

**MINUTES
BOARD OF TRUSTEES
THE SMITHTOWN LIBRARY
April 21, 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 21st day of April, 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 (entered the meeting at 6:37 p.m.), James Hornef, Theresa M. Stabile and Joseph Vallone. Trustee William Zimmerman was absent without prior notice.

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 March 24, 2020 be approved as presented.

The motion was seconded by Trustee Brianna Baker-Stines and adopted 5-0 by the following roll call vote: FOR—Baker-Stines, Dowd-Neufeld, Hornef, Stabile, Vallone; AGAINST—none

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

2. The BUDGET AND FINANCE COMMITTEE report was presented by Trustee Joseph Vallone for Budget and Finance Committee Liaison Theresa Stabile.

- a. TREASURER'S REPORT

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

RESOLVED, that the TREASURER'S REPORT for the month ended March 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 5-0 by the following roll call vote: FOR—Baker-Stines, Dowd-Neufeld, Hornef, Stabile, Vallone; AGAINST—none

b. WARRANTS

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

RESOLVED, that the following WARRANTS be approved for payment:

i. Warrant #20-April ("L" fund) PREPAYS	\$ 12,382.92
ii. Warrant #20-April ("L" fund) WARRANT	\$ 210,683.79
iii. Warrant #20-April ("M" fund) WARRANT	\$ 350.00
iv. Warrant #20-April (PAYROLL #7 – 4/03/20)	\$ 258,162.81
v. Warrant #20-April (PAYROLL #8 – 4/17/20)	\$ 256,242.08

NOTE: Annette Galarza entered the meeting at 6:37 p.m.

The motion was seconded by Trustee James Hornef and adopted 6-0 by the following roll call vote: FOR—Baker-Stines, Dowd-Neufeld, Galarza, Hornef, Stabile, Vallone; AGAINST—none

c. PAYMENT OF PAYROLLS -- #9 (5/1/20) and #10 (5/15/20)

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

RESOLVED, that the Board of Trustees of The Smithtown Library approves the payment of payroll #9, dated May 1, 2020, and payroll #10, dated May 15, 2020, for employees scheduled hours, during the closure of the Library due to COVID-19.

The motion was seconded by Trustee Brianna Baker-Stines and adopted 6-0 by the following roll call vote: FOR—Baker-Stines, Dowd-Neufeld, Galarza, Hornef, Stabile, Vallone; AGAINST—none

d. MEDICARE PART B REIMBURSEMENT

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

RESOLVED, that the Treasurer be authorized to prepare the first quarter of Medicare Part B reimbursement checks to qualified retirees, and is hereby authorized to release said checks no later than April 30, 2020; total payment not to exceed \$31,000.00.

The motion was seconded by Trustee Brianna Baker-Stines and adopted 6-0 by the following roll call vote: FOR—Baker-Stines, Dowd-Neufeld, Galarza, Hornef, Stabile, Vallone; AGAINST—none

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

e. SEASONAL EMPLOYMENT

RESOLVED: That the Board of Trustees of The Smithtown Library approves increased seasonal hours for staff, as approved by the Suffolk County Department of Civil Service, due to possible increased volume at Circulation Desks, in addition to possible increased volume as a result of high participation in the Summer Reading Programs in the Children’s and Reference Departments, during the period June 1, 2020 through September 1, 2020, not to exceed \$35,000.00. NOTE: subject to change pursuant to the outcome of the reopening of Smithtown Library buildings in the aftermath of the Coronavirus (COVID-19).

The motion was seconded by Trustee James Hornef and adopted 6-0 by the following roll call vote: FOR—Baker-Stines, Dowd-Neufeld, Galarza, Hornef, Stabile, Vallone; AGAINST—none

3. There was no report of the PERSONNEL COMMITTEE.
4. There was no report of the BUILDINGS & GROUNDS COMMITTEE.
5. There was no report of the COMMUNICATIONS COMMITTEE.
6. The DIRECTOR'S REPORT was presented verbally to the Library Board by Library Director Robert Lusak. Items included:
 - The Library Director reported on the births of staff members: Linda Taurassi, Secretary to the Board of Trustees, has a new grandson, born March 3rd; Andrew Salomon, Smithtown Reference Department, and his wife had a baby girl, born March 13th; Mary Ann Stevens, Nesconset Circulation Department, has a new granddaughter, born April 9th.
 - Director Lusak noted that Suffolk Cooperative Library System Director Kevin Verbese updates all directors at a weekly SCLS conference call director's meeting. The Director also informed the Library Board that, as a member of the Long Range Planning Committee of the Public Library Director's Association (PLDA), a conference call meeting will be held shortly to discuss policies and procedures upon reopening library buildings. After reaching out to Library staff for their input, the Director mentioned that he has received many good suggestions from staff members pertaining to our reopening which he will pass on to the PLDA Long Range Planning Committee. Any upcoming decisions by the committee will be shared with our staff. It is the Director's hope that all libraries in the county will open on the same day with similar procedures in place.
 - The Business Office has made arrangements with the post office to have the mail from all buildings forwarded to Nesconset where it can be sorted.
 - With the 109 3D printers SCLS has borrowed from member libraries, 4,250 headsets have been delivered to Stony Brook University Medical Center and 1,110 face shields have been distributed to 33 healthcare organizations (including fire departments, medical centers, ambulance companies, etc.). We are hoping to be able to supply St. Catherine of Sienna Medical Center of Smithtown with face shields and are in the process of contacting them. The Smithtown Library is proud to be a part of this endeavor.
 - Our Custodial staff has been working to maintain and beautify our library grounds.
 - The Library has received an Employee Rights poster issued by the U.S. Department of Labor regarding paid sick leave and expanded family and medical leave, under the Families First Coronavirus Response Act (FFCRA), which has been emailed to all staff, in addition to being posted in all buildings.
 - SCLS is giving away free books by genre in a 3-book pack, and The Smithtown Library will participate in this program. A post has been shared on the Library's social media and we have received several requests for books.
 - There will be no Spotlight publication this spring; however, the Community Relations Department has suggested a postcard they are currently working on which would be mailed to every household in the district to make them aware of what The Smithtown Library is doing.

- The Library's Zoom subscription has been updated to include Zoom Webinar. This will allow us to have outside presenters access our Zoom platform without giving them our account information. Zoom Webinar also allows us to broadcast the presentations on Zoom to other platforms such as Facebook and YouTube.
- We are in the second week of a newly instituted virtual chat platform on our website enabling patrons to chat with a staff member from anywhere on the website. The hours of operation are Monday – Friday from 11:00 am to 7:00 pm. Two staff members are available to chat, plus answer telephones.
- Our outreach librarians have been in touch with our homebound patrons to advise them of the Library's ongoing services. They have also reached out to nursing homes in our district to offer library cards, streaming services, programs, etc.

The Library Director commended and thanked all our staff for their hard work during this crisis and asked the Library Board to check out the Library's website or Facebook pages to see the great programs our staff is undertaking while the Library is closed.

The Library Director invited the building heads of all library buildings, as well as the supervisor of the Community Relations Department, to update the Library Board on how our Library staff have been implementing creative ways to continue to offer services and programs to the community while our buildings remain closed. Supervisors participate in weekly team meetings. Staff is willing and happy to help out from home in many ways. The following statistics were reported:

- Increase in Library usage since February closing
 - Overdrive - 40% increase – 10,544 downloads
 - New Patrons - 131% increase
 - Flipster - 12% increase
 - Recorded Books (RB Digital) - 20% increase
 - Brainfuse - 24% increase
 - Unique Users - 23% increase
 - Kanopy – 1,016 downloads (as of 4/19/20)
 - Hoopla – 470 downloads
 - Freegal – 68 downloads; 1,226 streaming
- Average downloads per day in March – 546
- Average downloads per day in April – 700 (does not include Flipster or RB Digital)
- Stay Home With The Smithtown Library webpage – 2,336 visits (4/8/20 – 4/21/20)
- Virtual Reference Statistics (up to 4/21/20):
 - Chat – 58
 - Phone – 76
 - Emails – 85
 - Facebook Messenger – 11
- Facebook followers:
 - Children's Facebook – 1,675 followers
 - Adult/Teen Facebook – 2,017 followers
- Temporary Barcode Project (3/28/19 - 4/19/20)
 - 35 temporary cards merged to existing cards
 - 190 temporary cards converted to full cards
 - 225 patrons given full access to online services

Administration Department – building inspections to insure the safety and security of our buildings; remote ordering of supplies; staff memos; emails

Business Office – payroll processing, warrants, mail, health insurance and retirement assistance

Children's Departments – offers daily online programs, DIT storytimes, art challenges, pinterest boards; meeting shortly to plan the Summer Reading Program

Circulation Departments – busy converting temporary library cards; monitors Circulation email accounts for the purpose of answering questions posed by staff or patrons; helps with chat service

Community Relations Department – canceling, scheduling and organizing of programs; created and monitors “Stay Home With The Smithtown Library” on website; upgraded Zoom account to include Zoom Webinar; National Library Week promotions; developing district-wide postcard mailing and mini newsletter

Custodial Department – participating in online training programs; gardening workshops; lawn and grounds maintenance

IT Department – ensures that the network continues to run smoothly; troubleshoots problems in connecting staff with technology

Reference Departments – participates in chat + talk programs; provides remote access to collections and services; assists patrons over the phone or through chat; attends virtual programs and workshops online; creates content for library-run virtual programs, webpage and social media

Teens – Teen librarians strive to implement new ideas and challenges every week and communicate with the teen population through daily emails and weekly phone calls while providing high quality remote programming, including craft videos, book quizzes, interactive challenges, community service programs or virtual escape rooms.

UNFINISHED BUSINESS - There was no unfinished business

PUBLIC COMMENTS - There were no public comments

NEW BUSINESS

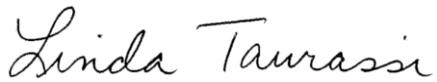
7. Library Board President Anita Dowd-Neufeld noted that the next “regular” meeting of the Board of Trustees is scheduled to take place on Tuesday, May 19, 2020 at 6:30 p.m. Details of the meeting, whether via telephone conference call or in person, will be determined prior to that date subject to the reopening of the library.

8. There being no further business, Trustee Joseph Vallone moved to adjourn the meeting at 7:47 p.m. The motion was seconded by Trustee Brianna Baker-Stines and adopted by a unanimous 6-0 vote.

Minutes approved this 19th day of May, 2020.



Anita Dowd-Neufeld, President
Smithtown Library Board of Trustees



Linda Taurassi
Secretary to the Board of Trustees