

**MINUTES  
BOARD OF TRUSTEES  
THE SMITHTOWN LIBRARY  
January 15, 2019**

A regular meeting of the Board of Trustees of The Smithtown Library was held at the Smithtown building, Smithtown, New York on the 15<sup>th</sup> day of January, 2019 at 6:30 p.m.

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

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.

After the Pledge of Allegiance to the flag Library Board President Anita Dowd-Neufeld noted that a moment of silence would be observed in memory of deceased staff member Karen Baudouin.

1. Trustee Brianna Baker-Stines moved that a resolution previously adopted at the Organizational Meeting of January 10, 2019 (Item #14) be amended. The motion was seconded by Trustee Gerard Cairns and adopted by a unanimous 7-0 vote.

Trustee Joseph Vallone moved that the following resolution be amended as follows:

**14. APPOINTMENT OF DISTRICT NEWSPAPERS FOR PUBLIC NOTICE OF MEETINGS AND OFFICIAL NEWSPAPERS OF THE DISTRICT**

*RESOLVED: That the Board of Trustees of The Smithtown Library does hereby approve that the following district newspapers/media be utilized for public notice of meetings under the Open Meetings Law and as official newspapers/media, with two (2) publications being used as a minimum, at the district's discretion:*

- i. *Smithtown Messenger*
- ii. *Times of Smithtown*
- iii. *The Smithtown News*
- iv. [www.SmithtownMatters.com](http://www.SmithtownMatters.com) (online publication)

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

**READING AND APPROVAL OF MINUTES**

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

*RESOLVED: That the REGULAR MEETING MINUTES of December 18, 2018 be approved as presented, and the ORGANIZATIONAL MEETING MINUTES of January 10, 2019 be approved as amended (appended).*

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

1/15/19

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

3. In her capacity as President, Library Board President Anita Dowd-Neufeld appointed liaisons to the following committees:
- Budget & Finance Committee Liaison – Joseph Vallone
  - Buildings & Grounds Committee Liaison – Gerard Cairns
  - Personnel Committee Liaison – Brianna Baker-Stines
  - Communications Committee Liaison – William Zimmerman

President Anita Dowd-Neufeld noted that newly appointed trustees Annette Galarza and Theresa Stabile would be mentored by tenured board members.

4. The BUDGET AND FINANCE COMMITTEE report was presented by Budget and Finance Committee Liaison Joseph Vallone who moved to accept adoption of resolution “a”:
- RESOLVED: That the TREASURER’S REPORT for the month ended December 31, 2018 be approved for filing (appended).*

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

Budget and Finance Committee Liaison Joseph Vallone moved to accept adoption of resolution “b”:

- RESOLVED: That the following WARRANTS be approved for payment:*
  - Warrant #18-December (“L” fund) PREPAYS* \$ 31,555.92
  - Warrant #18-December (“L” fund) WARRANT* \$ 989,282.41
  - Warrant #18-December (PAYROLL #26 – 12/28/18)* \$ 252,727.29
  - Warrant #18-December (SPEC PAYROLL-Health Waivers)* \$ 74,666.63
  - Warrant #19-January (“L” fund) PREPAYS* \$ 2,175.54
  - Warrant #19-January (“L” fund) WARRANT* \$ 218,445.70
  - Warrant #19-January (PAYROLL #1 – 1/11/19)* \$ 256,782.47

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

Budget and Finance Committee Liaison Joseph Vallone moved to accept adoption of resolution “c”:

- RESOLVED: That the Treasurer be authorized to pay Rendezvous Travel for the Library-sponsored program (paid by patrons) to attend the Philadelphia Flower Show, located in Philadelphia, PA, to be held March 4, 2019; payment to be made no later than January 31, 2019, in an amount not to exceed \$5,000.00.*

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

Budget and Finance Committee Liaison Joseph Vallone moved to accept adoption of resolution “d”:

- RESOLVED: That the Treasurer be authorized to pay the first installment of the Utica National Insurance package due January 28, 2019 in the amount of \$44,635.00, as a prepaid check for early release.*

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

5. The PERSONNEL COMMITTEE report was presented by Personnel Committee Liaison Brianna Baker-Stines, who moved to accept adoption of resolution “a”:

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

Temporary Appointment:

- i. *Temporary full-time promotional appointment of **Margaret Lopez** to the position of Librarian II, Adult Services Department, Commack building, at an annual rate of pay of \$76,620.00, not to exceed a six-month period, subject to Suffolk County Department of Civil Service approval, effective January 29, 2019 (Immediate need due to the death of unit member employee #1051).*

Part-Time Appointment:

- ii. *Part-time appointment of **Ellen Adamo** to the position of Page, Kings Park building, at an hourly rate of pay of \$12.00, effective January 22, 2019 (to fill the vacancy created by the reassignment of Madeline Cairns to the Smithtown Building).*

Resignations:

- iii. *Resignation of **Jeremy Faust**, Page, Commack building, effective January 7, 2019.*
- iv. *Resignation of **Mary Ferguson**, Page, Reference/Circulation Departments, Smithtown building, effective December 28, 2018.*

Leave of Absence:

- v. *Leave of absence without pay for **Madeline Dluginski**, Page, Nesconset building, effective February 12, 2019 through May 10, 2019.*

The motion was seconded by Trustee Joseph Vallone and adopted by a unanimous 7-0 vote.

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

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

*That Young Adult Librarian I **Colleen Navins**, Reference Department, Nesconset building, be authorized to attend, on paid release time, the “Nassau/Suffolk Young Adult Services Division (YASD) “Annual Joint Meeting”, sponsored by the Young Adult Services Division (YASD) of the Nassau County Library Association (NCLA), to be held at the Patchogue Medford Library, Patchogue, NY, on February 14, 2019, with reimbursement for actual and necessary expenses not to exceed \$10.00.*

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

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

c. *RESOLVED: That the mandatory training seminar request set forth hereinafter is hereby approved:*

*That Librarian II **Will Salas**, Patent & Trademark Resource Center Librarian, Smithtown building, be authorized to attend, on paid release time, the mandatory 41<sup>st</sup> Annual Patent & Trademark Resource Center (PTRC) Training Seminar, sponsored by the United States Patent and Trademark Office, from April 8, 2019 through April 11, 2019, to be held in Alexandria, Virginia, with reimbursement for actual and necessary expenses not to exceed \$1,525.00 (includes food, lodging, parking and mileage).*

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

6. There was no report of the BUILDINGS AND GROUNDS COMMITTEE.
7. There was no report of the COMMUNICATIONS COMMITTEE.
8. 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).

It was noted that the 2019 Summer Concert series would consist of only five concerts this year instead of six.

The Library Director thanked the Library Board for approving his attendance at the American Library Association (ALA) conference in Seattle, Washington; however, he has decided not to attend this year.

## **UNFINISHED BUSINESS**

9. Smithtown Library Foundation

The Library Director updated the Library Board on information pertaining to the Smithtown Library Foundation

## **PUBLIC COMMENTS**

There were no public comments.

10. At 6:58 p.m. Library Board President Anita Dowd-Neufeld 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 William Zimmerman and adopted by a unanimous 7-0 vote.

The following trustees were present and participating in executive session: Brianna Baker-Stines, Anita Dowd-Neufeld, Gerard J. Cairns, Annette Galarza, Theresa Stabile, Joseph Vallone (left meeting at 7:24 p.m.) and William Zimmerman.

Also present were Library Director Robert Lusak, Assistant Library Director Patricia Thomson, Librarian IV Eileen Caulfield, Treasurer Joanne T. Grove, Clerk Lauren Gunderson, and Secretary Linda Taurassi.

11. Upon a motion by Trustee Brianna Baker-Stines, seconded by Trustee Gerard Cairns, and adopted by a unanimous 6-0 vote, the meeting reconvened in open public session at 7:26 p.m. (NOTE: Trustee Joseph Vallone left the meeting at 7:24 p.m. during executive session).
12. There was a brief discussion pertaining to the date of a mandatory Trustee Workshop to be given by Jerry Nichols. A tentative date was set for Wednesday, March 20, 2019 at 6:00 p.m. at the Nesconset building.

## **NEW BUSINESS**

13. DONATION – Stuart Michaels – Online Donation

Trustee Brianna Baker-Stines 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. Stuart Michaels of Commack, NY for his generous online donation of fifty dollars (\$50.00); 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 William Zimmerman and adopted by a unanimous 6-0 vote.

14. Library Board President Anita Dowd-Neufeld noted that the next “regular” meeting of the Board of Trustees would be held Tuesday, February 19, 2019 at 6:30 p.m. at the Nesconset building.
15. There being no further business, Trustee Brianna Baker-Stines moved to adjourn the meeting at 7:27 p.m. The motion was seconded by Trustee Gerard Cairns and adopted by a unanimous 6-0 vote.

Minutes approved this 19th day of February, 2019.



Joseph Vallone, Vice President  
Smithtown Library Board of Trustees



Linda Taurassi  
Secretary to the Board of Trustees