

**MINUTES  
BOARD OF TRUSTEES  
THE SMITHTOWN LIBRARY  
March 24, 2020**

Due to the Coronavirus (COVID-19) the regular meeting of the Board of Trustees of The Smithtown Library was held via telephone conference on the 24<sup>th</sup> day of March, 2020 at 6:30 p.m.

The following Library Trustees were present and participating at the meeting via conference call: Brianna Baker-Stines, Anita Dowd-Neufeld, Annette Galarza, James Hornef and Joseph Vallone. Trustees Theresa M. Stabile and William Zimmerman were absent as they were unable to successfully connect to the conference call.

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 Joseph Vallone moved to accept adoption of the following resolution:

*RESOLVED, that the REGULAR MEETING MINUTES of February 18, 2020 be approved as presented.*

The motion was seconded by Trustee James Hornef and adopted by a unanimous 5-0 vote.

The meeting was taken out of order at this time to allow guest speaker Kevin Verbesey, Suffolk Cooperative Library System Director (SCLS) to give a brief overview of the effect the Coronavirus (COVID-19) crisis is having on Suffolk County libraries. Mr. Verbesey noted that all libraries in the county, as well as the state, are closed until mid-April, but libraries are continuing online services and finding ways to connect with their communities through valuable resources. SCLS is keeping in direct contact with Suffolk County library directors through conference calls, emails and social media, and they are closely following everything coming out of the Governor's office. Mr. Verbesey further urged the Library Board to be prepared to plan for remote online services for our community possibly through the end of June, rather than April.

Mr. Verbesey reported that SCLS has received a request from Stony Brook University to borrow several 3D printers for the purpose of producing face masks during the crisis and SCLS, along with several member libraries, are complying with their request.

After discussion, Library Board President Anita Dowd Neufeld moved to accept adoption of the following resolution:

*RESOLVED, that the Board of Trustees of The Smithtown Library approves the request of the State University of New York at Stony Brook to borrow the Library's 3D printers for the purpose of making face masks during the Coronavirus (COVID-19) crisis.*

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. In the absence of Budget and Finance Committee Liaison Theresa Stabile, Library Board President Anita Dowd-Neufeld 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 February 29, 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 5-0 vote.

### b. WARRANTS

Trustee Annette Galarza moved to accept adoption of resolution "b":

RESOLVED, that the following WARRANTS be approved for payment:

i.	Warrant #20-March ("L" fund) PREPAYS	\$ 58,960.76
ii.	Warrant #20-March ("L" fund) WARRANT	\$ 696,299.53
iii.	Warrant #20-March ("M" fund) WARRANT	\$ 3,930.00
iv.	Warrant #20-March (PAYROLL #4 – 2/21/20)	\$ 262,512.61
v.	Warrant #20-March (PAYROLL #5 – 3/06/20)	\$ 266,805.47
vi.	Warrant #20-March (PAYROLL #6 – 3/20/20)	\$ 259,777.60

The motion was seconded by Trustee Joseph Vallone and adopted by a unanimous 5-0 vote.

Treasurer Joanne Grove noted that pension costs and tax revenues may be impacted due to the crisis.

Library Board President Anita Dowd-Neufeld moved to accept adoption of the following resolution:

*RESOLVED, that the Board of Trustees of The Smithtown Library approves the payment of payroll #7, dated April 3, 2020, and payroll #8, dated April 17, 2020, for employees scheduled hours during the closure of the Library due to COVID-19.*

The motion was seconded by Trustee James Hornef and adopted by a unanimous 5-0 vote.

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

### a. PERSONNEL

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

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

Full-time Promotional Appointments:

- i. Permanent full-time promotional appointment of **Kaitlin Brand** to the position of Librarian II, Teen Services Department, Smithtown building, at an annual rate of pay of \$64,440.00, subject to a 12-week probationary period, effective April 18, 2020.
- ii. Permanent full-time promotional appointment of **Lindsay Christ** to the position of Librarian II, Teen Services Department, Kings Park building, at an annual rate of pay of \$64,440.00, subject to a 12-week probationary period, effective April 18, 2020.
- iii. Permanent full-time promotional appointment of **Colleen Navins** to the position of Librarian II, Teen Services Department, Nesconset building, at an annual rate of pay of \$74,285.00, subject to a 12-week probationary period, effective April 18, 2020.

Full-time Appointment:

- iv. Permanent full-time appointment of **Alicia Collumbell** to the position of Librarian I, Adult Reference Department, Kings Park building, at an annual rate of pay of \$59,871.00, subject to a 26-week probationary period, effective April 18, 2020 (to fill the vacancy created by the reassignment of Jennifer Honickman to the Technical Services Department)

Part-time Appointment:

- v. Part-time appointment of **TBD** to the position of Custodial Worker I, at an hourly rate of pay of \$19.90, effective date TBD pursuant to the Library's closure due to the Coronavirus (COVID-19) crisis (to fill the vacancy created by the resignation of Stephen Schumacher, effective 1/27/20).

Call-In Appointments:

- vi. Temporary appointment of five (5) **TBD** positions of Custodial Worker I on a call-in basis, at an hourly rate of pay of \$19.90, effective date TBD pursuant to the Library's closure due to the Coronavirus (COVID-19) crisis.

Resignations:

- vii. Resignation of **Troy Davidson**, Page, Commack building, effective February 22, 2020.
- viii. Resignation of **Jules Wexler**, Page, Kings Park building, effective February 28, 2020.

Leave Requests:

- ix. Extended medical Leave of absence without pay for **Helen Mustapich**, Page, Children's Department, Smithtown building, effective March 17, 2020 through April 12, 2020.
- x. Leave of absence without pay for **Joyce O'Hara**, Page, Reference Department, Smithtown building, effective March 31, 2020 through April 15, 2020.

The motion was seconded by Trustee James Hornef and adopted by a unanimous 5-0 vote.

Note: the leave without pay requests of Page **Joyce O'Hara**, effective 3/31/20 – 4/15/20 (approved at the 3/24/20 board meeting); and Children's Services Librarian I **Morgan Brett**, effective 4/24/20 – 5/2/20 (approved at the 2/18/20 board meeting) have been canceled.

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

a. Contract Renewal – Winters Bros. Waste Systems

Trustee Brianna Baker-Stines 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 **Winters Bros. Waste Systems** for the period April 15, 2020 through April 14, 2021, for the fifth year of a five (5) year contract, for the purpose of providing waste management service for all Library buildings, at a total annual cost not to exceed \$4,980.00 for the year (note: as needed, additional pickups can be arranged for an additional charge; Winters Bros. Waste Management Systems is on NY State Contract).*

The motion was seconded by Trustee Annette Galarza after discussion and adopted by a unanimous 5-0 vote.

5. In the absence of Communications Committee Liaison William Zimmerman, the COMMUNICATIONS COMMITTEE report was presented by Library Board President Anita Dowd-Neufeld.

a. Online Memorial Donation – **Edward Lockley**

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

*RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank Mr. Patrick Murphy, Jackson Heights, NY, for his online donation of Fifty Dollars (\$50.00) in memory of Edward Lockley, 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 James Hornef and adopted by a unanimous 5-0 vote.

b. Friends of The Smithtown Library

Friends Liaison James Hornef stated there was nothing new to report from the recent meeting of the Friends.

There was a short discussion pertaining to the Strategic Planning Committee. A meeting was held last month to discuss goals and objectives that should be included in the strategic plan.

6. The DIRECTOR'S REPORT was presented verbally to the Library Board by Library Director Robert Lusak. Items included:

- 3D printers will be made available to SCLS for the process of creating face masks.
- All library buildings are being cleaned and disinfected this week by Strike Force.
- The Library Director will send email updates to staff and the Library Board while the Library is closed to keep everyone updated.
- Library Director Robert Lusak, Assistant Library Director Patricia Thomson, and Smithtown Building Head Eileen Caulfield have recently met with architect John Tanzi, Peter Hans from the Smithtown Highway Department and Dan Falasco, an inspector for the Village of the Branch pertaining to the work being planned at the Smithtown building location. The Town of Smithtown is planning to move ahead with work on our Smithtown property regardless of the Library's shutdown. We are currently awaiting estimates and will possibly need to call a special board meeting in the future.
- Building Heads Eileen Caulfield (Smithtown), Sheila Worlow (Kings Park), Cindy Guzzo (Commack) and Patricia Thomson (Nesconset) all reported communication with staff in their buildings and all staff are doing well. Staff is anticipating returning to work and willing to assist in whatever needs to be done. Community Relations Department head Julie DeLaney reported that her department has been working online every day updating the Library's website and staff page, checking emails, answering patron questions, assisting patrons with technical issues, creating temporary library cards and canceling programs. The Community Relations Department, as well as the Children's Department, has been posting on Instagram, Twitter and Facebook up to three times a day.

## UNFINISHED BUSINESS

7. REVISED POLICY – **Equal Employment Opportunity – Policy #500-05** (2<sup>nd</sup> reading)

[Note: revisions are noted in underlined bold font; deletions are noted with a strikethrough]

Trustee Brianna Baker-Stines moved to waive the reading of the Equal Employment Opportunity Policy #500-05. The motion was seconded by Trustee Joseph Vallone and adopted by a unanimous 5-0 vote.

NOTE: Due to telephone disconnection issues Trustee James Hornef left the meeting at 7:41 p.m.

Trustee Brianna Baker-Stines moved to accept adoption of the Equal Employment Opportunity Policy #500-05. The motion was seconded by Trustee Joseph Vallone and adopted by a unanimous 4-0 vote.

*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.*

## **PUBLIC COMMENTS**

There were no public comments

## **NEW BUSINESS**

### **8. NEW YORK STATE ANNUAL REPORT**

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

- a. *RESOLVED, that the New York State Annual Report for Public and Association Libraries for the year ending December 31, 2019 be accepted for filing as presented (appended).*

The motion was seconded by Trustee Annette Galarza and adopted by a unanimous 4-0 vote.

### **9. MACMILLAN PUBLISHERS – Embargo lifted**

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

- a. *Whereas Macmillan Publishers has lifted the embargo on e-book titles that went into effect November 1, 2019, now therefore be it*

*RESOLVED, that the Board of Trustees of The Smithtown Library authorizes the Library Director to lift the ban on the purchase of e-book titles from Macmillan Publishers at the Library Director’s discretion.*

The motion was seconded by Trustee Annette Galarza and adopted by a unanimous 4-0 vote.

10. Library Board President Anita Dowd-Neufeld noted that the next “regular” meeting of the Board of Trustees was scheduled to take place on Tuesday, April 21, 2020 at 6:30 p.m. at the Kings Park building if the Library has reopened at that time. If not, another telephone conference will be held.

11. There being no further business, Trustee Annette Galarza moved to adjourn the meeting at 7:59 p.m. The motion was seconded by Trustee Joseph Vallone and adopted by a unanimous 4-0 vote.

Minutes approved this 21<sup>st</sup> day of April, 2020.



Anita Dowd-Neufeld, President  
Smithtown Library Board of Trustees



Linda Taurassi  
Secretary to the Board of Trustees