

**MINUTES
BOARD OF TRUSTEES
THE SMITHTOWN LIBRARY
November 19, 2019**

A regular meeting of the Board of Trustees of The Smithtown Library was held at the Commack building, Commack, New York on the 19th day of November, 2019 at 6:30 p.m.

The following Library Trustees were present and participating at the meeting: Gerard J. Cairns, Anita Dowd-Neufeld, Annette Galarza, Theresa M. Stabile, Joseph Vallone and William Zimmerman. Trustee Brianna Baker-Stines was absent with prior notice.

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

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

READING AND APPROVAL OF MINUTES

1. Trustee Gerard Cairns moved to accept adoption of the following resolution:

RESOLVED, that the REGULAR MEETING MINUTES of October 22, 2019 be approved as presented.

The motion was seconded by Trustee Theresa Stabile 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 October 31, 2019 be approved for filing (copy of report appended to the original of these minutes).

The motion was seconded by Trustee Theresa Stabile and adopted by a unanimous 6-0 vote.

b. WARRANTS

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

RESOLVED, that the following WARRANTS be approved for payment:

i. Warrant #19-November (“L” fund) PREPAYS	\$ 27,391.81
ii. Warrant #19-November (“L” fund) WARRANT	\$ 321,866.50
iii. Warrant #19-November (“M” fund) WARRANT	\$ 2,010.00
iv. Warrant #19-November (PAYROLL #22 – 11/01/19)	\$ 261,487.03

The motion was seconded by Trustee Theresa Stabile and adopted by a unanimous 6-0 vote.

c. BUDGET TRANSFER

Trustee Theresa Stabile moved to accept adoption of resolution “c”:

RESOLVED, that the Treasurer be authorized to execute the budget transfer of \$58,500.00 (from/to) the following budget expenditure accounts:

	ACCOUNT	FROM	TO
Hospital/Medical Insurance	L.8500	58,500	
Computer Equipment	L.2000		5,000
Lost and Paid	L.4110		1,000
Online Materials	L.4150		45,000
Other Non-Book Materials	L.4151		2,000
Postage and Freight	L.4330		5,500
TOTAL		58,500	58,500

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

d. BUDGET TRANSFER

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

RESOLVED, that the Treasurer be authorized to execute a budget transfer in the amount of \$9,106.00 to decrease budget line L.4120 [Recordings) and increase budget line L.4100 (Books) (Note: this transfer reflects patron demand at all buildings).

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

e. NYS RETIREMENT – Annual Invoice

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

RESOLVED: That the Board of Trustees of The Smithtown Library authorizes the Treasurer to prepay the 2020 NYS Retirement annual invoice, due December 15, 2019, in the amount of \$911,626.00; said amount reflects a prepayment discount of \$7,376.00.

The motion was seconded by Trustee Annette Galarza and adopted by a unanimous 6-0 vote.

3. In the absence of Personnel Committee Liaison Brianna Baker-Stines, the PERSONNEL COMMITTEE report was presented by Trustee Gerard Cairns.

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

Trustee William Zimmerman moved to accept adoption of personnel items “i – iv”:

Appointments:

- i. *Part-time appointment of **Adam Zoffranieri** to the position of Librarian Trainee, Reference Department, Commack building, at an hourly rate of pay of \$27.47, effective December 30, 2019 (to fill the vacancy created by the reassignment of Kelsey Renz, effective 10/3/2019).*
- ii. *Part-time appointment of one (1) employee (**TBD**) to the position of Librarian I, Reference Department, Commack building, at an annual salary commensurate with the current CSEA Collective Bargaining Agreement, effective (TBD) (to fill the vacancy created by the reassignment of Marissa Finocchiaro, effective 9/23/2019).*
- iii. *Release of **Christine Baum** from a part-time Librarian I position into a permanent full-time appointment of Children’s Services Librarian I, Children’s Department, Smithtown building, at an annual rate of pay of \$57,958.00, subject to a 26-week probationary period, effective December 2, 2019 (to fill the vacancy created by the resignation of Tara Ragona, effective 3/6/19).*
- iv. *Permanent promotional appointment of **Jessicca Newmark** to the position of Librarian II (Senior Services & Adult Reference), Reference Department, Smithtown building, at an annual rate of pay of \$75,763.00, subject to a 12-week probationary period, effective December 2, 2019.*
- v. *Part-time appointment of **Ina Lee** to the position of Page, Commack building, at an hourly rate of pay of \$12.00, effective November 27, 2019 (to fill the vacancy created by the appointment of Kim Scarpulla to Library Clerk, effective 8/27/19).*

The motion was seconded by Trustee Theresa Stabile and adopted by a unanimous 6-0 vote.

Trustee William Zimmerman moved to accept adoption of personnel items “v – vii”:

Resignations:

- vi. *Resignation of **Madeline Bannon**, Library Clerk, Circulation Department, Smithtown building, effective November 14, 2019.*
- vii. *Resignation of **Erika Birdsall**, Page, Commack building, effective November 19, 2019.*
- viii. *Resignation of **Shannon McLaughlin**, Library Clerk (Audio/Visual Desk), Smithtown building, effective November 23, 2019.*

The motion was seconded by Trustee Theresa Stabile and adopted by a unanimous 6-0 vote.

Trustee Joseph Vallone moved to accept adoption of personnel item “viii”:

Retirement:

- ix. *Retirement of **Kathleen Florio**, Library Clerk, Circulation Department, Commack building, effective December 3, 2019 (last date of employment is 12/2/19)*

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

Trustee Annette Galarza moved to accept adoption of resolution “b”:

- b. *RESOLVED, that the following CONFERENCE/WORKSHOP ATTENDANCE request set forth hereinafter is hereby approved:*
 - i. *That Teen Services Librarian I **Kaitlin Brand**, Reference Department, (Teen Services), Smithtown building, be authorized to attend, on paid release time, the workshop titled “Puzzling Through the Past: Creating Escape Room Experiences at Historic Sites”, sponsored by the Long Island Museum Association, to be held at Hofstra University, Hempstead, NY, on December 9, 2019, with reimbursement for actual and necessary expenses not to exceed \$15.00.*

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

4. The BUILDINGS AND GROUNDS COMMITTEE report was presented by Buildings and Grounds Committee Liaison Gerard Cairns.
 - a. Presentation – Smithtown Building Parking Lot Project Proposal

Committee Liaison Gerard Cairns invited architect John Tanzi to present the Smithtown Building Parking Lot Project Proposal. Mr. Tanzi presented renderings of the parking lot (copy of rendering appended to the original of these minutes) and answered inquiries about the project. The project will be a joint partnership with the Town of Smithtown.

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

*RESOLVED: That **John Tanzi Architects** be retained to serve as a consultant to The Smithtown Library at a total cost not to exceed \$24,500.00 for services rendered in conjunction with the Smithtown Building Parking Lot Project Proposal.*

The motion was seconded by Trustee Annette Galarza and adopted by a unanimous 6-0 vote.

5. The COMMUNICATIONS COMMITTEE report was presented by Communications Committee Liaison William Zimmerman.
 - a. Communications Committee Liaison William Zimmerman presented a letter naming The Smithtown Library as First Place winner of the 2019 SLMA Award (Suffolk Library Marketing Award), for the “Signed Book Scavenger Hunt” marketing campaign created by Librarian III Julie DeLaney, head of the Community Relations Department. Ms. DeLaney explained how The Smithtown Library’s marketing campaign won this year’s award.
 - b. Friends of the Smithtown Library Liaison Theresa Stabile gave a summary of the October 29, 2019 Friends of the Smithtown Library meeting she had attended. The next Friends meeting will take place on Tuesday, December 3, 2019 at 6:30 p.m. at the Nesconset building.
6. Library Director Robert Lusak presented the November DIRECTOR’S REPORT (copy of report appended to the original of these minutes).

UNFINISHED BUSINESS

No unfinished business was discussed.

PUBLIC COMMENTS

There were no public comments.

NEW BUSINESS

7. SCLS 2020 Proposed Operating Budget

Trustee Joseph Vallone moved to accept adoption of the following resolution:

RESOLVED: That the Board of Trustees of The Smithtown Library does hereby approve the proposed SCLS Fiscal Year 2020 Operating Budget.

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

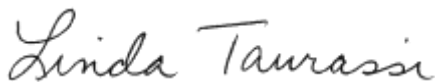
8. DISCUSSION – Meeting Dates for 2020 Yearly Planner

- a. After discussion, Library Board President Anita Dowd-Neufeld noted that the annual Organizational meeting of the Board of Trustees was tentatively scheduled for Tuesday, January 7, 2020 at 4:00 p.m. at the Nesconset building.
 - b. After discussion, the date of the Board of Trustees annual budget hearing was tentatively scheduled for Thursday, September 3, 2020 at 9:30 a.m. at the Nesconset building.
9. Library Board President Anita Dowd-Neufeld noted that the next regular meeting of the Board of Trustees was scheduled for Tuesday, December 17, 2019 at 6:30 p.m. at the Kings Park building.
10. There being no further business, Trustee Joseph Vallone moved to adjourn the meeting at 7:34 p.m. The motion was seconded by Trustee Gerard Cairns and adopted by a unanimous 6-0 vote.

Minutes approved this 17th day of December, 2019.



Anita Dowd-Neufeld, President
Smithtown Library Board of Trustees



Linda Taurassi
Secretary to the Board of Trustees