

**MINUTES  
BOARD OF TRUSTEES  
THE SMITHTOWN LIBRARY  
August 18, 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 18<sup>th</sup> day of August, 2020. The meeting was called to order at 7:10 p.m.

The following Library Trustees were present and participating at the meeting via teleconference: Anita Dowd-Neufeld, Annette Galarza, Theresa Stabile and Thomas Maher. Trustees Brianna Baker-Stines, James Hornef and William Zimmerman were 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 Annette Galarza moved to accept adoption of the following resolution:

*RESOLVED, that the REGULAR MEETING MINUTES of July 21, 2020 be approved as presented (appended).*

The motion was seconded by Trustee Thomas Maher and adopted by a unanimous 4-0 vote.

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

2. The BUDGET AND FINANCE COMMITTEE report was presented by Trustee Annette Galarza:

- a. TREASURER'S REPORT

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

*RESOLVED, that the TREASURER'S REPORT for the month ended July 31, 2020 be approved for filing (copy of report appended to the original of these minutes).*

The motion was seconded by Trustee Thomas Maher and adopted by a unanimous 4-0 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-August ("L" fund) PREPAYS	\$ 20,842.08
ii. Warrant #20-August ("L" fund) WARRANT	\$ 310,649.40
iii. Warrant #20-August (PAYROLL # 15 – 7/24/2020)	\$ 267,797.65
iv. Warrant #20-August (PAYROLL # 16 – 8/7/2020)	\$ 250,602.05

The motion was seconded by Trustee Thomas Maher and adopted by a unanimous 4-0 vote.

3. In the absence of Personnel Committee Liaison Brianna Baker-Stines the PERSONNEL COMMITTEE report was presented by Library Board President Anita Dowd-Neufeld.

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. Release of **Maria Torquato** from a part-time Library Clerk position, Circulation Department, Commack building, into a permanent full-time Library Clerk position, Circulation Department, Kings Park building, at an annual rate of pay of \$33,581.00, subject to a 26-week probationary period, effective September 3, 2020 (to fill the vacancy created by the reassignment of Ben Lederer to the Nesconset building, effective 11/13/19, and the release of Jessica Mudano from a part-time Library Clerk position into a part-time Librarian Trainee position, effective 7/22/20).

Part-time Appointments:

- ii. Part-time appointment of **Cecelia Markowitz** to the position of Librarian Trainee, Children’s Department, Smithtown building, at an entry-level hourly rate of pay of \$27.89, effective September 3, 2020.
- iii. Part-time appointment of **Ava Muffoletto** to the position of Page, Kings Park building, at an hourly rate of pay of \$13.00, effective August 25, 2020 (to fill the vacancy created by the resignation of Joseph Cortez, effective 8/8/20).
- iv. Part-time appointment of **Allison Yablonski** to the position of Page, Kings Park building, at an hourly rate of pay of \$13.00, effective August 25, 2020 (to fill the vacancy created by the resignation of Declan Willems, effective 8/8/20).

Resignations:

- v. Resignation of **Joseph Cortez**, Page, Kings Park building, effective August 8, 2020.
- vi. Resignation of **Declan Willems**, Page, Kings Park building, effective August 8, 2020.

Leave of Absence:

- vii. Leave of absence without pay for **Paige A. Hurst**, Page, Reference/Circulation Departments, Smithtown building, effective August 6, 2020 through August 20, 2020.
- viii. Work related (Worker's Compensation) medical leave of absence without pay for **Employee #1192**, effective July 21, 2020 through August 23, 2020 with a return-to-work date of August 24, 2020.

The motion was seconded by Trustee Thomas Maher and adopted by a unanimous 4-0 vote.

Library Board President Anita Dowd-Neufeld moved to accept adoption of resolution "b":

- b. **RESOLVED**, that the following CONFERENCE/WORKSHOP ATTENDANCE requests set forth hereinafter are hereby approved:
  - i. That Assistant Library Director **Patricia Thomson**, Administration Department, Nesconset building, be authorized to attend the NYLA 2020 "Virtual" Conference sponsored by the New York Library Association, effective November 5, 2020 and November 6, 2020, with reimbursement for actual and necessary expenses not to exceed \$149.00.
  - ii. That Children's Librarian I **Morgan Brett**, Children's Room, Commack building, be authorized to attend, nunc pro tunc, on paid release time, the walk-in Notary Public Exam, to be held at the Perry B. Duryea State Office Building, Hauppauge, NY, on August 5, 2020, with reimbursement for actual and necessary expenses not to exceed \$15.00.
  - iii. That Children's Librarian I **Wendy Johnson**, Children's Room, Commack building, be authorized to attend, nunc pro tunc, on paid release time, the walk-in Notary Public Exam, to be held at the Perry B. Duryea State Office Building, Hauppauge, NY, on August 5, 2020, with reimbursement for actual and necessary expenses not to exceed \$15.00.

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

4. The BUILDINGS AND GROUNDS COMMITTEE report was presented by Trustee Annette Galarza.

Trustee Theresa Stabile moved to accept adoption of resolution "a":

- a. Telephone System Support & Maintenance – Contract Renewal – New Era (formerly DJJ Technologies)

*RESOLVED, that the Board of Trustees of The Smithtown Library does hereby authorize the Library Director to renew a contract agreement for telephone system support and maintenance for all Library buildings for the third year of a three (3) year contract with **New Era** (formerly DJJ) **Technologies** (NYS Contract Group 73600 – Award 22802), effective September 1, 2020 through August 31, 2021, for the purpose of providing telephone system support and maintenance, in an amount not to exceed \$550 per month (\$6,600 per year).*

The motion was seconded by Trustee Thomas Maher and adopted by a unanimous 4-0 vote after discussion.

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

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

- a. Donation -- Louisa Lawrence – Two framed Oil Paintings

*RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept a substantial donation to the Long Island Room of two framed oil paintings, depicting bucolic scenes of the Head of the River area in Smithtown along Jericho Turnpike, donated by Louisa Lawrence, of Greenport, NY, and*

*WHEREAS, said paintings, artist unknown, are circa late eighteenth/early nineteenth century, at a total appraised value of THREE THOUSAND DOLLARS (\$3,000.00), now therefore be it*

*FURTHER RESOLVED, that the Board of Trustees of The Smithtown Library extends their sincere thanks and appreciation to Louisa Lawrence for her most generous donation.*

The motion was seconded by Trustee Theresa Stabile and adopted by a unanimous 4-0 vote.

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

- b. Memorial Donation – Michael S. McDermott

*RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank Linda & Peter Taurassi, of Smithtown, NY, for their generous memorial donation of Two Hundred Dollars (\$200.00) in memory of their beloved son-in-law Michael S. McDermott, and be it*

*FURTHER RESOLVED, that said donation is to be used to purchase books by the following authors to benefit the community: David Baldacci, Alexandre Dumas, Joe Hill, Stephen King and James Rollins.*

The motion was seconded by Trustee Thomas Maher and adopted by a unanimous 4-0 vote.

## **NEW BUSINESS**

6. The meeting was taken out of order at this time to allow for a presentation by Librarian III Andrew Salomon pertaining to Niche Academy, which is now available on our Library’s website. Niche Academy is an online learning platform made for libraries that gives individual libraries their own online academies that can be used as a teaching tool for patrons and staff. Libraries are provided with ready-to-use tutorials for common library services, and are also able to create their own tutorials, helping to make patrons aware of all their Library’s resources.

7. The meeting returned to order and the DIRECTOR'S REPORT was presented verbally to the Library Board by Library Director Robert Lusak. The following items were discussed:

- Tropical Storm Isaias – The storm resulted in fallen trees in both the Commack and Kings Park parking lots. The Library Director thanked the Town of Smithtown Parks Department for their help in removing debris. In addition, one light pole in the Commack parking lot came down with the storm, but a new pole has been ordered.
- Smithtown Parking Lot Project – a meeting is currently being set up with the Department of Transportation and the Town of Smithtown through Assemblyman Michael Fitzpatrick. We received word earlier today from the Town's engineer that the Department of Transportation is willing to work with the Library, the Library's architect, and the Town of Smithtown to help reduce some of the demands they had originally made.
- The three Eagle Scout projects that were presented and approved at last month's meeting are due to begin September 20<sup>th</sup>. Fliers for one of the planned car wash fund raisers have been dropped off at the Library and we will be posting it on our social media sites.
- Nesconset, Smithtown, Commack and Kings Park building heads reported the following:
  - Assistant Library Director and Nesconset building head Patricia Thomson reported that the temporary card project instituted during the coronavirus crisis was discontinued by PALS effective July 31<sup>st</sup>. During the period March 28, 2020 and July 31, 2020 our circulation heads converted 592 temporary cards and merged 161 cards giving full access to online Library services to 753 patrons. Patrons are being notified to pick up their cards and we are happy to have been able to accommodate these patrons under unplanned and trying conditions; our monthly newsletter is back to being printed in paper format and is available at all buildings; the next edition of the Spotlight will be mailed out in September.
  - Smithtown building head Eileen Caulfield reported that The Smithtown News is interested in doing an article about the Coronavirus Long Island Room project "Help Save Our Local History" in which the community has been asked to donate materials to the collection in order to document the historical significance of this period for future generations. Smithtown News Editor David Ambro is also interested in receiving updates of what kinds of donations are being made so that the community can be informed.
  - Commack building head Sheila Worlow concurred with the Library Director in thanking the Town of Smithtown for their assistance after tropical storm Isaias and thanked our vendor South Shore Electric for their prompt removal of the downed light pole; Commack patrons are grateful for the Library's quarantine process and seem comfortable borrowing materials; Teen librarians closed out their Summer Reading Program with an online program.

- Kings Park building head Erin Kanelos noted that the building had not received any damage caused by fallen trees because the trees had fallen into the back parking lot; the Kings Park community was hit hard by the
- storm and many people used the Library to charge their devices and access the internet; a big thanks to Jimmy Buckman for extending WiFi into the parking lot so that patrons could continue to use WiFi after hours; a thank you to our custodians and pages for rearranging items inside the building to keep social distancing guidelines; the Summer Reading Program has ended and we have received many positive responses from patrons.

## UNFINISHED BUSINESS

### 8. REVISED POLICY – **Circulation of Materials [Policy 800-10]** (2nd reading)

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

Trustee Annette Galarza moved to waive the reading of the Circulation of Materials Policy [Policy 800-10]. The motion was seconded by Trustee Thomas Maher and adopted by a unanimous 4-0 vote.

Trustee Thomas Maher moved to accept adoption of the Circulation of Materials Policy [Policy 800-10]. The motion was seconded by Trustee Annette Galarza and adopted by a unanimous 4-0 vote.

#### 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
<del>Less than \$200.00</del>	<del>\$1.00 per day</del>
<del>\$200.00 - \$499.00</del>	<del>\$10.00 per day</del>
<del>\$500.00 - \$999.00</del>	<del>\$20.00 per day</del>
<del>\$1,000.00 or more</del>	<del>\$30.00 per day</del>

*(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.)*

**PUBLIC COMMENTS**

There were no public comments.

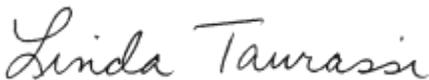
**NEW BUSINESS**

9. Library Board President Anita Dowd-Neufeld noted that the "SPECIAL" 2021 Budget Hearing meeting of the Board of Trustees was scheduled to take place on Thursday, September 3, 2020 at 9:30 a.m. at the Nesconset Building via teleconference (subject to NYS Executive Order regarding Open Meetings Law due to COVID-19).
10. Library Board President Anita Dowd-Neufeld noted that the next "regular" meeting of the Board of Trustees is scheduled to take place on Tuesday, September 15, 2020 at 6:30 p.m. at the Smithtown 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.
11. There being no further business, Trustee Annette Galarza moved to adjourn the meeting at 7:46 p.m. The motion was seconded by Trustee Thomas Maher and adopted by a unanimous 4-0 vote.

Minutes approved this 15<sup>th</sup> day of September, 2020.



Anita Dowd-Neufeld, President  
Smithtown Library Board of Trustees



Linda Taurassi  
Secretary to the Board of Trustees