

**MINUTES
BOARD OF TRUSTEES
THE SMITHTOWN LIBRARY
September 15, 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 15th day of September, 2020. The meeting was called to order 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, Thomas Maher, Theresa Stabile, and William Zimmerman (entered meeting at 6:33 p.m.) Trustee James Hornef was absent.

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 Theresa Stabile moved to accept adoption of the following resolution:

RESOLVED, that the REGULAR MEETING MINUTES of August 18, 2020 and the SPECIAL MEETING MINUTES of September 3, 2020 be approved as presented (appended).

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

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

NOTE: Trustee William Zimmerman entered the meeting at 6:33 p.m.

2. 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 August 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 6-0 vote.

b. WARRANTS

Trustee William Zimmerman moved to accept adoption of resolution “b”:

RESOLVED, that the following WARRANTS be approved for payment:

i.	Warrant #20-September (“L” fund) PREPAYS	\$ 20,373.72
ii.	Warrant #20-September (“L” fund) WARRANT	\$ 334,206.05
iii.	Warrant #20-September (“M” fund) WARRANT	\$ 66.36
iv.	Warrant #20-September (PAYROLL # 17 – 8/21/2020)	\$ 252,541.49
v.	Warrant #20-September (PAYROLL # 18 – 9/4/2020)	\$ 253,867.31

The motion was seconded by Trustee Brianna Baker-Stines and adopted by a unanimous 6-0 vote.

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

c. EARLY RELEASE OF WARRANT PAYMENTS

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby approve the early release of designated warrant payments prior to the October 27, 2020 board meeting to avoid lateness and penalties (Note: such meeting is scheduled late in the month due to the Library Budget Vote and Trustee Election); and be it

FURTHER RESOLVED, that any bill that would incur a penalty and/or interest fee can be released by the Treasurer prior to the October 27, 2020 board meeting pending approval by the Board of Trustees Budget & Finance Committee Liaison or Library Board President before payment is made.

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

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

Trustee William Zimmerman moved to accept adoption of resolution “a”:

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

Part-time Appointments:

- i. *Part-time appointment of **Mary Bonamo** to the position of Library Clerk, Reference/Circulation Departments, Smithtown building, at an hourly rate of pay of \$18.09, effective September 21, 2020 (to fill the vacancy created by the resignation of Madeline Bannon, effective 11/14/19).*
- ii. *Part-time appointment of **Lynn Cappelmann** to the position of Library Clerk, Circulation Department, Nesconset building, at an hourly rate of pay of \$18.09, effective September 22, 2020 (to fill the vacancy created by the resignation of Benjamin Lederer, effective 6/30/20).*

Resignations:

- iii. Resignation of **Morgan E. Brett**, Children's Services Librarian I, Children's Department, Commack building, effective September 25, 2020.
- iv. Resignation of **Thomas J. DeBole**, Computer Technician, IT Department, Smithtown building, effective September 10, 2020.
- v. Resignation of **Sarah Feder**, Library Clerk, Circulation Department, Kings Park building, effective September 5, 2020.
- vi. Resignation of **Paige A. Hurst**, Page, Reference/Circulation Departments, Smithtown building, effective August 24, 2020.
- vii. Resignation of **Thomas Normandy**, Library Clerk, Circulation Department, Kings Park building, effective September 14, 2020.

Leaves of Absence:

- viii. Extended Leave of absence without pay for **Sara Catalanotto**, Page, Children's Department, Smithtown building, effective September 1, 2020 through November 6, 2020.
- ix. Extended work related (Worker's Compensation) medical leave of absence without pay for **Employee #1192**, effective August 24, 2020 until further notice, pending medical clearance.

The motion was seconded by Trustee Theresa Stabile and adopted by a unanimous 6-0 vote.

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

- b. RESOLVED, that the following CONFERENCE/WORKSHOP ATTENDANCE request set forth hereinafter is hereby approved:
 - i. That Senior Account Clerk **Mindi Goonan**, Business Department, Nesconset building, be authorized to attend, on paid release time, the online "Introduction to Governmental Accounting" course, sponsored by the Office of the New York State Comptroller, to be held October 27, 2020 through October 29, 2020, with reimbursement for actual and necessary expenses not to exceed \$85.00.

The motion was seconded by Trustee Annette Galarza and adopted by a unanimous 6-0 vote.

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

- c. APPRECIATION OF SERVICE – Diana Perniciaro

WHEREAS, Diana Perniciaro has announced her retirement as of September 5, 2020; and

WHEREAS, Diana began her tenure with The Smithtown Library as a Page at the Commack Building on March 21, 2002; and

WHEREAS, she became a Library Clerk in the Circulation Department on October 16, 2002, and

WHEREAS, on June 15, 2012 she was promoted to Senior Library Clerk at the Kings Park building, and promoted to Principal Library Clerk at the Commack building on September 22, 2015, a role in which she served until her retirement; now therefore, be it

RESOLVED, that The Smithtown Library does hereby express its appreciation to Diana Perniciaro for her many years of dedicated service and contributions to the Library and the community it represents; and be it

FURTHER RESOLVED, that the Board of Trustees of The Smithtown Library extends to Diana Perniciaro their best wishes for many years of health and happiness during her retirement.

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

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

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

- a. AUTOMATIC DOORS PREVENTATIVE MAINTENANCE/SERVICE – Barrier Free Access Systems

RESOLVED: That the Board of Trustees of The Smithtown Library does hereby authorize the Library Director to exercise the right of termination as provided in the agreement between The Smithtown Library and MacKenzie Automatic Doors, effective October 10, 2020; and be it

*FURTHER RESOLVED, that the Board of Trustees of The Smithtown Library authorizes the Library Director to enter into a contract with **Barrier Free Access Systems**, for the purpose of automatic doors preventative maintenance and repair services to the Smithtown, Commack, Kings Park and Nesconset library buildings; said contract to be in effect for the period October 11, 2020 through October 10, 2021 at a total cost not to exceed \$4,880.00.*

The Library Director reported on the poor customer service and lack of response to problems with our automatic doors which led to the decision to terminate our contract with MacKenzie Automatic Doors.

The motion was seconded by Trustee Brianna Baker-Stines and adopted after discussion by a unanimous 6-0 vote.

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

b. ELEVATOR PREVENTATIVE MAINTENANCE/SERVICE – Island Elevator

*RESOLVED: That the Board of Trustees of The Smithtown Library does hereby authorize the Library Director to enter into a one-year contract with **Island Elevator**, with an option for Board renewal for a period of one year for each of two subsequent years, for the elevator preventative maintenance/service agreements, for the Smithtown, Commack, Kings Park and Nesconset buildings, for the period beginning October 1, 2020 and ending September 30, 2021; the total annual cost for basic inspection services covered under the 2020-2021 term shall not exceed \$9,840.00 (\$820/month).*

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

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

c. SECURITY SERVICES – GXC

*RESOLVED, that the Board of Trustees of The Smithtown Library does hereby authorize the Library Director to enter into a one-year contract with **GXC, Inc.**, using NYS MBE, for the purpose of providing security services to the Smithtown, Commack, Kings Park and Nesconset buildings, with an option for Board renewal for a period of one year for each of four subsequent years, to commence October 1, 2020, at a cost as dictated by contract terms and Suffolk County prevailing wage rate.*

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

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

d. SNOW PLOWING & SALT SANDING OPERATIONS – Sonnenberg Nursery

*RESOLVED: That the Board of Trustees of The Smithtown Library does hereby authorize the Director to enter into a one year contract with **Sonnenberg Nursery, Inc.**, with an option for Board renewal for a period of one year for each of two subsequent years, at a cost as dictated by contract terms, for the purpose of providing snow plowing and salt sanding operations for driving surfaces in the parking lots of the Smithtown, Commack, Kings Park & Nesconset buildings; said contract to be in effect for the period September 15, 2020 through May 15, 2021.*

The motion was seconded by Trustee Thomas Maher and adopted by a unanimous 6-0 vote.

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. The following items were reported:
- The Friends book sale collection reopened August 31st with new guidelines utilizing hand sanitizer stations and adherence to proper social distancing.
 - As per the annual budget meeting, there will be an increase of 1% in our current operating budget effective January 1, 2021. Pending the approval of the budget, the Library plans to enhance its public offering of digital downloads.
 - There are currently three seats open on the Library Board: two incumbent seats – one being held by Brianna Baker-Stines who is seeking re-election, and one held by William Zimmerman who will not be seeking re-election. There is one vacant seat, due to the passing of Trustee Joseph Vallone, which is currently being held by Thomas Maher who is seeking election. The deadline for petitions for the seat of Library Trustee was Monday, September 14th at 5:00 p.m. at which time three petitions were filed for the office of Library Trustee: Brianna Baker-Stines, Thomas Maher and Joseph Gregurich. We are currently in the process of creating a video for our website and media sites to help inform the public what the budget increase entails.
 - Long Island Room Librarian Caren Zatyk worked with David Ambro of The Smithtown News on an article documenting the Coronavirus Pandemic "Help Save Our Local History". The Smithtown News was provided with photos and information pertaining to how everyone dealt with the shutdown caused by the Pandemic.
 - Librarian II Will Salas has informed the Library Director that the Passport Acceptance Facility will soon be reopening for the public. We are anticipating a large turnout when it reopens.
 - Adult Reference Supervisor Amanda Lentino has reported that a new Local Author's Collection has just been introduced with four authors. We are planning to expand the collection to all library buildings.
 - A total of 19,106 patrons utilized our Library buildings in August:
 - Smithtown: 5,351 patrons
 - Commack: 5,142 patrons
 - Kings Park: 4,903 patrons
 - Nesconset: 3,710 patrons
 - As a result of tropical storm Isaias, several patrons utilized our Library buildings to recharge their electronic devices, use our computers, etc., which helps to confirm our importance to the community.
 - Nesconset, Smithtown, Commack and Kings Park building heads reported the following:

Assistant Library Director/Nesconset building head Patricia Thomson:

 - The SMS Text Message Service has been reactivated;
 - Technical Services Supervisor Lisa Bitran is presently working with our main media provider to have barcodes applied digitally to media artwork;
 - The Nesconset building has received upgraded scanners that work through the sneeze shields and allows library card photos to be scanned on phones;

- o Patrons are appreciative that waived fines have been extended to October 15th;
- o Two Driver Messenger positions have been filled which will allow our custodians to concentrate on the cleaning and disinfecting of the library buildings.

Smithtown building head Eileen Caulfield:

- o In addition to the “Help Save Our Local History” project, the Long Island Room staff will be shifting and reorganizing materials in the vault to provide more room for its expanding archival collection which is being cataloged, digitized and rehoused;
- o The Museum Pass program has resumed; due to quarantine policies only passes that are printable from our website are being offered;
- o The Take and Make craft projects continue to be very popular with both teens and children;
- o There has been increased interest in our “Books for the Homebound” program which has recently resumed;
- o In recognition of a generous donation received from the Eva E. Geant revocable trust, the Library Director, Kings Park building head Erin Kanelos and Smithtown building head Eileen Caulfield have met with owners of a sculpture company to explore the possibility of pieces of sculpture in acknowledgement of the generous gift.

Commack building head Sheila Worlow:

- o The retirement of Circulation Department Supervisor Diana Perniciaro was noted and staff were thanked for stepping up;
- o A new landscape design has been planted by Finesse Landscaping under the Commack building sign;
- o Patron feedback since reopening has been overwhelmingly positive;
- o The Take and Make craft kits are a huge hit and are constantly being replenished;
- o The Reference Department’s notary service has been extremely busy;
- o This year’s Teen Summer Reading Program was virtual with 83 teens signed up and 30 virtual summer programs hosted;
- o On several Friday nights in August the Teen Librarians hosted a virtual Book Trivia Showdown (in lieu of the Battle of the Books that was canceled this year) and a Jack Box Game Night on Zoom--both programs were very well received by the teen population and teens have requested the program be continued every month. Note: these Friday night programs are hosted by the Teen Librarians from their own homes despite the fact that the Library is closed;
- o Teen librarians continue to implement new virtual program ideas and communicate with the teen population through emails, social media and in-person visits;
- o A recent social media post from a library patron commended the staff of The Smithtown Library, the children’s Take and Make kits, and the cleanliness of the Library. Ms. Worlow thanked the custodians for their hard work.

Kings Park building head Erin Kanelos

- o A big welcome was extended to new staff, recently transferred staff, and promoted staff members to the Kings Park building;
- o The Children’s Department is working with the Kings Park School District to provide story time services among their schools;
- o The challenges in the “31 Days of Horror” program are being updated and an increase in participation is expected;
- o A big thank you was extended to all staff members involved in the planting project along the eastern wall of the building, especially the Library Director who did most of the planting;
- o “SmithCon” will be virtual this year on October 3rd—this is a large-scale event that encompasses staff from all buildings.

Community Relations supervisor Julie DeLaney

- o The Friends held an executive board meeting recently—the Friends book sale has reopened in all four buildings; Friends will not be holding their annual Book & Bake sale this year; Friends annual election should be taking place in October;
- o The Spotlight will be mailed out the week of September 28th; this will include trustee, budget and voting information;
- o The Smithtown Library is planning to participate in Smithtown Festival Day which has been rescheduled to Sunday, October 18th -- we are obtaining the SLED from the Suffolk Cooperative Library System;
- o A Census Awareness Event was held at the Smithtown building on September 10th;
- o In October all buildings will be participating in a library-wide program “The Great Giveback” created by the Suffolk County Public Library Director’s Association and the Suffolk Cooperative Library System; this will provide a day of opportunities for patrons of Long Island libraries to participate in service-oriented projects; The Smithtown Library will be doing a Take and Make community service—children’s will be doing kindness cards, teens will be doing placemats, and adults will be doing bookmarks; several organizations have been lined up to receive the items once they are returned by patrons;
- o Adult programming continues to be virtual and the adult Take and Make craft that began in September has been a big hit.

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, October 27, 2020 at 6:30 p.m. at the Nesconset 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.
8. There being no further business, Trustee William Zimmerman moved to adjourn the meeting at 7:31 p.m. The motion was seconded by Trustee Brianna Baker-Stines and adopted by a unanimous 6-0 vote.

Minutes approved this 27th day of October, 2020.



Anita Dowd-Neufeld, President
Smithtown Library Board of Trustees



Linda Taurassi
Secretary to the Board of Trustees