

**MINUTES
BOARD OF TRUSTEES
THE SMITHTOWN LIBRARY
June 16, 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 16th day of June, 2020 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 Theresa Stabile (entered the meeting at 6:37 p.m.) and William Zimmerman. Trustees James Hornef and Joseph Vallone were absent with prior notice.

Also present were Library Director Robert Lusak, Assistant Library Director Patricia Thomson, Treasurer Joanne T. Grove, Clerk Lauren Gunderson, Secretary Linda Taurassi and Library Accountant Al Coster of Baldessari & Coster, Certified Public Accountants.

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 May 19, 2020 be approved as presented.

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

2. At 6:33 p.m. Trustee Annette Galarza 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 Brianna Baker-Stines and adopted by general consent.

The following trustees were present and participating in executive session: Brianna Baker-Stines, Anita Dowd-Neufeld, Annette Galarza, Theresa Stabile (entered the meeting at 6:37 p.m.) and William Zimmerman.

Also present were Library Director Robert Lusak, Assistant Library Director Patricia Thomson, Systems and Specialist II James Buckman, and Secretary Linda Taurassi.

NOTE: Trustee Theresa Stabile entered the meeting at 6:37 p.m.

3. At 7:03 p.m. Library Board President Anita Dowd-Neufeld made a motion to reconvene in open public session via teleconference. The motion was seconded by Trustee Brianna Baker-Stines and adopted by general consent.

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

4. The BUDGET AND FINANCE COMMITTEE report was presented by Budget and Finance Committee Liaison Theresa Stabile.

a. TREASURER'S REPORT

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

RESOLVED, that the TREASURER'S REPORT for the month ended May 31, 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.

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-June ("L" fund) PREPAYS	\$ 46,777.01
ii. Warrant #20-June ("L" fund) WARRANT	\$ 255,140.25
iii. Warrant #20-June (PAYROLL # 11 – 5/29/2020)	\$ 257,486.06
iv. Warrant #20-June (PAYROLL #12 – 6/12/2020)	\$ 257,114.46

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

The meeting was taken out of order by Library Board President Anita Dowd-Neufeld in order to allow the report of the Personnel Committee.

5. 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:*

Separation of Service:

- i. *Separation of service of the following call-in positions (as per Suffolk County Department of Civil Service recommendations) effective June 17, 2020: Account Clerk: **Gail Rengstl**; Computer Graphics Technician: **Kelvin Carrion**; Library Assistant: **Susan Mulligan**; Custodial Worker I: **Edward Piotrowski, Michael Sanacore**.*

Leave of Absence:

- ii. Leave of absence without pay for **Sara Catalanotto**, Page, Children's Department, Smithtown building, effective June 1, 2020 through August 31, 2020.

Retirements/Resignation (Incentive):

- iii. Retirement of **William Amendolia**, full-time Custodial Worker I, effective June 29, 2020 (1st date of retirement—June 30, 2020), pending Library Board approval for an exception to the requirements of the Retirement/Resignation Incentive to decrease required years of service from ten (10) years to nine (9) years.
- iv. Retirement of **Denise Curth**, part-time Library Clerk, Technical Services Department, Nesconset building, effective June 29, 2020 (1st date of retirement—June 30, 2020)
- v. Retirement of **Jean DeLauro**, full-time Administrative Assistant, Business Office, Nesconset building, effective September 29, 2020 (1st date of retirement—September 30, 2020), pending Library Board approval for an exception to the requirements of the Retirement/Resignation Incentive to extend the retirement date to September 30, 2020.
- vi. Retirement of **Corinne DiCristina**, full-time Library Assistant, Children's Department, Smithtown building, effective June 28, 2020 (1st date of retirement—June 29, 2020).
- vii. Retirement of **Barbara Freed**, part-time Librarian I, Children's Department, Kings Park building, effective June 26, 2020 (1st date of retirement—June 27, 2020).
- viii. Retirement of **Diana Pernaciaro**, full-time Principal Library Clerk, Circulation Department, Commack building, effective September 4, 2020 (1st date of retirement—September 5, 2020); pending Library Board approval for an extension of the requirements of the Retirement/Resignation Incentive for an extension of the notification date to no later than June 30, 2020, and an extension of the retirement date to on or about September 5, 2020.
- ix. Retirement of **Maritza Podd**, full-time Senior Library Clerk, Circulation Department, Smithtown building, effective June 29, 2020 (1st date of retirement—June 30, 2020).
- x. Resignation of **Marilyn Weinberg**, part-time Librarian I, Technical Services Department, Nesconset building, effective June 30, 2020.

The motion was seconded by Trustee William Zimmerman and adopted by a unanimous 5-0 vote.

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

b. RETIREMENT/RESIGNATION INCENTIVE:

Employees Opting to Retire/Resign:

- i. RESOLVED, that pursuant to a Library Board resolution adopted on May 19, 2020, the Library received eight (8) applicants opting to elect to receive of the Retirement/Resignation Incentive, those employees being:

**William Amendolia – Custodial Worker I
Denise Curth – Library Clerk
*Jean DeLauro – Administrative Assistant
Corinne DiCristina – Library Assistant
Barbara Freed – Librarian I
*Diana Perniciaro – Principal Library Clerk
Maritza Podd – Senior Library Clerk
Marilyn Weinberg – Librarian I*

**NOTE: qualified pending board approval*

Accordingly, as each of the above employees has qualified for the incentive, it is confirmed that each employee will receive a Retirement/Resignation Incentive separation payment of three (3) months' salary.

The motion was seconded by Trustee Theresa Stabile and adopted by a unanimous 5-0 vote.

c. Release of Librarian IV position

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

- i. RESOLVED, that the release of Employee #1114, from a full-time Librarian IV position, and appointment into a full-time Librarian II position, Technical Services Department, Nesconset building, at an annual rate of pay of \$92,180.00, effective June 22, 2020, be approved.*

The motion was seconded by Trustee Theresa Stabile and adopted by a unanimous 5-0 vote.

NOTE: Trustee Annette Galarza left the meeting at 7:08 p.m.

At this time Library Board President Anita Dowd-Neufeld returned the meeting to order to allow for the presentation of the Library's 2019 Financial Report by Al Coster of Baldessari & Coster, Certified Public Accountants. The Library was again issued the highest opinion that the financial statements and underlying internal controls present fairly, in all material respects, the financial position of The Smithtown Library as of December 31, 2019, in accordance with generally accepted accounting principles.

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

RESOLVED: That the independent audit report for the fiscal year beginning January 1, 2019 and ending December 31, 2019, prepared by Baldessari & Coster, Certified Public Accountants, including financial statements and supplementary schedules, be accepted as presented (copy of report appended to the original of these minutes).

The motion was seconded by Trustee Brianna Baker-Stines and adopted by a unanimous 4-0 vote.

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

7. The COMMUNICATIONS COMMITTEE report was presented by Trustee William Zimmerman.

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

a. Donation – Anonymous

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank an anonymous Smithtown donor for their generous online donation of three hundred dollars (\$300.00), 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 Theresa Stabile and adopted by a unanimous 4-0 vote.

8. The DIRECTOR'S REPORT was presented verbally to the Library Board by Library Director Robert Lusak.

The Library Director extended his deep appreciation to all staff for their hard work and cooperation in preparation of the reopening of our Library buildings, and thanked the Library Board for all their support over the past few months. Last week the book drops of all Library buildings reopened and this week curbside delivery of items has begun. The Director said it has been a heartwarming experience to connect with our patrons once again and find out they have missed the Library as much as the Library has missed its patrons. The Library Director and staff are looking forward to our planned July 1st reopening of all buildings.

The Library Director invited Assistant Library Director Patricia Thomson, Smithtown Building Head Eileen Caulfield, Commack Building Head Cynthia Guzzo, Network & Systems Specialist II James Buckman and Community Relations Department Head Julie DeLaney to update the Library Board on recent developments pertaining to the reopening of our buildings. All were in agreement that things have been running smoothly and that staff is happy to be back at work.

Items reviewed:

- Curbside pickup service has begun
- Community rooms are filled with books
- Technical Services Department working to get all new items processed
- Library of Things items – patrons have been contacted – told not to return yet
- Remote printing for patrons to be set up in all buildings in near future
- Computers on loan to students to remain on loan awhile longer
- Outdoor summer concerts have been canceled, but the possibility remains of indoor concerts in the fall.
- Summer Reading Program is scheduled and will proceed online
- New patrons are up by approximately 20-30%
- May statistics included: Fregal Music – 1,691 streaming; OverDrive – 24,571 downloads; Flipster – 1,407 downloads; Kanopy – 700 downloads; Hoopla – 650 downloads
- Social media accounts are very active and mostly positive feedback has been received
- Informational signage in all buildings is being developed for the public

UNFINISHED BUSINESS – There was no unfinished business

PUBLIC COMMENTS - There were no public comments

NEW BUSINESS

9. REVISED POLICY – Maintenance of Public Order on Library Property [Policy 700-10] (1st reading)
(Note: revisions are noted in underlined bold font)

Library Board President Anita Dowd-Neufeld moved to waive the reading of **Maintenance of Public Order on Library Property (Policy 700-10)**. The motion was seconded by Trustee Brianna Baker-Stines and adopted by a unanimous 4-0 vote. Assistant Library Director Patricia Thomson gave a brief overview of the policy. The policy will be reviewed by the Library Board and voted on at the July regular board meeting.

STATUTORY AUTHORITY

The Board of Trustees of The Smithtown Library hereby adopts rules and regulations for the maintenance of order on Library property and to promulgate penalties for violations under the authority of NY Education Law §.

RULES AND REGULATIONS

COVID-19 Safety: All Library patrons and visitors on Library property must adhere to all the rules and regulations outlined in the Library's COVID-19 Re-Opening Safety Plan. The rules and regulations in the COVID-19 Re-Opening Safety Plan are to supersede the rules and regulations set forth in this policy and will be enforced as long as the Smithtown Library Board of Trustees deems necessary.

All Library patrons and visitors will be required to wear a face covering and maintain 6 ft. of spacing from others at all times while on Library property. Failure to comply will constitute grounds for immediate ejection and other action deemed appropriate by the Director.

The Board of Trustees of The Smithtown Library has adopted the following rules and regulations:

1. *Behavior and Conduct: No person, either singly or in concert with others, shall:*
 - a. *Fail to comply with the lawful directives of Library supervisors or staff.*
 - b. *Sleep for prolonged periods of time.*
 - c. *Make unreasonable noise, use abusive or obscene language, make obscene gestures, or undertake an act of violence or breach of the peace on Library property.*
 - d. *Possess or use an alcoholic substance, an illicit narcotic substance, or a dangerous weapon or instrumentality on Library property.*
 - e. *Willfully misuse, mar, deface, damage or destroy Library property or equipment.*
 - f. *Disrupt, interfere with, or attempt to prevent the orderly conduct of lectures, patrons, meetings, or public events conducted at the Library.*
 - g. *Make excessive noise or undertake acts that are distracting or disruptive to an environment conducive to reading and study.*
 - i. *Normal conversational noise levels are permitted for reference and circulation services only. Headphones and laptop computers may be used in the Library; however, noise from headphones and laptop computers must not be audible to others.*
 - ii. *No talking or whispering is allowed in areas of the Library designated as "silent" study spaces.*
 - iii. *Cellular telephones may not be used anywhere in the Library except in cases of police or fire emergency.*
 - iv. *No running, dancing or physical exercise is permitted within the Library unless undertaken in conjunction with a Library sponsored program.*
 - v. *Snoring is not permitted.*

2. *Proper Dress, Foods and Beverages; Animals: The Board of Trustees of The Smithtown Library prohibits the following:*
 - a. *Dress/Hygiene. Entry into the Library shall, at all times, require regularly-accepted foot and bodily coverings; hygiene that is not disturbing to patrons or staff is to be observed.*
 - b. *Foods and Beverages. The eating of foods and/or drinking of beverages is not permitted in the public service areas.*
 - c. *Animals. Except for service animals, no animals shall be brought into the Library.*
 - d. *Smoking: No smoking of any nature is permitted in Library buildings or on Library grounds. This includes but is not limited to, e-cigarettes, i.e., vaping.*

3. *Loitering; Trespassing: The Board of Trustees of The Smithtown Library prohibits:*
 - a. *Loitering. Section 240.35 Penal Law provides in relevant part that any person who loiters in or about a building in violation of rules and regulations is guilty of disorderly conduct. It is expected that all patrons will engage in activity that are related to Library functions.*
 - b. *Trespassing. Section 140.05 Penal Law provides in relevant part that any person who unlawfully enters into or remains unlawfully in or upon the premises is guilty of trespass.*

4. *Punitive Action: Violation of any of the Rules and Regulations, as adopted by the Trustees of The Smithtown Library, may result in the following:*
 - a. *Immediate ejection from the Library's property.*
 - b. *Prohibition of entry upon Library property for a stated term.*
 - c. *Civil and/or criminal prosecution.*
 - d. *Impositions of those penalties deemed appropriate by the Library Board of Trustees.*

5. *Distribution of non-library materials, gathering of signatures for petitions, etc.: The following activities are permitted only when authorized by the Library's Board of Trustees or Library Director:*
 - *Distribution of non-Library related leaflets/fliers/materials.*
 - *Solicitation of opinions through interviews or surveys on Library property.*
 - *Solicitation of or the gathering of signatures for petitions on Library property.*
 - *Solicitation of donations.*
 - *Selling products or services.*

10. NEW POLICY: COVID-19 Reopening Safety Plan [Policy 500-70] (1st reading)

Library Board President Anita Dowd-Neufeld moved to waive the reading of **COVID-19 Reopening Safety Plan (Policy 500-70)**. The motion was seconded by Trustee Theresa Stabiles and adopted by a unanimous 4-0 vote. Assistant Library Director Patricia Thomson gave a brief overview of the policy. The policy will be reviewed by the Library Board and voted on at the July regular board meeting.

Phased Reopening Time Line

The Smithtown Library will adhere to the following phased reopening schedule. The Library's Board of Trustees will determine when to advance from phase to phase. The determination will be based on the most current information from NYS and Suffolk County health officials.

The Smithtown Library Phase 1 (Approximately 2 weeks as deemed appropriate by the Board of Trustees)

- *Library employees may return to work in the number approved by the Director.*
- *Social distancing will be practiced.*
- *Staff shifts may be staggered and work schedules adjusted to reduce density; supplementary cleaning protocols will be effected in Library facilities.*
- *Library employees will be assigned to enhance distance services and prepare the Library facility for onsite Library services.*

The Smithtown Library Phase 2 (Approximately 2 weeks as deemed appropriate by the Board of Trustees)

- *The Library may begin to allow the lending and returning of Library items by way of contactless curbside pickup or delivery services. Subject to guidance received from the CDC and/or the Federal Institute of Library and Museum Services, Library materials will be quarantined for a period of seventy-two (72) hours prior to being handled.*
- *Social distancing will be practiced.*
- *Staff shifts may be staggered and work schedules adjusted; supplementary cleaning protocols will be effected.*
- *Employees who have contact with Library materials will be offered the option to wear gloves while handling materials. Gloves will be provided if requested.*
- *Employees who have contact with the public will be required to wear masks during times of contact. Masks will be provided.*

The Smithtown Library Phase 3 (Approximately 2-10 weeks as deemed appropriate by the Board of Trustees)

- *Library facilities may open to the public with social distancing restrictions in place.*
- *Significant modifications of facilities and service programs may be implemented including restrictions on Library hours, public access, building capacities, seating areas, computer usage, and access to Library stacks.*
- *The Library may offer in-building computer use by appointment but only with the ability to maintain safe social distances. Computers will be regularly sanitized between uses.*
- *Social distancing will be practiced*
- *Staff shifts may be staggered and work schedules adjusted; supplementary cleaning protocols will be effected.*
- *Employees who have contact with Library materials will be offered the option to wear gloves while handling materials. Gloves will be provided if requested.*
- *Employees who have contact with the public will be required to wear masks during times of contact. Masks will be provided.*

The Smithtown Library Phase 4 (Approximately 4-12 months as deemed appropriate by the Board of Trustees)

- *The Library may open to the public with social distancing protocols in place. Modifications of facilities and service programs may be necessary including restrictions on seating areas, computer usage, and access to Library stacks.*
- *Small group events may be permissible.*
- *Social distancing will be practiced.*
- *Staff shifts may be staggered and work schedules adjusted; supplementary cleaning protocols will be effected.*
- *Employees who have contact with Library materials will be offered the option to wear gloves while handling materials. Gloves will be provided if requested.*
- *Employees who have contact with the public will be required to wear masks during times of contact. Masks will be provided.*

Post Phase 4

- *Library may return to normal, pre-COVID-19 operations and reinstate regular service programs including events.*

Physical Distancing

Employees must maintain a six (6) foot distance from each other, unless safety or the core function of the work activity performed by masked employees requires a shorter distance in which case masks are to be worn.

Employees will be limited to in-house presence only as scheduled for assigned tasks to be accomplished; Library hours may be adjusted to spread employee and patron traffic over a period of time.

Workspaces and employee seating areas will be modified and/or restricted (as to capacity) in order to maintain 6 ft. distance. If not feasible, face coverings will be required; or physical barriers (e.g. clear shielding walls) will be enacted (in accordance with governmental guidelines) in areas where they will not impair airflow, heating, cooling, or ventilation.

When employees are less than 6 ft. apart from each other (or a patron) and without a physical barrier (e.g. clear shielding wall); employees must wear acceptable face coverings.

Signs with arrows may be posted to reduce bi-directional foot traffic in narrow aisles, hallways, or spaces.

Tightly confined spaces (e.g. elevators, narrow aisles) should be occupied by only one individual at a time, unless all employees are wearing face coverings. If occupied by more than one person, the occupancy will be maintained at or under 50% of maximum capacity.

When possible patron arrivals will be staggered by advising of pick-up time “windows”; and avoiding direct hand-offs.

Social distancing markers that denote 6 ft. of spacing in commonly used (and other applicable) areas will be clearly designated.

Designated areas for pick-ups and deliveries will be established; limiting contact to the extent possible.

Designated patron waiting areas (e.g. lines, parking areas) will be arranged to maximize social distancing; a contactless delivery system will be implemented.

In-person gatherings will be limited. Tele-or-video-conferencing will be utilized whenever possible.

Essential in-person gatherings (e.g. meetings) will be held in open, well-ventilated spaces with appropriate social distancing among participants.

Non-essential visitors will be prohibited from the Library.

Protective Equipment

Employees will be provided with an acceptable face covering at no cost to the employee. An adequate supply of replacement coverings will be available. Acceptable face coverings include but are not limited to cloth and surgical masks, unless the nature of the work requires stricter PPE (e.g. N95, face shield).

Employees must clean or replace face coverings after use or when damaged or soiled. Face coverings must not be shared and should be properly stored or discarded.

The sharing of objects (e.g. telephones) will be limited; the touching of shared surfaces is discouraged; when employees are in contact with shared objects or frequently touched areas they will have the option to wear gloves; or sanitize or wash hands before and after contact.

Hygiene & Cleaning

The Library will adhere to the hygiene and sanitation requirements of the Centers for Disease Control and Prevention (CDC) and State and County Departments of Health (DOH) and maintain cleaning logs on site that document the date, time, and scope of cleaning.

The Library will provide and maintain hand hygiene stations for employees, including accessibility for handwashing with soap, water, and paper towels or air dryers, as well as an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible.

The Library will provide and encourage employees to use cleaning/disinfecting supplies before and after use of shared or frequently touched surfaces, followed by hand hygiene.

The Library will provide adequate space for employees to observe social distancing while eating meals. The sharing of food and beverages is prohibited.

Employees have the option to wear gloves when handling Library materials (books, DVDs, etc.) that have not been quarantined for 72 hours. Employees must wash or sanitize their hands before and after handling Library materials.

Regular premises cleaning and disinfection (after every shift, or more frequently as needed) and more frequent cleaning and disinfection of shared objects (e.g. telephones), shared surfaces, and high touch areas (self-checkout stations, pickup areas, restrooms, common areas) will be implemented.

Cleaning and disinfecting will be performed using Department of Environment Conservation (DEC) products identified by the Environmental Protection Agency (EPA) as effective against COVID-19. If cleaning or disinfection products (or the act of cleaning and disinfecting) causes safety hazards or degrades the material or machinery, employees will receive access to a hand hygiene station between use and/or be supplied with disposable gloves if requested.

In the event an employee tests positive COVID-19 the Library will execute a plan for cleaning, disinfection and will notify Suffolk County to allow the County to begin contact tracing.

Communication

The Library will continually review and implement State and County issued guidelines.

The Library will use social media, verbal communication and signage to provide patrons with instructions for ordering/pick-up of Library materials.

The Library will adhere to New York State guidance regarding face coverings for patrons.

Signage inside and outside of the Library will be posted to remind employees and patrons to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.

All employees will be trained on new protocols and informed of all safety guidelines.

Employees will be notified of updated information via their smithlib.org email account.

The Library will use social media, the Library website and signage to provide patrons with updated information.

The Library will conspicuously post safety plans.

Screening & Contact Tracing

Employees who are sick or feel unwell should stay home or return home if they become sick or feel unwell at work.

Employees will undertake a health self-assessment test (e.g. questionnaire, temperature check) before beginning work each day. Assessment responses will be reviewed every day and documented.

Employees who present COVID-19 symptoms will be sent home and instructed to contact their health care provider for medical assessment and COVID-19 testing. If tested positive, employee may only return to work after completing a 14-day quarantine and providing a doctor certification that they are coronavirus free.

Employees who present no symptoms but have tested positive in the past 14 days may only return to work after completing a 14-day quarantine and providing a doctor certification that they are coronavirus free.

Employees who have had close contact with a confirmed or suspected person with COVID-19 but are not experiencing symptoms should inform their supervisors and may be permitted to work with additional precautions, including regular self-monitoring for symptoms and temperature, required wearing of face covering at all times and appropriate social distancing from others.

The Library will maintain records of employees, who may have had close contact with other individuals at the Library. Logs for vendors and or delivery persons who have visited the Library will also be kept on record.

If an employee was in close contact with another (or others) at the Library and tests positive for COVID-19, the Library will immediately notify state or local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as employees, visitors, and/or patrons (if known) who had close contact with the individual, while maintaining the confidentiality required by state and federal law and regulations.

11. Library Board President Anita Dowd-Neufeld noted that the next "regular" meeting of the Board of Trustees is scheduled to take place on Tuesday, July 21, 2020 at 6:30 p.m. at the Commack building (subject to the reopening of all Library buildings). Details of the meeting, whether via teleconference, or in person, will be determined prior to that date subject to the reopening of the library.
12. There being no further business, Library Board President Anita Dowd-Neufeld moved to adjourn the meeting at 8:08 p.m. The motion was seconded by Trustee Brianna Baker-Stines and adopted by a unanimous 4-0 vote.

Minutes approved this 21st day of July, 2020.



Anita Dowd-Neufeld, President
Smithtown Library Board of Trustees



Linda Taurassi
Secretary to the Board of Trustees