, Gerard J. Cairns, Anita Dowd-Neufeld, Annette Galarza, Theresa Stabile, Joseph Vallone and William Zimmerman.

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

11. Upon a motion by President Anita Dowd-Neufeld, seconded by Trustee Joseph Vallone, and adopted by a unanimous 7-0 vote, the meeting reconvened in open public session at 8:13 p.m.

12. Library Board President Anita Dowd-Neufeld moved to accept adoption of the following resolution:

RESOLVED, upon the recommendation of the Library Director, it is hereby resolved that the position of Custodial Worker III is hereby abolished effective October 23, 2019.

The motion was seconded by Trustee Joseph Vallone and resulted in the following roll call vote: FOR—Dowd-Neufeld, Stabile, Vallone; AGAINST—Baker-Stines, Cairns, Galarza, Zimmerman. There being no majority, the motion failed.

13. Trustee William Zimmerman moved to accept adoption of the following resolution:

RESOLVED, upon the recommendation of the Library Director, the establishment of the Civil Service title of "Driver Messenger", and approval of the part-time appointment of five (5) employees (TBD) to the position of Driver Messenger, in accordance with regulations of the Suffolk County Department of Civil Service, pertaining to the classification of new positions, at an hourly rate of pay of \$14.00 per Driver Messenger, not to exceed 17.5 hours per week, effective date TBD, is hereby approved.

The motion was seconded by Trustee Annette Galarza and adopted by a unanimous 7-0 vote.

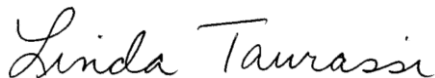
14. There being no further business, Trustee Brianna Baker-Stines moved to adjourn the meeting at 8:28 p.m. The motion was seconded by Trustee William Zimmerman and adopted by a unanimous 7-0 vote.

Note: The next "regular" meeting of the Board of Trustees will be held Tuesday, November 19, 2019 at 6:30 p.m. at the Commack building.

Minutes approved this 19th day of November, 2019.



Anita Dowd-Neufeld, President
Smithtown Library Board of Trustees



Linda Taurassi
Secretary to the Board of Trustees