

**MINUTES
BOARD OF TRUSTEES
THE SMITHTOWN LIBRARY
January 21, 2020**

A regular meeting of the Board of Trustees of The Smithtown Library was held at the Smithtown building, Smithtown, New York on the 21st day of January, 2020 at 6:30 p.m.

The following Library Trustees were present and participating at the meeting: Brianna Baker-Stines, Anita Dowd-Neufeld, Annette Galarza, James Hornef, Theresa M. Stabile (entered the meeting at 6:45 p.m.), Joseph Vallone 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 and Library attorney Kevin Seaman.

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 December 17, 2019 and the ORGANIZATIONAL MEETING MINUTES OF January 7, 2020 be approved as presented.

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

2. COMMITTEE APPOINTMENTS

In her capacity as President, Library Board President Anita Dowd-Neufeld appointed liaisons to the following committees:

- i. Strategic Planning Ad Hoc Committee Liaison – Annette Galarza
- ii. Communications Committee Liaison – William Zimmerman
- iii. Friends of The Smithtown Library Liaison – James Hornef
- iv. Buildings & Grounds Committee Liaison – Joseph Vallone
- v. Personnel Committee Liaison – Brianna Baker-Stines
- vi. Budget & Finance Committee Liaison – Theresa Stabile

Library Director Robert Lusak noted that Library Board President Anita Dowd-Neufeld had previously worked as liaison with the Library Director on updating policies. The Library Board President agreed to continue in that capacity.

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

3. In the absence of Budget and Finance Committee Liaison Theresa Stabile, Trustee Joseph Vallone presented the BUDGET AND FINANCE COMMITTEE report.

a. TREASURER'S REPORT

Trustee Joseph Vallone moved to accept adoption of resolution "a":

RESOLVED, that the TREASURER'S REPORT for the month ended December 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 6-0 vote.

b. WARRANTS

Trustee Joseph Vallone moved to accept adoption of resolution "b":

RESOLVED, that the following WARRANTS be approved for payment:

i. Warrant #19-December ("L" fund) PREPAYS	\$ 28,221.60
ii. Warrant #19-December ("L" fund) WARRANT	\$ 996,788.14
iii. Warrant #19-December ("M" fund) WARRANT	\$ 24,265.80
iv. Warrant #19-December (PAYROLL #26 – 12/27/19)	\$ 259,269.15
v. Warrant #19-December (SPEC PAYROLL-Health Waivers)	\$ 76,000.00
vi. Warrant #20-January ("L" fund) PREPAYS	\$ 4,505.36
vii. Warrant #20-January ("L" fund) WARRANT	\$ 409,857.12
viii. Warrant #20-January (PAYROLL #1 – 1/10/20)	\$ 264,490.50

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

Trustee Joseph Vallone moved to accept adoption of resolution "c":

c. COMPUTER COMPONENTS – Computer Build-A-Thon Workshops

RESOLVED, that the Board of Trustees of The Smithtown Library authorizes the Treasurer to purchase computer components for the purpose of building twenty (20) new patron computers, at a total cost not to exceed \$13,000.00; such components will be part of a two-session workshop program for teens entitled "Computer Build-A-Thon Workshops" to be held at the Kings Park and Smithtown buildings.

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

Trustee Joseph Vallone moved to accept adoption of resolution “d”:

d. PRINTERS – Hewlett Packard Color Laser Jet Printers

RESOLVED, that the Board of Trustees of the Smithtown Library does hereby authorize the Treasurer to execute the purchase of six (6) HP Color LaserJet ENT MFP M577DN printers from CDW-G, under NYS contract No. PM20860, at a total cost not to exceed \$9,168.00.

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

4. The PERSONNEL COMMITTEE report was presented by Personnel Committee Liaison Brianna Baker-Stines who moved to accept adoption of resolution “a”:

a. PERSONNEL

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

Full-time Appointments:

- i. *Release of **Ana Walsh** from a part-time Library Clerk position into a permanent full-time appointment of Library Clerk, Technical Services Department, Nesconset building, at an annual rate of pay of \$33,581.00, subject to a 26-week probationary period, effective January 27, 2020 (to fill the vacancy created by the promotion of Anne Sancilio to the position of Senior Library Clerk, Nesconset building, effective 12/26/19).*
- ii. *Permanent full-time appointment of **Christina Chiara** to the position of Library Clerk, Circulation Department, Commack building, at an annual rate of pay of \$41,472.00, effective February 10, 2020 (to fill the vacancy created by the retirement of Kathleen Florio, effective 12/3/19).*

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

NOTE: Trustee Theresa Stabile entered the meeting at 6:45 p.m.

b. CONFERENCE/WORKSHOP ATTENDANCE REQUESTS

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

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

- i. *That Librarian I **Kelsey Renz**, Long Island Room/Reference Department, Smithtown building, be authorized to attend, on paid release time, two sessions titled “Oral History 101” and “Politics & Trauma in Oral History” sponsored by Columbia University Oral History Master of Arts Program, to be held at Columbia University, Knox Hall, New York, NY, on January 25, 2020, with reimbursement for actual and necessary expenses not to exceed \$91.00.*

- ii. *That Librarian II **Caren Zatyk**, Long Island Room/Reference Department, Smithtown building, be authorized to attend, on paid release time, two sessions titled “Oral History 101” and “Politics & Trauma in Oral History” sponsored by Columbia University Oral History Master of Arts Program, to be held at Columbia University, Knox Hall, New York, NY, on January 25, 2020, with reimbursement for actual and necessary expenses not to exceed \$96.00.*

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

5. There was no report of the BUILDINGS AND GROUNDS COMMITTEE.

Library Director Robert Lusak noted that Architect John Tanzi is finalizing the scope of the work on the Long Island Room’s HVAC project and we should be ready to go out for bid next month.

Director Lusak further reported that Architect John Tanzi is in the process of developing a comprehensive site plan for the Smithtown building parking lot project incorporating feedback from the Library’s discussions with the Town. He also noted that he had been contacted by Lynne Barnhardt, of State Farm Insurance (who owns the empty building on North Country Road adjacent to the Library’s parking lot), with regard to working with the Town and Library in planning alterations to the northern end of the parking lot.

6. The COMMUNICATIONS COMMITTEE report was presented by Communications Committee Liaison William Zimmerman who moved to accept adoption of resolution “a”:

a. ONLINE DONATIONS – Matthew Torres

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank Mr. Matthew Torres, of Nesconset, NY, for his two online donations totaling Sixty Dollars (\$60.00), and be it

FURTHER RESOLVED, that said donations are to be used as necessary at the Library’s discretion.

The motion was seconded by Trustee Brianna Baker-Stines and adopted by a unanimous 7-0 vote.

Trustee William Zimmerman moved to accept adoption of resolution “b”:

b. DONATION – Trader Joe’s - Commack

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank Trader Joe’s of Commack, NY, for their generous donation of ten (10) floral bouquets, with an approximate retail value totaling over \$100.00; to be used for the Library’s DIY Potpourri children’s program (8-12 year olds) at the Commack building.

The motion was seconded by Trustee James Hornef and adopted by a unanimous 7-0 vote.

- c. Friends of The Smithtown Library – Librarian III Julie DeLaney reported that the Friends are continuing the Museum Pass Program—dropping two unpopular museums, but adding an additional four or five museums.
7. Library Director Robert Lusak noted some of the highlights of his January DIRECTOR'S REPORT (copy of report appended to the original of these minutes).

The Director reported about a grant opportunity through the Long Island Library Resources Council (LILRC) that the Library was working on in conjunction with the School Media Specialist at Smithtown High School West. This grant would promote collaboration between schools and public libraries in Smithtown. Director Lusak thanked Librarians Colleen Navins and Jessica Newmark for their help with the grant project.

The Director informed the Library Board that he had attended the Long Island Association's Annual Executive Breakfast (State of the Region Report) with staff members Patricia Thomson, Lauren Gunderson, Eileen Caulfield and Sheila Worlow at the Crest Hollow Country Club in Woodbury. County Executive Steve Bellone and several of our local politicians were also in attendance.

UNFINISHED BUSINESS

8. **NEW POLICY - Video Game System Usage - Policy 700-90** (2nd reading)

Library Board President Anita Dowd-Neufeld moved to waive the reading of the Video Game System Usage Policy (#700-90). The motion was seconded by Trustee William Zimmerman and adopted by a unanimous 7-0 vote.

Trustee Brianna Baker-Stines moved to accept adoption of the Video Game System Usage Policy (#700-90). The motion was seconded by Trustee Annette Galarza and adopted by a unanimous 7-0 vote.

In furtherance of the Library's intent to engage minors to undertake active usage of the Library and to create a sense of community among our young adult population, video game systems will be made available. Use of the Library's video game systems will be limited to patrons in grades 6 – 12 who possess valid Smithtown Library cards. Violation of this policy may result in the suspension or loss of gaming privileges.

Video Game System Usage Rules

1. *Patrons in grades 6 - 12 must present their valid Smithtown Library card prior to being permitted to utilize the Library's gaming equipment. Library cards will remain at the reference service desk for the duration of the gaming session.*
2. *The game systems are available on a first-come, first-served basis. Reservations may not be made to utilize the gaming equipment.*
3. *Only 2 controllers may be borrowed per library card.*
4. *Volume levels are to be monitored by Library staff.*
5. *The Library will only make available video games rated E - T, as assigned by the Entertainment Software Rating Board.*

6. *Only games from the Library's collection may be played on the Library's game system. Installing or altering games or software or attaching outside equipment to the video game system is not permitted.*
7. *The use of a video game system is limited to a 60-minute session. Time extensions may be granted at the Library's discretion.*
8. *Access to the gaming area may not be obstructed.*
9. *Any malfunction of the video game system and gaming equipment must immediately be reported to the reference staff.*
10. *All games and equipment must be returned to the reference service desk ten (10) minutes prior to Library closing time.*
11. *Borrowers are to be held responsible for damaged items and DEVICES*

PUBLIC COMMENTS

There were no public comments.

NEW BUSINESS

9. **REVISED POLICY - Materials Selection Policy - Policy 300-10** (1st reading)

Library Board President Anita Dowd-Neufeld read the Materials Selection Policy (#300-10). The policy will be reviewed and voted on for approval at the February regular board meeting.

4. Local Author Collection

The Library supports and seeks to cultivate the literary expression of our community by way of the establishment of the "Local Author Collection". Authors who reside in, work in, or who originate from the Town of Smithtown may donate one physical copy per title of their published work (up to three titles per calendar year) to be considered for inclusion in the collection. Materials included in the "Local Author Collection" will be considered under the same selection and retention guidelines as are applicable to the Library's current print collections.

10. At 7:07 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 Joseph Vallone and adopted by a unanimous 7-0 vote.

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

Also present were Library Director Robert Lusak, Assistant Library Director Patricia Thomson and Library Counsel Kevin Seaman.

11. Upon a motion by Trustee Brianna Baker-Stines, seconded by Trustee James Hornef, and adopted by a unanimous 7-0 vote, the meeting reconvened in open public session at 8:21 p.m.
12. Library Board President Anita Dowd-Neufeld noted that the next "regular" meeting of the Board of Trustees would take place on Tuesday, February 18, 2020 at 6:30 p.m. at the Nesconset building.
13. There being no further business, the meeting adjourned by general consent at 8:23 p.m.

Minutes approved this 18th day of February, 2020.



Anita Dowd-Neufeld, President
Smithtown Library Board of Trustees



Linda Taurassi
Secretary to the Board of Trustees