

**MINUTES
BOARD OF TRUSTEES
THE SMITHTOWN LIBRARY
June 18, 2019**

A regular meeting of the Board of Trustees of The Smithtown Library was held at the Nesconset building, Nesconset, New York on the 18th day of June, 2019 at 6:30 p.m.

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

READING AND APPROVAL OF MINUTES

1. Trustee Gerard Cairns moved to accept adoption of the following resolution:

RESOLVED: That the REGULAR MEETING MINUTES of May 21, 2019 be approved as presented.

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

- a. TREASURER'S REPORT

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

RESOLVED, that the TREASURER'S REPORT for the month ended May 31, 2019 be approved for filing (copy of report appended to the original of these minutes).

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

b. WARRANTS

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

RESOLVED, That the following WARRANTS be approved for payment:

i.	Warrant #19-June (“L” fund) PREPAYS	\$ 30,398.32
ii.	Warrant #19-June (“L” fund) WARRANT	\$ 376,851.78
iii.	Warrant #19-June (“M” fund) WARRANT	\$ 79,957.00
iv.	Warrant #19-June (PAYROLL #11 – 5/31/19)	\$ 252,582.84
v.	Warrant #19-June (PAYROLL #12 – 6/14/19)	\$ 251,545.74

The motion was seconded by Trustee Annette Galarza and adopted by a unanimous 7-0 vote.

c. INCREASE REPORTING THRESHOLD

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

RESOLVED, that the Board of Trustees of The Smithtown Library approves the increase of the reporting threshold from \$500.00 to \$1,000.00 for purchases recorded in property inventory and accounting cost records in the valuation of fixed assets.

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

d. FUND BALANCE

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

RESOLVED, that the Board of Trustees of The Smithtown Library authorizes the Treasurer to designate \$250,000.00 from the unassigned fund balance for the committed purpose to fund future capital improvements and equipment replacement.

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

e. MOODY’S INVESTORS SERVICE

Treasurer Joanne Grove reported that Moody’s Investors Service had recently upgraded the Library’s credit rating to “Aaa” which is the highest credit rating possible on the bonds we have through DASNY. Some highlights mentioned were:

- Conservative budgeting
- Good reserves
- Library District’s debt level is low, and repayment is guaranteed to the bondholders
- A large assessment tax base
- No major projects anticipated that will have negative impact

The Treasurer also noted, if additional bonding were to be needed in the future, we should do very well in terms of credit to the outside financial markets. In addition, we have attained the same credit rating as the Town of Smithtown.

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

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

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

Part-time Appointments:

- i. *Part-time appointment of **TBD** to the position of Librarian I, Reference Department, Smithtown building, at an hourly rate of pay of \$31.22, not to exceed 17.5 hours per week, effective date TBD (to fill the vacancy created by the resignation of Librarian Trainee Casey Grant, effective 6/13/19).*
- ii. *Part-time appointment of **Erika Birdsall** to the position of Page, Commack building, at an hourly rate of pay of \$12.00, effective July 15, 2019 (to fill the vacancy created by the resignation of Erin Levitsky, effective 7/15/19).*
- iii. *Part-time appointment of **TBD** to the position of Page, Kings Park building, at an hourly rate of pay of \$12.00, effective date **TBD** (to fill the vacancy created by the unpaid absence without leave of employee #1139).*

Resignations:

- iv. *Resignation of **Casey Grant**, Librarian Trainee, Adult Reference Department, Smithtown building, effective June 13, 2019.*
- v. *Resignation of **Cassidy Healy**, Page, Adult Reference Department, Smithtown building, effective May 24, 2019.*
- vi. *Resignation of **Erin Levitsky**, Page, Commack building, effective July 15, 2019.*

Leave Requests:

- vii. *Leave of absence without pay for **Stephanie Metzler**, Page, Commack building, effective July 8, 2019; July 9, 2019; July 11, 2019; July 12, 2019; July 15, 2019 and July 16, 2019.*
- viii. *Maternity medical leave of absence without pay for **Katelyn Zanetti**, part-time Children’s Services Librarian I, Children’s Department, Nesconset building, effective July 1, 2019 through August 4, 2019.*

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

Trustee Joseph Vallone 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 II **Jennifer Cattrano**, Children’s Department, Smithtown building, be authorized to attend, on paid release time, “Lit-Fest 2019” sponsored by the Nassau Library System, to be held at the Long Island Marriott—Uniondale, located in Uniondale, NY, on September 20, 2019, with reimbursement for actual and necessary expenses not to exceed \$119.00.*
- ii. *That Librarian II **Emilee Musumeci**, Community Relations Department, Nesconset building, be authorized to attend, on paid release time, a “Reader’s Advisory Program” sponsored by the Reference & Adult Services Department (RASD) of the Nassau Library System, to be held at the Merrick Library, located in North Bellmore, NY, on June 20, 2019, with reimbursement for actual and necessary expenses not to exceed \$5.00.*

- iii. *That Children's Services Librarian I **Jessica Leviness**, Children's Department, Smithtown building, be authorized to attend, on paid release time, "Lit-Fest 2019", sponsored by the Nassau Library System, to be held at the Long Island Marriott—Uniondale, located in Uniondale, NY, on September 20, 2019, with reimbursement for actual and necessary expenses not to exceed \$125.00.*
- iv. *That Teen Services Librarian I **Colleen Navins**, Reference Department, Nesconset building, be authorized to attend, on paid release time, "Lit-Fest 2019", sponsored by the Nassau Library System, to be held at the Long Island Marriott—Uniondale, located in Uniondale, NY, on September 20, 2019, with reimbursement for actual and necessary expenses not to exceed \$128.00.*

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

4. The BUILDINGS AND GROUNDS COMMITTEE report was presented by Buildings and Grounds Committee Liaison Gerard Cairns.

- a. Library Improvement Projects (renewal) – all Library buildings

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

RESOLVED: that the Library Director is authorized to make purchases on behalf of the Library for commodities and services related to the 2018 Library Improvement Projects, valued no greater than TEN THOUSAND DOLLARS (\$10,000.00), without the prior approval of the Board of Trustees of The Smithtown Library; however, said authorization will require two (2) signatures, one being that of the Library Director or Assistant Library Director and one being that of the Buildings and Grounds Liaison or Library Board President; said resolution to terminate at completion of project (sunsets 12/31/2019).

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

- b. Automatic Doors Preventative Maintenance & Repair Services – MacKenzie Automatic Doors

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 to enter into a contract with **MacKenzie Automatic Doors** for the purpose of providing automatic doors preventative maintenance and repair services to the Smithtown, Commack, Kings Park & Nesconset Library buildings; said contract to be in effect for the period July 1, 2019 through June 30, 2020, at a cost not to exceed \$4,980.00; an option for Board renewal for a period of one year is included.*

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

5. COMMUNICATIONS COMMITTEE

- a. Trustee Joseph Vallone reported that he and Library Director Robert Lusak had met with Town Supervisor Edward Wehrheim and thanked him for his intervention relating to the Library's reimbursement of funds from the Smithtown Library Foundation. Trustee Vallone noted that there may be other joint ventures between the Town and the Library that are presently under consideration, and he is happy that the Town Supervisor is "110%" in favor of The Smithtown Library.
 - b. Friends of the Smithtown Library Liaison Theresa Stabile gave a summary of the May, 2019 Friends meeting she had attended. The next meeting is scheduled for Wednesday, June 19th at 6:30 p.m. at the Nesconset building.
6. The Director's Report was submitted previously to the Library Board (copy of report appended to the original of these minutes).
- a. At the Library's Director's request Kings Park building Head Sheila Worlow reported that the Otis M. Thornhill Memorial Peace and Literacy Event, sponsored by the Rotary Club of Smithtown Sunrise was being held at the Otis M. Thornhill Memorial Playground, located at the Kings Park building, on Saturday, June 22nd at 10:00 a.m. for children ages 5-8. Mr. Thornhill was a member and past president of the Rotary Club of Smithtown Sunrise, as well as a member of the Board of Trustees of The Smithtown Library until his passing in 2016. The event will include a reading of the picture book *Lilac* by author Emma Bianculli (each child will receive a copy of the book), followed by a craft project.
 - b. At the Library Director's request Erin Kanelos reported about the Kings Park building's eleven station "Out of This World Kick-Off Carnival" in the building's parking lot on Monday, July 8th. Included at the carnival will be a dunking station with the opportunity to dunk the Smithtown Library Director.
 - c. The Library Director noted that Town Supervisor Edward Wehrheim was extremely gracious in taking time out of his busy schedule to meet with him and Trustee Joseph Vallone to discuss matters pertaining to the Library.
 - d. The Library Director informed the Board that he had been contacted by Village of the Branch Mayor Mark Delaney requesting a meeting to discuss signage on Library property. Mr. Lusak gave the Library Board background information regarding previous incidents with the Village relating to signage.
 - e. The Library Director notified the Library Trustees of a New York State Law going into effect on Wednesday, June 19th prohibiting smoking, within 100 feet of entrances and exits on public buildings.

After discussion, Trustee Gerard Cairns moved the following resolution:

Whereas the Board of Trustees of The Smithtown Library authorizes The Smithtown Library as a tobacco-free establishment, and

Whereas this includes smoking of any kind, including but not limited to vaping and electronic cigarettes, now therefore be it

Resolved, that the Board of Trustees of The Smithtown Library prohibits smoking of any kind on any and all Smithtown Library property effective July 1, 2019

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

NOTE: Trustee Joseph Vallone left the meeting at 7:36 p.m.

UNFINISHED BUSINESS

7. NEW POLICY – Unattended Items – Policy 700-25 (2nd reading)

Trustee William Zimmerman moved to waive the reading of the Unattended Items Policy (#700-25). The motion was seconded by Trustee Gerard Cairns and adopted by a unanimous 6-0 vote.

Trustee Gerard Cairns moved to accept adoption of the Unattended Items Policy (#700-25). The motion was seconded by Trustee William Zimmerman and adopted by a unanimous 6-0 vote.

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.*

PUBLIC COMMENTS

There were no public comments.

NEW BUSINESS

8. DONATION – Acer’s Florist and Garden Center

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 Acer’s Florist and Garden Center for their generous donation of perennials and shrubbery around the Commack building sign, in addition to natural plantings of Long Island at the front of the Commack building, subject to the Library Director’s acceptance of design to be submitted prior to plantings.

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

9. REVISED POLICY – **Circulation of Materials – Policy 800-10** (1st 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 Circulation of Materials Policy (#800-10). The motion was seconded by Trustee Gerard Cairns and adopted by a unanimous 6-0 vote.

The policy will be reviewed and voted on at the July board meeting.

In order to make library materials available to all library users on an equal basis, The Smithtown Library will set policies for length of loan period, renewals, reserves, and fees. The Library will determine who is eligible to borrow materials and establish procedures for the return or replacement of such materials.

A. LIBRARY CARDS

1. *The Smithtown Library issues a full-access library card without charge to any resident of The Smithtown Library; however a \$1 replacement fee will be charged if the card has been lost or stolen.*
 - a. *The Library reserves the right to stop a patron’s Smithtown card if monies are owed by that patron to other libraries within the Suffolk Cooperative Library System.*
2. *Proof of residence is required at the time of initial application and renewal. Acceptable forms of proof must include the applicant’s name and current address, and must be presented in person. For the purposes of this section, a post office box is not sufficient proof of residency.*
3. *Library cards are issued for a period of three (3) years.*
4. *Library cardholders are responsible for all materials borrowed with their library cards.*
5. *The Smithtown Library issues a full-access library card without charge to nonresidents who:*
 - a. *Are owners of a business located in The Smithtown Library. Proof of ownership is required at the time of initial application and renewal.*
 - b. *Own assessable property in The Smithtown Library. Proof of property ownership in the Town of Smithtown is required at the time of initial application and renewal.*

- c. *Are current employees of The Smithtown Library. Proof of employment with The Smithtown Library is required at the time of initial application and renewal.*
6. *Library cards are issued to minors without charge who reside in The Smithtown Library. For the purposes of this section, a minor's residency shall be presumed to be that of his or her parents or legal guardian. Where a minor's parents are divorced the Library will allow each parent that resides within The Smithtown Library to obtain a library card for the child. A parent or legal guardian must be present with their minor child through grade five (5) at the time of initial application.*
7. *The Smithtown Library provides Homebound Mail Service to those eligible for Smithtown Special Library District cards who are eligible for National Library Service for the Blind and Physically Handicapped services and/or who meet the criteria of having a permanent or temporary disability that prevents them from leaving their home and do not have a representative who can go to the Library for them. Disabilities may require professional verification. Residents of nursing homes within The Smithtown Library that apply for our Homebound Mail Service can use the nursing home in which they reside as their address. A special application must be filled out to get these services. A library card will be issued to the individual whose name is on the Homebound Mail Service application. That individual will be responsible for all material checked out on that library card.*
8. *In order to check-out library material, Smithtown Library cardholders must present either their library card or acceptable identification that includes their name and current address. Students in grades six (6) through twelve (12) that have a Smithtown library card may present their school ID as an acceptable form of identification.*
9. *At its sole discretion, the Library may limit the number of items that may be charged out on one library card.*
- 10.

B. CONFIDENTIALITY OF CIRCULATION RECORDS

1. *Pursuant to Section 4509 of New York State Civil Practice and Rules, all circulation records identifying the names of library users with specific materials are confidential and shall not be disclosed except that such records may be disclosed to the extent necessary for the proper operation of the Library and upon request or consent of the library user.*
2. *Circulation records shall not be made available to any agency of state, federal, or local government except pursuant to such process, order, or subpoena as may be authorized under the authority of and pursuant to federal, state, or local law.*

C. LOAN PERIODS

1. *Fiction and nonfiction books, children's magazines, and audiobooks owned by the Library shall have a loan period of twenty-eight (28) days.*
2. *New fiction books (300 pages or more in length), new nonfiction books, new large print books, compact disc recordings, DVDs or Blu-Ray discs of television series with multiple episodes that circulate together in one case owned by the Library, **mobile hotspots* (or wireless communication system)** and hand held devices* such as e-readers shall have a loan period of fourteen (14) days.*

3. New fiction (less than 300 pages), automotive repair manuals, study notes, children's holiday books, adult and young adult magazines, test preparation books, and video recordings (excluding those indicated in section C-2) owned by the library shall have a loan period of seven (7) days.
4. Museum passes* owned by the Library shall have a loan period of three (3) days.
5. **The "Library of Things" collection owned by the Library shall have a loan period of seven (7) days. A maximum of two (2) "Library of Things" items may be borrowed at one time for a maximum of twelve (12) items a year.**
6. **Reference material may not be checked out of the Library.**
7. The Library is not responsible for damages that may occur to equipment in the playing of library audio/visual materials.
8. At its sole discretion, the Library reserves the right to change the loan periods of materials owned by the Library, or to restrict items to in-house use only.

*Patrons who borrow **any item from the "Library of Things" collection**, a hand held device or a museum pass must **be 18 years of age or older** and sign a borrower's agreement.

D. RENEWALS

1. Circulating materials owned by the Library with loan periods of twenty-eight (28) days may be renewed for up to six (6) additional loan periods of twenty-eight (28) days.
2. Circulation materials owned by the Library with loan periods of fourteen (14) days may be renewed for up to six (6) additional loan periods of fourteen (14) days.
3. Circulating materials owned by the Library with loan periods of seven (7) days may be renewed for up to six (6) additional periods of seven (7) days.
4. Museum passes owned by the Library will have zero (0) renewals.
5. Hand held devices such as e-readers **and the "Library of Things" collection** owned by the Library will have zero (0) renewals.
6. The loan periods of materials borrowed from other libraries are controlled by the policies of the lending libraries.
7. Materials with holds may not be renewed.

E. HOLDS AND RESERVES

1. Items which may be placed on hold **in the online catalog** include new fiction and nonfiction books, automotive repair manuals, study notes, children's holiday books, adult magazines, young adult magazines, children's magazines, test preparation books, **mobile hotspots (or wireless communication systems)**, audio recordings, and video recordings.
2. Reference materials, ~~museum passes~~ and hand held devices such as e-readers cannot be placed on hold.

3. Museum Passes may be reserved in the Children's Department at the Smithtown building or through the Museum Pass links on the Library's webpage, dates are subject to availability.
4. "Library of Things" collection may be reserved at a Reference desk in any Smithtown Library building or through the "Library of Things" links on the Library's webpage, dates are subject to availability.
5. Cardholders shall have a reasonable period of time to claim reserved items after being notified that such items are available.

F. EXTENDED USE

1. On the day after the due date indicated on the date due receipt, all library materials shall be considered past due if such materials have not been either renewed or returned.
2. Cardholders with past due materials shall accrue an extended use charge per item until such materials are either renewed or returned.
 - a. Fiction and nonfiction books, automotive repair manuals, study notes, test books, audio recordings, and children's holiday books owned by the Library shall accrue an extended use fee of 10 cents per day. The maximum fee for such materials shall not exceed \$5.00 per item.
 - b. Video recordings and **mobile hotspots (or wireless communication system)** owned by the Library shall accrue an extended use fee of \$1.00 per day. The maximum fee for such materials shall not exceed \$10.00 per item.
 - c. Hand held devices such as e-readers owned by the Library shall accrue an extended use fee of \$5.00 per day. The maximum fee for such materials shall not exceed \$50.00 per item.
 - d. Magazines owned by the Library shall accrue an extended use fee of 10 cents per day. The maximum fee for such materials shall not exceed \$3.00 per item.
 - e. Museum passes owned by the Library shall accrue an extended use fee of \$20.00 per day. The maximum fee for such materials shall not exceed \$200.00 per item. **(Must be returned in person to the Smithtown Building Children's Department.)**
 - f. **The "Library of Things" collection owned by the Library shall have an extended use fee based on the value of the item up to the replacement cost of the item as listed on the borrower's agreement.**

<u>Value</u>	<u>Extended Use Fee</u>
<u>Less than \$200.00</u>	<u>\$1.00 per day</u>
<u>\$200.00 - \$499.00</u>	<u>\$10.00 per day</u>
<u>\$500.00 - \$999.00</u>	<u>\$20.00 per day</u>
<u>\$1,000.00 or more</u>	<u>\$30.00 per day</u>

(Must be returned in person to the Service desk at the Library building in which the item was borrowed.)

3. At its sole discretion, the Library may ask cardholders with extended use charges to clear all or a portion of all such charges before being allowed to borrow any additional library materials.
4. The extended use fees of materials borrowed from other libraries are controlled by the policies of the lending libraries.

5. *Items can be returned in person or via the drop box located outside each Smithtown Library building, as well as at any public library in Suffolk County. An item returned in the drop box during hours the Library is closed will be processed the next morning that the Library is open, and will be considered returned as of the previous day that the Library was open.*
 - a. *Drop boxes are maintained as a convenience for the patron, and the patron remains liable for all materials deposited in drop boxes until such items are checked in by library staff. The library cannot guarantee the security of items deposited in drop boxes and will not waive charges on items claimed to have been returned in the drop boxes.*

G. DAMAGED AND LOST MATERIALS

1. *Borrowers are liable for all lost and damaged library materials charged out on their library cards.*
2. *The Library will notify the cardholder of payment due for the replacement of all lost and damaged items.*
3. *For the purpose of ISBN integrity and re-processing cost, replacement material for lost or damaged items cannot be accepted in lieu of payment due.*
4. *Once payment has been received for lost items, no refunds will be issued by the library for items subsequently found by the cardholder.*
5. *Charges for lost or damaged audio visual cases will be charged accordingly.*
 - a. *Audio Books*

• <i>Extra Small (1-6 discs)</i>	<i>\$5.00</i>
• <i>Small (7-12 discs)</i>	<i>\$7.00</i>
• <i>Medium (13-22 discs)</i>	<i>\$8.00</i>
• <i>Large (23-44 discs)</i>	<i>\$13.00</i>
 - b. *Blu Ray/DVD* *\$4.00*
 - c. *Music CD* *\$4.00*
 - d. *Plastic Inserts* *\$0.45*

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

6. ***Items in the "Library of Things" collection that are damaged or lost will be charged at the value listed in the borrower's agreement.***

H. DIRECT ACCESS

1. *For purposes of this section:*
 - a. *Direct access shall mean the ability of an individual, who resides within the boundaries of the Suffolk Cooperative Library System (SCLS) and who has a valid borrower's card issued by SCLS or any member library in SCLS, to borrow materials for home use directly from the premises of The Smithtown Library.*
 - b. *Non-resident borrower shall mean an individual who resides outside the boundaries of the chartered service area of The Smithtown Library and who is a library cardholder at another SCLS member library or who has a borrower's card issued by SCLS.*
2. *Non-resident borrowers are prohibited from borrowing by direct access certain materials and equipment. Such materials shall include but not be limited to:*
 - a. *Materials in heavy local demand.*
 - b. *Handheld devices.*
 - c. *New magazines.*

- d. All newspapers.
- e. **Mobile Hotspots or other wireless communication system.**
- f. Museum passes.
- g. **The “Library of Things” collection**
- h. Microform material.
- i. Reference material.
- j. Special collections as determined by the Library.

I. NON-RESIDENT INTERLIBRARY LOAN

1. For purposes of this section:
 - a. *Interlibrary loan shall mean the ability of an individual, who resides within the boundaries of the Suffolk Cooperative Library System (SCLS) and who has a valid borrower’s card issued by SCLS or any member library in SCLS, to borrow The Smithtown Library’s materials indirectly through another library.*
 - b. *Non-resident borrower shall mean an individual who resides outside the boundaries of the chartered service area of The Smithtown Library and who is a library cardholder at another SCLS member library or who has a borrower’s card issued by SCLS.*
2. *Non-resident borrowers are prohibited from borrowing through interlibrary loan certain materials and equipment. Such materials shall include but not be limited to:*
 - a. *Materials in heavy local demand.*
 - b. *New fiction and nonfiction books less than 4 months old.*
 - c. *New release Digital Video Discs less than 4 months old.*
 - d. *New release Blu-ray Discs less than 4 months old.*
 - e. *New magazines.*
 - f. *All newspapers.*
 - g. **Mobile hotspots or other wireless communication system.**
 - h. *Museum passes.*
 - i. **The “Library of Things” collection.**
 - j. *Hand held devices.*
 - k. *Microform material.*
 - l. *Reference material.*
 - m. *Special collections as determined by the Library.*

J. INTERLIBRARY LOAN FOR SMITHTOWN CARD HOLDERS

The Library will make reasonable efforts to locate material in other libraries when we do not own the material. Upon a patron’s request, the library will try to borrow the material for the patron’s use. The selection of the lending library will be at the sole discretion of the Library. The borrowing patron is responsible to abide by the usage policies and procedures of the lending library. Any fee’s incurred by The Smithtown Library (including but not limited to shipping, patron damage and late fees) for the use of material borrowed from another library are the responsibility of the patron.

10. At 7:45 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 Gerard Cairns and adopted by a unanimous 6-0 vote.

The following trustees were present and participating in executive session: Brianna Baker-Stines, Anita Dowd-Neufeld, Gerard J. Cairns, Annette Galarza, Theresa Stabile and William Zimmerman.

Also present were Library Director Robert Lusak, Assistant Library Director Patricia Thomson, Treasurer Joanne T. Grove, Clerk Lauren Gunderson, Secretary Linda Taurassi, Librarian IV Sheila Worlow and Librarian II Erin Kanelos.

11. Upon a motion by Trustee Brianna Baker-Stines, seconded by Trustee Annette Galarza, and adopted by a unanimous 6-0 vote, the meeting reconvened in open public session at 8:31 p.m.
12. Library Board President Anita Dowd-Neufeld noted that the next "regular" meeting of the Board of Trustees would be held Tuesday, July 16, 2019 at 6:30 p.m. at the Commack building.
13. There being no further business, Trustee Brianna Baker-Stines moved to adjourn the meeting at 8:32 p.m. The motion was seconded by Trustee Gerard Cairns and adopted by a unanimous 6-0 vote.

Minutes approved this 16th day of July, 2019.



Anita Dowd-Neufeld, President
Smithtown Library Board of Trustees

Lauren Gunderson on behalf of
Linda Taurassi
Linda Taurassi
Secretary to the Board of Trustees