

**MINUTES  
BOARD OF TRUSTEES  
THE SMITHTOWN LIBRARY  
December 17, 2019**

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 17<sup>th</sup> day of December, 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, Theresa M. Stabile, Joseph Vallone and William Zimmerman. Trustee Annette Galarza was absent with prior notice.

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

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

**READING AND APPROVAL OF MINUTES**

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

*RESOLVED, that the REGULAR MEETING MINUTES of November 19, 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 Theresa Stabile moved to accept adoption of resolution "a":

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

The motion was seconded by Trustee Gerard Cairns 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-December ("L" fund) PREPAYS	\$ 18,511.57
ii. Warrant #19-December ("L" fund) WARRANT	\$ 135,922.72
iii. Warrant #19-December (PAYROLL #23 – 11/15/19)	\$ 258,551.23
iv. Warrant #19-December (PAYROLL #24 – 11/29/19)	\$ 260,201.02
v. Warrant #19-December (PAYROLL #25 – 12/13/19)	\$ 273,760.69

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

c. Microfilming of Periodicals by Backstage Library Works

Trustee William Zimmerman moved to accept adoption of resolution "c":

*RESOLVED, that the Board of Trustees of The Smithtown Library approves the coordinated project with the Suffolk Cooperative Library System (SCLS) and Backstage Library Works to microfilm three (3) local newspapers (Times of Smithtown, The Smithtown News, and the Smithtown Messenger), for the year 2015, for the purpose of material preservation, at a total cost not to exceed \$6,700.00.*

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

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

a. PERSONNEL

Trustee Theresa Stabile moved to accept adoption of resolution "a":

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

Full-time Permanent Promotional Appointments:

- i. *Permanent full-time promotional appointment of **Andrew Salomon** to the position of Librarian III, Reference Department, Smithtown building, at an annual rate of pay of \$83,889.00, subject to a 12-week probationary period, effective December 19, 2019.*
- ii. *Permanent full-time promotional appointment of **Anne Sancilio** to the position of Senior Library Clerk, Circulation Department, Nesconset building, at an annual rate of pay of \$45,043.00, subject to a 12-week probationary period, effective December 26, 2019 (to fill the vacancy created by the reassignment of Maritza Podd to the Smithtown building, effective 11/13/19).*
- iii. *Permanent full-time promotional appointment of **Jenny Tepper** to the position of Senior Library Clerk, Administration Department, Nesconset building, at an annual rate of pay of \$43,206.00, subject to a 12-week probationary period, effective December 18, 2019.*

Full-time Appointment:

- iv. Full-time appointment of **Morgan E. Brett** to the position of Children's Services Librarian I, Children's Department, Commack building, at an annual rate of pay of \$57,674.00, subject to a 26-week probationary period, effective January 4, 2020 (to fill the vacancy created by the promotion of Peggy Lopez to Librarian II, effective 4/17/19).

Part-time Appointments:

- v. Part-time appointment of **Nicholas Camarda** to the position of Library Clerk, Audio Visual/Media Desk, Smithtown building, at an hourly rate of pay of \$18.09, effective January 6, 2020 (to fill the vacancy created by the resignation of Shannon McLaughlin, effective 11/23/19).
- vi. Part-time appointment of **Carolyn D'Angelo** to the position of Page, Nesconset building, at an hourly rate of pay of \$13.00, effective January 6, 2020 (to fill the vacancy created by the resignation of Angelika Lipiec, effective 12/6/19).
- vii. Part-time appointment of **Troy Davidson** to the position of Page, Commack building, at an hourly rate of pay of \$13.00, effective January 8, 2020 (to fill the vacancy created by the resignation of Erika Birdsall, effective 11/19/19).

Resignations:

- viii. Resignation of **Donna DeLuca**, Librarian I, Reference Department, Smithtown building, effective January 4, 2020.
- ix. Resignation of **Angelika Lipiec**, Page, Nesconset building, effective December 6, 2019.
- x. Resignation of **Emilee Musumeci**, Librarian II, Community Relations Department, Nesconset building, effective January 17, 2020.
- xi. Resignation of **Adam Zoffranieri**, Page, Kings Park building, effective December 2, 2019.

Leave Requests:

- xii. Leave of absence for **Ina Lee**, Page, Commack building, effective January 6, 2020 to January 21, 2020 (32 hours total).
- xiii. Leave of absence without pay for **Stephanie Metzler**, Page, Commack building, effective January 6, January 7, January 9, January 10, January 13, January 14, 2020 (24 hours total).

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

b. CONFERENCE/WORKSHOP ATTENDANCE REQUESTS

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

**RESOLVED**, that the following CONFERENCE/WORKSHOP ATTENDANCE request set forth hereinafter is hereby approved:

- i. That Librarian II **Caren Zatyk**, Long Island Room/Reference Department, Smithtown building, be authorized to attend, nunc pro tunc, 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 \$48.00.

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

c. RETIREMENT – Resolution of Appreciation – **Kathleen Florio**

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

*WHEREAS, Kathleen Florio has announced her retirement as of December 3, 2019, and*

*WHEREAS, having begun her tenure with The Smithtown Library on February 22, 2006, as a part-time Library Clerk in the Circulation Department of the Kings Park building; and*

*WHEREAS, on July 23, 2012 she became a full-time Library Clerk in the Circulation Department of the Commack building; now therefore be it*

*RESOLVED, that the Board of Trustees of The Smithtown Library does hereby express its appreciation to Kathleen Florio for her nearly fourteen 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 Kathleen Florio their best wishes for many years of health and happiness during her retirement.*

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

4. The BUILDINGS AND GROUNDS COMMITTEE did not have a report. Buildings and Grounds Committee Liaison Gerard Cairns asked for an update on the Smithtown building’s Parking Lot Project.

The Library Director noted that Architect John Tanzi is working on the project plans to reshape the egress and ingress of the Smithtown building parking lot. Mr. Tanzi is also working on the Long Island Room’s HVAC project.

Assistant Library Director Patricia Thomson reported that she and Treasurer Joanne Grove are currently working with SuffolkShare pertaining to energy efficiency programs and are hoping to obtain some rebates.

5. The COMMUNICATIONS COMMITTEE report was presented by Communications Committee Liaison William Zimmerman.

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

a. ONLINE MEMORIAL DONATION – In Memory of **Robert S. Simpson**

*RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank Mrs. Cathy DiGiulio, of Smithtown, NY, for her online donation of Fifty Dollars (\$50.00) in memory of Robert S. Simpson, 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 Theresa Stabile and adopted by a unanimous 6-0 vote.

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

**b. DONATION – Norman Keil Nurseries**

*RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank Norman Keil Nurseries for their generous donation of thirty-eight (38) poinsettia plants to be divided among all Library buildings; and be it*

*FURTHER RESOLVED, that the Board of Trustees of The Smithtown Library extends their appreciation for the past support received from Norman Keil Nurseries.*

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

- c. Friends of the Smithtown Library Liaison Theresa Stabile gave a summary of the December Friends of the Smithtown Library meeting along with a list of items that have been donated to the Library by the Friends. The next Friends meeting will take place on Tuesday, January 14, 2020 at the Smithtown building.
6. Library Director Robert Lusak noted some of the highlights of his December DIRECTOR’S REPORT (copy of report appended to the original of these minutes). The Director reported that, as a result of the success of the water bottle refilling station at the Smithtown building, refilling stations will be installed at the remaining three library buildings. The Library Director mentioned this was a joint venture between the Library and the Friends of the Library.

**UNFINISHED BUSINESS**

There was no unfinished business to be discussed.

**PUBLIC COMMENTS**

There were no public comments.

**NEW BUSINESS**

**7. CONTRACT – Monthly Newsletter**

Trustee Gerard Cairns 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, subject to verification of insurance requirements, with Sterling North America, Inc., for the purpose of printing the Library District’s monthly newsletter; monthly cost to be based upon the number of issues and number of pages per issue; to commence January 1, 2020 and run through December 31, 2020, as per quotes submitted by RFP. Expenses are not to exceed \$19,995.00.*

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

## 8. CONTRACT - Spotlight Publication

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, subject to verification of insurance requirements, with Sterling North America, Inc., for the purpose of printing, folding and delivering the Library District's "Spotlight" publication, for the period January 1, 2020 through December 31, 2020, as per quotes submitted by RFP (postage directly paid for by the Library). Expenses are not to exceed \$19,995.00.*

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

## 9. NEW POLICY - **Video Game System Usage - Policy 700-90** (1<sup>ST</sup> reading)

Trustee Brianna Baker-Stines moved to waive the reading of the Video Game System Usage Policy (#700-90). The motion was seconded by Trustee William Zimmerman and adopted by a unanimous 6-0 vote. The policy will be reviewed and voted on at the January regular board meeting.

*In furtherance of the Library's intent to engage minors to undertake active usage of the Library and to create a sense of community among our young adult population, video game systems will be made available. Use of the Library's video game systems will be limited to patrons in grades 6 – 12 who possess valid Smithtown Library cards. Violation of this policy may result in the suspension or loss of gaming privileges.*

### **Video Game System Usage Rules**

- 1. Patrons in grades 6 - 12 must present their valid Smithtown Library card prior to being permitted to utilize the Library's gaming equipment. Library cards will remain at the reference service desk for the duration of the gaming session.*
- 2. The game systems are available on a first-come, first-served basis. Reservations may not be made to utilize the gaming equipment.*
- 3. Only 2 controllers may be borrowed per library card.*
- 4. Volume levels are to be monitored by Library staff.*
- 5. The Library will only make available video games rated E - T, as assigned by the Entertainment Software Rating Board.*
- 6. Only games from the Library's collection may be played on the Library's game system. Installing or altering games or software or attaching outside equipment to the video game system is not permitted.*
- 7. The use of a video game system is limited to a 60-minute session. Time extensions may be granted at the Library's discretion.*
- 8. Access to the gaming area may not be obstructed.*
- 9. Any malfunction of the video game system and gaming equipment must immediately be reported to the reference staff.*

10. All games and equipment must be returned to the reference service desk ten (10) minutes prior to Library closing time.

11. Borrowers are to be held responsible for damaged items and DEVICES

10. PRESENTATION: Resolution of Appreciation – **Gerard J. Cairns, Library Trustee**

After Library Board President Anita Dowd-Neufeld read the following Resolution of Appreciation for Gerard J. Cairns, Trustee Brianna Baker-Stines moved to accept adoption of the resolution:

*WHEREAS, Gerard J. Cairns has been a member of the Board of Trustees (“Board”) of The Smithtown Library (“Library”) from January 1, 2014 through December 31, 2019; and*

*WHEREAS, during his six years serving on the Board of Trustees of The Smithtown Library, which included two years serving as President of the Board, and*

*WHEREAS, his dedicated service earned the admiration and respect of his fellow trustees, as well as library staff; and*

*WHEREAS, the Board recognizes the excellent and dedicated service that Gerard J. Cairns has rendered the Library during that time; now therefore be it*

*RESOLVED, that the Board of Trustees of The Smithtown Library extends a unanimous vote of thanks to Gerard J. Cairns for his dedicated service to the community; and be it*

*FURTHER RESOLVED, that this resolution becomes a part of the permanent record of the minutes of this meeting.*

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

Trustee Gerard Cairns stated that it had been an honor and a privilege to serve in the capacity of Library Trustee. Trustee Cairns commended the Library Director and Assistant Library Director’s leadership, and further commented that the staff of The Smithtown Library is phenomenal.

11. RESOLUTION: 2020 Yearly Planner

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

*RESOLVED, that the 2020 YEARLY PLANNER be approved as presented (appended).*

(Note: due to the Library’s budget and trustee election in October, the October regular board meeting is held on the fourth Tuesday of the month instead of the third Tuesday as per Library Board of Trustees resolution dated September 27, 2007).

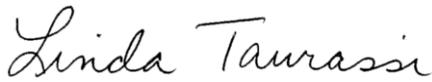
The motion was seconded by Trustee Gerard Cairns and adopted by a unanimous 6-0 vote.

12. Library Board President Anita Dowd-Neufeld noted that the annual "Organizational" meeting of the Board of Trustees would be held Tuesday, January 7, 2020 at 4:00 p.m. at the Nesconset Building, and the next "regular" meeting of the Board of Trustees would take place on Tuesday, January 21, 2020 at 6:30 p.m. at the Smithtown building.
13. There being no further business, Trustee Joseph Vallone moved to adjourn the meeting at 7:21 p.m. The motion was seconded by Trustee Brianna Baker-Stines and adopted by a unanimous 6-0 vote.

Minutes approved this 21<sup>st</sup> day of January, 2020.



Anita Dowd-Neufeld, President  
Smithtown Library Board of Trustees



Linda Taurassi  
Secretary to the Board of Trustees