

**MINUTES
BOARD OF TRUSTEES
THE SMITHTOWN LIBRARY
August 20, 2019**

A regular meeting of the Board of Trustees of The Smithtown Library was held at the Kings Park building, Kings Park, New York on the 20th day of August, 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, and William Zimmerman. Trustee Joseph Vallone was 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 Brianna Baker-Stines moved to accept adoption of the following resolution:

RESOLVED: That the REGULAR MEETING MINUTES of July 16, 2019 be approved as presented.

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

2. PRESENTATION – Eagle Scout Project (Nesconset building) – Life Scout Daniel Alm, Boy Scout Troop 349

The meeting was taken out of order at this time by Library Board President Anita Dowd-Neufeld to allow Life Scout Daniel Alm, of Boy Scout Troop 349 of Smithtown, to present his Eagle Scout project to the Library Board for approval (agenda item #8). After the presentation Trustee Gerard Cairns moved the following resolution:

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby accept the Eagle Scout Service Project presented by Life Scout Daniel Alm, of Boy Scout Troop 349 of Smithtown, to design and build an island or kidney-bean shaped garden, for pollinator friendly plants requiring minimum maintenance, on the front lawn area of the Nesconset building driveway entrance.

The motion was seconded by Trustee Annette Galarza and adopted by a unanimous 6-0 vote.

3. The meeting continued out of order to allow Librarian IV/Commack building head Cynthia Guzzo to make a PowerPoint presentation about the digital media service HOOPLA that allows library patrons to borrow movies, music, audio books, ebooks, comics and television shows that can be streamed immediately onto a computer, tablet, phone or television. After discussion it was decided that the item would be discussed again and voted on at the September board meeting.

The meeting returned to order.

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

4. In the absence of Budget and Finance Committee Liaison Joseph Vallone, the BUDGET AND FINANCE COMMITTEE report was presented by Library Board President Anita Dowd-Neufeld.

a. TREASURER'S REPORT

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

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

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

b. WARRANTS

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

RESOLVED, that the following WARRANTS be approved for payment:

i. Warrant #19-August ("L" fund) PREPAYS	\$ 20,366.57
ii. Warrant #19-August ("L" fund) WARRANT	\$ 437,781.71
iii. Warrant #19-August (PAYROLL #15 – 7/25/19)	\$ 256,145.53
iv. Warrant #19-August (PAYROLL #16 – 8/09/19)	\$ 258,192.43

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

5. 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:*

Temporary Appointment:

- i. *Temporary full-time promotional appointment of **Erin Kanelos** to the position of Librarian IV, Building Head, Kings Park Building, at an annual rate of pay of \$83,889.00, not to exceed a six-month period, subject to Civil Service approval, effective date TBD. (Immediate need due to medical leave for unit member employee #1081.)*

Resignations:

- ii. *Resignation of **Kristen Hayle**, Page, Children's Department, Smithtown building, effective August 13, 2019.*
- iii. *Resignation of **Florence Lucker**, Page, Kings Park building, effective August 6, 2019.*
- iv. *Resignation of **Jewel McCarthy**, Page, Kings Park building, effective August 19, 2019.*

Part-Time Appointments:

- v. *Part-time appointment of **Kim Scarpulla** to the position of Library Clerk, Circulation Department, Commack building, at an hourly rate of pay of \$17.82, not to exceed 17.5 hours per week, effective August 27, 2019 (to fill part of the full-time vacancy created by the reassignment of Carolyn Muhlenbruck to the Nesconset building).*
- vi. *Part-time appointment of **James DeGaray** to the position of Page, Kings Park building, at an hourly rate of pay of \$12.00, effective August 27, 2019 (to fill the vacancy created by the resignation of Jewel McCarthy effective 8/19/19).*

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

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

b. RESOLVED, that the following CONFERENCE/WORKSHOP ATTENDANCE requests set forth hereinafter are hereby approved:

- i. *That Library Director **Robert Lusak**, Administration Department, Nesconset building, be authorized to attend, on paid release time, the "2020 National Public Library Association Conference", sponsored by the Public Library Association (PLA) of the American Library Association (ALA), to be held in Nashville, TN, from February 25, 2020 through February 29, 2020, with reimbursement for reasonable expenses incurred with the display of certified receipts.*
- ii. *That Assistant Library Director **Patricia A. Thomson**, Administration Department, Nesconset building, be authorized to attend, on paid release time, the "2020 National Public Library Association Conference", sponsored by the Public Library Association (PLA) of the American Library Association (ALA), to be held in Nashville, TN, from February 25, 2020 through February 29, 2020, with reimbursement for reasonable expenses incurred with the display of certified receipts.*
- iii. *That Librarian III **Julie DeLaney**, Community Relations Department, Nesconset building, be authorized to attend, on paid release time, the "2019 New York Library Conference", sponsored by the New York Library Association (NYLA), to be held in Saratoga Springs, NY, from November 13, 2019 through November 16, 2019, with reimbursement for actual and necessary expenses not to exceed \$500.00.*
- iv. *That Librarian II **Amanda Lentino**, Adult Reference Department, Nesconset building, be authorized to participate in a webinar titled "N.Y.S. Notary Licensing 5-hour Live Classes", sponsored by New York State Notary Association, with reimbursement for actual and necessary expenses not to exceed \$77.00, at a time to be determined.*
- v. *That Librarian II **Emilee Musumeci**, Community Relations Department, Nesconset Building, be authorized to attend, on paid release time, nunc pro tunc, the workshop entitled "Creating Engaging Programs for Older Adults", sponsored by the Long Island Library Resources Council (LILRC), that was held at the West Islip Public Library, located in West Islip, NY, on July 25, 2019, with reimbursement for actual and necessary expenses not to exceed \$15.00.*

- vi. That Librarian I **Jessicca Newmark**, Adult Reference Department, Smithtown building, be authorized to attend, on paid release time, the Reference and Adult Services Division of the Suffolk County Library Association (RASD) Annual Luncheon, to be held at Karvers Grille, Holbrook, NY, on October 2, 2019, with reimbursement for actual and necessary expenses not to exceed \$25.00.
- vii. That Librarian II **Jessica Quenzer**, Adult Reference Department, Kings Park building, be authorized to participate in the "N.Y.S. Notary Licensing Exam Prep Online", notaryny.thinkific.com, with reimbursement for actual and necessary expenses not to exceed \$77.00, at a time to be determined.

The motion was seconded by Trustee Annette Galarza and adopted by a unanimous 6-0 vote.

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

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

a. SECURITY SERVICES

RESOLVED: That the Board of Trustees of The Smithtown Library does hereby award the bid proposal submitted by Alante Security Group, Inc. to provide security services to the Library's four buildings, and be it

FURTHER RESOLVED, that the Board authorizes the Library Director to enter into a contract, nunc pro tunc, with Alante Security Group Inc., for the purpose of providing security services to the Library's four buildings; for a term of one year, to commence September 3, 2019 and run through September 3, 2020, at a rate of \$27.26 per hour, as submitted in the bid proposal.

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

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

b. COMMACK BUILDING – Pedestrian Sidewalk Project

RESOLVED, that the recommendation presented to the Library Director by Architect John Tanzi, to award Fidele Construction, Inc. the contract for the Commack Building "Pedestrian Sidewalk Project", in the amount of \$15,880.00, be approved, nunc pro tunc.

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

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

c. TELEPHONE SYSTEM SUPPORT & MAINTENANCE – DJJ Technologies (contract renewal)

RESOLVED: That the Board of Trustees of The Smithtown Library approves the renewal of the contract for the telephone system support and maintenance (year two of a three-year contract

with DJJ Technologies (NYS Contract Group 73600 – Award 22802), effective September 1, 2019 through August 31, 2020 (annual renewal by the sitting Board), for the purpose of providing telephone system support and maintenance, in an amount not to exceed \$550.00 per month (\$6,600.00/year).

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

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

- d. HVAC MAINTENANCE/SERVICE – Thermal Solutions (five year contract)

RESOLVED: That the Board of Trustees of The Smithtown Library approves the recommendation of the Library Director to award a contract for Heating, Ventilation and Air Conditioning (HVAC) maintenance/service agreements for the Smithtown, Commack, Kings Park and Nesconset Buildings to Thermal Solutions, Inc., for the period beginning September 1, 2019 and ending August 31, 2024, at a total annual cost ranging from \$22,900.00 to \$24,320.00.

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

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

- e. HP - Managed Print (four year contract)

RESOLVED: That the Board of Trustees of The Smithtown Library does hereby authorize the Library Director to enter into a 48-month contract with HP for the purpose of providing managed print support and services at a cost per page as dictated by contract terms, for the period beginning September 1, 2019 and ending August 31, 2023.

Assistant Library Director Patricia Thomson noted that the cost is per page—there is no fixed amount. In addition, the cost includes toner and repair/replacement of machines.

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

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

- f. ELEVATOR PREVENTATIVE MAINTENANCE/SERVICE – Island Elevator (contract renewal)

RESOLVED: That the Board of Trustees of The Smithtown Library approves the renewal of the contract for the elevator preventive maintenance/service agreements (year three of a three-year contract) for the Smithtown, Commack, Kings Park and Nesconset buildings to Island Elevator, for the period beginning October 1, 2019 and ending September 30, 2020. The total annual cost for services covered under the 2019-2020 term shall not exceed \$9,444.00 (\$787.00/month).

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

8/20/19

7. There was no report of the COMMUNICATIONS COMMITTEE.
8. The Director's Report was submitted previously to the Library Board (copy of report appended to the original of these minutes). The Library Director added the following items to his report:
 - a) The start-up of the Kings Park generator would be taking place tomorrow (Wednesday, August 21st) and the Nesconset generator start-up will take place this coming Friday.
 - b) The Library has received \$107,979.00 in state aid from the New York State Public Library Construction Grant Program for fiscal year 2018-2019. This money helped fund the cost of the generator project.
 - c) The 33rd annual Suffolk County Legislative Breakfast, sponsored by the Long Island Library Resources Council (LILRC) and the Suffolk County Library Association (SCLA), will be held September 20, 2019.

UNFINISHED BUSINESS

9. REVISED POLICY – **Maintenance of Public Order on Library Property – Policy 700-10** (2nd reading)

Trustee Brianna Baker-Stines moved to waive the reading of the Maintenance of Public Order on Library Property policy (#700-10). The motion was seconded by Trustee Gerard Cairns and adopted by a unanimous 6-0 vote. There was a short discussion. The policy continues to be under review and will be voted on at the September board meeting.

STATUTORY AUTHORITY

The Board of Trustees of The Smithtown Library ~~is required to~~ **hereby** adopts rules and regulations for the maintenance of order on Library property and to ~~assign~~ promulgate penalties for violations **under the authority of NY Education Law § (Section 260 et. seq., Education Law).**

RULES AND REGULATIONS

The Board of Trustees of The Smithtown Library has adopted the following rules and regulations:

1. **Behavior and Conduct:** No person, either singly or in concert with others, shall:
 - a. Fail to comply with the lawful directives of Library ~~officials or their representatives~~ supervisors or staff.
 - b. Make unreasonable noise, use abusive or obscene language, make ~~an~~ obscene gestures, or ~~become involved in~~ **undertake** an act of violence or breach of the peace on Library property.
 - c. Possess or use an alcoholic substance, an illicit narcotic substance, or a dangerous weapon or ~~substance~~ **instrumentality** on Library property.
 - d. Willfully misuse, mar, deface, damage or destroy Library property or equipment.
 - e. Disrupt, interfere with, or attempt to prevent the orderly conduct of lectures, **patrons**, meetings, ~~and other~~ **or** public events ~~authorized by~~ **conducted at** the Library.
 - f. ~~Make excessive noise or~~ **undertake acts that are distracting or disruptive to an environment conducive to reading and study.** ~~Noise will be maintained at levels that ensure a quiet environment for reading and study.~~
 - i. Normal conversational noise levels are permitted for reference and circulation services only. Headphones and laptop computers may be used in the Library; however, noise from headphones and laptop computers must not be audible to others.

- ii. No talking or whispering is allowed in areas of the Library designated as “silent” study spaces.
- iii. Cellular telephones may not be used anywhere in the Library except in cases of police or fire emergency.
- iv. **No running, dancing or physical exercise is permitted within the Library unless undertaken in conjunction with a Library sponsored program.**

2. Proper Dress, Foods and Beverages; Animals: The Board of Trustees of The Smithtown Library prohibits the following:

- a. **Bare Feet. Dress/Hygiene.** Entry into the Library shall, at all times, require regularly-accepted foot **and bodily** coverings; **hygiene that is not disturbing to patrons or staff is to be observed.**
- b. **Foods and Beverages.** The eating of foods and/or drinking of beverages is not permitted in the public service areas.
- c. **Animals.** Except for trained guide dogs **service animals**, no animals shall be brought into the Library.
- d. **Smoking.** ~~In compliance with New York State Public Health Law Article 13-E §1399-0.~~ No smoking of any kind **nature is allowed permitted in Library buildings public libraries or on Library grounds.** This includes but is not limited to, e-cigarettes, i.e., vaping.

3. Loitering; Trespassing: The Board of Trustees of The Smithtown Library prohibits:

- a. **Loitering.** Section 240.35 Penal Law provides in relevant part that any person who loiters ~~on~~ **in** or about ~~the~~ **a** building in violation of rules and regulations is guilty of disorderly conduct. **It is expected that all patrons will engage in activity that are related to Library functions.**
- b. **Trespassing.** Section 140.05 Penal Law provides in relevant part that any person who unlawfully enters into or remains unlawfully in or upon the premises is guilty of trespass.

4. Punitive Action: Violation of any of the Rules and Regulations, as adopted by the Trustees of The Smithtown Library, may result in the following:

- a. **Immediate** ejection from the Library’s property.
- b. Prohibition of entry upon Library property **for a stated term.**
- c. Civil and/or criminal prosecution.
- d. Impositions of those penalties ~~within the jurisdiction of~~ **deemed appropriate by** the Library Board of Trustees.

5. Distribution of non-library materials, gathering of signatures for petitions, etc.:

The following activities are permitted only when authorized by the Library’s Board of Trustees or Library Director:

- Distribution of non-Library related leaflets/fliers/materials.
- Solicitation of opinions through interviews or surveys on Library property.
- Solicitation **of** or the gathering of signatures for petitions on Library property.
- Solicitation of donations.
- Selling products or services.

PUBLIC COMMENTS

There were no public comments.

NEW BUSINESS

10. DONATION – Memorial Plaque – Otis M. Thornhill

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 the Rotary Club of Smithtown Sunrise for their generous donation of a memorial plaque to the Library's Kings Park building, in honor of former Library Board Trustee Otis M. Thornhill, and be it

FURTHER RESOLVED, that the Board would like to acknowledge Deirdre Bolen of the Rotary Club of Smithtown Sunrise for spearheading this project.

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

11. DONATION – Laura Majersky-Lopez

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 Ms. Laura Majersky-Lopez for her generous on-line donation of Fifty Dollars (\$50.00) in honor of former Library Board Trustee Anthony Monteleone, and be it

FURTHER RESOLVED that said donation is to be used as necessary at the Library's discretion.

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

12. DONATION – Mr. & Mrs. Edward Kellerman

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 Ms. Tiffany Herron for her generous donation of Twenty Dollars (\$20.00) in memory of her grandparents Mr. & Mrs. Edward Kellerman, and be it

FURTHER RESOLVED, that said donation is to be used as necessary at the Library's discretion.

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

13. The meeting was taken out of order once again in order to address an issue under Buildings and Grounds. Trustee Gerard Cairns reported that the Smithtown building parking lot needs to be repaved and restructured. Possible changes pertaining to the ingress/egress of the parking lot is currently under discussion between the Library Director and the Town Planning Department.

14. Library Board President Anita Dowd-Neufeld noted that the "SPECIAL" 2020 BUDGET MEETING of the Board of Trustees would be held on Wednesday, September 4, 2019 at 9:30 a.m. at the Nesconset Building, and the next "REGULAR" meeting of the Board of Trustees would be held Tuesday, September 17, 2019 at 6:30 p.m. at the Smithtown building.
15. At 7:38 p.m. Trustee Brianna Baker-Stines 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.

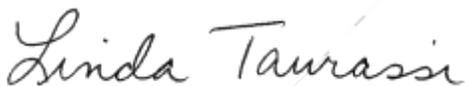
Also present were Library Director Robert Lusak, Assistant Library Director Patricia Thomson, Treasurer Joanne T. Grove, Clerk Lauren Gunderson, and Secretary Linda Taurassi.

16. Upon a motion by Trustee Brianna Baker-Stines, seconded by Trustee Gerard Cairns, and adopted by a unanimous 6-0 vote, the meeting reconvened in open public session at 8:18 p.m.
17. There being no further business, Trustee William Zimmerman moved to adjourn the meeting at 8:20 p.m. The motion was seconded by Trustee Theresa Stabile and adopted by a unanimous 6-0 vote.

Minutes approved this 17th day of September, 2019.



Anita Dowd-Neufeld, President
Smithtown Library Board of Trustees



Linda Taurassi
Secretary to the Board of Trustees