

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

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

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

Anita Dowd-Neufeld was absent with prior notice.

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

Joseph Vallone, Vice 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 January 15, 2019 be approved as presented.

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

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

2. At the request of Budget and Finance Committee Liaison Joseph Vallone, Trustee Gerard Cairns presented the BUDGET AND FINANCE COMMITTEE report and moved to accept adoption of resolution "a":

- a. *RESOLVED: That the TREASURER'S REPORT for the month ended January 31, 2019 be approved for filing (appended).*

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

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

- b. *RESOLVED: That the following WARRANTS be approved for payment:*

i. Warrant #19-February ("L" fund) PREPAYS	\$ 73,718.49
ii. Warrant #19-February ("L" fund) WARRANT	\$ 569,229.43
iii. Warrant #19-February ("M" fund) WARRANT	\$ 15.83
iv. Warrant #19-February (PAYROLL #2 – 1/25/19)	\$ 253,154.39
v. Warrant #19-February (PAYROLL #3 – 2/8/19)	\$ 256,893.37

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

2/19/19

c. PRESENTATION – Computer Build-A-Thon

After a brief presentation by Network & Systems Specialist II James Buckman and Teen Librarian I Katie Brand from the Smithtown building, Budget and Finance Committee Liaison Joseph Vallone moved to accept adoption of resolution “c”:

RESOLVED: That the Board of Trustees of The Smithtown Library authorizes the Treasurer to purchase computer components for the purpose of building twenty (20) new staff computers, at a total cost not to exceed \$13,700.00; such components will be part of a two-session workshop program for teens entitled “Computer Build-A-Thon”.

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

3. 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:*

Full-time Appointment:

- i. *Permanent full-time appointment of **Hayley Blake** to the position of Account Clerk Typist, Business Department, Nesconset building, at an annual rate of pay of \$39,136.00, subject to a 26-week probationary period, effective April 1, 2019 (to fill the vacancy to be created by the retirement of Senior Account Clerk Gail Rengstl, effective 3/29/19).*

Part-Time Appointments:

- ii. *Part-time appointment of **Taylor Fox** to the position of Page, Nesconset building, at an hourly rate of pay of \$12.00, effective February 25, 2019 (to fill the vacancy created by the resignation of Matthew Aitken, effective 2/8/19).*
- iii. *Part-time appointment of **Cassidy Healy** to the position of Page, Reference/Circulation Departments, Smithtown building, at an hourly rate of pay of \$12.00, effective February 27, 2019 (to fill the vacancy created by the resignation of Mary Ferguson, effective 12/28/18).*
- iv. *Part-time appointment of **Marielena Jimenez** to the position of Page, Reference/Circulation Departments, Smithtown building, at an hourly rate of pay of \$12.00, effective February 27, 2019 (to fill the vacancy created by the release of Matthew DiPietro from a Page position into a part-time Library Clerk position, effective 11/16/16).*
- v. *Permanent part-time appointment of **Meshell Tomasso** to the position of Librarian I, Reference Department, Commack building, at an hourly rate of pay of \$34.88, not to exceed 25 hours per week, subject to a 26-week probationary period, effective February 22, 2019 (to fill the vacancy created by the reassignment of Serena Brooks to the Nesconset building, effective 8/27/18).*

Resignations:

- vi. *Resignation of **Matthew Aitken**, Page, Nesconset building, effective February 8, 2019.*
- vii. *Resignation of **Tara Ragona**, Librarian I, Children’s Department, Smithtown building, effective March 6, 2019.*

Leave Request:

- viii. Leave of absence without pay for **Stephanie Metzler**, Page, Commack building, effective February 19, 2019 through February 25, 2019 (2/19, 2/21, 2/22, 2/25).

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

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

- b. **RESOLVED:** That the following CONFERENCE/WORKSHOP ATTENDANCE requests set forth hereinafter are hereby approved:

- i. That the following staff members be authorized to attend, on paid release time, the "Pre-Advocacy and Advocacy Day Programs for "Library Legislation Day", sponsored by NYLA (New York Library Association), from February 26, 2019 through February 27, 2019, to be held at the Legislative Office Buildings in Albany, NY, for the purpose of fostering support for libraries, increasing state funding, and educating legislators of the services libraries provide, with reimbursement for actual and necessary expenses not to exceed \$275.00 per person: **Library Director Robert Lusak, Assistant Library Director Patricia Thomson, Librarian IV Eileen Caulfield, Librarian II Andrew Salomon, Network & Systems Specialist II James Buckman.**
- ii. That the following staff members be authorized to attend, on paid release time, the "2019 Annual Long Island Library Conference" to be held at the Melville Marriot, located at 1350 Old Walt Whitman Road, Melville, NY on May 9, 2019, with reimbursement for conference registration not to exceed \$55.00: **Christine Alexander, Kaitlin Brand, Serena Brooks, Jennifer Cattrano, Eileen Caulfield, Lindsay Christ, Julie DeLaney, Kelly Filippone, Nanci Hammer, Erin Kanelos, Jessicca Newmark, Keith Pardini, Patricia Thomson, Meshell Tommaso, Caren Zatyk** (NOTE: amount noted above does not include mileage reimbursement).

The motion was seconded by Trustee Gerard Cairns 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, who moved to accept adoption of resolution "a":

- i. **RESOLVED:** That the Board of Trustees of The Smithtown Library approves the request of **St. Patrick's R.C. Church Youth Office** to place a banner on the corner of the property of the Nesconset building from April 1, 2019 through April 30, 2019 advertising their "2019 Summer Camp registration".
- ii. **RESOLVED:** That the Board of Trustees of The Smithtown Library approves the request of the **Smithtown United Methodist Church**, to place a banner on the corner of the property of the Smithtown building from April 22, 2019 through May 12, 2019 advertising their "Plant and Bake Sale" to be held from May 10, 2019 through May 11, 2019.
- iii. **RESOLVED:** That the Board of Trustees of The Smithtown Library approves the request of **St. Patrick's R.C. Church Youth Office** to place a banner on the corner of the property of the Nesconset building from August 31, 2019 through September 29, 2019 advertising their "Winter Intramural Basketball League".

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

2/19/19

- b. Contract Renewal – Garland Fire Systems, Inc.

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

RESOLVED: That the Board of Trustees of The Smithtown Library does hereby authorize the Library Director to renew a contract agreement with Garland Fire Systems, Inc. for the period March 1, 2019 through February 28, 2020, for the second year of a three (3) year contract, for the purpose of providing standard inspection service for all Library buildings, at a total annual cost not to exceed \$4,550.00 per year. Subsequent renewals for a period of 1 year will be considered (pending Board approval and funding) at the end of this contract period at the annual anniversary date (note: as needed, per-call fire detection equipment service at an additional hourly ‘regular’ rate of \$105.00 will apply).

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

- c. The Library Director reported that, in order to speed up the procedure of having guards at all our Library buildings, Consultants Charles/Joseph Cornetta had agreed to temporarily staff the Library “guards” until such time as the Library receives their “Unique State I.D. number” from the New York State Licensing Department. It is hoped that the guards will be starting sometime next week.
 - d. The Library Director informed the Board that replacing the lights on the top of the Library’s LEED certified flagpoles had become cost prohibitive as it required hiring a bucket truck to replace the lights at the top of the flagpoles. To this end the Director is working with the Town of Smithtown in the hopes of entering into an intermunicipal agreement with the Town which would benefit the Library by cutting expenses such as this to a minimum.
5. There was no COMMUNICATIONS COMMITTEE report.
 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 updated the Library Board on information pertaining to the Smithtown Library Foundation.

UNFINISHED BUSINESS

PUBLIC COMMENTS

There were no public comments.

NEW BUSINESS

7. DISCUSSION – Commack School District Visits

Mr. Lusak reported that some problems have arisen recently pertaining to school visits that librarians from The Smithtown Library make in conjunction with librarians from the Commack Public Library and asked for their approval to contact the Commack School District School Board in writing to make them aware of the situation. After discussion it was determined that the Library Director would draft a letter and email it to the Board before mailing it to the Commack School Board.

8. MEMORIAL RESOLUTION - **Karen Baudouin**

Library Board Vice President Joseph Vallone moved to accept adoption of the following resolution:

Whereas, The Smithtown Library and the broader library community lost a valued member and leader on January 13, 2019, with the passing of Karen Baudouin; and

Whereas, having begun her tenure with The Smithtown Library on September 30, 1996, as a Librarian I, she separated from service on January 28, 2000, to return on September 29, 2003 as a Librarian II and was promoted to Librarian III on January 26, 2004 as the Head of the Reference Department for the district; and

Whereas, she was active with the Suffolk County Library Association for many years as a committee member and served as their board president in 2007; and

Whereas, during her nineteen years of faithful and dedicated service, she has earned the admiration and respect of her colleagues, co-workers and patrons; and

Whereas, Karen Baudouin's sense of humor, kindness, energy and graciousness enriched those fortunate enough to know and work with her; now therefore be it

Resolved, that the Board of Trustees of The Smithtown Library does hereby recognize the contributions of Karen Baudouin over the course of her distinguished career and mourns her death; and be it

Further resolved, that the Board of Trustees of The Smithtown Library extends its sincerest condolences to Karen Baudouin's family and friends.

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

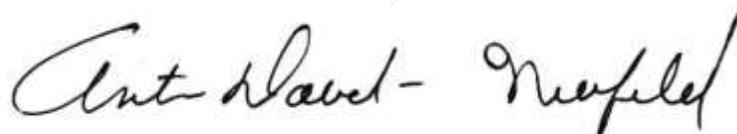
9. At 7:50 p.m. Library Board Vice President Joseph Vallone moved to enter executive session pursuant to Article 7, Section 105 "F" of the Public Officer's Law to discuss the medical and employment history of a particular person. The motion was seconded by Trustee Gerard Cairns and adopted by a unanimous 6-0 vote.

The following trustees were present and participating in executive session: Brianna Baker-Stines, 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.

10. Upon a motion by Library Board Vice President Joseph Vallone, seconded by Trustee Gerard Cairns, and adopted by a unanimous 6-0 vote, the meeting reconvened in open public session at 8:03 p.m.
11. Library Board Vice President Joseph Vallone noted that the next "regular" meeting of the Board of Trustees would be held Tuesday, March 19, 2019 at 6:30 p.m. at the Commack building
12. There being no further business, Trustee Gerard Cairns moved to adjourn the meeting at 8:07 p.m. The motion was seconded by Trustee Brianna Baker-Stines and adopted by a unanimous 6-0 vote.

Minutes approved this 19th day of March, 2019.



Anita Dowd-Neufeld, President
Smithtown Library Board of Trustees



Linda Taurassi
Secretary to the Board of Trustees