

**MINUTES
BOARD OF TRUSTEES
THE SMITHTOWN LIBRARY
February 18, 2020**

A regular meeting of the Board of Trustees of The Smithtown Library was held at the Nesconset building, Nesconset, New York on the 18th day of February, 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, Joseph Vallone 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.

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 January 21, 2020 be approved as presented.

The motion was seconded by Trustee William Zimmerman and adopted by a unanimous 7-0 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 Theresa Stabile.

- 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 January 31, 2020 be approved for filing (copy of report appended to the original of these minutes).

The motion was seconded by Trustee James Hornef and adopted by a unanimous 7-0 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-February ("L" fund) PREPAYS	\$ 23,051.17
ii.	Warrant #20-February ("L" fund) WARRANT	\$ 142,657.72
iii.	Warrant #20-February (PAYROLL #2 – 1/24/20)	\$ 265,619.44
iv.	Warrant #20-February (PAYROLL #3 – 2/07/20)	\$ 267,391.24

The motion was seconded by Trustee Joseph Vallone and adopted by a unanimous 7-0 vote.

c. FIXED ASSET INVENTORY

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

RESOLVED, that the Library Director be authorized to remove the following FIXED ASSET obsolete computer and printer items from the inventory of the Smithtown, Commack, Kings Park and Nesconset buildings for the year ending December 31, 2019 – Inventory numbers: 42, 43, 44, 45, 46, 47, 50, 51, 78, 79, 80, 81, 96, 97, 101, 103, 104, 170, 524, 525, 562, 563, 564, 1558, 1559, 1560, 1618, 1629, 1658, 1693, 1694, 1695, 1697, 1698, 1699, 1700, 1705, 1706, 2013, 2019, 2021, 2023, 2053, 2061, 90037, 90038, 90040, 90041, 900152, 900153, 900154, 900156, 900157, 900159, 900160, 900164, 900165, 900178, 900199.

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

d. FRIENDS OF THE SMITHTOWN LIBRARY – MAKERSPACE DONATION

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

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank, nunc pro tunc, the Friends of The Smithtown Library for their generous donation to establish the newly created Makerspace area at the Smithtown building, as discussed at The Smithtown Library Board of Trustees meeting held on December 17, 2019, and be it

FURTHER RESOLVED, that the Board does hereby authorize the Treasurer to purchase items as appended, nunc pro tunc, for the newly created Makerspace area to be funded by a donation of \$13,263.00 agreed to by the Friends of The Smithtown Library; the balance of \$10,000.00 to be paid by 2020 budgeted monies.

There was a short discussion pertaining to the items that are being purchased through this donation (copy of list appended to the original of these minutes).

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

e. PLAY TOUCH TABLES – SMITHTOWN, COMMACK, KINGS PARK & NESCONSET BUILDINGS

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

RESOLVED: That the Board of Trustees of The Smithtown Library does hereby authorize the Treasurer to execute the purchase of four (4) 32" Play Touch Tables from after-mouse.com at a total cost not to exceed \$23,760.00; above-mentioned interactive, digital tables are to be placed in the Children’s Room of each library building.

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

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

a. PERSONNEL

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

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

Part-time Appointments:

- i. *Part-time appointment of **Madeline Dluginski** to the position of Library Clerk, Technical Services Department, Nesconset building, at an hourly rate of pay of \$18.09, effective February 25, 2020 (to fill the vacancy created by the full-time appointment of Ana Walsh, effective 1/27/20).*
- ii. *Part-time appointment of **Charity Echevarria** to the position of Page, Kings Park building, at an hourly rate of pay of \$13.00, effective February 20, 2020 (to fill the vacancy created by the resignation of Adam Zoffranieri, effective 12/2/19).*

Resignations:

- iii. *Resignation of **Philip Mui**, Custodial Worker I, effective February 15, 2020.*
- iv. *Resignation of **Stephen Schumacher**, Custodial Worker I, effective January 27, 2020.*

Leave Requests:

- v. *Leave of absence without pay for **Morgan Brett**, Children’s Services Librarian I, Children’s Department, Commack building, effective April 24, 2020 through May 2, 2020.*
- vi. *Medical Leave of absence without pay for **Helen Mustapich**, Page, Children’s Department, Smithtown building, effective January 13, 2020 through March 16, 2020.*

The motion was seconded by Trustee Joseph Vallone and adopted by a unanimous 7-0 vote.

b. CONFERENCE/WORKSHOP ATTENDANCE REQUESTS

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

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

- i. *That Teen Services Librarian I **Kaitlin Brand**, Reference Department, Smithtown building, be authorized to attend, on paid release time, the “2020 Annual Fran Romer Memorial Booktalk Workshop,” sponsored by the Young Adult Services Division of the Suffolk County Library Association (YASD), to be held at the Patchogue Medford Library, Patchogue, NY, on March 26, 2020, with reimbursement for actual and necessary expenses not to exceed \$43.00.*
- ii. *That the following staff members be authorized to attend, on paid release time, the “2020 Annual Long Island Library Conference” to be held at the Melville Marriot, located at 1350 Old Walt Whitman Road, Melville, NY, on May 14, 2020, with reimbursement for conference registration not to exceed \$60.00: **Christine Alexander, Christine Baum, Kaitlin Brand, Morgan Brett, Jennifer Catrano, Eileen Caulfield, Rachel Cecchini, Julie DeLaney, Kelly Filippone, Lee-Ann Finn, Marissa Finocchiaro, Jesse Lemke, Amanda Lentino, Robert Lusak, Colleen Navins, Jessica Quenzer, Kelsey Renz, William Salas, Patricia Thomson, Sheila Worlow**, (NOTE: amount noted above does not include mileage reimbursement).*

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

4. The BUILDINGS AND GROUNDS COMMITTEE report was presented by Buildings and Grounds Committee Liaison Joseph Vallone.

a. CONTRACT RENEWAL – GARLAND FIRE SYSTEMS, INC.

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

RESOLVED: That the Board of Trustees of The Smithtown Library does hereby authorize the Library Director to renew a contract agreement with Garland Fire Systems, Inc. for the period February 29, 2020 through February 28, 2021, for the third year of a three (3) year contract, for the purpose of providing standard fire inspection service for all Library buildings, at a total annual cost not to exceed \$4,550.00 per year. (note: as needed, per-call fire detection equipment service at an additional hourly ‘regular’ rate of \$105.00 will apply).

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

b. SERVICE AGREEMENT – Kings Park & Nesconset Generators – CUMMINS, INC.

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

RESOLVED: That the Board of Trustees of The Smithtown Library does hereby authorize the Library Director to enter into a contract agreement with Cummins, Inc. for the period February 19, 2020 through February 18, 2021, for the first year of a five (5) year contract, for the purpose of providing standard service and inspection service for the generator at our Kings Park and Nesconset Library buildings, at a total annual cost not to exceed \$3,630.97 for the 2020-2021 year. Subsequent renewals for a period of 1 year at the cost projected will be considered (pending Board approval and funding) at the end of this contract period at the annual anniversary date.

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

c. PLUMBING – PURCHASE & INSTALLATION OF ELKAY RETRO FIT WATER FILLER STATIONS (Smithtown, Commack, Kings Park & Nesconset)

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

RESOLVED: That the Board of Trustees of The Smithtown Library does hereby authorize the Treasurer to execute the purchase, nunc pro tunc, of four (4) Elkay Retro Fit Water Filler Stations, plus the cost of labor for installation, at a total cost not to exceed \$13,616.00 to Branch Plumbing. The Friends of The Smithtown Library will be partially subsidizing this purchase by reimbursing funds for this purchase (\$4,500.00).

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

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

a. MUSEUM PASSES – FRIENDS OF THE SMITHTOWN LIBRARY

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

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank the Friends of The Smithtown Library for the purchase of one-year memberships to fifteen (15) local museums/venues, for use by Library patrons, at a total value of \$7,395.00, and be it

FURTHER RESOLVED, that the Board of Trustees is grateful for the continuing support of the Friends of The Smithtown Library.

The motion was seconded by Trustee Joseph Vallone and adopted by a unanimous 7-0 vote.

b. MEMORIAL DONATION – **Harry Bogart**

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

RESOLVED: That the Board of Trustees of The Smithtown Library does hereby graciously accept and thank Marie Root, of Missoula, Montana, for her generous donation of Fifty Dollars (\$50.00) to The Smithtown Library—Commack building, in memory of Harry Bogart, a long-time patron of the Commack building, and be it

FURTHER RESOLVED, that, as requested, the funds will be earmarked for items pertaining to Mr. Bogart’s interests as per his family’s direction.

The motion was seconded by Trustee Joseph Vallone and adopted by a unanimous 7-0 vote.

c. ONLINE MEMORIAL DONATION – **Michael Lefko**

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

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank Kathy Zullo, of Columbus, Ohio, for her online donation of Fifty-Five Dollars (\$55.00) in memory of Michael Lefko, 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 Joseph Vallone and adopted by a unanimous 7-0 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 Director noted some additional items:

- The Town’s Highway Department has improved sight lines by removing the hedges at our Smithtown building along Route 25A. Architect John Tanzi is working on getting the Smithtown Parking Lot Project out to bid shortly. The Director commended the Town of Smithtown’s Highway Department, Supervisor’s Office and Assemblyman Michael Fitzpatrick for their assistance with this project.
- The SCLS “SLED”, a Mobile Library Service Outlet (bus) has been receiving positive reviews from Assemblyman Fitzpatrick’s office, the Smithtown Chamber of Commerce, Legislative Trotta, staff and patrons. We will be utilizing the SLED at several of our Library programs and events.
- The Library is once again participating in the St. Baldrick’s Day event. The Library Director, as well as other staff members, are planning to have their heads shaved on that day.
- Hoopla digital media service, allowing patrons to download or stream movies, music, audiobooks, ebooks, comics, and television shows, will be debuting at our Library shortly.

UNFINISHED BUSINESS

7. REVISED POLICY - **Materials Selection Policy - Policy 300-10** (2nd reading)

Trustee William Zimmerman moved to waive the reading of the Materials Selection Policy (#300-10). The motion was seconded by Trustee Joseph Vallone and adopted by a unanimous 7-0 vote.

Trustee William Zimmerman moved to accept adoption of the Materials Selection Policy (#300-10). The motion was seconded by Trustee Brianna Baker-Stines and adopted by a unanimous 7-0 vote.

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.

PUBLIC COMMENTS

There were no public comments.

NEW BUSINESS

8. REVISED POLICY – **Equal Employment Opportunity – Policy #500-05** (1st 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 Equal Employment Opportunity Policy (#500-05). The motion was seconded by Trustee Brianna Baker-Stines and adopted by a unanimous 7-0 vote. The policy will be reviewed and voted on at the March regular board meeting.

It is the policy of The Smithtown Library to provide equal opportunities for all employees and job applicants. The Library will follow this policy in implementing all employment practices, policies, and procedures.

The Smithtown Library will recruit, hire, train, and promote persons in all job titles without regard to age, race, ~~religion~~ creed, color, national origin, sexual orientation, gender identity or expression, military status, sex, physical or mental disability, predisposing genetic characteristics, familial status, marital status, status as a victim of domestic violence, or reproductive health decisions.

The Smithtown Library will provide reasonable accommodations to employees with a disability or physical condition to perform the essential functions of their job and to those seeking employment with the Library.

The Library will not be able to make an accommodation that would impose undue hardship on the operations of the Library. The Americans with Disabilities Act defines an undue hardship as an action that requires significant difficulty or expense. Each accommodation request will be handled on a case-by-case basis, taking the individual needs of the employee and the Library into consideration.

9. Library Board President Anita Dowd-Neufeld noted that the Strategic Planning Ad Hoc Committee was planning to meet this Friday, February 21st at 10:00 a.m.
10. At 7:13 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 adopted by general consent.

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 and Assistant Library Director Patricia Thomson.

11. Upon a motion by Trustee James Hornef, seconded by Trustee Brianna Baker-Stines, and adopted by a unanimous 7-0 vote, the meeting reconvened in open public session at 8:15 p.m.
12. DISCUSSION – Change of March Board Meeting Date

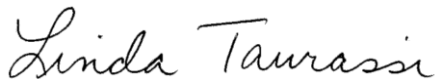
After discussion, Library Board President Anita Dowd-Neufeld noted that the date of the March regular Board of Trustees meeting would be changed to March 24, 2020 at 6:30 p.m. at the Commack building.

13. There being no further business, Trustee Anita Dowd-Neufeld moved to adjourn the meeting at 8:20 p.m. The motion was seconded by Trustee William Zimmerman and adopted by a unanimous 7-0 vote.

Minutes approved this 24th day of March, 2020.



Anita Dowd-Neufeld, President
Smithtown Library Board of Trustees



Linda Taurassi
Secretary to the Board of Trustees