

**MINUTES
BOARD OF TRUSTEES
THE SMITHTOWN LIBRARY
March 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 March, 2019 at 6:30 p.m.

The following Library Trustees were present and participating at the meeting: Anita Dowd-Neufeld, Gerard J. Cairns, Annette Galarza and Theresa M. Stabile. William Zimmerman was absent without prior notice. Brianna Baker-Stines and Joseph Vallone were 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 February 19, 2019 be approved as presented.

The motion was seconded by Trustee Theresa Stabile and adopted by a unanimous 4-0 vote.

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

2. Due to the absence of Budget and Finance Committee Liaison Joseph Vallone, the BUDGET AND FINANCE COMMITTEE report was presented by Trustee Theresa Stabile, who moved to accept adoption of resolution "a":

a. *RESOLVED: That the TREASURER'S REPORT for the month ended February 28, 2019 be approved for filing (appended).*

The motion was seconded by Trustee Gerard Cairns and adopted by a unanimous 4-0 vote.

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

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

i.	Warrant #19-March ("L" fund) PREPAYS	\$ 25,118.48
ii.	Warrant #19-March ("L" fund) WARRANT	\$ 252,097.94
iii.	Warrant #19-March ("M" fund) WARRANT	\$ 208,630.00
iv.	Warrant #19-March (PAYROLL #4 – 2/22/19)	\$ 254,641.19
v.	Warrant #19-March (PAYROLL #5 – 3/8/19)	\$ 259,242.32

The motion was seconded by Trustee Gerard Cairns and adopted by a unanimous 4-0 vote.

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

c. BUDGET TRANSFER

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby approve the transfer of \$16,600.00 from budgetary code L.1460 (Guard Salaries) to budgetary code L.4370 (Professional Fees) as per approved resolution dated December 18, 2018, for the purpose of recruiting and managing Library guards.

The motion was seconded by Trustee Gerard Cairns and adopted by a unanimous 4-0 vote.

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

d. INTER-MUNICIPAL AGREEMENT – Town of Smithtown

RESOLVED, as per the direction of the Library Board at its meeting held on February 19, 2019, the Library Director has entered into an inter-municipal agreement between the Town of Smithtown and The Smithtown Library, dated February 26, 2019, for the purpose of providing minor maintenance relating to flagpoles and flagpole lighting; and be it

FURTHER RESOLVED, that the Library will remit payment for such services as invoiced by the Town of Smithtown.

The motion was seconded by Trustee Gerard Cairns and adopted by a unanimous 4-0 vote.

After discussion the Library Board postponed the following resolution by general consent pending satisfactory service received from DJJ Technologies and Windstream Enterprise.

e. DJJ Technologies

RESOLVED, that the Board of Trustees of The Smithtown Library confirms its approval of the additional amount of \$2,750.00 payable to DJJ Technologies for the completion and transfer of telecommunication services from Verizon to Windstream Enterprise for the purpose of additional work required at the Smithtown building (note: previous resolution dated 6/19/18).

3. Due to the absence of Personnel Committee Liaison Brianna Baker-Stines, the PERSONNEL COMMITTEE report was presented by Trustee Annette Galarza, who moved to accept adoption of resolution “a”:

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

New Title:

- i. *Establishment of the Civil Service title of Guard and approval of the part-time appointment of 20 employees (TBD) to the position of Guard, 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 \$20.00 per Guard, not to exceed thirty (30) hours per week, effective date TBD; each Guard to be reported to the New York Department of State, Division of Licensing Services under the Library’s Unique ID number, along with a \$25.00 fee per Guard, as required by New York State General Business Law.*

Part-Time Appointments:

- ii. Part-time appointment of **Michelle Raia** to the position of Library Clerk, Circulation Department, Kings Park building, at an hourly rate of pay of \$17.82, not to exceed 17.5 hours per week, effective March 28, 2019 (to fill the vacancy created by the pending retirement of Manmohan Chawla, effective April, 2019).
- iii. Part-time appointment of **Kim Scarpulla** to the position of Page, Commack building, at an hourly rate of pay of \$12.00, effective April 10, 2019 (to fill the vacancy created by the resignation of Jeremy Faust, effective 1/7/19).

Retirement:

- iv. Retirement of **Gail Rengstl**, Senior Account Clerk, Business Office, Nesconset building, effective March 30, 2019 (last day of employment is March 29, 2019).

Leave Requests:

- v. Medical leave of absence without pay for **Madeline Cairns**, Page, Smithtown building, effective April 1, 2019 through May 13, 2019.
- vi. Leave of absence without pay for **Dana Klosner**, Page, Reference/Circulation Departments, Smithtown building, effective April 1, 2019 through April 9, 2019.
- vii. Leave of absence without pay for **Florence Lucker**, Page, Kings Park building, effective February 26, 2019 through April 8, 2019.
- viii. Leave of absence without pay for **Joyce O'Hara**, Page, Reference/Circulation Departments, Smithtown building, effective April 16, 2019 through May 1, 2019.

The motion was seconded by Trustee Theresa Stabile and adopted by a unanimous 4-0 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 IV **Eileen Caulfield**, Branch Manager, Smithtown building, be authorized to attend, on paid release time, BookExpo 2019, to be held at the Jacob Javits Center, New York, NY, on May 30, 2019, with reimbursement for actual and necessary expenses not to exceed \$75.00.
 - ii. That Librarian III **Julie DeLaney**, Community Relations Department, Nesconset building, be authorized to attend, on paid release time, BookExpo 2019, to be held at the Jacob Javits Center, New York, NY, on May 30, 2019, with reimbursement for actual and necessary expenses not to exceed \$75.00.
 - iii. That Librarian I **Jesse Lemke**, Reference Department, Kings Park building, 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.

- iv. *That Librarian II **Erin Kanelos**, Children's Department, Kings Park building, be authorized to attend, on paid release time, the Children's Librarians Association of Suffolk County's (CLASC) Membership Meeting and Dinner, sponsored by (CLASC), to be held at the Stonebridge Country Club, Smithtown, NY, on April 11, 2019, with reimbursement for actual and necessary expenses not to exceed \$60.00.*
- v. *That Teen Services Librarian I **Colleen Navins**, Reference Department, Nesconset building, be authorized to attend, on paid release time, the "2019 Annual Fran Romer Memorial Booktalk Workshop," sponsored by the Young Adult Services Division of the Suffolk County Library Association (YASD), to be held at Patchogue Medford's Carnegie Library, Patchogue, NY, on March 28, 2019, with reimbursement for actual and necessary expenses not to exceed \$35.00.*
- vi. *That Children's Services Librarian I **Nicole Rossano**, Children's Department, Kings Park building, be authorized to attend, on paid release time, the Children's Librarians Association of Suffolk County's (CLASC) Membership Meeting and Dinner, sponsored by (CLASC), to be held at the Stonebridge Country Club, Smithtown, NY, on April 11, 2019, with reimbursement for actual and necessary expenses not to exceed \$60.00.*
- vii. *That Children's Services Librarian I **Kimberly McCarthy**, Children's Department, Nesconset building, be authorized to attend, on paid release time, the Children's Librarians Association of Suffolk County's (CLASC) Membership Meeting and Dinner, sponsored by (CLASC), to be held at the Stonebridge Country Club, Smithtown, NY, on April 11, 2019, with reimbursement for actual and necessary expenses not to exceed \$60.00.*
- viii. *That Librarian I **Meshell Tommaso**, Reference Department, Commack building, be authorized to attend, on paid release time, the "NYS Notary Public Walk-In Examination", sponsored by Department of State, Division of Licensing Services, to be given at the Perry Duryea State Office Building, Hauppauge, NY, on March 12, 2019, with reimbursement for actual and necessary expenses not to exceed \$20.00.*
- ix. *That Children's Services Librarian I **Sharon Van Dyke**, Children's Department, Kings Park building, be authorized to attend, on paid release time, the Children's Librarians Association of Suffolk County's (CLASC) Membership Meeting and Dinner, sponsored by (CLASC), to be held at the Stonebridge Country Club, Smithtown, NY, on April 11, 2019, with reimbursement for actual and necessary expenses not to exceed \$60.00.*

The motion was seconded by Trustee Theresa Stabile and adopted by a unanimous 4-0 vote.

- 4. The BUILDINGS AND GROUNDS COMMITTEE report was presented by Buildings and Grounds Committee Liaison Gerard Cairns, who invited Smithtown Building Head Eileen Caulfield and Librarian II Andrew Salomon to make their presentation concerning the Passport Acceptance Facility.

a. PRESENTATION – Passport Acceptance Facility

Smithtown Building Head Eileen Caulfield noted that the Passport Acceptance Facility had proved to be a huge success and had been widely used and praised by the community. Since its inception in October, 2018, Ms. Caulfield reported that 498 reference questions concerning passports had been answered, 196 applications had been processed, 149 photos had been taken, and \$8,415.00 had been generated.

b. CONVERSION OF STAFF ACCESS ENTRANCE – Electronix

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby authorize the Library Director to pay an amount not to exceed \$6,000.00 (over the course of multiple invoices) for the purpose of converting two existing doors at the Commack building into one fully operational staff access entrance with burglar alarm keypad as part of the Commack building Parking Lot Expansion Project (note: Electronix is proprietary as it is our current system for alarm monitoring of all four buildings).

The motion was seconded by Trustee Annette Galarza and adopted by a unanimous 4-0 vote.

Buildings & Grounds Committee Liaison Gerard Cairns moved to accept adoption of resolution “c”

c. CONTRACT RENEWAL – Winters Brothers (Waste Management)

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby authorize the Library Director to renew a contract agreement with Winters Brothers for the period April 15, 2019 through April 14, 2020, for the third year of a five (5) year contract, for the purpose of providing waste management service for all Library buildings, at a total annual cost not to exceed \$4,980.00 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, additional pickups can be arranged for an additional charge; Winters Brothers are on NY State Contract).

The motion was seconded by Trustee Theresa Stabile and adopted by a unanimous 4-0 vote.

Buildings & Grounds Committee Liaison Gerard Cairns moved to accept adoption of resolution “d”

d. RESOLVED, that the following banner requests set forth hereinafter are hereby approved:

i. *RESOLVED, that the Board of Trustees of The Smithtown Library approves the request of the **Sweetbriar Nature Center**, to place a banner on the corner of the property of the Commack building from April 1, 2019 through April 10, 2019 advertising their “2019 Spring Festival”.*

ii. *RESOLVED, that the Board of Trustees of The Smithtown Library approves the request of the **Sweetbriar Nature Center**, to place a banner on the corner of the property of the Smithtown building from April 10, 2019 through April 21, 2019 advertising their “2019 Spring Festival”.*

- iii. *RESOLVED, that the Board of Trustees of The Smithtown Library approves the request of the **Sweetbriar Nature Center**, to place a banner on the corner of the property of the Commack building from May 18, 2019 through May 31, 2019 advertising their "June Festival".*
- iv. *RESOLVED, that the Board of Trustees of The Smithtown Library approves the request of the **Sweetbriar Nature Center**, to place a banner on the corner of the property of the Smithtown building from June 1, 2019 through June 9, 2019 advertising their "June Festival".*
- v. *RESOLVED, that the Board of Trustees of The Smithtown Library approves the request of **St. James Nesconset Youth Football & Cheer**, to place a banner on the corner of the property of the Smithtown building from April 1, 2019 through April 30, 2019 advertising their "Youth Sports Registration".*
- vi. *RESOLVED, that the Board of Trustees of The Smithtown Library approves the request of **St. James Nesconset Youth Football & Cheer**, to place a banner on the corner of the property of the Nesconset building from May 1, 2019 through May 31, 2019 advertising their "Youth Sports Registration".*

The motion was seconded by Trustee Theresa Stabile and adopted by a unanimous 4-0 vote.

The Library Director reported that, although a large amount of guards needed to be hired in order to staff all four of our library buildings, 3/4 of the buildings have now been staffed, and we are anticipating full coverage shortly. All buildings will have coverage from 5:00 – 9:00 p.m. Monday through Thursday and from 1:00 – 5:00 p.m. on Saturdays; Smithtown will have coverage from 5:00 – 9:00 p.m. on Friday evenings; both Commack and Smithtown will have coverage from 1:00 – 5:00 p.m. on Sundays.

- 5. In the absence of COMMUNICATIONS COMMITTEE Liaison William Zimmerman Librarian III Julie DeLaney reported that the Friends had approved signage for book sales at all buildings; they have also approved water bottle refill stations for all buildings; the Friends' scholarship applications have gone out and are due back by May 1st.

Ms. DeLaney also reported that we had heard from Legislator Trotta that our Summer Concert money had been cut over \$5,000.00. This will result in the Library doing five shows instead of six this summer, commencing Thursday, July 11th.

- 6. The Director read his DIRECTOR'S REPORT to the Library Board (copy of report appended to the original of these minutes).

UNFINISHED BUSINESS

PUBLIC COMMENTS

There were no public comments.

NEW BUSINESS

7. Library Board President Anita Dowd-Neufeld moved to waive the reading of the following revised policy. The motion was seconded by Trustee Gerard Cairns and adopted by a unanimous 4-0 vote. The policy will be reviewed and voted on at the April board meeting.

REVISED POLICY — Circulation of Materials - Policy 800-10 (1st Reading)

(Note: revisions are noted in underlined bold font; deletions are noted with a strikethrough)

(G) DAMAGED AND LOST MATERIALS

5. Charges for lost or damaged audio visual cases will be charged accordingly.

a. Audio Books

- **Extra Small (1-6 discs)** **\$5.00**
- Small **(7-12 discs)** - ~~\$5.00~~ **\$7.00**
- Medium **(13-22 discs)** - ~~\$6.00~~ **\$8.00**
- Large **(23-44 discs)** - ~~\$12.00~~ **\$13.00**

b. Blu Ray/DVD - ~~\$5.00~~ **\$4.00**

c. Music CD - ~~\$3.00~~ **\$4.00**

d. Plastic Inserts **\$0.45**

The library reserves the right to change these fees without notice.

8. NEW YORK STATE ANNUAL REPORT

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

RESOLVED, that the New York State Annual Report for Public and Association Libraries for the year ending December 31, 2018 be accepted for filing as presented.

The motion was seconded by Trustee Gerard Cairns and adopted by a unanimous 4-0 vote.

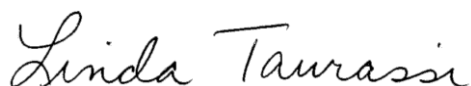
9. Library Board President Anita Dowd-Neufeld noted that the next "regular" meeting of the Board of Trustees would be held Tuesday, April 16, 2019 at 6:30 p.m. at the Kings Park building.

10. There being no further business, Trustee Gerard Cairns moved to adjourn the meeting at 7:43 p.m. The motion was seconded by Trustee Theresa Stabile and adopted by a unanimous 4-0 vote.

Minutes approved this 16th day of April, 2019.



Anita Dowd-Neufeld, President
Smithtown Library Board of Trustees



Linda Taurassi
Secretary to the Board of Trustees
3/19/19