

**MINUTES  
BOARD OF TRUSTEES  
THE SMITHTOWN LIBRARY  
December 15, 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 15<sup>th</sup> day of December, 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 6:38 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, Library Attorney Kevin Seaman 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 November 17, 2020 and the SPECIAL MEETING MINUTES of December 1, 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**

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

- a. TREASURER'S REPORT

Trustee James Hornef moved to accept adoption of resolution "a":

*RESOLVED, that the TREASURER'S REPORT for the month ended November 30, 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 5-0 vote.

**NOTE: Trustee William Zimmerman entered the meeting at 6:38 p.m.**

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-December ("L" fund) PREPAYS            | \$ 19,836.14  |
| ii. Warrant #20-December ("L" fund) WARRANT           | \$ 302,937.89 |
| iii. Warrant #20-December (PAYROLL # 24 – 11/27/2020) | \$ 251,289.09 |
| iv. Warrant #20-December (PAYROLL # 25 – 12/11/2020)  | \$ 255,533.49 |

The motion was seconded by Trustee William Zimmerman and adopted as revised 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 resolution “a”:

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

Full-Time Appointment:

- i. Permanent full-time appointment of **Angelique Daley** to the position of Library Clerk, Circulation Department, Commack building, at an annual rate of pay of \$39,672.00, subject to a 26-week probationary period, effective December 16, 2020 (to fill the vacancy created by the appointment of Deborah O’Leary to the title of Principal Library Clerk, effective 10/28/20.)

Part-Time Appointments:

- ii. Part-time appointment of **Ciara Bellidora** to the position of Page, Reference/Circulation Departments, Smithtown building, at an hourly rate of pay of \$14.00, effective January 2, 2021 (to fill the vacancy created by the resignation of Dana Klosner, effective 11/3/20).
- iii. Part-time appointment of **Jacquelyn Lam** to the position of Librarian Trainee, Children’s Department, Kings Park building, at an hourly rate of pay of \$27.25, effective December 19, 2020 (to fill the vacancy created by the promotion of Nicole Rossano to the position of Librarian II, effective 10/28/20).
- iv. Part-time appointment of **TBD** to the position of Library Clerk, Circulation Department, Nesconset building, effective date TBD (to fill the vacancy created by the appointment of Jennifer Spica into the position of Library Assistant, effective 11/16/20).

Leave Requests:

- v. Leave of absence without pay for **Employee #1245**, effective November 12, 2020 until further notice, pending medical clearance.
- vi. Leave of absence without pay for **Carolyn Annis**, Page, Reference/Circulation Departments, Smithtown building, effective December 14, 2020 through December 27, 2020.

- vii. *Leave of absence without pay for **Sara Catalanotto**, Page, Children's Department, Smithtown building, effective December 11, 2020 through February 18, 2021.*
- viii. *Leave of absence without pay for **Employee #1278**, effective November 23, 2020 through December 23, 2020, pending medical leave clearance.*

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

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

- b. RESOLVED, that the following virtual CONFERENCE/WORKSHOP ATTENDANCE requests set forth hereinafter are hereby approved:
  - i. *That Librarian I **Alicia Collumbell**, Reference Department, Kings Park building, be authorized to attend a virtual self-scheduled course titled "NYS Notary Licensing Exam Prep Online", sponsored by notaryny.thinkific.com, with reimbursement for actual and necessary expenses not to exceed \$77.00, on a date TBD.*
  - ii. *That Librarian I **Sean Walls**, Reference Department, Kings Park building, be authorized to attend a virtual self-scheduled course titled "NYS Notary Licensing Exam Prep Online", sponsored by notaryny.thinkific.com, with reimbursement for actual and necessary expenses not to exceed \$77.00, on a date TBD.*

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

- 4. Library Director Robert Lusak updated the Library Board on items pertaining to BUILDINGS AND GROUNDS and noted that the Smithtown Parking Lot project is moving along nicely. As per Library architect John Tanzi the Library should be able to begin work shortly on the inside portion of the Smithtown building parking lot prior to the work on the outside of the parking lot that is still awaiting approval from the Department of Transportation. In addition, five new lamp posts will be installed to enhance the lighting in the Smithtown parking lot.
- 5. The COMMUNICATIONS COMMITTEE report was presented by Communications Committee Liaison William Zimmerman.

Trustee Brianna Baker-Stines moved to accept adoption of resolutions "a" and "b":

- a. DONATION – Norman Keil Nurseries

*RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank Norman Keil Nurseries for their generous donation of thirty-eight (38) poinsettia plants and forty (40) grump trees to be divided among all Library buildings; and be it*

*FURTHER RESOLVED, that the Board of Trustees of The Smithtown Library extends their appreciation for the past support received from Norman Keil Nurseries.*

b. DONATION – Caren Zatyk, Librarian III

*RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank Librarian III Caren Zatyk for her donation of \$150.00; and be it*

*FURTHER RESOLVED, that said donation is to be used specifically for the Long Island Room.*

(Note: Ms. Zatyk personally received an honorarium for a presentation given at the Long Island Museum relating to collaborations between The Smithtown Library and the Smithtown Historical Society and has donated said honorarium in its entirety to the Long Island Room)

The motion was seconded by Trustee Joseph Gregurich 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). In addition, the Library Director thanked outgoing Library Trustee William Zimmerman for his dedicated service to the Library and wished him all the best in the future.

The Library Director added that the Library had just received approval from the Suffolk County Department of Civil Service for the new position of Personnel Assistant, a human resources position that will be located in the Business Office. In January the Library Director will explain the duties of the new position in depth; after approval from the Library Board, the Library will canvass the appropriate Civil Service list.

## **UNFINISHED BUSINESS**

There was no unfinished business.

## **PUBLIC COMMENTS**

There were no public comments.

## **NEW BUSINESS**

7. CONTRACT – Monthly Newsletter – Sterling North America

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

*RESOLVED, that the Board of Trustees of The Smithtown Library does hereby authorize the Library Director to enter into a contract, subject to verification of insurance requirements, with Sterling North America, Inc., for the purpose of printing the Library District's monthly newsletter; monthly cost to be based upon the number of issues and number of pages per issue; to commence January 1, 2021 and run through December 31, 2021; as per quotes submitted by RFP; expenses are not to exceed \$19,995.00.*

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

12/15/20

8. CONTRACT - Spotlight Publication - Sterling North America

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

*RESOLVED, that the Board of Trustees of The Smithtown Library does hereby authorize the Library Director to enter into a contract, subject to verification of insurance requirements, with Sterling North America, Inc., for the purpose of printing, folding and delivering the Library District's "Spotlight" publication, for the period January 1, 2021 through December 31, 2021, as per quotes submitted by RFP (postage directly paid for by the Library); expenses are not to exceed \$19,995.00.*

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

9. PRESENTATION: Resolution of Appreciation – William Zimmerman, Library Trustee

Trustee Annette Galarza moved to accept adoption of the following Resolution of Appreciation:

*WHEREAS, William Zimmerman has been a member of the Board of Trustees ("Board") of The Smithtown Library ("Library") from February 2, 2017 through December 31, 2020; and*

*WHEREAS, during his time on the Board his dedicated service earned the admiration and respect of his fellow trustees, as well as library staff; and*

*WHEREAS, the Board recognizes the excellent and dedicated service that William Zimmerman has rendered the Library during that time; now therefore be it*

*RESOLVED, that the Board of Trustees of The Smithtown Library extends a unanimous vote of thanks to William Zimmerman for his dedicated service to the community; and be it*

*FURTHER RESOLVED, that this resolution become a part of the permanent record of the minutes of this meeting.*

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

10. RESOLUTION: 2021 Yearly Planner

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

*RESOLVED, that the Board of Trustees of The Smithtown Library hereby approves the 2021 YEARLY PLANNER as presented (appended).*

*(Note: due to the Library's budget and trustee election in October, the October regular board meeting is held on the fourth Tuesday of the month instead of the third Tuesday as per Library Board of Trustees resolution dated September 27, 2007).*

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

11. At 7:11 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 person(s). The motion was seconded by Trustee James Hornef 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, Library Attorney Kevin Seaman, Trustee-elect Thomas Maher and Librarian IV Eileen Caulfield (Smithtown building head).

12. At 8:03 p.m. Trustee William Zimmerman 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.
13. Trustee William Zimmerman moved to accept adoption of the following resolution:

*WHEREAS, Library Director Robert Lusak has presented to the Board a certain Charge and Specifications against employee #1103; and*

*WHEREAS, the Board of Trustees desires to provide the employee with the due process protections provided for under §75 of the N.Y. Civil Service Law to consider all matters pertaining to the preferred Charge and Specifications and any stigmatizing effects such Charge and Specifications may incur;*

*NOW, THEREFORE, IT IS HEREBY RESOLVED, that the preferred Notice of Charge and Specifications are to be served upon the respondent employee; that he is to be suspended without pay for a period of thirty (30) days from the date of service and during the course of the hearing procedures; and that the Hon. Anne Leahey, Esq. is appointed as Hearing Officer to consider and make "Findings of Fact and Recommendations" to the Board subsequent to the completion of the hearing.*

**BOARD TRUSTEES PRESENT:**

*Brianna Baker-Stines, Anita Dowd-Neufeld, Annette Galarza, Joseph Gregurich, James Hornef, William Zimmerman*

**BOARD TRUSTEES VOTING IN FAVOR OF THE RESOLUTION:**

*Brianna Baker-Stines, Anita Dowd-Neufeld, Annette Galarza, Joseph Gregurich, James Hornef, William Zimmerman*

**BOARD TRUSTEES VOTING AGAINST THE RESOLUTION:**

*NONE*

**BOARD TRUSTEES ABSTAINING FROM THE VOTE:**

*NONE*

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

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

*RESOLVED, that the Board of Trustees of The Smithtown Library offers employee #1002 in consideration of the tendering of a resignation/retirement, effective June 30, 2021, to provide for spousal medical coverage into the employee's retirement and to further provide payment of an additional five (5) vacation days.*

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

15. Library Board President Anita Dowd-Neufeld noted that the annual "Organizational" meeting of the Board of Trustees is scheduled to take place on 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 the meeting subject to the NYS Executive Order regarding Open Meetings Law due to COVID-19).

The Board President asked that Library Board members interested in a particular committee as liaison should contact her in order to further discuss the responsibilities of the committee.

16. Library Board President Anita Dowd-Neufeld noted that the next "regular" meeting of the Board of Trustees is scheduled to take place on Tuesday, January 19, 2021 at 6:30 p.m. at the Smithtown building (details of the meeting, whether via teleconference, or in person, will be determined prior to the meeting subject to the NYS Executive Order regarding Open Meetings Law due to COVID-19).

17. There being no further business, Trustee William Zimmerman moved to adjourn the meeting at 8:08 p.m. The motion was seconded by Trustee James Hornef and adopted by a unanimous 6-0 vote.

Minutes approved this 19<sup>th</sup> day of January, 2021.

*Annette Galarza*

Annette Galarza, President  
Smithtown Library Board of Trustees

*Linda Taurassi*

Linda Taurassi  
Secretary to the Board of Trustees