

**MINUTES
BOARD OF TRUSTEES
THE SMITHTOWN LIBRARY
December 21, 2021**

A regular meeting of the Board of Trustees of The Smithtown Library was held at the Kings Park building, Kings Park, New York, on the 21st day of December, 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.

President Annette Galarza noted that, for tonight's meeting, the Public Comments portion would be taken out of order and moved to the end of the meeting.

READING AND APPROVAL OF MINUTES

APPROVAL OF MINUTES

1. Trustee Anita Dowd-Neufeld moved to accept adoption of the following resolution:

RESOLVED, that the REGULAR MEETING MINUTES of November 16, 2021 be approved as presented.

The motion was seconded by Trustee Marie Gergenti and adopted by a unanimous 7-0 vote.

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

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

- a. TREASURER'S REPORT

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

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

The motion was seconded by Trustee Marie Gergenti and adopted by a unanimous 7-0 vote.

b. WARRANTS

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

RESOLVED, that the following WARRANTS be approved for payment (appended):

i.	Warrant #21-December	(“L” fund) PREPAYS	\$ 25,480.31
ii.	Warrant #21-December	(“L” fund) WARRANT	\$ 206,251.58
iii.	Warrant #21-December	(“M” fund) WARRANT	\$ 1,977.55
iv.	Warrant #21-December	(PAYROLL #24 – 11/26/2021)	\$ 273,921.92
v.	Warrant #21-December	(PAYROLL #25 – 12/10/2021)	\$ 271,471.00

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

3. 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:

Full-time appointments:

- i. *Full-time appointment of **TBD** to the position of Custodial Worker I, at either an entry-level annual rate of pay of \$36,939.00, or an annual rate of pay commensurate with the current Collective Bargaining Agreement, effective date TBD (to fill the vacancy created by the sudden passing of Custodial Worker I José Escalante).*
- ii. *Full-time appointment of **TBD** to the position of Custodial Worker I, at either an entry-level annual rate of pay of \$36,939.00, or an annual rate of pay commensurate with the current Collective Bargaining Agreement, effective date TBD.*

Part-time appointment:

- iii. *Part-time appointment of **Julia Corbisiero** to the position of Page, Kings Park building, at an hourly rate of pay of \$15.00, effective January 3, 2022 (to fill the vacancy created by the resignation of Ava Muffoletto, effective 12/8/21).*

Resignations:

- iv. *Resignation of **Michael D’Elia**, Groundskeeper I, effective November 19, 2021.*
- v. *Resignation of **Ava Muffoletto**, Page, Kings Park building, effective December 6, 2021.*

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

b. CONFERENCE / WORKSHOP / WEBINAR ATTENDANCE REQUESTS

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

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

- i. That Librarian I **Rachel Cecchini**, Reference Department/Teen Services, Commack building, be authorized to attend, nunc pro tunc, 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 \$24.00.*
- ii. That Librarian II **Lindsay Christ**, Reference Department/Teen Services, Kings Park building, be authorized to attend, nunc pro tunc, on paid release time, a Food Manager's Exam, sponsored by the Suffolk County Department of Health, to be held in Yaphank, NY, on December 8, 2021, with reimbursement for actual and necessary expenses not to exceed \$51.00.*

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

4. There was no report of the BUILDINGS AND GROUNDS COMMITTEE
5. The COMMUNICATIONS COMMITTEE report was presented by Communications Committee Liaison Theresa Stabile.

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

a. Donation – Norman Keil Nurseries

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank Norman Keil Nurseries for their generous donation of thirty-eight (38) poinsettia plants and thirty-six (36) dwarf Alberta spruce trees to be divided among all Library buildings; and be it

FURTHER RESOLVED, that the Board of Trustees of The Smithtown Library extends their appreciation for the past support received from Norman Keil Nurseries.

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

6. DIRECTOR'S REPORT

Before the presentation of his Director's Report (copy of Director's report appended to the original of these minutes), Library Director Robert Lusak noted the recent passing of beloved Kings Park staff member Jose Escalante. A moment of silence was observed in his honor

NOTE: At 6:55 p.m. Trustee Marie Gergenti stepped out of the meeting

UNFINISHED BUSINESS

7. REVISED POLICY – **Maintenance Of Public Order On Library Property** [Policy 700-10] (2nd 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 revised Maintenance of Public Order on Library Property Policy [Policy 700-10]. The motion was seconded by Trustee Thomas Maher and adopted by a unanimous 6-0 vote.

Trustee Theresa Stabile moved to accept adoption of the revised Maintenance of Public Order on Library Property Policy [Policy 700-10]. The motion was seconded by Trustee Brianna Baker-Stines and adopted by a unanimous 6-0 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.

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.*

NEW BUSINESS

NOTE: Trustee Marie Gergenti re-entered the meeting at 6:59 p.m.

8. DISCUSSION – CSEA Unit 8349 – Juneteenth Federal Holiday

In view of the fact that Juneteenth is now a federal holiday, the CSEA Smithtown Library Unit has requested the Library Board's consideration in recognizing Juneteenth as a holiday and subsequently closing all library buildings on that day. After discussion it was agreed that the Library Board is in support of the holiday; however, they will await final determination of whether or not to remain open on Juneteenth pending financial figures pertaining to the cost of compensating the staff for the holiday.

12/21/21

9. PRESENTATION: Resolution of Appreciation – Annette Galarza, Library Trustee

Library Board Vice President Anita Dowd-Neufeld presented a Resolution of Appreciation for Library Board President Annette Galarza:

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

WHEREAS, Annette Galarza has been a member of the Board of Trustees of The Smithtown Library from January 1, 2019 through December 31, 2021; and

WHEREAS, during her three years serving on the Board of Trustees of The Smithtown Library, which included one year serving as President of the Board, and

WHEREAS, her dedicated service earned the admiration and respect of her 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 Annette Galarza for her years of dedicated service to the community; and be it

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

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

10. PRESENTATION: Resolution of Appreciation – Theresa M. Stabile, Library Trustee

Library Board Vice President Anita Dowd-Neufeld presented a Resolution of Appreciation for Trustee Theresa Stabile:

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

WHEREAS, Theresa M. Stabile has been a member of the Board of Trustees of The Smithtown Library from January 1, 2019 through December 31, 2021; and

WHEREAS, during her three years serving on the Board of Trustees of The Smithtown Library, her dedicated service earned the admiration and respect of her 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 Theresa M. Stabile for her years of dedicated service to the community; and be it

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

The motion was seconded by Library Board President Annette Galarza and adopted by a unanimous 7-0 vote.

11. PRESENTATION: Memorial Resolution – José Escalante

Library Board President Annette Galarza presented a memorial resolution for José Escalante.

Trustee Joseph Gregurich moved to accept adoption of the following resolution:

WHEREAS, The Smithtown Library lost a valued staff member with the passing of José Escalante; and

WHEREAS, having begun his tenure with The Smithtown Library on March 30, 2013, as a Custodial Worker I on a call-in basis; and

WHEREAS, on February 27, 2018 was appointed to a full-time Custodial Worker I position; and

WHEREAS, during his eight years of dedicated service, he had earned the respect of his colleagues and co-workers; and

WHEREAS, the great effort and enthusiasm José Escalante put into caring for the grounds of the Kings Park building resulted in a beautifully landscaped property for the community to enjoy; now therefore be it

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby recognize the contributions of José Escalante over the course of his employment and mourns his death; and be it

FURTHER RESOLVED, that the Board of Trustees of The Smithtown Library extends its sincerest condolences to José Escalante's family and friends.

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

Library Director Robert Lusak reported that the Kings Park staff wished to remember José Escalante with a memorial on the grounds of the Kings Park building. The Library Director noted he would keep the Library board updated on the plans, which have not yet been determined.

12. RESOLUTION: 2022 Yearly Planner

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

RESOLVED, that the 2022 YEARLY PLANNER be approved as presented (appended).

(Note: due to the Library's budget and trustee election in October, the October regular board meeting is held on the fourth Tuesday of the month instead of the third Tuesday as per Library Board of Trustees resolution dated September 27, 2007).

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

PUBLIC COMMENTS

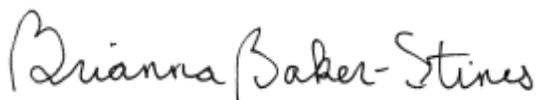
Public comments were given

12/21/21

13. Library Board President Annette Galarza noted that the annual "Organizational" meeting of the Board of Trustees was scheduled to be held Tuesday, January 4, 2022 at 9:30 a.m. at the Nesconset building.

14. Library Board President Annette Galarza noted that the next "Regular" meeting of the Board of Trustees was scheduled to be held Tuesday, January 18, 2022 at 6:30 p.m. at the Smithtown building. It was noted that Suffolk Cooperative Library System Director Kevin Verbesey has requested that the Trustee Workshop originally scheduled for the January 18, 2022 meeting be rescheduled to Thursday, January 13, 2022 at whatever time is convenient for the Library Board.

Minutes approved this 18th day of January, 2022.



Brianna Baker-Stines, President
Smithtown Library Board of Trustees



Linda Taurassi
Secretary to the Board of Trustees