

**MINUTES
BOARD OF TRUSTEES
THE SMITHTOWN LIBRARY
October 26, 2021**

A regular meeting of the Board of Trustees of The Smithtown Library was held at the Nesconset building, Nesconset, New York, on the 26th day of October, 2021. The meeting was called to order at 6:30 p.m.

The following Library Trustees were present and participating at the meeting: Brianna Baker-Stines, Anita Dowd-Neufeld, Annette Galarza, Marie Gergenti, Joseph Gregurich, Thomas Maher and Theresa Stabile.

Also present were Library Director Robert Lusak, Assistant Library Director Patricia Thomson, Treasurer Kevin Miller, Clerk Lauren Gunderson and Secretary Linda Taurassi.

Annette Galarza, President of the Board of Trustees, acted as Chairman of the meeting.

READING AND APPROVAL OF MINUTES

OATH OF OFFICE

1. The oath of office was administered by Library District Clerk Lauren Gunderson to newly elected Trustee Marie Gergenti, who is replacing the unexpired term of Trustee James Hornef. Mr. Hornef resigned as he has moved out of the district.

APPROVAL OF MINUTES

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

RESOLVED, that the REGULAR MEETING MINUTES of September 21, 2021, and the SPECIAL MEETING MINUTES of September 29, 2021 be approved as presented.

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

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

3. The BUDGET AND FINANCE COMMITTEE report was presented by Budget and Finance Committee Liaison Thomas Maher.

10/26/21

a. TREASURER'S REPORT

Trustee Anita Dowd-Neufeld moved to accept adoption of resolution "a":

RESOLVED, that the TREASURER'S REPORT for the month ended September 30, 2021 be approved for filing (copy of report appended to the original of these minutes).

The motion was seconded by Trustee Theresa Stabile 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 #21-October	("L" fund) PREPAYS	\$ 40,740.52
ii.	Warrant #21-October	("L" fund) WARRANT	\$ 410,276.11
iii.	Warrant #21-October	("M" fund) WARRANT	\$ 695.00
iv.	Warrant #21-October	(PAYROLL #20 – 10/01/2021	\$ 265,121.00
v.	Warrant #21-October	(PAYROLL #21 – 10/15/2021)	\$ 265,551.00

The motion was seconded by Trustee Thomas Maher and adopted by a unanimous 7-0 vote.

c. CERTIFICATE OF RESULTS

Trustee Joseph Gregurich moved to accept adoption of resolution "c":

RESOLVED: That the Board of Trustees of The Smithtown Library does hereby accept the Library's 2022 Budget Vote and Trustee Election results as presented (copy of results appended to the original of these minutes).

Library Director Robert Lusak thanked Administrative Assistant Lauren Gunderson in her capacity as Clerk of the Election for all the hard work accomplished in this year's Library Budget Vote and Trustee Election.

The motion was seconded by Trustee Thomas Maher and adopted by a unanimous 7-0 vote.

4. The PERSONNEL COMMITTEE report was presented by Personnel Committee Liaison Brianna Baker-Stines.

a. PERSONNEL CHANGES

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

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

Part-time appointments:

- i. *Part-time appointment of **Abigail Boehm** to the position of Page, Kings Park building, at an hourly rate of pay of \$14.00, effective November 1, 2021 (to fill the vacancy created by the resignation of Shannon Mantione, effective 7/26/21).*

- ii. *Permanent part-time appointment of **Karen Crescenzo-Heslin** to the position of Library Clerk, Circulation Department, Smithtown building, at an hourly rate of pay of \$23.24, not to exceed 18 hours per week, subject to a 26-week probationary period, effective October 27, 2021 (note: current position has been certified; not replacing any position).*
- iii. *Release of **Cecilia Markowitz**, Children's Department, Smithtown building, from a part-time Librarian Trainee Children's Services position into a part-time Librarian I Children's Services position, at an hourly rate of pay of \$32.32, retroactive to September 17, 2021, as per Suffolk County Department of Civil Service regulations.*
- iv. *Part-time appointment of **Kelly Seeley** to the position of Page, Children's Department, Smithtown building, at an hourly rate of pay of \$14.00, effective November 9, 2021 (to fill the vacancy created by the resignation of Lauren Tannenbaum, effective 9/2/21).*
- v. *Part-time appointment of **Vishala Swami** to the position of Page, Reference/Circulation Departments, Smithtown building, at an hourly rate of pay of \$14.00, effective November 10, 2021 (to fill the vacancy created by the resignation of Ciara Bellidora, effective 8/11/21).*

Leave Request:

- vi. *Leave of absence without pay for **Joyce O'Hara**, Page, Reference/Circulation Departments, Smithtown building, effective November 16, 2021 through December 1, 2021.*

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

b. CONFERENCE / WORKSHOP / WEBINAR ATTENDANCE REQUESTS

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

RESOLVED, that the following conference requests set forth hereinafter are hereby approved:

- i. *That Librarian II **Kaitlin Brand** be authorized to attend, on paid release time, the Young Adult Services Division (YASD) of the Suffolk County Library Association's "Annual Luncheon", to be held at the Irish Coffee Pub, East Islip, NY, on December 9, 2021, with reimbursement for actual and necessary expenses not to exceed \$40.00.*
- ii. *That Librarian III **Andrew Salomon** be authorized to attend, nunc pro tunc, on paid release time, the "30th Annual Conference on Libraries and the Future: New Perspectives", sponsored by the Long Island Library Resources Council (LILRC), to be held virtually on October 8, 2021 from 10:00 a.m. to 2:00 p.m., with reimbursement for actual and necessary expenses not to exceed \$25.00.*

The motion was seconded by Trustee Thomas Maher and adopted by a unanimous 7-0 vote.

c. APPRECIATION OF SERVICE – Joanne T. Grove

Trustee Thomas Maher moved to accept adoption of resolution “c”:

WHEREAS, Joanne T. Grove, has announced her retirement as of August 19, 2021; and

WHEREAS, Joanne T. Grove began her tenure with The Smithtown Library on April 5, 1990 as the Board appointed Treasurer/Internal Auditor, being appointed as such each year until her retirement; and

WHEREAS, in addition to her role as Treasurer, Joanne T. Grove was appointed to the title of part-time Administrative Aide on March 1, 2002, and became a full-time Administrative Aide on January 22, 2003; and

WHEREAS, Joanne T. Grove was promoted to the title of Senior Administrative Assistant (known today as Associate Administrator) on October 29, 2008, the role in which she served until her retirement; and

WHEREAS, during her thirty-one years of faithful and dedicated service, she has earned the admiration and respect of her colleagues and co-workers; now therefore be it

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby express their appreciation to Joanne T. Grove for her thirty-one years of dedicated service and contributions to the Library; and be it

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

The motion was seconded by Trustee Joseph Gregurich and adopted by a unanimous 7-0 vote.

- d. Library Director Robert Lusak introduced Jennifer Piano to the Library Board as the newly appointed Business Manager.
- e. Personnel Assistant Lori Mauceri gave a brief report of the past month’s activities (copy of report appended to the original of these minutes).

5. The BUILDINGS AND GROUNDS COMMITTEE report was presented by Buildings and Grounds Committee Liaison Anita Dowd-Neufeld.

a. PRESENTATION – Smithtown Building Parking Lot Project – Phase 2 – John Tanzi

Trustee Anita Dowd-Neufeld introduced architect John Tanzi who presented phase 2 of the Library’s Smithtown Building Parking Lot Project.

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

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby approve Phase 2 of the Parking Lot Site Improvement Project at the Smithtown building that addresses safety and parking, and be it

FURTHER RESOLVED, that the Board approves the recommendation presented by John Tanzi Architects to award Laser Industries, Inc. the contract to perform the scope of work described below with expenses not to exceed \$209,802.93; plus a self-hold contingency amount of \$32,000.00 for unforeseen conditions that may arise during construction/installation, for a total amount of \$241,802.93

Scope of work: excavate, remove and dispose of existing asphalt areas to sub grade, form and pour concrete curbs, sidewalk, supply and install new RCA subbase pave asphalt, restoration of areas disturbed by construction and supply all traffic control required for NYDOT work.

The motion was seconded by Trustee Thomas Maher and adopted by a unanimous 7-0 vote.

b. PRESENTATION – Telephone System Analysis – James Buckman (Network and Systems Specialist II)

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby authorize the Library Director to enter into a contract agreement for telephone system support and maintenance for all Library buildings with LAN Rover (Ring Central) (NYS Contract PM68236), effective on or about December 1, 2021 for a period of one year, for a cloud-based telephone service; with a monthly cost of \$2,077.74, and a one-time initial on-board installation cost, phone, and hardware purchase of \$26,144.00 (Note: as needed, “per-call” service calls outside of normal business hours or “due to” issues outside contract agreement and/or purchase of new phones/licenses can incur an additional expense).

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

c. AUTOMATED PARKING GATE – Nesconset Building

Trustee Thomas Maher moved to accept adoption of the following resolution:

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby approve nunc pro tunc the installation (labor, material and equipment) of an automated gate on the driveway of the Nesconset building by Fidele Construction, at a cost not to exceed \$32,000.00; and be it

FURTHER RESOLVED, that the Board of Trustees of The Smithtown Library does hereby approve the submission of a Public Library Construction Grant proposal for the Smithtown building; grant to be administered in accordance with the requirements of Education Law §273-a (as amended by Chapter 57 of the Laws of 2007) and Commissioner’s Regulations §90.12 (Note: such grant includes the installation of an automated gate on the driveway at the Nesconset building).

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

6. The COMMUNICATIONS COMMITTEE report was presented by Communications Committee Liaison Theresa Stabile.
 - a. Online Memorial Donation – Ivan Frankel

Trustee Joseph Gregurich moved to accept adoption of resolution “a”:

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank Mr. Steven Strauss, Syosset, NY, for his generous memorial donation of \$100.00 in memory of Ivan Frankel, 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 Anita Dowd-Neufeld and adopted by a unanimous 7-0 vote.

7. DIRECTOR'S REPORT

The Library Director presented his Director’s Report that had been submitted previously to the Library Board (copy of report appended to the original of these minutes).

In addition, the Library Director noted the following:

- The Library will be receiving \$12,983.00 in New York State Construction grant funding this year.
- An application is on the way for the Nesconset building’s Knox box gate and key switch for Fire Department and EMS access (for entrance into building under emergencies).
- The Smithtown Library has been nominated for the “2022 Bethpage Best of Long Island” contest; the Library Director urged all to vote daily.

UNFINISHED BUSINESS

8. REVISED POLICY – Wireless Acceptable Use Policy [Policy 700-95] (2nd reading)

Note: Revisions are noted in underlined bold font; deletions are noted with a strikethrough

Trustee Thomas Maher moved to waive the reading of the Wireless Acceptable Use Policy [Policy 700-95]. The motion was seconded by Trustee Brianna Baker-Stines and adopted by a unanimous 7-0 vote.

Trustee Brianna Baker-Stines moved to accept adoption of the Wireless Acceptable Use Policy [Policy 700-95]. The motion was seconded by Trustee Theresa Stabile and adopted by a unanimous 7-0 vote.

*The Smithtown Library recognizes that the Internet has become an essential research and educational tool. The Internet offers access to many valuable local, national, and international sources of information. However, it is a fluid environment with the content and format of information constantly changing. Some information on the Internet may be inaccurate, incomplete, dated, or offensive to some users. You must evaluate the validity and appropriateness of the information found **as the Library can take no responsibility for such content.***

The Smithtown Library cannot guarantee that children and youth will never access inappropriate web sites. We recommend that parents/legal guardians take an active interest in, and responsibility for, their children's Internet use.

Prior to accessing the Internet at The Smithtown Library, users shall be required to indicate their agreement that they shall not display, print, transmit or distribute threatening material; expressions of bigotry, racism or hate; obscene or sexually provocative material.

The Smithtown Library assumes no responsibility for costs, liabilities, claims, or damages arising from the use of the Internet.

The user understands that the wireless Internet connection is unsecured and open to everyone. The Library is not responsible for any financial loss that may occur while using the wireless network. This includes but is not limited to, loss due to improper use of online financial tools, personal information intercepted while being transmitted, and identity theft.

Computer users must be considerate of nearby patrons. Please use headphones/earbuds while using applications that require sound, such as audio/video players, or turn the volume off. Use of Internet phone applications, including but not limited to Skype and Google Call Phone, are not permitted in the Library as they are considered equivalent to cell phone use. Please do not use an excessive amount of workspace as Library workspace is limited.

The Library cannot guarantee that the wireless Internet access service will be available at any specific time nor can the Library accept reservations for wireless access. Signal strength may vary in each building.

Users may not plug equipment into the Library's computer network. Use of electrical outlets on table-tops is permitted.

Users are responsible for knowing how to configure their own equipment. Library staff cannot provide technical support for establishing or maintaining a connection. The Library will not support configurations and cannot be responsible for any changes made to an individual's computer settings.

Virus and security protection are the user's responsibility. The Library assumes no responsibility for damage, theft, or loss of any kind to a user's equipment, software, data files or other personal property brought into or used at the Library.

*The wireless Internet access service is available for use **on premises, both interior and exterior** during library hours only. ~~There will be no announcements or warnings pertaining to availability. Please plan your usage accordingly.~~*

~~There are no printers available for wireless network users. Saved files can be copied to a USB drive or a diskette and brought to one of the Library's public access computers for printing.~~

Printers are available for wireless network users; please see smithlib.org for details.

Misuse or abuse of this Wireless Internet Acceptable Use Policy will result in the loss of ~~your~~ Internet Access privileges.

*Due to the ever-changing nature **and impact** of these services, this policy is subject to change without notice at the Library's discretion.*

PUBLIC COMMENTS

There were no public comments.

NEW BUSINESS

9. LIBRARY TRUSTEE TRAINING BILL

Library Director Robert Lusak reported that a new Library Trustee training bill had been signed by the governor requiring all public library trustees in New York State receive at least two hours of continuing education each year beginning January 1, 2023. Training may include financial oversight, accountability, fiduciary responsibilities, and the general powers and duties of a library trustee. Trustee education may be delivered online or in person and may include lectures, workshops, and regional or national library association programs. Trustees will demonstrate compliance with the requirements by filing with the President of the Board of Trustees evidence of completion of trustee education from an approved provider. This will be included in the Library's annual report to the state. The Library Director noted that SCLS Director Kevin Verbesy is available to begin training immediately following our January board meeting on January 18, 2022.

10. APPRECIATION OF SERVICE – James Hornef

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

WHEREAS, James Hornef has announced his resignation from the Board of Trustees on September 14, 2021; and

WHEREAS, James Hornef has been a member of the Board of Trustees ("Board") of The Smithtown Library from January 1, 2020 through September 14, 2021; and

WHEREAS, during his time on the Board, his dedicated service earned the admiration and respect of his fellow trustees, as well as library staff; now therefore be it

RESOLVED, that the Board of Trustees of The Smithtown Library extends a unanimous vote of thanks to James Hornef for his dedicated service to the community; and be it

FURTHER RESOLVED, that this resolution become a part of the permanent record of the minutes of this meeting.

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

11. Library Board President Annette Galarza noted that the next "regular" meeting of the Board of Trustees was scheduled for Tuesday, November 16, 2021 at 6:30 p.m. at the Commack building.
12. There being no further business, Trustee Brianna Baker-Stines moved to adjourn the meeting at 7:38 p.m. The motion was seconded by Trustee Joseph Gregurich and adopted by a unanimous 7-0 vote.

Minutes approved this 16th day of November, 2021.



Annette Galarza, President
Smithtown Library Board of Trustees



Linda Taurassi
Secretary to the Board of Trustees