

**MINUTES  
BOARD OF TRUSTEES  
THE SMITHTOWN LIBRARY  
November 16, 2021**

A regular meeting of the Board of Trustees of The Smithtown Library was held at the Commack building, Commack, New York, on the 16<sup>th</sup> day of November, 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 (entered the meeting at 6:43 p.m.), Joseph Gregurich and Theresa Stabile. Trustee Thomas Maher was absent with prior notice.

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**

**APPROVAL OF MINUTES**

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

*RESOLVED, that the REGULAR MEETING MINUTES of October 26, 2021 be approved as presented.*

The motion was seconded by Trustee Joseph Gregurich and adopted by a unanimous 5-0 vote.

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

2. In the absence of Budget and Finance Committee Liaison Thomas Maher the BUDGET AND FINANCE COMMITTEE report was presented by Trustee Anita Dowd-Neufeld.

- a. TREASURER'S REPORT

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

*RESOLVED, that the TREASURER'S REPORT for the month ended October 31, 2021 be approved for filing (copy of report appended to the original of these minutes).*

The motion was seconded by Trustee Brianna Baker-Stines and adopted by a unanimous 5-0 vote.

b. WARRANTS

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

*RESOLVED, that the following WARRANTS be approved for payment:*

i.	Warrant #21-November	(“L” fund) PREPAYS	\$ 19,557.21
ii.	Warrant #21-November	(“L” fund) WARRANT	\$ 320,401.50
iii.	Warrant #21-November	(“M” fund) WARRANT	\$ 17.57
iv.	Warrant #21-November	(PAYROLL #22 – 10/29/2021)	\$ 283,536.93
v.	Warrant #21-November	(PAYROLL #23 – 11/12/2021)	\$ 271,419.40

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

c. NYS RETIREMENT – Annual Invoice

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

*RESOLVED, that the Board of Trustees of The Smithtown Library authorizes the Business Manager to prepay the 2022 NYS Retirement annual invoice, due December 15, 2021, in the amount of \$1,034,654.00 (NOTE: the prepayment amount recognizes a discount of \$8,197.00).*

The motion was seconded by Trustee Brianna Baker-Stines and adopted by a unanimous 5-0 vote.

d. BUDGET TRANSFER

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

*RESOLVED, that the Business Manager is authorized to execute a budget transfer in the amount of \$7,678.00 to decrease budget line L.4120 (Recordings) and increase budget line L.4100 (Books).*

The motion was seconded by Trustee Brianna Baker-Stines and adopted by a unanimous 5-0 vote.

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

a. PERSONNEL CHANGE

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

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

Full-time appointment:

- i. Release of **Amy Stalzer**, Circulation Department, Commack building, from a part-time Library Clerk position into a permanent full-time Library Clerk position, Circulation Department, Commack building, at an annual rate of pay of \$42,302.00, subject to a 26-week probationary period, effective November 17, 2021 (to fill the vacancy created by the reassignment of Christina Chiara to the Technical Services Department, Nesconset building, effective 8/24/21).

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

b. CONFERENCE / WORKSHOP / WEBINAR ATTENDANCE REQUESTS

Trustee Anita Dowd-Neufeld moved to accept adoption of resolution “b”:

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

- i. That Library Director **Robert Lusak**, Administration Department, Nesconset building, be authorized to attend, on paid release time, the “Public Library Association 2022 National Conference”, sponsored by the Public Library Association Division of the American Library Association, to be held in Portland, OR, from March 22, 2022 through March 26, 2022, with reimbursement for reasonable expenses incurred with the display of certified receipts.*
- ii. That Assistant Library Director **Patricia Thomson**, Administration Department, Nesconset building, be authorized to attend, on paid release time, the “Public Library Association 2022 National Conference”, sponsored by the Public Library Association Division of the American Library Association, to be held in Portland, OR, from March 22, 2022 through March 26, 2022, with reimbursement for reasonable expenses incurred with the display of certified receipts.*
- iii. That Librarian II **Kelly Filippone**, Reference Department/LI Room, Smithtown building, be authorized to attend, on paid release time, the Reference and Adult Services Division of the Suffolk County Library Association (RASD) Annual Luncheon, to be held at Bayport-Blue Point Library, Blue Point, NY, on December 7, 2021, with reimbursement for actual and necessary expenses not to exceed \$31.00.*

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

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

5. There was no report of the COMMUNICATIONS COMMITTEE

6. 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).

**UNFINISHED BUSINESS**

There was no unfinished business.

**PUBLIC COMMENTS**

There were no public comments.

11/16/21

**Trustee Marie Gergenti entered the meeting at 6:43 p.m.**

**NEW BUSINESS**

7. CONTRACT – Monthly Newsletter – Sterling North America

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 the Library Director to enter into a contract, subject to verification of insurance requirements, with Sterling North America, Inc., for the purpose of printing the Library District's monthly newsletter; monthly cost to be based upon the number of issues and number of pages per issue; to commence January 1, 2022 and run through December 31, 2022, as per quotes submitted by RFP (NOTE: expenses are not to exceed \$19,999.00).*

After discussion, the motion was seconded by Trustee Anita Dowd-Neufeld and adopted by a unanimous 6-0 vote.

8. CONTRACT - Spotlight Publication - Sterling North America

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 the Library Director to enter into a contract, subject to verification of insurance requirements, with Sterling North America, Inc., for the purpose of printing, folding and delivering the Library District's "Spotlight" publication, for the period January 1, 2022 through December 31, 2022, as per quotes submitted by RFP (postage directly paid for by the Library) (NOTE: expenses are not to exceed \$19,999.00).*

After discussion, the motion was seconded by Trustee Marie Gergenti and adopted by a unanimous 6-0 vote.

9. SCLS - 2022 Proposed Operating Budget

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 the proposed SCLS Fiscal Year 2022 Operating Budget.*

After discussion, the motion was seconded by Trustee Theresa Stabile and adopted by a unanimous 6-0 vote.

10. REVISED POLICY – **Maintenance Of Public Order On Library Property** [Policy 700-10] (1<sup>st</sup> reading)

Trustee Brianna Baker-Stines moved to waive the reading of the Maintenance Of Public Order On Library Property Policy [Policy 700-10]. After discussion, the motion was seconded by Trustee Anita Dowd-Neufeld and adopted by a unanimous 6-0 vote. The policy will be reviewed and voted on at the December board meeting.

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

## **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.

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.~~  
**The eating and drinking of small snacks and covered drinks similar to those made available in the Library micro market is permitted, except in computer 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.

11. DISCUSSION – Meeting Dates for 2022 Yearly Planner

- a. After discussion, Library Board President Annette Galarza noted that the annual Organizational meeting of the Board of Trustees will be held on Tuesday, January 4, 2022 at 9:30 a.m. at the Nesconset building.
- b. After discussion, the date of the Board of Trustees annual budget hearing was scheduled for Wednesday, September 7, 2022 at 9:30 a.m. at the Nesconset building.

12. Library Board President Annette Galarza noted that the next "Regular" meeting of the Board of Trustees would be held on Tuesday, December 21, 2021 at 6:30 p.m. at the Kings Park building.

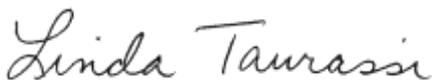
13. Library Director Robert Lusak reported that SCLS Director Kevin Verbese has confirmed his availability for a Trustee Workshop to be held directly following the conclusion of the January 18, 2022 board meeting.

14. There being no further business, Trustee Theresa Stabile moved to adjourn the meeting at 7:24 p.m. The motion was seconded by Trustee Brianna Baker-Stines and adopted by a unanimous 6-0 vote.

Minutes approved this 21<sup>st</sup> day of December, 2021.



Annette Galarza, President  
Smithtown Library Board of Trustees



Linda Taurassi  
Secretary to the Board of Trustees

11/16/21