

**MINUTES  
BOARD OF TRUSTEES  
THE SMITHTOWN LIBRARY  
April 20, 2021**

Due to the Coronavirus (COVID-19), the regular meeting of the Board of Trustees of The Smithtown Library was held via teleconference on the 20<sup>th</sup> day of April, 2021. 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, Joseph Gregurich, James Hornef, Thomas Maher and Theresa Stabile.

Also present were Library Director Robert Lusak, Assistant Library Director Patricia Thomson, Treasurer Joanne T. Grove, 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**

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

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

The motion was seconded by Trustee James Hornef 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 March 31, 2021 be approved for filing (copy of report appended to the original of these minutes).*

The motion was seconded by Trustee Anita Dowd-Neufeld 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-April	(“L” fund) PREPAYS	\$ 40,724.11
ii.	Warrant #21-April	(“L” fund) WARRANT	\$ 348,759.20
iii.	Warrant #21-April	(“L” fund) MEDICARE PART B	\$ 32,370.24
iv.	Warrant #21-April	(“M” fund) WARRANT	\$ 29,978.49
v.	Warrant #21-April	(PAYROLL #6 – 3/19/21)	\$ 258,224.04
vi.	Warrant #21-April	(PAYROLL #7 – 4/02/21)	\$ 262,974.88
vii.	Warrant #21-April	(PAYROLL #8 – 4/16/21)	\$ 259,347.45

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

c. PAYROLL & TIME CLOCK OUTSOURCING PROVIDERS

Trustee James Hornef moved to accept adoption of resolution “c”:

*RESOLVED, that the Board of Trustees of The Smithtown Library authorizes the Library Director to enter into a contract with Accu Data Workforce Solutions, for the purpose of providing outsourced payroll and timekeeping services, at a total cost not to exceed \$20,884.00 in year one; subsequent renewals for a period of one year at an approximate cost of \$15,704.00 will be considered (pending Board approval and funding)*

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

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

a. PERSONNEL

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

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

Full-time provisional appointment:

- i. Full-time provisional appointment of **Dawn Bauer** to the position of Library Assistant, Children’s Department, Smithtown building, at an annual rate of pay of \$50,591.00, effective April 27, 2021 (to fill the vacancy created by the retirement of Corinne DiCristina, effective 6/28/20).

Part-time appointments:

- ii. Part-time appointment of **Kelly Lavdas** to the position of Library Clerk, Circulation Department, Smithtown building, at an hourly rate of pay of \$18.45, not to exceed 17.5 hours per week, effective April 26, 2021 (to fill the vacancy created by the full-time appointment and reassignment of Christina Chiara to the Commack building, effective 2/10/20).

- iii. Release of **Carlos Morales** from a call-in Custodial Worker I position and appointment into a part-time Custodial Worker I position, at an hourly rate of pay of \$20.30, effective April 26, 2021 (to fill the vacancy created by the reappointment of Jay Schuck to the Smithtown building in a different job title).

Resignations:

- iv. Resignation of **Kelsey Renz**, Librarian I, L.I. Room/Reference Department, Smithtown building, effective April 21, 2021.
- v. Resignation of **Elizabeth Stoner**, Page, Nesconset building, effective April 10, 2021.

Leave Requests:

- vi. Leave of absence without pay, nunc pro tunc, for **employee #1272**, effective March 1, 2021, pending medical clearance.
- vii. Leave of absence without pay, for **Joyce O'Hara**, Page, Reference/Circulation Departments, Smithtown building, effective May 18, 2021 through June 3, 2021.

The motion was seconded by Trustee James Hornef 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 live or virtual conference, workshop, or webinar attendance requests set forth hereinafter are hereby approved:*

- i. That Librarian I **Alicia Collumbell**, Reference Department, Kings Park building, be authorized to attend, nunc pro tunc, a Notary Public examination to be administered at the Perry Duryea State Office Building, located at 250 Veterans Highway, Hauppauge, NY, on March 25, 2021, with reimbursement for actual and necessary expenses not to exceed \$23.00.
- ii. That **Wendy Johnson**, Children's Librarian I, Children's Department, Commack building, be authorized to attend, nunc pro tunc, on paid release time, the CLASC (Children's Librarians Association of Suffolk County) virtual membership meeting, sponsored by CLASC, to be held on April 14, 2021, from 1:30 p.m. to 4:00 p.m., with reimbursement for actual and necessary expenses not to exceed \$5.00.

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

c. SEASONAL EMPLOYMENT

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

*RESOLVED, that the Board of Trustees of The Smithtown Library approves increased seasonal hours for staff, approved by the Suffolk County Department of Civil Service, due to increased volume at circulation desks, in addition to increased volume as a result of high participation in the summer reading programs in the Children’s and Reference Departments, during the period June 1, 2021 through September 1, 2021, not to exceed \$35,000.00.*

The motion was seconded by Trustee James Hornef and adopted by a unanimous 7-0 vote.

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

Library Director Robert Lusak asked permission to take the meeting out of order and move forward with the agenda while waiting for architect John Tanzi to join the meeting via teleconference in order to give his presentation.

5. The COMMUNICATIONS COMMITTEE report was presented by Communications Committee Liaison Theresa Stabile.

Library Board President Annette Galarza moved to accept adoption of resolution “a”:

a. DONATION – Jennifer Calderone

*RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank Jennifer Calderone, of Kings Park, NY, for her generous online donation of \$50.00; 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 Joseph Gregurich and adopted by a unanimous 7-0 vote.

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

b. DONATION – Macy’s (American Online Giving Foundation, Inc.)

*RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank MACY’S INC. for a check in the amount of \$48.55 received from the American Online Giving Foundation, Inc., through the “Benevity Giving Platform”; 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 Joseph Gregurich and adopted by a unanimous 7-0 vote.

6. DIRECTOR'S REPORT was submitted previously to the Library Board by Library Director Robert Lusak (copy of report appended to the original of these minutes).

The Library Director invited Community Relations Department supervisor Julie DeLaney to give an update of the Friends of The Smithtown Library's recent meeting which was the first meeting held in several months due to the pandemic. Ms. DeLaney reported that the Friends are sponsoring a new service to patrons called "Book Club Kits". The "Kits" are designed so that a patron can run their own Book Club from their home. Each individual kit contains multiple copies of the book (large print, regular print and audio), as well as a discussion guide. The guide contains a biography of the author, reviews of the book, and a list of discussion questions. There are currently four titles in this collection, with the intention of expanding it. The kits may be checked out for six weeks from the Reference Department at each Library building and are to be returned to the Reference Desk. Information about this new service is posted on our Library homepage under the "Services" tab.

## **UNFINISHED BUSINESS**

There was no unfinished business.

## **PUBLIC COMMENTS**

There were no public comments.

## **NEW BUSINESS**

7. CERTIFICATE OF APPRECIATION – **Daniel Alm**

Trustee James Hornef moved to accept adoption of the following resolution:

*WHEREAS, as part of his Eagle Scout Project, Daniel Alm, of Boy Scout Troop 349 of Smithtown, has generously contributed his time, talents, skills and abilities to The Smithtown Library pertaining to the planting of one holiday tree and the construction of a kidney shaped, pollinator friendly garden located on the front lawn at the Library's Nesconset building; now therefore, be it*

*RESOLVED, that Daniel Alm be commended and thanked for his efforts on behalf of The Smithtown Library; and be it*

*FURTHER RESOLVED, that the Board of Trustees of The Smithtown Library extends their wishes for success in all his future endeavors.*

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

8. NEW YORK STATE ANNUAL REPORT

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

*RESOLVED, that the New York State Annual Report for Public and Association Libraries for the year ending December 31, 2020 be accepted for filing as presented (copy of report appended to the original of these minutes).*

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

9. PRESENTATION – Architect John Tanzi – Smithtown Building Parking Lot Site Improvement Project

- a. At 7:33 p.m. architect John Tanzi entered the meeting via teleconference to give his presentation to the Board of Trustees pertaining to the Smithtown Building Parking Lot Site Improvement Project, along with his recommendations.

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

*Resolved, that the Board of Trustees of The Smithtown Library approves Phase I of the Parking Lot Site Improvement Project at the Smithtown building that addresses safety, parking and lighting issues, and approves the recommendations presented by John Tanzi Architects to award the following contracts with expenses as described:*

**Primary Site Work** - awarded to Laser Industries, Inc. at a cost of \$47,178.44; **Asphalt Paving** - awarded to the Town of Smithtown Work Force at a cost of \$11,400.00; **Site Lighting** - awarded to Fidele Construction at a cost of \$34,950 for a total cost of \$93,528.44; plus a self-hold contingency amount of \$15,000.00 is added for unforeseen conditions that may come up during construction/installation, for an overall project budget of \$108,528.44.

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

- b. LONG ISLAND ROOM VAULT – HVAC Replacement Project Update

Smithtown building head Eileen Caulfield reported that the project generally has been running smoothly and she has been very happy with both Thermal Solutions and Fidele Construction's work. Architect John Tanzi concurred that there has been few issues needing resolution during the project and has been very satisfied with the contractor.

- c. PHASE II - Smithtown Building Parking Lot Site Improvement Project

Architect John Tanzi noted that the Library would not be receiving approval from the Department of Transportation for another two-and-a-half to three months.

- d. PHASE III - Smithtown Building Parking Lot Site Improvement Project

Architect John Tanzi remarked that there have been some recent developments and discussions with the Town pertaining to what part of the project the Town will be responsible for, depending on the time frame and their budget. Mr. Tanzi noted that he is exploring all the costs involved and will notify the Library Director shortly. While citing several examples, Library Director Robert Lusak commended the Town for all their assistance to the Library and the wonderful working relationship we have enjoyed with them in the recent past. He further reported that we are currently working on an Intermunicipal Agreement allowing us to partner with the Town of Smithtown. This agreement has been approved by Library attorney Kevin Seaman and is ready to be finalized.

10. NEW POLICY – **Remote Work Policy** – [Policy #400-15] (1<sup>st</sup> reading)

Trustee James Hornef moved to waive the reading of the Remote Work Policy [#400-15]. After discussion the motion was seconded by Trustee Anita Dowd-Neufeld and adopted by a unanimous 7-0 vote. The policy will be reviewed and voted on at the May regular board meeting.

*REMOTE WORK POLICY*

**Purpose**

*The purpose of The Smithtown Library remote work policy is for the Library to remain operational at the highest level possible, in the event that an unforeseen emergency forces the Library to close its buildings to the public and/or employees for a period of time.*

**Definition**

*Remote work is a work arrangement that allows employees to work from a remote location by electronically linking to the Library. This policy governs temporary remote work arrangements that are required by any emergency closure of one or more Library buildings.*

**Eligible Employees**

*Remote work may not be suitable for all employees and/or positions. The Library Director and appropriate department supervisors will notify employees of their assigned remote work, and confirm with employee any position-specific terms and conditions of such an arrangement.*

**Expectations**

*Due to the uncertainty of the length and severity of an emergency closure, all temporary remote work arrangements will be evaluated on an on-going basis and are subject to being modified or discontinued immediately upon written notice. Employees who are assigned temporary remote work during a shutdown or following reopening, should have no expectation of ongoing remote work. For all employees, the policies and agreements applicable to remote work will remain in effect, unless circumstances relating to the emergency warrant exception.*

*To the extent possible, an employee's job duties and responsibilities will not change due to temporary remote work. Professionalism in performance of job duties, work output and productivity, and service to the employee's department, patrons, and/or other constituents, as applicable, and related communications, must be maintained at the expectations set by the Library and the employee's supervisor.*

*Employees will not be permitted to perform remote work after the Library reopens following an emergency closure, and in non-emergency circumstances.*

**1. While working remotely, the employee will:**

- a. *Comply with the employee's assigned remote work schedule; variations to that schedule must be prior-approved by the Director or his/her designee.*
- b. *Check-in with the supervisor no less than three times per daily work schedule, as assigned, via email using the device identified as the work device.*
- c. *Remain accessible by phone, text, or email during the hours of the daily remote work schedule.*
- d. *Communicate with the supervisor to discuss the status of open issues.*
- e. *Be available for video/teleconferences scheduled on an as-needed basis.*
- f. *Be available to attend in-person scheduled work meetings as requested or required by the department.*
- g. *Request supervisor approval in advance of working any flexible hours.*
- h. *Meet the work output and/or productivity expectations of work.*

- i. *Communicate to their supervisor, in advance and on an ongoing basis, any job duties or responsibilities that cannot be effectively performed during temporary remote work.*
- j. *Take rest and meal breaks while working remotely in compliance with all applicable policies, and, as to non-exempt employees, not exceed their scheduled hours of work.*
- k. *Continue to abide by all other policies and procedures including those pertaining to computer use, social media and confidentiality.*

*Failure to abide by these requirements may result in the revocation of the remote work relationship, and/or disciplinary action.*

### **Requests for Leave**

*Unless a flexible schedule has been established, employees should not have non-work-related events and activities disrupt or interfere with scheduled work time. Requests to use sick leave, vacation or other leave must be approved in the same manner as when working in the Library building.*

*Any leave that was requested and approved prior to the closing of the Library due to a pandemic or other emergency cannot be withdrawn by the employee (unless mutually agreed upon with the Director or designee).*

### **In Person Meetings/Events**

*In the event an employee planned to be physically present at a workshop, function, meeting or other event, or believes that his/her physical presence is necessary at an event planned after the temporary emergency remote work arrangement has begun, the employee must first contact his/her supervisor, who will, together with the Library Director, as appropriate, approve or disapprove the employee's attendance at the event. Employee health and safety, as well as the health and safety of other Library employees and the local community will be carefully considered in such decision-making.*

### **Remote Work Equipment and Supplies**

*In an emergency closure, on a case-by-case basis, and subject to change without notice, the Library will determine the equipment, if any, to provide to the employee to facilitate the remote work arrangement. The Library accepts no responsibility for theft, loss, damage, or repairs to the employee-owned equipment. Any equipment that the Library provides to an employee as part of a remote work arrangement shall remain the property of the Library and the Library will maintain that equipment. This equipment must be used for business purposes only. Unless otherwise agreed to in advance, the Library will not be responsible for any other costs the employee may incur while working remotely.*

### **Remote Work Sites**

*Remote workers should designate a workspace at the remote location for the installation of any necessary and approved equipment to be used during remote work. This workspace should be maintained in a safe condition, free from hazards to people and equipment. Remote workers are to advise the Library in the event that they have changed their remote working location, even if only on a temporary basis.*

### **Security**

*All remote workers are responsible for the security of information, documents, and records in their possession or used during remote work. Restricted-access material should not be accessed or removed from the worksite without written consent from the Library Director. All remote workers must apply appropriate safeguards to protect the Library's confidential information from unauthorized disclosure or damage, and must comply with all privacy and security protocols and requirements implemented by the Library.*

11. REVISED POLICY – Board of Trustees Bylaws [Policy #100-10] (1<sup>st</sup> reading)

[Note: deletions are noted with a strikethrough]

Trustee James Hornef moved to waive the reading of the Board of Trustees Bylaws Policy [#100-10]. The motion was seconded by Trustee Anita Dowd-Neufeld and adopted by a unanimous 7-0 vote. The policy will be reviewed and voted on at the May regular board meeting.

*Article VI – A.13. Duties of the Library Director*

*A. Library Director*

*Administrative*

1. *The Library Director shall be the Chief Administrative Officer of The Smithtown Library acting on behalf of the Board and under its review and direction.*
2. *The Library Director shall ensure compliance with all laws relating to public libraries.*
3. *The Library Director shall represent The Smithtown Library at all state, regional and national Library Symposiums, whenever possible.*
4. *The Library Director, in consultation with and subject to the approval of the Board, may hire a qualified Assistant Library Director(s).*
5. *The Assistant Library Director(s) shall be authorized to perform all the duties of the Library Director in his/her absence.*
6. *The Library Director shall designate a Librarian who shall be authorized to perform his/her duties, should the Assistant Library Director(s) be unable to do so.*
7. *The Library Director shall oversee the care and maintenance of the library buildings and grounds, vehicles and equipment.*
8. *The Library Director shall have the flexibility to adjust goals as necessary.*

*Board Relations*

9. *The Library Director shall carry out the policies of The Smithtown Library as adopted by the Board.*
10. *The Library Director shall attend all meetings of the Board and may take part in deliberations but shall have no vote.*
11. *The Library Director shall keep the Trustees informed as to the Library's current progress and future needs through regular monthly reports.*
12. *The Library Director shall submit to the Trustees Monthly Statistical Reports at the Meetings of the Board.*
- ~~13. *In July of each year, the Library Director shall submit a report of the past year's highlights and achievements, and may make recommendations for the coming year for the Board's review in the following categories: Buildings and Grounds, Budget and Financing, Personnel, Professional Development, Library Collection and Resources, Programming, Community Relations, Technology, Policies and Procedures.*~~
14. *The agenda for the Regular Monthly Meeting of the Board shall be prepared by the Library Director and be distributed to the Trustees in a timely manner.*

12. **REVISED POLICY - COVID-19 Reopening Safety Plan [Policy #500-70]** (1<sup>st</sup> 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 COVID-19 Reopening Safety Plan Policy (#500-70). The motion was seconded by Trustee James Hornef and adopted by a unanimous 7-0 vote. The policy will be reviewed and voted on at the May regular board meeting.

**Phased Reopening Time Line**

*The Smithtown Library will adhere to the following phased reopening schedule. The Library's Board of Trustees will determine when to advance from phase to phase. The determination will be based on the most current information from NYS and Suffolk County health officials.*

**The Smithtown Library Phase 1 (Approximately 2 weeks as deemed appropriate by the Board of Trustees)**

- *Library employees may return to work in the number approved by the Director.*
- *Social distancing will be practiced.*
- *Staff shifts may be staggered and work schedules adjusted to reduce density; supplementary cleaning protocols will be effected in Library facilities.*
- *Library employees will be assigned to enhance distance services and prepare the Library facility for onsite Library services.*

**The Smithtown Library Phase 2 (Approximately 2 weeks as deemed appropriate by the Board of Trustees)**

- *The Library may begin to allow the lending and returning of Library items by way of contactless curbside pickup or delivery services. Subject to guidance received from the CDC and/or the Federal Institute of Library and Museum Services, Library materials will be quarantined for a period **determined to be safe by local standards** ~~of seventy-two (72) hours~~ prior to being handled.*
- *Social distancing will be practiced.*
- *Staff shifts may be staggered and work schedules adjusted; supplementary cleaning protocols will be effected.*
- *Employees who have contact with Library materials will be offered the option to wear gloves while handling materials. Gloves will be provided if requested.*
- *Employees who have contact with the public will be required to wear masks during times of contact. Masks will be provided.*

**The Smithtown Library Phase 3 (Approximately 2-10 weeks as deemed appropriate by the Board of Trustees)**

- *Library facilities may open to the public with social distancing restrictions in place.*
- *Significant modifications of facilities and service programs may be implemented including restrictions on Library hours, public access, building capacities, seating areas, computer usage, and access to Library stacks.*
- *The Library may offer in-building computer use by appointment but only with the ability to maintain safe social distances. Computers will be regularly sanitized between uses.*
- *Social distancing will be practiced*
- *Staff shifts may be staggered and work schedules adjusted; supplementary cleaning protocols will be effected.*
- *Employees who have contact with Library materials will be offered the option to wear gloves while handling materials. Gloves will be provided if requested.*
- *Employees who have contact with the public will be required to wear masks during times of contact. Masks will be provided.*

**The Smithtown Library Phase 4 (Approximately 4-12 months as deemed appropriate by the Board of Trustees)**

- *The Library may open to the public with social distancing protocols in place. Modifications of facilities and service programs may be necessary including restrictions on seating areas, computer usage, and access to Library stacks.*
- *Small group events may be permissible.*
- *Social distancing will be practiced.*
- *Staff shifts may be staggered and work schedules adjusted; supplementary cleaning protocols will be effected.*
- *Employees who have contact with Library materials will be offered the option to wear gloves while handling materials. Gloves will be provided if requested.*
- *Employees who have contact with the public will be required to wear masks during times of contact. Masks will be provided.*

**Post Phase 4**

- *Library may return to normal, pre-COVID-19 operations and reinstate regular service programs including events.*

**Physical Distancing**

*Employees must maintain a six (6) foot distance from each other, unless safety or the core function of the work activity performed by masked employees requires a shorter distance in which case masks are to be worn.*

*Employees will be limited to in-house presence only as scheduled for assigned tasks to be accomplished; Library hours may be adjusted to spread employee and patron traffic over a period of time.*

*Workspaces and employee seating areas will be modified and/or restricted (as to capacity) in order to maintain 6 ft. distance. If not feasible, face coverings will be required; or physical barriers (e.g. clear shielding walls) will be enacted (in accordance with governmental guidelines) in areas where they will not impair airflow, heating, cooling, or ventilation.*

*When employees are less than 6 ft. apart from each other (or a patron) and without a physical barrier (e.g. clear shielding wall); employees must wear acceptable face coverings.*

*Signs with arrows may be posted to reduce bi-directional foot traffic in narrow aisles, hallways, or spaces.*

*Tightly confined spaces (e.g. elevators, narrow aisles) should be occupied by only one individual at a time, unless all employees are wearing face coverings. If occupied by more than one person, the occupancy will be maintained at or under 50% of maximum capacity.*

*When possible patron arrivals will be staggered by advising of pick-up time “windows”; and avoiding direct hand-offs.*

*Social distancing markers that denote 6 ft. of spacing in commonly used (and other applicable) areas will be clearly designated.*

*Designated areas for pick-ups and deliveries will be established; limiting contact to the extent possible.*

*Designated patron waiting areas (e.g. lines, parking areas) will be arranged to maximize social distancing; a contactless delivery system will be implemented.*

*In-person gatherings will be limited. Tele-or-video-conferencing will be utilized whenever possible. Essential in-person gatherings (e.g. meetings) will be held in open, well-ventilated spaces with appropriate social distancing among participants.*

*Non-essential visitors will be prohibited from the Library.*

### **Protective Equipment**

*Employees will be provided with an acceptable face covering at no cost to the employee. An adequate supply of replacement coverings will be available. Acceptable face coverings include but are not limited to cloth and surgical masks, unless the nature of the work requires stricter PPE (e.g. N95, face shield).*

*Employees must clean or replace face coverings after use or when damaged or soiled. Face coverings must not be shared and should be properly stored or discarded.*

*The sharing of objects (e.g. telephones) will be limited; the touching of shared surfaces is discouraged; when employees are in contact with shared objects or frequently touched areas they will have the option to wear gloves; or sanitize or wash hands before and after contact.*

### **Hygiene & Cleaning**

*The Library will adhere to the hygiene and sanitation requirements of the Centers for Disease Control and Prevention (CDC) and State and County Departments of Health (DOH) and maintain cleaning logs on site that document the date, time, and scope of cleaning.*

*The Library will provide and maintain hand hygiene stations for employees, including accessibility for handwashing with soap, water, and paper towels or air dryers, as well as an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible.*

*The Library will provide and encourage employees to use cleaning/disinfecting supplies before and after use of shared or frequently touched surfaces, followed by hand hygiene.*

*The Library will provide adequate space for employees to observe social distancing while eating meals. The sharing of food and beverages is prohibited.*

*Employees have the option to wear gloves when handling Library materials (books, DVDs, etc.) that have not been quarantined **for the period determined to be safe by local standards** for 72 hours. Employees must wash or sanitize their hands before and after handling Library materials.*

*Regular premises cleaning and disinfection (after every shift, or more frequently as needed) and more frequent cleaning and disinfection of shared objects (e.g. telephones), shared surfaces, and high touch areas (self-checkout stations, pickup areas, restrooms, common areas) will be implemented.*

*Cleaning and disinfecting will be performed using Department of Environment Conservation (DEC) products identified by the Environmental Protection Agency (EPA) as effective against COVID-19. If cleaning or disinfection products (or the act of cleaning and disinfecting) causes safety hazards or degrades the material or machinery, employees will receive access to a hand hygiene station between use and/or be supplied with disposable gloves if requested.*

*In the event an employee tests positive COVID-19 the Library will execute a plan for cleaning and disinfecting ~~and will notify Suffolk County to allow the County to begin contact tracing.~~*

## **Communication**

*The Library will continually review and implement State and County issued guidelines.*

*The Library will use social media, verbal communication and signage to provide patrons with instructions for ordering/pick-up of Library materials.*

*The Library will adhere to New York State guidance regarding face coverings for patrons.*

*Signage inside and outside of the Library will be posted to remind employees and patrons to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.*

*All employees will be trained on new protocols and informed of all safety guidelines.*

*Employees will be notified of updated information via their smithlib.org email account.*

*The Library will use social media, the Library website and signage to provide patrons with updated information.*

*The Library will conspicuously post safety plans.*

## **Screening & Contact Tracing**

*Employees who are sick or feel unwell should stay home or return home if they become sick or feel unwell at work.*

*Employees will undertake a health self-assessment test (e.g. questionnaire, temperature check) before beginning work each day. Assessment responses will be reviewed every day and documented.*

*Employees who present COVID-19 symptoms will be sent home and instructed to contact their health care provider for medical assessment and COVID-19 testing. If tested positive, employee may only return to work after completing ~~a 14-day quarantine~~ **the NY State mandated quarantine period.** ~~and providing a doctor certification that they are coronavirus free.~~*

*Employees who present no symptoms but have tested positive in the past 14 days may only return to work after completing ~~a 14-day quarantine~~ **the NY State mandated quarantine period.** ~~and providing a doctor certification that they are coronavirus free.~~*

*Employees who have had close contact with a confirmed or suspected person with COVID-19 but are not experiencing symptoms should inform their supervisors and may be permitted to work with additional precautions, including regular self-monitoring for symptoms and temperature, required wearing of face covering at all times and appropriate social distancing from others.*

*The Library will maintain records of employees, who may have had close contact with other individuals at the Library. Logs for vendors and or delivery persons who have visited the Library will also be kept on record.*

*If an employee was in close contact with another (or others) at the Library and tests positive for COVID-19, the Library will immediately notify **staff, via a memorandum from the Director, the building and the date in which the employee last worked,** ~~state or local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as employees, visitors, and/or patrons (if known) who had close contact with the individual,~~ while maintaining the confidentiality required by state and federal law and regulations.*

13. At 8:37 p.m. Trustee James Hornef moved to enter executive session, via teleconference, pursuant to Article 7, Section 105 "F" of the Public Officer's Law to discuss the employment history of particular people. The motion was seconded by Trustee Brianna Baker-Stines and adopted by a unanimous 7-0 vote.

The following trustees were present and participating in executive session: Brianna Baker-Stines, Anita Dowd-Neufeld, Annette Galarza, Joseph Gregurich, James Hornef, Thomas Maher and Theresa Stabile.

Also present were: Library Director Robert Lusak, Assistant Library Director Patricia Thomson, and Secretary Linda Taurassi.

14. At 8:53 p.m. Trustee Brianna Baker-Stines moved to reconvene in open public session via teleconference. The motion was seconded by Trustee James Hornef and adopted by a unanimous 7-0 vote.
15. Library Board President Annette Galarza noted that the next "regular" meeting of the Board of Trustees is scheduled to take place on Tuesday, May 18, 2021 at 6:30 p.m. at the Smithtown building (details of the meeting, whether via teleconference, or in person, will be determined prior to the meeting subject to the NYS Executive Order Regarding Open Meetings Law due to COVID-19).
16. There being no further business, Trustee Brianna Baker-Stines moved to adjourn the meeting at 8:54 p.m. The motion was seconded by Trustee Joseph Gregurich and adopted by a unanimous 7-0 vote.

Minutes approved this 18<sup>th</sup> day of May, 2021.



Annette Galarza, President  
Smithtown Library Board of Trustees

*Linda Taurassi*  
Secretary to the Board of Trustees