

**MINUTES
BOARD OF TRUSTEES
THE SMITHTOWN LIBRARY
May 21, 2019**

A regular meeting of the Board of Trustees of The Smithtown Library was held at the Smithtown building, Smithtown, New York on the 21st day of May, 2019 at 6:30 p.m.

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

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

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

Independent Audit Report – Baldessari & Coster, Certified Public Accountants

The meeting was taken out of order by Library Board President Anita Dowd-Neufeld to allow for the presentation of the Library's 2018 Financial Report by Al Coster of Baldessari & Coster, Certified Public Accountants. The Library was issued the highest opinion that the financial statements and underlying internal controls present fairly, in all material respects, the financial position of The Smithtown Library as of December 31, 2018, in accordance with generally accepted accounting principles.

Trustee Brianna Baker-Stines moved to accept adoption of the following resolution:

RESOLVED: That the independent audit report for the fiscal year beginning January 1, 2018 and ending December 31, 2018, prepared by Baldessari & Coster, Certified Public Accountants, including financial statements and supplementary schedules, be accepted as presented (copy of report appended to the original of these minutes).

The motion was seconded by Trustee Theresa Stabile and adopted by a unanimous 5-0 vote.

READING AND APPROVAL OF MINUTES

1. Trustee William Zimmerman moved to accept adoption of the following resolution:

RESOLVED: That the REGULAR MEETING MINUTES of April 16, 2019 and the SPECIAL MEETING MINUTES of May 14, 2019 be approved as presented.

The motion was seconded by Trustee Annette Galarza and adopted by a unanimous 5-0 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 Annette Galarza.

Trustee William Zimmerman moved to accept adoption of resolutions "a"-“d”:

- a. *RESOLVED, that the TREASURER'S REPORT for the month ended April 30, 2019 be approved for filing (copy of report appended to the original of these minutes).*
- b. *RESOLVED, That the following WARRANTS be approved for payment:*

i. Warrant #19-May ("L" fund) PREPAYS	\$ 31,411.44
ii. Warrant #19-May ("L" fund) WARRANT	\$ 510,793.81
iii. Warrant #19-May ("M" fund) WARRANT	\$ 136.27
iv. Warrant #19-May (PAYROLL #8 – 4/19/19)	\$ 253,125.94
v. Warrant #19-May (PAYROLL #9 – 5/3/19)	\$ 251,844.28
vi. Warrant #19-May (PAYROLL #10 – 5/17/19)	\$ 250,672.38

- c. *Commack Building – Concrete Walkway – Staff Entrance*

RESOLVED, that the Board of Trustees of The Smithtown Library authorizes the Treasurer to prepay the cost upon satisfactory completion, not to exceed \$4,840.00, to Fidele Construction, for the purpose of ensuring the safety of Smithtown Library patrons and staff by creating a concrete walkway from the staff entrance to the newly installed security gate at the Commack building.

- d. *Commack Building – Concrete Walkway – Southside of Building*

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby approve the additional services of architect John Tanzi, in an amount not to exceed \$5,000.00, to provide plans and services for an anticipated walkway on the south side of the current access way of the Commack building; such plans to be submitted to the Town of Smithtown for approval.

The motion was seconded by Trustee Theresa Stabile and adopted by a unanimous 5-0 vote.

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

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

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

Part-time Appointment:

- i. *Release of **Jonathan Torres** from a Temporary Call-In Custodial Worker I position into a part-time appointment of Custodial Worker I, at the Commack and Kings Park buildings, at an hourly rate of pay of \$19.60, effective May 25, 2019 (for the purpose of filling gaps in the custodial schedule).*

Leave Requests:

- ii. *Extended work related (Worker's Compensation) medical leave of absence without pay for **Kathleen Florio**, Library Clerk, Circulation Department, Commack building, effective May 1, 2019 through June 2, 2019.*
- iii. *Leave of absence without pay for **Dana Klosner**, Page, Reference/Circulation Departments, Smithtown building, effective May 11, 2019, May 13, 2019, May 14, 2019, and May 18, 2019.*
- iv. *Leave of absence without pay for **Erin Levitsky**, Page, Commack building, effective June 3, 2019 through June 7, 2019.*
- v. *Extended leave of absence without pay, nunc pro tunc, for **Florence Lucker**, Page, Kings Park building, effective April 9, 2019 through April 28, 2019.*

The motion was seconded by Trustee William Zimmerman and adopted by a unanimous 5-0 vote.

4. In the absence of Buildings and Grounds Committee Liaison Gerard Cairns, the BUILDINGS AND GROUNDS COMMITTEE report was presented by Trustee Theresa Stabile, who invited Librarian IV Cindy Guzzo to present her PowerPoint proposal for Kanopy online streaming services.

- a. PRESENTATION – Kanopy – On-Demand Streaming Video Platform

After a PowerPoint presentation by Librarian IV Cindy Guzzo (Commack building head), pertaining to Kanopy online streaming video services, Trustee Annette Galarza moved to accept adoption of resolution “a”:

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby authorize the Library Director, or designee, to enter into a contract agreement for services enabling all Smithtown Library card holders access to the Kanopy on-demand streaming video platform at a total cost not to exceed \$10,000.00 for the remainder of 2019.

The motion was seconded by Trustee Brianna Baker-Stines and adopted as amended after discussion by a unanimous 5-0 vote.

- b. LEASE AGREEMENT - Toshiba

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

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby authorize the Library Director, or designee, to enter into a 39-month, \$1 out lease with Toshiba: one color copier at Nesconset building to be contracted for \$159/month replacing two machines (a leased duplicator as well as a black and white copier); payment includes monthly maintenance costs; per page costs will be dictated by contract terms and will commence subsequent to the installation of the above described copier; pricing based on Suffolk County Contract, reference # PE-082816 (Suffolk Share).

The motion was seconded by Trustee William Zimmerman and adopted as amended by a unanimous 5-0 vote.

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

- c. RESOLVED, that the following building/banner requests set forth hereinafter are hereby approved:
 - i. *RESOLVED, that the Board of Trustees of The Smithtown Library approves the request of the **Village of the Branch Soccer Club**, to place a banner on the corner of the property of the Nesconset building from August 10, 2019 through August 23, 2019 advertising their "youth open soccer registration".*
 - ii. *RESOLVED, that the Board of Trustees of The Smithtown Library approves the request of the **Village of the Branch Soccer Club**, to place a banner on the corner of the property of the Smithtown building from August 24, 2019 through September 8, 2019 advertising their "youth open soccer registration".*
 - iii. *RESOLVED, that the Board of Trustees of The Smithtown Library approves the request of the **Smithtown College Scholarship Committee**, to place a banner on the corner of the property of the Commack building from November 12, 2019 through November 29, 2019 advertising their "Annual Craft Fair" to be held December 14, 2019 through December 15, 2019.*
 - iv. *RESOLVED, that the Board of Trustees of The Smithtown Library approves the request of the **Smithtown College Scholarship Committee**, to place a banner on the corner of the property of the Smithtown building from December 2, 2019 through December 16, 2019 advertising their "Annual Craft Fair" to be held December 14, 2019 through December 15, 2019.*
 - v. *RESOLVED: that the Board of Trustees of The Smithtown Library approves the request of **Kings Park Boy Scout Troop 75**, to place a rope bridge (aka "monkey bridge") on the lawn of the Kings Park building on Kings Park Day, to be held June 15, 2019, provided that said rope bridge is removed promptly at the close of festivities (Note: Insurance coverage provided through the Suffolk County Council of the Boy Scouts of America).*

The motion was seconded by Trustee William Zimmerman and adopted by a unanimous 5-0 vote.

5. There was no report of the COMMUNICATIONS COMMITTEE. Friends of the Smithtown Library Liaison Theresa Stabile gave a summary of the April 30, 2019 Friends meeting she had attended.
6. The Director's Report was submitted previously to the Library Board (copy of report appended to the original of these minutes). In the absence of Library Director Robert Lusak, Assistant Library Director Patricia Thomson highlighted some topics of his report.

UNFINISHED BUSINESS

7. REVISED POLICY – **Sexual Harassment – Policy 500-90** (2nd reading)
[Note: revisions are noted in underlined bold font; deletions are noted with a strikethrough]

Trustee Theresa Stabile moved to waive the reading of the Sexual Harassment Policy (#500-90). The motion was seconded by Trustee Brianna Baker-Stines and adopted by a unanimous 5-0 vote.

Trustee Theresa Stabile moved to accept adoption of the Sexual Harassment Policy (#500-90). The motion was seconded by Trustee Brianna Baker-Stines and adopted by a unanimous 5-0 vote.

1. *Statement of Policy*

*The Board of Trustees of The Smithtown Library is steadfastly committed to safeguarding the right of all of its employees to a working environment that is free from sexual harassment. **The Board requires all Library staff to view an interactive sexual harassment training video within the first week of their employment and annually thereafter for the duration of their employment.** The Board recognizes that sexual harassment may originate from a person of either sex against a person of the opposite or same sex and from peers as well as supervisory personnel. The Board further recognizes that sexual harassment does not only emanate from the intention of the one who harasses an employee, but also upon how the person who is the victim of harassment perceives the behavior or is affected by it.*

8. REVISED POLICY – **Banner Display – Policy 700-190** (2nd reading)
[Note: revisions are noted in underlined bold font; deletions are noted with a strikethrough]

Trustee William Zimmerman moved to waive the reading of the Banner Display Policy (#700-190). The motion was seconded by Trustee Theresa Stabile and adopted by a unanimous 5-0 vote.

Trustee Brianna Baker-Stines moved to accept adoption of the Banner Display Policy (#700-190). The motion was seconded by Trustee Annette Galarza and adopted by a unanimous 5-0 vote.

*The Smithtown Library prohibits the displaying of any banner on Library property without the prior approval of the ~~Library's Board of Trustees~~ **Library Director.** The Smithtown Library provides PVC vinyl posts for the proper display of Library-sponsored programs and events, as well as community-related events. First priority will be given to Library-sponsored programs and events; based on availability, second priority will be given to non-profit organizations based within the Town of Smithtown.*

- 4. ~~Scheduling availability will be determined solely by the Library and implementation and enforcement are delegated to the Library Director. Final approval of all applications rests with the Library's Board of Trustees; No application is authorized until approved by the Board of Trustees and signed by the Library Director.~~*

9. REVISED POLICY – **Banner Display Application – Policy 700-190a** (2nd reading)

[Note: revisions are noted in underlined bold font; deletions are noted with a strikethrough]

Trustee William Zimmerman moved to waive the reading of the Banner Display Application (#700-190a). The motion was seconded by Trustee Theresa Stabile and adopted by a unanimous 5-0 vote.

Trustee Theresa Stabile moved to accept adoption of the Banner Display Application (#700-190a). The motion was seconded by Trustee Annette Galarza and adopted by a unanimous 5-0 vote.

- *This application must be complete and the dates confirmed as available by the Administration Office in order **for it to be approved by the Library Director** ~~to be presented to the Library's Board of Trustees for approval.~~*
- *Scheduling availability will be determined solely by the Library and implementation and enforcement are delegated to the Library Director. ~~Final approval of all applications rests with the Library's Board of Trustees. No application is authorized until approved by the Board of Trustees and signed by the Library Director.~~*
- *I have read and agree to The Smithtown Library's Signage **Banner** Display Policy and do hereby agree to adhere to this policy and the specifications as denoted above.*

10. NEW POLICY – **Equal Employment Opportunity – Policy 500-05** (2nd reading)

Trustee Theresa Stabile moved to waive the reading of the Equal Employment Opportunity Policy (#500-05). The motion was seconded by Trustee Brianna Baker-Stines and adopted by a unanimous 5-0 vote.

Trustee William Zimmerman moved to accept adoption of the Equal Employment Opportunity Policy (#500-05). The motion was seconded by Trustee Theresa Stabile and adopted by a unanimous 5-0 vote.

It is the policy of The Smithtown Library to provide equal opportunities for all employees and job applicants. The Library will follow this policy and the rules and regulations of the Suffolk County Department of Civil Service in implementing all employment practices, policies, and procedures.

The Smithtown Library will recruit, hire, train, and promote persons in all job titles without regard to race, color, religion, national origin, sex, age, or physical or mental disability.

The Smithtown Library will provide reasonable accommodations to employees with a disability or physical condition to perform the essential functions of their job and to those seeking employment with the Library.

The Library will not be able to make an accommodation that would impose undue hardship on the operations of the Library. The Americans with Disabilities Act defines an undue hardship as an action that requires significant difficulty or expense. Each accommodation request will be handled on a case-by-case basis, taking the individual needs of the employee and the Library into consideration.

11. NEW POLICY – **Service Animals – Policy 700-10a** (2nd reading)

Trustee Brianna Baker-Stines moved to waive the reading of the Service Animals Policy (#700-10a). The motion was seconded by Trustee Theresa Stabile and adopted by a unanimous 5-0 vote.

Trustee Theresa Stabile moved to accept adoption of the Service Animals Policy (#700-10a). The motion was seconded by Trustee Annette Galarza and adopted by a unanimous 5-0 vote.

It is the policy of The Smithtown Library to permit "service animals" (not pets or "comfort" animals) within the Library in accordance with federal and state law.

Service Animals are to be defined as working animals that are individually trained to do work or perform tasks/duties for people with disabilities. The work/task/duties a service animal has been trained to provide must be directly related to the person's disability.

The animal must be under the handler's control at all times. Library staff may require that the animal be removed from the premises if the animal is out of control, agitated, aggressive, or otherwise threatens the health, safety and welfare of staff or patrons and the animal's handler does not take effective immediate measures to control the animal.

The service animal must be restrained with a harness, leash or tether unless such restraint interferes with the animal's performance of its work or tasks. When a restraint is not used, the service animal must be within the control of the handler through such measures as voice control, signals, or other effective controls.

Service animals are not permitted to sit on Library furniture, indoor or out.

The animal must be housebroken and limit relief to outdoor areas. The animal's handler is responsible for prompt removal and disposal of waste.

When it is not obvious that an animal is a service animal, Library staff may ask only two specific questions: (1) is the dog a service animal required because of a disability? and (2) what work or task has the animal been trained to perform? Staff are not permitted to request any documentation regarding the animal; require that the animal demonstrate its task; or inquire about the nature of the person's disability.

PUBLIC COMMENTS

There were no public comments.

NEW BUSINESS

12. RETIREMENT – Resolution of Appreciation – Manmohan Chawla

After Library Board President Anita Dowd-Neufeld read the following resolution, Trustee Brianna Baker-Stines moved to accept adoption of the resolution.

Whereas, Library Clerk, Manmohan (Mona) Chawla, Circulation Department, Kings Park building, has announced her retirement as of May 2, 2019; and

Whereas, during her 17 years of faithful and dedicated service, she has earned the admiration and respect of her colleagues and co-workers; now therefore be it

Resolved, that the Board of Trustees of The Smithtown Library hereby expresses its appreciation to Mona Chawla for her many years of dedicated service and contributions to the Library; and be it

Further resolved, that the Board extends to Mona Chawla its best wishes for many years of health and happiness during her retirement.

The motion was seconded by Trustee William Zimmerman and adopted by a unanimous 5-0 vote.

13. MEMORIAL DONATION – Carole A. Pugliese

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 patron Mrs. Virginia Allen-Garcia, of Islip, NY, for her generous online donation of fifty dollars (\$50.00), in memory of Carole A. Pugliese, to be used as necessary at the Library's discretion.

The motion was seconded by Trustee Theresa Stabile and adopted by a unanimous 5-0 vote.

14. MEMORIAL DONATION – Matthew Moon

Trustee William Zimmerman moved to accept adoption of the following resolution:

RESOLVED: That the Board of Trustees of The Smithtown Library does hereby graciously accept and thank Wade and Barbara Stull for their generous donation of \$120.00 to The Smithtown Library, in memory of Matthew Moon, and be it

FURTHER RESOLVED, that, as requested, the funds will be earmarked for items pertaining to Mr. Moon's interests in "family, food, economics and sales" as per the Library's discretion.

The motion was seconded by Trustee Brianna Baker-Stines and adopted by a unanimous 5-0 vote.

15. NEW POLICY – **Unattended Items – Policy 700-15** (1st reading)

Library Board President Anita Dowd-Neufeld read the new Unattended Items Policy (#700-15) for the first time and noted it would be reviewed and voted on at the June board meeting.

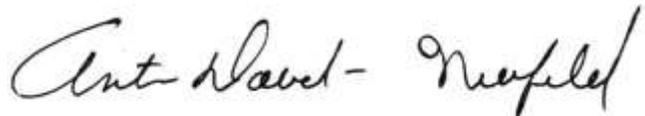
The Smithtown Library is not responsible for any items left unattended in the Library's buildings and on its grounds. To maintain a safe and secure environment, Library staff will monitor unattended items/packages left within the Library's premises or on Library grounds and take the appropriate action as outlined in this policy.

- *Patrons are not permitted to leave items unattended while utilizing the Library.*
- *It is the responsibility of the owner to maintain surveillance of all personal items at all times.*
- *Library staff will alert the supervisor and call 911 if any unattended item appears to be suspicious or threatening.*
- *Hazardous and perishable items will be discarded immediately.*
- *Library staff will make a reasonable attempt to determine and contact the rightful owner of the unattended item.*
- *As determined by a supervisor, unattended items will be placed in the Library's lost and found.*
- *Lost and found items will be dated and stored for a period of 28 days. Unclaimed items will be deemed abandoned and disposed of as determined by Library staff.*

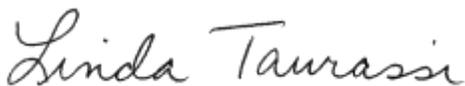
16. Library Board President Anita Dowd-Neufeld noted that the next "regular" meeting of the Board of Trustees would be held Tuesday, June 18, 2019 at 6:30 p.m. at the Nesconset building.

17. There being no further business, Trustee Theresa Stabile moved to adjourn the meeting at 7:52 p.m. The motion was seconded by Trustee William Zimmerman and adopted by a unanimous 5-0 vote.

Minutes approved this 18th day of June, 2019.



Anita Dowd-Neufeld, President
Smithtown Library Board of Trustees



Linda Taurassi
Secretary to the Board of Trustees