

**MINUTES
BOARD OF TRUSTEES
THE SMITHTOWN LIBRARY
September 17, 2019**

A regular meeting of the Board of Trustees of The Smithtown Library was held at the Smithtown building, Smithtown, New York on the 17th day of September, 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, Joseph Vallone and William Zimmerman. Trustee Gerard J. Cairns 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 William Zimmerman moved to accept adoption of the following resolution:

RESOLVED, that the REGULAR MEETING MINUTES of August 20, 2019, the SPECIAL BUDGET HEARING MINUTES of September 4, 2019 and the SPECIAL MEETING MINUTES of September 4, 2019 be approved as presented.

The motion was seconded by Trustee Brianna Baker-Stines and adopted by a unanimous 6-0 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 August 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 Theresa Stable moved to accept adoption of resolution “b”:

RESOLVED, that the following WARRANTS be approved for payment:

| | |
|---|---------------|
| i. Warrant #19-September (“L” fund) PREPAYS | \$ 22,447.20 |
| ii. Warrant #19-September (“L” fund) WARRANT | \$ 111,156.69 |
| iii. Warrant #19-September (“M” fund) WARRANT | \$ 17,474.30 |
| iv. Warrant #19-September (PAYROLL #17 – 8/23/19) | \$ 259,491.67 |
| v. Warrant #19-September (PAYROLL #18 – 9/06/19) | \$ 258,135.24 |

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

c. BUDGET TRANSFER

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

RESOLVED, that the Treasurer be authorized to execute a budget transfer in the amount of \$5,700.00 to decrease budget line L.4120 [Recordings] and increase budget line L.4100 [Books] (Note: this transfer reflects patron demand at all buildings).

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

d. EARLY RELEASE OF WARRANT PAYMENTS

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

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby approve the early release of designated warrant payments prior to the October 22, 2019 board meeting to avoid lateness and penalties (note: such meeting is scheduled late in the month due to the Library Budget Vote and Trustee Election); and be it

FURTHER RESOLVED, that any bill that would incur a penalty and/or interest fee can be released by the Treasurer prior to the October 22, 2019 board meeting pending approval by the Board of Trustees Finance Liaison or Board President before payment is made.

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

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

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

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

Resignations:

- i. Resignation of **William Knapp**, Library Clerk, Circulation Department, Nesconset building, effective September 17, 2019.
- ii. Resignation of **Matthew Moran**, Library Clerk, Audio Visual/Media Desk, Smithtown building, effective September 14, 2019.
- iii. Resignation of **Keith Pardini**, Librarian I, Reference Department/LI Room, Smithtown building, effective August 30, 2019.
- iv. Resignation of **Erin Seeley**, Page, Kings Park building, effective August 19, 2019.
- v. Resignation of **Meshell Tommaso**, Librarian I, Reference Department, Commack building, effective August 30, 2019.

Appointments:

- vi. Release of **Kelsey Renz** from a part-time Librarian I position into a permanent full-time appointment of Librarian I, Reference Department/LI Room, Smithtown building, at an annual rate of pay of \$57,958.00, subject to a 26-week probationary period, effective October 3, 2019 (to fill the vacancy created by the resignation of Keith Pardini, effective 8/30/19).
- vii. Release of **Marissa Finocchiaro** from a part-time Librarian I position into a permanent full-time appointment of Librarian I, Reference Department, Commack building, at an annual rate of pay of \$57,958.00, subject to a 26-week probationary period, effective September 23, 2019 (to partially fill the vacancy created by the resignation of Meshell Tommaso, effective 8/30/19).
- viii. Permanent full-time promotional appointment of **Mindi Goonan** to the position of Senior Account Clerk, Business Office, Nesconset building, at an annual rate of pay of \$47,727.00, subject to a 12-week probationary period, effective date October 14.
- ix. Part-time appointment of **Joseph Cortez** to the position of Page, Kings Park building, at an hourly rate of pay of \$12.00, effective September 28, 2019 (to fill the vacancy created by the resignation of Erin Seeley, effective 8/19/19).
- x. Part-time appointment of **Chloe Shea** to the position of Page, Children’s Department, Smithtown building, at an hourly rate of pay of \$12.00, effective September 24, 2019 (to fill the vacancy created by the resignation of Kristen Hayle, effective 8/13/19).
- xi. Temporary appointment of **William Knapp** to the position of Library Clerk on a call-in basis, at an hourly rate of pay of \$17.82, effective September 18, 2019.

Leave Request:

- xii. Leave of absence without pay for **Madeline Cairns**, Page, Children’s Department, Smithtown building, effective September 5, 2019 through September 19, 2019.

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

9/17/19

Trustee Annette Galarza moved to accept adoption of resolution “b”:

b. *RESOLVED, that the following CONFERENCE/WORKSHOP ATTENDANCE request set forth hereinafter is hereby approved:*

i. *That Librarian I Kelly Filippone, Reference Department/LI Room, Smithtown building, be authorized to attend, on paid release time, the 24th Annual Archives Conference titled “Marketing Special Collections in the 21st Century”, sponsored by the Long Island Library Resources Council, Committee for the Preservation of Local History, to be held at the Milleridge Inn, Jericho, NY, on November 4, 2019, with reimbursement for actual and necessary expenses not to exceed \$57.00.*

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

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

a. SNOW PLOWING & SALT SANDING OPERATIONS – Sonnenberg Nursery (contract renewal)

RESOLVED: That the Board of Trustees of The Smithtown Library does hereby authorize The Smithtown Library to renew a contract (year three of a three-year-contract) with Sonnenberg Nursery, Inc. at a cost as dictated by contract terms for the purpose of providing snow plowing and salt sanding operations for driving surfaces in the parking lots of the Smithtown, Commack, Kings Park & Nesconset library buildings; said contract to be in effect for the period September 18, 2019 through April 30, 2020.

It was noted that the Library had explored other options, such as partnering with the Town of Smithtown or SuffolkShare, however, it was determined that Sonnenberg was the most cost effective option.

The motion was seconded by Trustee Joseph Vallone and adopted by a unanimous 6-0 vote.

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

b. LI ROOM VAULT HVAC PROJECT – Smithtown Building (humidity issues)

RESOLVED: That John Tanzi Architects be retained to serve as a consultant to The Smithtown Library at a total cost not to exceed \$8,200.00 (base services), for services rendered in conjunction with architectural and engineering services related to the Smithtown Building LI Room Vault HVAC Project to address humidity issues.

There was a short discussion regarding the LI Room Vault’s HVAC history and humidity issues. It is the Library’s hope that some of the costs associated with the HVAC Project can be offset by the possible attainment of a construction grant.

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

5. The COMMUNICATIONS COMMITTEE report was presented by Communications Committee Liaison William Zimmerman, who notified the Library Board of a donation from the Commack Retired Teachers Chapter.

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 Commack Retired Teachers Chapter for their generous donation of One Hundred Dollars (\$100.00), 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 Annette Galarza and adopted by a unanimous 6-0 vote.

6. The DIRECTOR'S REPORT was submitted previously to the Library Board by Library Director Robert Lusak (copy of report appended to the original of these minutes).

The Library Director updated the Library Board on some additional items:

- a. The deadline for Library Trustee petitions was this past Monday, September 16th and we now have three candidates for three open trustee positions—Incumbents Joseph Vallone and Anita Dowd-Neufeld will be running uncontested along with candidate James Hornef. The public drawing for ballot positions is being held on Wednesday, September 18th. The budget vote message that will appear on the Library's website will feature Trustee William Zimmerman.
- b. The Library will shortly begin its annual emergency situation training for staff that will encompass the Rave panic button, active shooter basics, fire alarms, etc. In November Library staff will receive annual sexual harassment NYS mandated training.
- c. The Library Director will be meeting with building heads, supervisors and coordinators to assess the security services being provided at all buildings.

UNFINISHED BUSINESS

7. NEW POLICY – **Workplace Violence Prevention Policy & Program – Policy 500-80** (2nd reading)

Trustee William Zimmerman moved to waive the reading of the Workplace Violence Prevention Policy & Program (#500-80). The motion was seconded by Trustee Brianna Baker-Stines and adopted by a unanimous 6-0 vote.

Trustee Theresa Stabile moved to accept adoption of the Workplace Violence Prevention Policy & Program (#500-80). The motion was seconded by Trustee William Zimmerman and adopted by a unanimous 6-0 vote.

1. Statement of Policy

Section "27-b" of the New York Labor Law, enacted on June 7, 2006, requires public employers to perform workplace and risk evaluations at each worksite, and thereafter develop and implement programs seeking to prevent or minimize the prospect of workplace violence caused by assaults and homicides. The statute is designed to ensure that the exposure of workplace assaults and homicides is regularly evaluated by employers and that workplace violence protection programs are implemented to prevent or minimize hazard to public employees.

The Library's implementation of the provisions of the Workplace Violence Prevention Law will be in accordance with Rules and Regulations enacted by the New York State Labor Department.

2. Definition

The Library adopts as the definition of "Workplace Violence" the National Institute for Occupational Safety and Health's (NIOSH), version:

“violent acts (including physical assaults and threats of assaults) directed toward persons at work or on duty. Workplace violence is any physical assault, threatening behavior or verbal abuse occurring in the work setting.”

3. Workplace Violence Risk Evaluation

The Library shall conduct a risk evaluation to determine the potential dangers that employees may face from workplace violence risks and assure the development of a workplace violence prevention program. While workplace violence may occur in any workplace setting, certain employment activities may pose higher risks, including:

- Duties that involve the exchange of money and the imposition of fines, penalties and suspensions
- Working alone or in small numbers
- Working late evening hours, walking to cars after closing
- Security and maintenance of public order duties/ potentially disruptive patrons
- Unauthorized loitering outside building/ or in lobby areas
- Unauthorized persons attempting to gain access into non-public areas of library
- Sexual harassment of staff
- Working in community-based settings

4. Library Compliance with Statutory Requirements

The Library shall (1) perform a risk evaluation of the workplace to determine the presence of factors or circumstances that might unduly place employees at risk from occupational assaults and homicides, (2) prepare a workplace violence prevention program, and (3) inform and train employees on the requirements of the law and identify and monitor workplace risk factors. The Library will develop and implement a written workplace violence prevention program and provide employee training on workplace violence prevention measures and other safeguards as contained within the Library's written program.

The Library Administration shall also provide all employees a copy of the written program. Employee workplace violence training will be provided at the time of job assignment and annually thereafter. The written workplace violence prevention program will be pro-active, capable of assessing potential threats before they occur, and capable of immediately responding to actual incidents of workplace violence.

5. Workplace Violence Prevention "Risk Evaluation"

The Library Administration will perform a risk evaluation inspection of the workplace focusing on the identification and assessment of potential hazards and conditions that might place employees at risk of occupational assaults or homicides. Risk evaluation techniques will include the following:

- An examination of the history of past incidents to identify patterns or trends which occurred in the workplace
- A review of Library records of occupational injury and illness logs and incident reports to identify if injuries have resulted from workplace violence incidents
- Inquiries of employees to obtain details associated with the occurrence of workplace violence incidents
- Conducting physical workplace security building surveys
- Adopting a policy of two persons walking to their cars after hours

- Surveillance camera systems monitoring interior and exterior of Library facilities
- Building security system including silent alarms (Panic Button) at a minimum of three (3) service desks and the Rave Panic Button app available to staff to be installed on their personal devices
- Adequate exterior lighting covering parking lots, walkways and building exits
- Non-public areas of the Library requiring key pad entry and codes changed periodically
- Enforcement of existing Library workplace rules
- Board adopted disruptive patrons, unattended children, code of conduct and sexual harassment policies being enforced
- Employee training (initial and annual thereafter) to increase employee awareness and reporting requirements of workplace violence.
- Conducting annual security analyses including the inspection of Library Buildings and sites, with evaluators being the Library Administrators, consultants or law enforcement authorities
- Periodic staff training (including safety issues) throughout the year
- Posting of workplace violence policy statement in staff areas

6. Employee Awareness

The Library employees' best protection from workplace violence is knowledge and understanding of the warning signs of potentially violent individuals or situations. The Library will emphasize training and education programs, as well as reinforcing the Library's "zero tolerance" workplace violence policy in an effort to reduce the possibility of workplace violence. Moreover, the Library will emphasize the necessary immediate reporting of any workplace violence incident to Library Administrators and the local law enforcement authorities to ensure prompt action.

7. Workplace Violence Prevention Training Program

Workplace violence prevention training for employees will be specific to the Library facility and staff duties performed, and shall address essential topics, including:

- Description of Workplace Violence
- Dissemination of information regarding early detection of potential violent conduct
- Expeditious communication of threats or suspicious behavior to Library security staff, supervisors, Building Heads, and Library Administration
- Expeditious communication of acts of violence to Library security staff, supervisors, Building Heads, and Library Administration and local law enforcement authorities
- Protocols for reporting threatened or actual workplace violence
 - a. A person becoming aware of threats of workplace violence or suspicious behavior will immediately report this information to a Library supervisor, security staff and the Library's Administration
 - b. The Library's security staff, supervisors, Building Heads, or Library Administration will approach the person exhibiting threatening or potentially threatening behavior and engage in appropriate inquiry of such person
 - c. If determined reasonably necessary, the Library's security staff, supervisors, Building Heads, or Library Administration will confirm the identity of such person and his/her intentions; and if warranted by reason of the severity of the risk, determine whether such person should be escorted from the Library building or to summon law enforcement authorities
- Strategies for avoiding incidents of Workplace Violence
- Workplace Violence Reporting Procedures
- Mandatory Reporting of all incidents
- Circumstances warranting Library investigation of individuals
- Employees' communications with Library Administrators relating to Workplace Violence

8. Record Keeping and Reporting Requirements

The Library Administration shall comply with all statutory requirements for recording and reporting incidents of workplace violence.

The Library shall record an employee's workplace violence injury if it results in death, days away from work, restricted work or transfer to another job, medical treatment beyond first aid and loss of consciousness. Additionally, the Library will utilize accident and illness recordkeeping information to ensure the effectiveness of the Library's written workplace violence prevention plan.

The workplace violence written program shall be reviewed at least annually and the program may be modified to incorporate any needs identified by actual issues of workplace violence which occur during the year. All reports of workplace violence incidents which occur during the previous year shall be discussed at the annual program review.

The workplace violence training program and record keeping and recording requirements shall be observed on a continual basis.

9. Administrative Regulations

The Library Director shall be authorized to enact and implement Administrative Regulations and Procedures to fulfill the requirements of this Policy and the

PUBLIC COMMENTS

There were no public comments.

NEW BUSINESS

8. The Library Director informed the Library Board that he would be attending the Long Range Planning Committee meeting for Library Directors during the following week to discuss a serious concern pertaining to Macmillan Publishers who is planning to limit libraries access to e-books. This "embargo" would limit our library's ability to provide access to information to all of our patrons. SCLS, the American Library Association, and libraries across the country are encouraging library supporters to voice their opposition to Macmillan's new policy.
9. At 7:20 p.m. Trustee William Zimmerman 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 Joseph Vallone and adopted by a unanimous 6-0 vote.

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

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

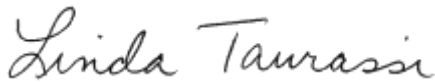
10. Upon a motion by Trustee Brianna Baker-Stines, seconded by Trustee William Zimmerman, and adopted by a unanimous 6-0 vote, the meeting reconvened in open public session at 7:42 p.m.
11. Library Board President Anita Dowd-Neufeld noted that the next "regular" meeting of the Board of Trustees would be held Tuesday, October 22, 2019 at 6:30 p.m. at the Nesconset building.

12. There being no further business, Trustee Brianna Baker-Stines moved to adjourn the meeting at 7:43 p.m. The motion was seconded by Trustee William Zimmerman and adopted by a unanimous 6-0 vote.

Minutes approved this 22nd day of October, 2019.



Anita Dowd-Neufeld, President
Smithtown Library Board of Trustees



Linda Taurassi
Secretary to the Board of Trustees