

**MINUTES
SPECIAL MEETING
BOARD OF TRUSTEES
THE SMITHTOWN LIBRARY
November 21, 2022**

Due to the lack of a quorum at the regularly scheduled meeting of November 15, 2022, a “Special” meeting of the Board of Trustees of The Smithtown Library was held at the Smithtown building, Smithtown, New York on the 21st day of November, 2022 at 6:30 p.m. for the purpose of conducting regular business. The meeting was called to order with the pledge of allegiance to the flag.

The following Library Trustees were present and participating at the meeting: Trustees Brianna Baker-Stines, Anita Dowd-Neufeld, Marie Gergenti and Joseph Gregurich. Trustees Theresa Grisafi and Thomas Maher were absent with prior notice (note: at the present time there is an open seat on the Library Board created by the resignation of Marilyn LoPresti, effective 9/20/22).

Also present were Library Director Robert Lusak, Assistant Library Director Patricia Thomson, Treasurer Kevin Miller, Clerk Lauren Gunderson and Secretary Linda Taurassi.

Brianna Baker-Stines, President of the Board of Trustees, acted as Chairperson of the meeting.

READING AND APPROVAL OF MINUTES

1. APPROVAL OF MINUTES

Library Board President Brianna Baker-Stines moved to approve the adoption of the following resolution:

RESOLVED, that the REGULAR MEETING MINUTES of October 25, 2022 be approved as presented.

The motion was seconded by Trustee Marie Gergenti and adopted by a unanimous 4-0 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 Anita Dowd-Neufeld, who moved to approve the adoption of resolution “a”:

a. TREASURER’S REPORT

RESOLVED, that the TREASURER’S REPORT for the month ended October 31, 2022 be approved for filing (copy of report appended to the original of these minutes).

The motion was seconded by Trustee Joseph Gregurich and adopted by a unanimous 4-0 vote:

b. WARRANTS

Trustee Anita Dowd-Neufeld moved to approve the adoption of resolution “b”:

RESOLVED, that the following WARRANTS be approved for payment (copy of warrants appended to the original of these minutes):

i. Warrant #22 - November (“L” fund) PREPAYS	\$ 1,846.79
ii. Warrant #22 - November (“L” fund) WARRANT	\$ 335,876.14
iii. Warrant #22 - November (“M” fund) WARRANT	\$ 121,945.84
iv. Warrant #22 - November (PAYROLL #22 – 10/28/22)	\$ 283,711.97
v. Warrant #22 - November (PAYROLL #23 – 11/11/22)	\$ 281,044.26

The motion was seconded by Trustee Marie Gergenti and adopted by a unanimous 4-0 vote:

Trustee Anita Dowd-Neufeld moved to approve the adoption of resolution “c”:

c. NYS RETIREMENT – Annual Invoice

RESOLVED, that the Board of Trustees of The Smithtown Library authorizes the Business Manager to prepay the 2023 NYS Retirement annual invoice, due December 15, 2022, in the amount of \$960,036.00 (NOTE: the prepayment amount recognizes a discount of \$5,450.00).

The motion was seconded by Trustee Marie Gergenti and adopted by a unanimous 4-0 vote:

Trustee Anita Dowd-Neufeld moved to approve the adoption of resolution “d”:

d. BUDGET TRANSFERS

RESOLVED, that the Business Manager be authorized to execute budget transfers in the dollar amounts and expenditure lines as follows:

BUDGET TRANSFERS				
Account	Account Title	Current Budget	(FROM)/TO	Adjusted Budget
L.4100	Books	290,000	4,300	294,300
L.4120	Recordings	95,000	(4,300)	90,700
L.2030	Building Equipment	51,500	(11,500)	40,000
L.2000	Computer & IT	107,500	4,000	111,500
L.2100	Other Capital Outlay	25,000	7,500	32,500
L.4300	Office and Library Supplies	86,500	(1,000)	85,500
L.4291	Staff Development	5,500	1,000	6,500
L.4510	Custodial Supplies	20,000	(1,000)	19,000
L.4540	Insurance	103,000	1,000	104,000

The motion was seconded by Trustee Joseph Gregurich and adopted by a unanimous 4-0 vote.

3. Report of the PERSONNEL COMMITTEE

In the absence of a PERSONNEL COMMITTEE Liaison, the Personnel Committee Report was presented by Library Board President Brianna Baker-Stines, who moved to approve the adoption of resolution “a”:

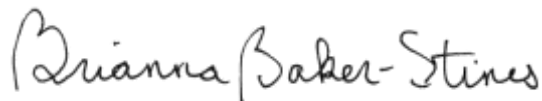
- a. *RESOLVED, that the following CONFERENCE ATTENDANCE requests set forth hereinafter are hereby approved:*
 - i. *That Library Director **Robert Lusak** be authorized to attend, on paid release time, the “Long Island Association (LIA) State of the Region Breakfast”, sponsored by the Long Island Association and the Suffolk Cooperative Library System (SCLS), to be held at the Crest Hollow Country Club, Woodbury, NY, on January 6, 2023, with reimbursement for actual and necessary expenses not to exceed \$70.00.*
 - ii. *That Assistant Library Director **Patricia Thomson** be authorized to attend, on paid release time, the “Long Island Association (LIA) State of the Region Breakfast”, sponsored by the Long Island Association and the Suffolk Cooperative Library System (SCLS), to be held at the Crest Hollow Country Club, Woodbury, NY, on January 6, 2023, with reimbursement for actual and necessary expenses not to exceed \$70.00.*
 - iii. *That Librarian II **Kaitlin Brand** be authorized to attend, on paid release time, the “YASD Annual December Luncheon”, sponsored by the Young Adult Services Division (YASD) of the Suffolk County Library Association (SCLA), to be held at the Irish Coffee Pub, East Islip, NY, on December 8, 2022, with reimbursement for actual and necessary expenses not to exceed \$57.00.*
 - iv. *That Librarian IV (Smithtown Building Head) **Eileen Caulfield** be authorized to attend, on paid release time, the “Long Island Association (LIA) State of the Region Breakfast”, sponsored by the Long Island Association and the Suffolk Cooperative Library System (SCLS), to be held at the Crest Hollow Country Club, Woodbury, NY, on January 6, 2023, with reimbursement for actual and necessary expenses not to exceed \$70.00.*
 - v. *That Librarian II **Kelly Filippone** be authorized to attend, on paid release time, the “RASD Annual Luncheon”, sponsored by the Reference & Adult Services Division (RASD) of the Suffolk County Library Association (SCLA), to be held at the Bayport-Blue Point Public Library, Blue Point, NY, on December 6, 2022, with reimbursement for actual and necessary expenses not to exceed \$25.00.*
 - vi. *That Librarian IV (Kings Park Building Head) **Erin Kanelos** be authorized to attend, on paid release time, the “Long Island Association (LIA) State of the Region Breakfast”, sponsored by the Long Island Association and the Suffolk Cooperative Library System (SCLS), to be held at the Crest Hollow Country Club, Woodbury, NY, on January 6, 2023, with reimbursement for actual and necessary expenses not to exceed \$70.00.*

- vii. *That Librarian II **Colleen Navins** be authorized to attend, on paid release time, the “YASD Annual December Luncheon”, sponsored by the Young Adult Services Division (YASD) of the Suffolk County Library Association (SCLA), to be held at the Irish Coffee Pub, East Islip, NY, on December 8, 2022, with reimbursement for actual and necessary expenses not to exceed \$45.00.*
- viii. *That Librarian IV (Commack Building Head) **Sheila Worlow** be authorized to attend, on paid release time, the “YASD Annual December Luncheon”, sponsored by the Young Adult Services Division (YASD) of the Suffolk County Library Association (SCLA), to be held at the Irish Coffee Pub, East Islip, NY, on December 8, 2022, with reimbursement for actual and necessary expenses not to exceed \$45.00.*
- ix. *That Librarian IV (Commack Building Head) **Sheila Worlow** be authorized to attend, on paid release time, the “Long Island Association (LIA) State of the Region Breakfast”, sponsored by the Long Island Association and the Suffolk Cooperative Library System (SCLS), to be held at the Crest Hollow Country Club, Woodbury, NY, on January 6, 2023, with reimbursement for actual and necessary expenses not to exceed \$70.00.*

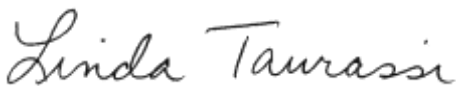
The motion was seconded by Trustee Anita Dowd-Neufeld and adopted by a unanimous 4-0 vote.

- 4. Library Board President Brianna Baker-Stines noted that the next “regular” meeting of the Board of Trustees would be held December 20, 2022 at 6:30 p.m. at the Kings Park building.
- 5. There being no further business, Library Board President Brianna Baker-Stines moved to adjourn the meeting at 6:41 p.m. The motion was seconded by Trustee Marie Gergenti and adopted by a unanimous 4-0 vote.

Minutes approved this 20th day of December, 2022.



Brianna Baker-Stines, President
Smithtown Library Board of Trustees



Linda Taurassi
Secretary to the Board of Trustees