

**MINUTES
BOARD OF TRUSTEES
THE SMITHTOWN LIBRARY
November 17, 2020**

Due to the Coronavirus (COVID-19) the regular meeting of the Board of Trustees of The Smithtown Library was held via teleconference on the 17th day of November, 2020. The meeting was called to order at 6:30 p.m.

The following Library Trustees were present and participating at the meeting via teleconference: Brianna Baker-Stines, Anita Dowd-Neufeld, Annette Galarza, Joseph Gregurich, James Hornef and William Zimmerman (entered meeting at 6:34 p.m.). Trustee Theresa Stabile was absent without prior notice.

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

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 October 27, 2020 be approved as presented (appended).

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

NOTE: Trustee William Zimmerman entered the meeting at 6:34 p.m.

2. The BUDGET AND FINANCE COMMITTEE report was presented by Trustee Annette Galarza.

- a. TREASURER'S REPORT

Trustee William Zimmerman moved to accept adoption of resolution "a":

RESOLVED, that the TREASURER'S REPORT for the month ended October 31, 2020 be approved for filing (copy of report appended to the original of these minutes).

The motion was seconded by Trustee Brianna Baker-Stines 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 #20-November ("L" fund) PREPAYS	\$ 32,005.60
ii. Warrant #20-November ("L" fund) WARRANT	\$ 135,923.82
iii. Warrant #20-November (PAYROLL # 22 – 10/30/2020)	\$ 249,573.92
iv. Warrant #20-November (PAYROLL # 22A – 11/2/2020)	\$ 479.35
v. Warrant #20-November (PAYROLL # 23 – 11/13/2020)	\$ 250,433.36

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

Trustee William Zimmerman moved to accept adoption of resolution "c":

c. NYS RETIREMENT – Annual Invoice

RESOLVED, that the Board of Trustees of The Smithtown Library authorizes the Treasurer to prepay the 2021 NYS Retirement annual invoice, due December 15, 2020, in the amount of \$943,671.00; said amount reflects a prepayment discount of \$7,445.00.

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

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

Trustee Annette Galarza moved to accept adoption of the following resolution:

RESOLVED, that the following PERSONNEL changes be approved as presented:

Resignations:

- i. Resignation of **Dana Klosner**, Page, Reference/Circulation Departments, Smithtown building, effective November 3, 2020.
- ii. Resignation of **Reza Taheri**, Groundskeeper, effective October 28, 2020.

Separation of Service:

- iii. Separation of Service of **Christopher Beck**, Call-In Custodial Worker I, effective October 29, 2020.

The motion was seconded by Trustee James Hornef and adopted by a unanimous 6-0 vote.

4. The BUILDINGS AND GROUNDS COMMITTEE report was presented by Trustee Brianna Baker-Stines

Trustee James Hornef moved to accept adoption of resolution “a”:

- a. LONG ISLAND ROOM VAULT – HVAC Replacement Project

*RESOLVED, that the recommendation presented by Architect John Tanzi, to award the contract for the Long Island Room Vault – HVAC Replacement Project” of The Smithtown Library, to **Fidele Construction, Inc.**, in the amount of \$92,000.00, be approved.*

Treasurer Joanne Grove noted that the amount of the grant awarded was \$65,000.00 and that she had received notification that 90% of the grant was on the way via U.S. mail.

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

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

- b. KINGS PARK PLAYGROUND

*RESOLVED, that the Board of Trustees of The Smithtown Library does hereby authorize the purchase of approximately 1,650 square feet of synthetic turf from **Young Equipment** to be placed over the existing PIP surface at the playground located at the Smithtown Library Kings Park building, using funds from the \$100,000 Eva Geant donation, at a total cost not to exceed \$24,500.00.*

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

5. COMMUNICATIONS COMMITTEE

Library Director Robert Lusak reported that he had been in communication with Friends of The Smithtown Library President Anthony Monteleone and that the Library will soon be accepting donations again. The Friends bookshelves in all library buildings are dependent upon donations from patrons, the sale of which generates revenue for the Friends. The Friends are hoping to receive some fresh new materials to place on their bookshelves. Library staff is currently working on procedures to ensure that patrons will be able to donate materials in a safe manner. When the procedures are in place, the information will be publicized in the newsletter and on social media.

6. The DIRECTOR’S REPORT was presented verbally to the Library Board by Library Director Robert Lusak. The following items were reported:

- The third part of the Eagle Scout Service Project, consisting of the construction of a stone dust path on the Caleb Smith property, by Life Scout Zachary Sanger, will begin after Thanksgiving. Once this project has been completed the Library plans to schedule a photo op to show our appreciation for the enhancement of our property.
- The decorative light pole that fell down in August due to Tropical Storm Isaias is in the process of being replaced. We were able to locate a matching pole which will be installed shortly by Fidele Construction. Our insurance has covered the cost of the light pole except for the deductible.

- The Library Director reported that the Smithtown Parking Lot Project is moving along. While awaiting approval from the Department of Transportation for work outside the parking lot, we plan to begin work on the inside portion of the parking lot consisting of sidewalks and a new crosswalk. In addition, construction is underway for two new businesses located at the portion of the parking lot owned by the Town of Smithtown.
- The Library is currently working with the Town of Smithtown to replace the entrance gates at the Nesconset building. The gates are closed and locked every night, in conjunction with the closing of the Library, by Town of Smithtown Public Safety Officers.

UNFINISHED BUSINESS

7. REVISED POLICY – Procurement – Policy 900-30 (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 Procurement Policy [Policy 900-30]. The motion was seconded by Trustee James Hornef and adopted by a unanimous 6-0 vote.

Trustee Brianna Baker-Stines moved to accept adoption of the Procurement Policy ([Policy 900-30]. The motion was seconded by Trustee James Hornef and adopted by a unanimous 6-0 vote.

4. Non-Bid Procurements

- The Library Director, or such designee as may be appointed **by the Board of Trustees**, is authorized to enter into purchase contracts and public work contracts on behalf of the Library valued at ~~TWENTY-FIVE HUNDRED DOLLARS (\$2,500)~~ **FIVE THOUSAND DOLLARS (\$5,000)** or less without prior approval from the Board of Trustees and without the solicitation of alternative proposals or quotations.*
- The Library Director, or such designee as may be appointed **by the Board of Trustees**, is authorized to enter into purchase contracts and public work contracts on behalf of the Library in excess of ~~TWENTY-FIVE HUNDRED DOLLARS (\$2,500)~~ **FIVE THOUSAND DOLLARS (\$5,000)** but less than ~~FIVE THOUSAND DOLLARS (\$5,000)~~ **TEN THOUSAND DOLLARS (\$10,000)** without prior approval from the Board of Trustees, ~~from~~ **with** the lowest dollar offerer or best value offerer provided at least one (1) other documented quotation is received.*
- The Library Director, or such designee as may be appointed **by the Board of Trustees**, is authorized to enter into purchase contracts and public work contracts on behalf of the Library valued at ~~FIVE THOUSAND DOLLARS (\$5,000)~~ **TEN THOUSAND DOLLARS (\$10,000)** or more but less than ~~TEN THOUSAND DOLLARS (\$10,000)~~ **TWENTY THOUSAND DOLLARS (\$20,000)** with the prior approval of the Board of Trustees, from the lowest dollar offerer or best value offerer provided at least two (2) other documented quotations are received.*
- ~~*The Library Director, or such designee as may be appointed, is authorized to enter into purchase contracts and public work contracts on behalf of the Library valued at TEN THOUSAND DOLLARS (\$10,000) with the prior approval of the Board of Trustees, from the lowest responsible dollar offerer (as to public work contracts) or best value offerer (as to commodity purchases) provided at least three (3) other documented quotations are received.*~~
- ~~*The Library Director is authorized to make purchases on behalf of the library for commodities and services related to the library expansion and renovation project, valued no greater than TWENTY THOUSAND DOLLARS (\$20,000), 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 Chairperson of the Buildings and Grounds Committee or Library Board President; said addendum to terminate at completion of project (Sunsets 12/31/2013).*~~

8. NEW POLICY – **Long Range Plan of Service - Policy 200-20** (2nd reading)

Trustee Brianna Baker-Stines moved to waive the reading of the Long Range Plan of Service [Policy 200-20]. The motion was seconded by Trustee James Hornef and adopted by a unanimous 6-0 vote.

Trustee Annette Galarza moved to accept adoption of the Long Range Plan of Service [Policy 200-20]. The motion was seconded by Trustee Brianna Baker-Stines and adopted by a unanimous 6-0 vote.

LONG RANGE PLAN OF SERVICE - 2020-2025

WHEREAS, section 90.2 of the Regulations of the Commissioner of Education requires public libraries to have a board-approved, written long-range plan of service and maintain facilities to meet community needs, including adequate space; and

WHEREAS, the Constitution and statues of New York authorize and encourage local governments to cooperate in the interest of the public good; and

WHEREAS, the Long-Range Planning Committee has formulated a plan of service that it believes is fair and feasible;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of The Smithtown Library affirms and approves the plan of service, all as set forth in the terms stated hereinafter.

1. Library Mission Statement.

The mission of The Smithtown Library (“Library”) shall be a commitment to providing for the lifelong learning and information service needs of the community.

2. Motto.

Creating Lifelong Learners of All Ages.

3. Vision Statement.

The Smithtown Special Library District will be recognized in the community as a major contributor in the delivery of information resources, education, self-advancement, entertainment, recreation opportunities, intellectual growth, cultural vibrancy, and economic well-being.

4. Core Values – WE CARE.

*Welcoming Environment
Exceptional Library Service
Committed to Intellectual Freedom
Access for All
Remain Inclusive
Empower*

- *Welcoming Environment – We are committed to being safe and welcoming. Our policies and practices ensure safety for the public and the staff, and provide a comfortable, inclusive and non-judgmental place to gather, interact and discover.*
- *Exceptional Library Service – We are committed to providing prompt, objective, confidential, and knowledgeable responses to requests for assistance.*

- *Committed to Intellectual Freedom – We are committed to intellectual freedom and the need for the library collection to represent many points of view. Individuals are responsible for making their own choices regarding appropriateness of material, and parents/guardians are responsible for the choices made for their children.*
- *Access for All – We serve all users fairly and equitably, and are committed to removing physical obstacles for all potential library users. We are committed to providing basic library services at no charge, though some optional services may carry a fee.*
- *Remain Inclusive – We honor diversity and inclusion. We seek to represent all people in our collections, programs, services, workforce and other areas.*
- *Empower – We are committed to assisting and supporting all users with all their goals and interests.*

5. Library History.

The Smithtown Special Library District is an independent special library district chartered by the Board of Regents of the State of New York to serve the residents of the Town of Smithtown excluding areas served by the Sachem Public Library and the Emma S. Clark Memorial Library. The Library District is located in the Town of Smithtown, New York. The Library operates four full service library buildings located in Smithtown, Commack, Kings Park and Nesconset. The Library is a member of the Suffolk Cooperative Library System (“SCLS”), which was founded in 1961 and is one of 23 cooperative public library systems providing services to over 740 public libraries throughout New York State. The Library is Long Island’s largest library in terms of population and the second largest in terms of square miles served at 53.9.

The Library was chartered as an Association Library in 1911 and the Library’s first permanent building opened on August 12, 1912. That building was moved to its present location in 1950. In 1952, the Library was re-chartered as a municipal library. Chapter 193 of the Laws of 2001 authorized the independent establishment of a special public library district, subject to referendum. On November 6, 2001, Town residents voted in a town-wide referendum to establish The Smithtown Special Library District. Accordingly, the Library operates as an independent tax district. On April 30, 2002, the Library held its first Budget Vote and Trustee Election.

The Library offers Town residents a full program of public library services. In addition to traditional resources, the Library has integrated modern technologies into every aspect of its services. The Library is also noted for its wide range of Adult, Teen, and Children’s programming and an outstanding electronic media collection. The Library serves approximately 115,000 Town residents including the hamlets of Commack, Fort Salonga, Hauppauge, Kings Park, Nesconset, Saint James, and Smithtown.

6. Goals and Objectives.

Goal #1: PATRON SERVICES – *The Library commits to constantly supporting and assisting Children, Teens, and Adult users with all their Library needs.*

- **Objective 1** – *Developing lifelong readers and prepare children for school.*
- **Objective 2** – *Encouraging reading through innovative and exciting programs from birth to teens.*
- **Objective 3** – *Engaging adult readers through book discussions, age appropriate reading programs, and other interactive and instructional services.*
- **Objective 4** – *Staff happily assisting users with locating materials, using finding resources, and checking out materials.*

- **Objective 5** – Create and support unique and innovative collections and services, such as the Patent and Trademark Resource Collection, Passport Acceptance Facility and Notary Services.
- **Objective 6** – Evaluate and create relevant, timely plans to assess and/or reassess hours of operations for our community in order to provide the highest level of patron access to services, while being fiscally responsible.
- **Objective 7** – Assist staff to offer the best possible service to our users by allowing staff opportunities for professional development.

Goal #2: PROGRAMS – Residents will have access to a variety of innovative programs for all age groups that will meet the needs and interests of all members of the Smithtown Community.

- **Objective 1** – Create and offer literacy based programs that support reading fundamentals.
- **Objective 2** – Contract with specialists to provide cultural and educational programs that members of the community may not otherwise have an opportunity to experience.
- **Objective 3** – Offer relevant technology-based programs to assist patrons with training and instruction of devices, software, websites, programs, etc.
- **Objective 4** – Offer entertainment and craft programs for people’s recreational interests.
- **Objective 5** – Volunteer programs and activities to give back and support our community.

Goal #3: COLLECTIONS – Maintain and enhance our collections, resources and information with an emphasis on reading materials and research services.

- **Objective 1** – Maintain the integrity of our collections by providing a quality collection of materials in current and emerging formats that reflect borrowing trends, interests, changing habits and the use patterns of the community.
- **Objective 2** – Evaluate allocations of funds for all resource formats.
- **Objective 3** – Acquire new formats as appropriate.
- **Objective 4** – Continually evaluate print, audio-visual, and digital collections to determine usefulness, timeliness, accuracy and other criteria for keeping, adding to or withdrawing from the collection.
- **Objective 5** – Provide access to resources that support genealogy and local history research, specifically with our Long Island Room Local History Collection.
- **Objective 6** – Maintain integrity of catalog database.
- **Objective 7** – Promote the use of interlibrary loan services as needed to enhance the collections.
- **Objective 8** – Create and support literacy and authorship by creating space and cataloging items for a Local Author Collection.

Goal #4: TECHNOLOGY – Library patrons will have access to a broad range of technology. Ensure Smithtown residents have access to established and emerging information technologies as well as opportunities to achieve technological literacy.

- **Objective 1** – Maintain a network of public computers that meets the essential technology needs of our patrons, including but not limited to software, online catalog, databases and the Internet.
- **Objective 2** – Provide the necessary peripheral equipment such as printers and scanners for public use to meet the needs and desires of patrons.
- **Objective 3** – Provide wireless access to the Internet both within our physical buildings and by loaning out mobile WiFi hotspots to Library cardholders.

- **Objective 4** – Update the Library’s website to offer the latest information about services, and links to Library resources and catalog.
- **Objective 5** – Provide relevant technology training opportunities that meet patron needs.
- **Objective 6** – Continually assess the condition of computers, printers, and related equipment and replace/update as necessary.
- **Objective 7** – Spark creativity and discovery by designating space for new technologies such as 3-D printers.

Goal #5: PUBLIC RELATIONS AND MARKETING – The Library will develop a comprehensive public relations strategy to increase visibility in the community and raise the public’s awareness of the many services that the Library has to offer.

- **Objective 1** – Create flyers, newsletters, seasonal mailings (Spotlight) to highlight Library programs and services.
- **Objective 2** – Attend PTA meetings, offer class visits and other related activities to support educational goals and objectives.
- **Objective 3** – Attend local fairs, Town days, parades and other community-based events to connect with our community.
- **Objective 4** – Provide delivery of library materials and services to homebound patrons and residents of nursing homes.
- **Objective 5** – Create content for social media and the Library’s website to engage the community in a non-traditional method of publicity.
- **Objective 6** – Issue timely press releases of Library activities, special events and programs.

Goal #6: FACILITIES MANAGEMENT – The Library strives to create and maintain safe physical locations for all staff and Library users.

- **Objective 1** – Offer relevant, appropriate in-person and digital trainings on topics that relate to health, safety, wellness and a healthy work environment.
- **Objective 2** – Review regularly all policies and procedures related to patron behavior, order, safety and security.
- **Objective 3** – Work with local police department to develop active shooter and workplace violence plans and training sessions.
- **Objective 4** – Coordinate necessary inspections, maintenance services and testing for equipment in a timely manner.
- **Objective 5** – Partner with others, such as local government agencies via inter-municipal agreements, submitting for grant monies from the State and local businesses, and utilizing cooperative programs coordinated by entities such as SCLS and Suffolk County Government (SuffolkShare) to take advantage of cooperative and competitive pricing opportunities that save our community significant tax dollars on their purchases.
- **Objective 6** – Maintain interior spaces by providing ongoing maintenance and repairs such as cleaning, painting, upgrading and replacing as needed.
- **Objective 7** – Maintain exterior grounds with appropriate staff and/or outside vendors to address lawns, parking lots, roofs, snow removal, and repairs of sidewalks and asphalt.
- **Objective 8** – Periodically review space and function allocations to reflect community needs and demands.

7. Amendments.

This resolution may be amended at any regular business meeting of the Board of Trustees by a two-thirds vote of the entire membership, provided the amendment has been submitted in writing at the previous regular business meeting.

PUBLIC COMMENTS

There were no public comments.

9. At 7:06 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 particular persons. The motion was seconded by Trustee Annette Galarza 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, Joseph Gregurich, James Hornef and William Zimmerman.

Also present were Library Director Robert Lusak, Assistant Library Director Patricia Thomson, Systems & Specialist II James Buckman, Trustee-elect Thomas Maher and Secretary Linda Taurassi. The following staff members were present for a portion of executive session: Treasurer Joanne T. Grove (entered executive session at 7:50 p.m.) and Clerk Lauren Gunderson (entered executive session at 8:09 p.m.).

10. At 8:34 p.m. Trustee James Hornef made a motion to reconvene in open public session via teleconference. The motion was seconded by Trustee Brianna Baker-Stines and adopted by a unanimous 6-0 vote.

NEW BUSINESS

11. DISCUSSION – Meeting Dates for 2021 Yearly Planner

- a. After discussion, Library Board President Anita Dowd-Neufeld noted that the annual Organizational meeting of the Board of Trustees was tentatively scheduled for Tuesday, January 5, 2021 at 4:30 p.m. at the Nesconset building. Details of the meeting, whether via teleconference, or in person, will be determined prior to that date subject to the New York State Executive Order regarding Open Meetings Law due to COVID-19.
- b. After discussion, the date of the Board of Trustees annual budget hearing was tentatively scheduled for Thursday, September 2, 2021 at 9:30 a.m.

12. After discussion, it was determined that there would be a SPECIAL meeting of the Board of Trustees via teleconference on Tuesday, December 1, 2020 at 6:30 p.m.

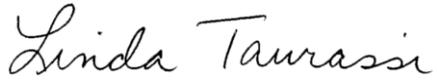
13. Library Board President Anita Dowd-Neufeld noted that the next "regular" meeting of the Board of Trustees is scheduled to take place on Tuesday, December 15, 2020 at 6:30 p.m. at the Kings Park building. Details of the meeting, whether via teleconference, or in person, will be determined prior to that date subject to the New York State Executive Order regarding Open Meetings Law due to COVID-19.

14. There being no further business, Trustee Brianna Baker-Stines moved to adjourn the meeting at 8:42 p.m. The motion was seconded by Trustee Annette Galarza and adopted by a unanimous 6-0 vote.

Minutes approved this 15th day of December, 2020.



Anita Dowd-Neufeld, President
Smithtown Library Board of Trustees



Linda Taurassi
Secretary to the Board of Trustees