

**MINUTES
BOARD OF TRUSTEES
THE SMITHTOWN LIBRARY
July 21, 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 21st day of July, 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, James Hornef, Theresa Stabile and William Zimmerman (entered the meeting at 6:36 p.m.). Trustee Thomas Maher was appointed and took the oath of office during the meeting.

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.

1. Library Board President Anita Dowd-Neufeld noted that a moment of silence would be observed in memory of deceased board member Joseph A. Vallone.
2. Trustee Annette Galarza moved to accept adoption of the following memorial resolution in honor of deceased board member Joseph A. Vallone

WHEREAS, The Smithtown Library and the broader library community lost a valued member and leader in June with the passing of Joseph A. Vallone, who served on the Library Board of Trustees since January 2004; and

WHEREAS, during his sixteen years of dedicated service in which he was nominated and served as Board President three times and was nominated and served as Board Vice President six times, he epitomized class and professionalism in his service as a trustee and treated his role with the respect it deserved; and

WHEREAS, he enriched those fortunate enough to know and work with him; now therefore be it

RESOLVED, that members of the Board of Trustees and staff of The Smithtown Library recognize the significant contributions of Joseph A. Vallone over the course of his distinguished career and will miss his guidance and his friendship; and be it

FURTHER RESOLVED, that the members of the Board of Trustees and staff of The Smithtown Library extends its sincerest condolences to his family and friends.

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

NOTE: Trustee William Zimmerman entered the meeting at 6:36 p.m.

3. Trustee James Hornef moved to accept adoption of a resolution to appoint Thomas Maher as Library Trustee:

*RESOLVED, that the Board of Trustees of The Smithtown Library hereby appoints **Thomas Maher** as Library Trustee, effective July 21, 2020, to fulfill the vacancy on the Library Board of Trustees caused by the passing of Joseph A. Vallone; pursuant to state legislation, such term to be in effect until the next annual election of library trustees (October 13, 2020).*

The motion was seconded by Trustee William Zimmerman and adopted by a unanimous 6-0 vote.

4. The meeting was taken out of order at this time by Library Board President Anita Dowd-Neufeld to allow Life Scouts Owen Cozine, Yash Merchant and Zachary Sanger of Boy Scout Troop 349 of Nesconset to present their Eagle Scout Service Project for approval. The Library Board was in agreement with the plans presented to construct fencing and a stone dirt path on the Caleb Smith property and moved a formal resolution later in the meeting.
5. After the presentation of the Eagle Scout Service Project the meeting returned to order and the oath of office was administered to newly appointed Library Trustee Thomas Maher by Library District Clerk Lauren Gunderson.

READING AND APPROVAL OF MINUTES

6. Trustee Theresa Stabile moved to accept adoption of the following resolution:

RESOLVED, that the REGULAR MEETING MINUTES of June 16, 2020 and the SPECIAL MEETING MINUTES of June 29, 2020 be approved as presented (appended).

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

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

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

- a. **TREASURER'S REPORT**

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

RESOLVED, that the TREASURER'S REPORT for the month ended June 30, 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 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-July ("L" fund) PREPAYS | \$ 20,859.94 |
| ii. Warrant #20-July ("L" fund) WARRANT | \$ 604,467.22 |
| iii. Warrant #20-July (PAYROLL # 13 – 6/26/2020) | \$ 257,005.67 |
| iv. Warrant #20-July (PAYROLL # 14 – 7/10/2020) | \$ 411,911.25 |

The motion was seconded by Library Board President Anita Dowd-Neufeld and adopted by a unanimous 7-0 vote.

8. 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:

Full-time Appointment:

- i. Permanent full-time promotional appointment of Erin Kanelos to the position of Librarian IV, Building Head, Kings Park building, at an annual rate of pay of \$88,033.00, subject to a 12-week probationary period, effective July 22, 2020 (to fill the vacancy created by the reassignment of employee #1114 to the Technical Services Department, Nesconset building, effective 6/22/20).

Part-time Appointments:

- ii. Release of **Jessica Mudano** from a part-time Library Clerk position into a part-time position of Librarian Trainee, Children's Department, Kings Park building, at an hourly rate of pay of \$27.25, effective July 22, 2020 (to fill the vacancy created by the retirement of Barbara Freed, effective 6/27/20).
- iii. Part-time appointment of **TBD** to the position of Librarian I, Smithtown building, at an hourly rate of pay of \$31.69, effective date TBD.
- iv. Part-time appointment of **Elizabeth Stoner** to the position of Page, Technical Services Department, Nesconset building, at an hourly rate of pay of \$13.00, effective August 17, 2020 (to fill the vacancy created by the resignation of Lorraine Guerriere, effective 4/28/20).
- v. Part-time appointment of **Demetra Gonis** to the position of Page, Kings Park building, at an hourly rate of pay of \$13.00, effective July 31, 2020 (to fill the vacancy created by the resignation of Jules Wexler, effective 2/28/20).

Resignation:

- vi. Resignation of **Benjamin Lederer**, Library Clerk, Circulation Department, Nesconset building, effective June 30, 2020.

Leave of Absence:

- vii. *Child care leave of absence without pay for **Adam Zoffranieri**, Librarian Trainee, Reference Department, Commack building, effective July 20, 2020 through August 3, 2020 pursuant to the collective bargaining agreement currently in effect.*

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

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

- b. *RESOLVED, that the following CONFERENCE/WORKSHOP ATTENDANCE requests set forth hereinafter are hereby approved:*
 - i. *That Children’s Services Librarian I **Morgan Brett**, Children’s Department, Commack building, be authorized to participate in a webinar titled “N.Y.S. Notary Licensing Exam Prep Online”, sponsored by Notary Public New York, with reimbursement for actual and necessary expenses not to exceed \$77.00, at a time to be determined.*
 - ii. *That Children’s Services Librarian I **Wendy Johnson**, Children’s Department, Commack building, be authorized to participate in a webinar titled “N.Y.S. Notary Licensing Exam Prep Online”, sponsored by Notary Public New York, with reimbursement for actual and necessary expenses not to exceed \$77.00, at a time to be determined.*

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

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

c. APPRECIATION OF SERVICE:

RESOLVED, whereas the following five employees have announced their retirement from The Smithtown Library effective on or before June 30, 2020:

| EMPLOYEE | TITLE | DEPARTMENT | BUILDING | YEARS EMPLOYED |
|---------------------------|-----------------------------|---------------------------|-------------------|-----------------------|
| <i>William Amendolia</i> | <i>Custodial Worker I</i> | <i>Custodial</i> | <i>Smithtown</i> | <i>9 years</i> |
| <i>Denise Curth</i> | <i>Library Clerk</i> | <i>Technical Services</i> | <i>Nesconset</i> | <i>26 years</i> |
| <i>Corinne DiCristina</i> | <i>Library Assistant</i> | <i>Children’s</i> | <i>Smithtown</i> | <i>31 years</i> |
| <i>Barbara Freed</i> | <i>Librarian I</i> | <i>Children’s</i> | <i>Kings Park</i> | <i>32 + years</i> |
| <i>Maritza Podd</i> | <i>Senior Library Clerk</i> | <i>Circulation</i> | <i>Smithtown</i> | <i>14 + years</i> |

AND WHEREAS, each of these employees has been a long-standing, dedicated and valued member of the Library; now therefore be it

RESOLVED, that the Board of Trustees of The Smithtown Library hereby expresses its sincere appreciation to these employees for their many years of dedicated service and contributions to the Library; and be it

FURTHER RESOLVED, that the Board extends to each employee its best wishes for many years of health and happiness during their retirement.

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

9. The BUILDINGS AND GROUNDS COMMITTEE report was presented by Library Board President Anita Dowd-Neufeld.

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

a. Eagle Scout Service Project

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby accept the Eagle Scout Service Project presented by Life Scouts Owen Cozine, Yash Merchant and Zachary Sanger of Boy Scout Troop 349 of Nesconset, to design and construct the following:

- i. Construction of fencing on Caleb Smith property running perpendicular to the Smithtown building for a distance of 110 feet – Owen Cozine*
- ii. Construction of fencing on Caleb Smith property running parallel to the Smithtown building – Yash Merchant*
- iii. Construction of a stone dust path on Caleb Smith property from the Library’s parking lot to the front entrance of the Caleb Smith house measuring approximately 3 feet by 90 feet – Zachary Sanger*

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

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

b. Contract Modification – Rate of Pay Adjustment – GXC Inc.

*RESOLVED, that the Board of Trustees of The Smithtown Library authorizes the Library Director to modify the current contract with **GXC Inc.**, for the purpose of providing security services to the Library’s four buildings, to raise the rate of pay from \$28.72 per hour to \$29.51 per hour to be in accordance with NYS prevailing wage for the titles of Guards and Watchmen. (NOTE: The rate per hour includes: the prevailing wage, the supplemental benefit, and GXC Inc. administrative fees.)*

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 resolution “c”:

c. Fire Sprinkler Inspections - all Library buildings

*RESOLVED, that the Board of Trustees of The Smithtown Library does hereby authorize the Library Director to enter into a contract with **Upright Installations & Inspections**, for a period of one year, to begin August 1, 2020, for the purpose of providing inspections of the Automatic Fire Sprinkler Systems for all Library buildings, at a total annual cost not to exceed \$1,800 (\$450.00 per building).*

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

Trustee Theresa Stable moved to accept adoption of resolution “d”:

d. Burglar Alarm Monitoring - all Library buildings

*RESOLVED, that the Board of Trustees of The Smithtown Library does hereby authorize the Library Director to enter into a contract with **Electronix Systems**, to begin August 1, 2020 for the fourth (4) year of a five (5) year contract, for the purpose of providing central station burglar alarm monitoring and panic button monitoring for all Library buildings, at a total annual cost not to exceed \$1,056.00 (\$264.00 per building). Subsequent annual renewals will be considered pending board approval.*

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

10. The COMMUNICATIONS COMMITTEE report was presented by Communications Committee Liaison William Zimmerman.

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

a. Donation -- Terry O. Brown

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank Terry O. Brown, of Louisville, Kentucky, for his generous donation of twenty-five dollars (\$25.00), in appreciation for assistance received from the Long Island Room, and be it

FURTHER RESOLVED, that said donation is to be used as necessary for the Long Island Room at the Library's discretion.

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

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

b. Memorial Donation – Barbara Scherr Trenk

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank Mr. Robert Scherr for his generous donation of ONE HUNDRED DOLLARS (\$100.00) to The Smithtown Library, in memory of his sister Barbara Scherr Trenk, and be it

FURTHER RESOLVED, that the funds will be used, as requested, toward women's voices/writing, or public/community affairs.

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

11. The DIRECTOR'S REPORT was presented verbally to the Library Board by Library Director Robert Lusak. The following items were discussed:

- The Library Director welcomed newly appointed Library Trustee Thomas Maher and said he, as well as library staff, were looking forward to working with him.
- The Library Director expressed his sorrow over the untimely passing of Library Trustee Joseph Vallone and noted that he would miss his friendship, expertise, and his dedication to the community. The Library Director noted that Librarian II Caren Zatyk, head of the Long Island Room, was currently working with the Community Relations Department on a mini-series documentary of The Smithtown Library and had proposed the idea of adding a tribute to Joseph Vallone at the end of the documentary.
- Staff members - Births: Smithtown building head Eileen Caulfield has a new granddaughter, born July 19th; Librarian Trainee Adam Zoffranieri, Commack Reference Department and his wife had a baby girl, born July 20th.
- Effective Saturday, August 1st all library buildings will increase operating hours for the public: Saturday (9:30 am - 5:00 pm); Monday, Tuesday, Thursday (9:30 am – 9:00 pm); Friday (9:30 am – 6:00 pm); we will continue to close to the public on Wednesdays for deep cleaning, and will reopen on Sundays after Labor Day.
- The Library Director noted that we have received nothing but positive feedback from the public since we reopened.
- The July 2nd edition of The Smithtown News featured a very nice article about The Smithtown Library informing the public about our new protocols, and the July 6th edition of Newsday also ran a nice article in which The Smithtown Library was featured.
- The Library Director congratulated and welcomed Erin Kanelos as the new building head at the Kings Park building.
- The Parking Lot Project at the Smithtown building is resuming. There has been a request from the Department of Transportation who is proposing ADA handicap wheelchair accessible sidewalks be installed on the eastern side of North Country Road. A meeting has been scheduled with Town of Smithtown officials and we hope to incur the assistance of our elected officials in the matter.
- Smithtown building head Eileen Caulfield reported that the Patent & Trademark Resource Center has resumed in-person appointments; the Passport Acceptance Facility is in the process of relocating to the second floor conference room to allow for social distancing while taking applicant's photos; a Long Island Room project currently underway has invited the community to participate in collecting and sharing memorabilia reflecting the impact the coronavirus pandemic has had on our community; the Long Island Room is the recipient of a donation of two oil paintings, circa 1820, of the "Head of the River" area in Smithtown.

- Nesconset, Commack and Kings Park building heads reported that staff is happy to be serving the public once again; curbside pickup is doing well but patrons seem happy to be returning to the Library and foot traffic inside the Library has been increasing; staff is pleased to have additional public safety guards to assist with the Library's COVID-19 regulations.

UNFINISHED BUSINESS

12. REVISED POLICY – **Maintenance of Public Order on Library Property [Policy 700-10]** (2nd reading)

(Note: revisions are noted in underlined bold font)

Trustee Brianna Baker-Stines moved to waive the reading of Maintenance of Public Order on Library Property (Policy 700-10). The motion was seconded by Trustee Theresa Stabile and adopted by a unanimous 7-0 vote.

Trustee James Hornef moved to accept adoption of the Maintenance of Public Order on Library (Policy #700-10). The motion was seconded by Trustee Annette Galarza and adopted by a unanimous 7-0 vote.

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.*

13. **NEW POLICY: COVID-19 Reopening Safety Plan [Policy 500-70]** (2nd reading)

Trustee Brianna Baker-Stines moved to waive the reading of the COVID-19 Reopening Safety Plan (Policy 500-70). The motion was seconded by Trustee Annette Galarza and adopted by a unanimous 7-0 vote.

Trustee Brianna Baker-Stines moved to accept adoption of the COVID-19 Reopening Safety Plan (Policy 500-70). The motion was seconded by Trustee James Hornef and adopted by a unanimous 7-0 vote.

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.

PUBLIC COMMENTS

There were no public comments.

NEW BUSINESS

14. LIBRARY BUDGET VOTE AND TRUSTEE ELECTION:

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

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby authorize Clerk Lauren Gunderson to undertake all actions necessary pursuant to Chapter 193 of the Laws of New York to conduct the Library's 2021 Budget Vote and Trustee Election to take place on October 13, 2020, including:

- i. The hiring of the Suffolk County Board of Elections (BOE) to serve as a sole source vendor for voter registration listings, mailing labels, poll roster books, ballot boxes, and full voting hours switchboard assistance at a cost not to exceed \$3,000.00 (Note: BOE is unable to provide voting machines due to NYS early voting.)*
- ii. Administering the selection and appointment of not more than 20 persons to serve in the capacity of election inspector for the 2021 Budget Vote and Trustee Election at a rate of pay per inspector of \$13.00 per hour.*

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

7/21/20

15. REVISED POLICY – **Circulation of Materials [Policy 800-10]** (1st 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 Circulation of Materials Policy [Policy 800-10]. The motion was seconded by Trustee Theresa Stabile and adopted by a unanimous 7-0 vote. The policy will be reviewed by the Library Board and voted on at the August regular board meeting.

C. Loan Periods:

- 5. The “Library of Things” collection owned by the Library shall have a loan period of seven (7) days. A maximum of two (2) “Library of Things” items may be borrowed at one time. ~~for a maximum of twelve (12) items a year.~~

E. Holds and Reserves

- 1. Items which may be placed on hold in the online catalog include new fiction and nonfiction books, automotive repair manuals, study notes, children’s holiday books, adult magazines, young adult magazines, children’s magazines, test preparation books, mobile hotspots (or wireless communication systems), **“Library of Things” items**, audio recordings, and video recordings.
- 4. ~~“Library of Things” collection may be reserved at a Reference desk in any Smithtown Library building or through the “Library of Things” links on the Library’s webpage, dates are subject to availability.~~
- ~~4.~~ Cardholders shall have a reasonable period of time to claim reserved items after being notified that such items are available.

F. Extended Use

- 2. f. The “Library of Things” collection owned by the Library shall **accrue an extended use fee of \$10.00 per day. The maximum fee for such materials shall not exceed \$100.00 per item.** ~~have an extended use fee based on the value of the item up to the replacement cost of the item as listed on the borrower’s agreement.~~

| Value | Extended Use Fee |
|--------------------------------|----------------------------|
| Less than \$200.00 | \$1.00 per day |
| \$200.00 - \$499.00 | \$10.00 per day |
| \$500.00 - \$999.00 | \$20.00 per day |
| \$1,000.00 or more | \$30.00 per day |

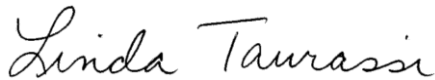
*(Must be returned in person to **the Reference Department at any Smithtown Library building.** the Service desk at the Library building in which the item was borrowed.)*

16. Library Board President Anita Dowd-Neufeld noted that the Board of Trustees annual Budget meeting was tentatively scheduled to be held at the Nesconset building on September 3, 2020 at 9:30 a.m.
17. Library Board President Anita Dowd-Neufeld noted that the next "regular" meeting of the Board of Trustees is scheduled to take place on Tuesday, August 18, 2020 at 6:30 p.m. at the Kings Park building. Details of the meeting, whether via teleconference, or in person, will be determined prior to that date subject to the New York State Executive Order regarding Open Meetings Law due to COVID-19
18. There being no further business, Trustee Brianna Baker-Stines moved to adjourn the meeting at 8:01 p.m. The motion was seconded by Trustee Theresa Stabile and adopted by a unanimous 7-0 vote.

Minutes approved this 18th day of August, 2020.



Anita Dowd-Neufeld, President
Smithtown Library Board of Trustees



Linda Taurassi
Secretary to the Board of Trustees