

**MINUTES
BOARD OF TRUSTEES
THE SMITHTOWN LIBRARY
May 18, 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 18th day of May, 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 and Thomas Maher.

Trustees James Hornef and Theresa Stabile were absent without prior notice.

Also present were Library Director Robert Lusak, Assistant Library Director Patricia Thomson, Treasurer Joanne T. Grove, Clerk Lauren Gunderson, Secretary Linda Taurassi, and Library Accountant Al Coster of Baldessari & Coster, Certified Public Accountants.

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 April 20, 2021 and the SPECIAL MEETING MINUTES of May 5, 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. The BUDGET AND FINANCE COMMITTEE report was presented by Budget and Finance Committee Liaison Thomas Maher.

- a. TREASURER'S REPORT

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

RESOLVED, that the TREASURER'S REPORT for the month ended April 30, 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-May	(“L” fund) PREPAYS	\$ 22,024.84
ii.	Warrant #21-May	(“L” fund) WARRANT	\$ 297,478.52
iii.	Warrant #21-May	(PAYROLL #9 – 4/30/21)	\$ 268,964.40
iv.	Warrant #21-May	(PAYROLL #10 – 5/14/21)	\$ 260,671.28

The motion was seconded by Trustee Anita Dowd-Neufeld and adopted by a unanimous 5-0 vote.

c. INDEPENDENT AUDIT REPORT – Baldessari & Coster, Certified Public Accountants

Budget and Finance Committee Liaison Thomas Maher invited Mr. Al Coster, of Baldessari & Coster, Certified Public Accountants, to give his presentation pertaining to the Library’s 2020 independent audit report. Mr. Coster congratulated the Library and noted that the Library had received the best report it could get. The Library has again been issued the highest opinion that the financial statements and underlying internal controls present fairly, in all material respects, the financial position of The Smithtown Library as of December 31, 2020, in accordance with generally accepted accounting principles.

After discussion Library Board President Annette Galarza moved to accept adoption of the following resolution:

RESOLVED: That the independent audit report for the fiscal year beginning January 1, 2020 and ending December 31, 2020, prepared by Baldessari & Coster, Certified Public Accountants, including financial statements and supplementary schedules, be accepted as presented (copy of report appended to the original of these minutes).

The motion was seconded by Trustee Anita Dowd-Neufeld and adopted by a unanimous 5-0 vote.

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

a. PERSONNEL CHANGES

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

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

Full-time appointment:

- i. *Permanent full-time appointment of **Carolyn A. Brooks** to the position of Librarian I, Reference Department, Commack building, at an annual rate of pay of \$58,828.00, subject to a 26-week probationary period, effective June 28, 2021 (to fill the vacancy created by the reassignment of Marissa Finocchiaro to the Reference Department/Long Island Room of the Smithtown building, effective 5/10/21).*

Resignation:

- ii. *Resignation of **Regina Spencer**, Personnel Assistant, Business Office, Nesconset building, effective April 30, 2021.*

The motion was seconded by Trustee Anita Dowd-Neufeld and adopted by a unanimous 5-0 vote.

5/18/21

b. CONFERENCE / WORKSHOP / WEBINAR ATTENDANCE REQUESTS

Trustee Anita Dowd-Neufeld 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 II **Jessicca Newmark**, Reference Department, Smithtown building, be authorized to attend a Notary Public examination to be administered at the Perry Duryea State Office Building, located at 250 Veterans Memorial Highway, Hauppauge, NY, on a date TBD, with reimbursement for actual and necessary expenses not to exceed \$15.00.*
- ii. *That Assistant Library Director **Patricia Thomson**, Administration Department, Nesconset building, be authorized to attend, on paid release time, the Virtual 2021 American Library Association (ALA) Annual Conference & Exhibition, to be held via Zoom from June 23, 2021 through June 29, 2021, between the hours of 9:00 am and 5:00 pm, with reimbursement for actual and necessary expenses not to exceed \$179.00.*
- iii. *That Librarian I **Sean Walls**, 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 Memorial Highway, Hauppauge, NY, on May 6, 2021, with reimbursement for actual and necessary expenses not to exceed \$17.00.*

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

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

a. BUILDING REQUEST – Kings Park Building

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

RESOLVED, that the Board of Trustees of The Smithtown Library approves the request of Kings Park Boy Scout Troop 75, to place a rope bridge (aka “monkey bridge”) on the lawn of the Kings Park building on Kings Park Day, to be held June 19, 2021, provided that said rope bridge is removed promptly at the close of festivities (Note: Insurance coverage provided through the Suffolk County Council of the Boy Scouts of America).

The motion was seconded by Trustee Anita Dowd-Neufeld and adopted by a unanimous 5-0 vote.

5. In the absence of Communications Committee Liaison Theresa Stabile, the COMMUNICATIONS COMMITTEE report was presented by Trustee Anita Dowd-Neufeld.

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

a. DONATION – Dave Wester

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank Mr. Dave Wester, of Smithtown, NY, for his thoughtful donation of \$5.00 in appreciation of the Library's generous return policy during the pandemic; 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 5-0 vote.

6. DIRECTOR'S REPORT

The Library Director asked permission to take the meeting out of order to discuss item number 9 under "New Business" related to New York State's adoption of the CDC's Interim Public Health Recommendations for Fully Vaccinated People that will take effect on May 19, 2021. The Library Director reported that the Library would continue to maintain social distance guidelines of six feet; however, it was the recommendation of the Library Director that the Library Board adopt the New York State regulations that would no longer require fully vaccinated individuals to wear face masks.

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

RESOLVED, that the Board of Trustees of The Smithtown Library hereby acknowledges and adopts the May 19, 2021 NYS regulations which allow fully vaccinated individuals to conduct most public indoor activities without a mask, including within a Public Library, and rescinds all prior Board resolutions on this subject that are inconsistent with this new regulation and current CDC guidelines.

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

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

Both the Library Director and Smithtown Building Head Eileen Caulfield remarked about how pleased they have been with the work being completed on the Smithtown Parking Lot Project by Laser Industries, Inc.

UNFINISHED BUSINESS

7. **REVISED POLICY – Board of Trustees Bylaws [Policy #100-10]** (2nd reading)

[Note: deletions are noted with a strikethrough]

Trustee Brianna Baker-Stines 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 5-0 vote.

Trustee Thomas Maher moved to accept adoption of the Board of Trustees Bylaws Policy [#100-10]. The motion was seconded by Trustee Brianna Baker-Stines and adopted by a unanimous 5-0 vote.

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.

8. **REVISED POLICY - COVID-19 Reopening Safety Plan [Policy #500-70]** (2nd reading)
[Note: revisions are noted in underlined bold font; deletions are noted with a strikethrough]

Trustee Anita Dowd-Neufeld moved to waive the reading of the COVID-19 Reopening Safety Plan Policy (#500-70). The motion was adopted by unanimous consent.

Trustee Brianna Baker-Stines moved to accept adoption of the COVID-19 Reopening Safety Plan Policy (#500-70). The motion was seconded by Trustee Thomas Maher and adopted by a unanimous 5-0 vote.

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.*

PUBLIC COMMENTS

There were no public comments.

NEW BUSINESS

9. Smithtown building head Eileen Caulfield reported that the Town's Deputy Superintendent of Highways had stopped by this day and informed her that the Town would be commencing their work on the north portion of the parking lot this coming Saturday.
10. At 7:31 p.m. Trustee Anita Dowd-Neufeld 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 Thomas Maher and adopted by a unanimous 5-0 vote.

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

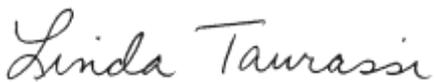
Also present were: Library Director Robert Lusak and Assistant Library Director Patricia Thomson.

11. At 8:02 p.m. Trustee Joseph Gregurich moved to reconvene in open public session via teleconference. The motion was seconded by Trustee Brianna Baker-Stines and adopted by a unanimous 5-0 vote.
12. Library Board President Annette Galarza noted that the next "regular" meeting of the Board of Trustees is scheduled to take place on Tuesday, June 15, 2021 at 6:30 p.m. at the Nesconset 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).
13. There being no further business, Trustee Joseph Gregurich moved to adjourn the meeting at 8:04 p.m. The motion was seconded by Trustee Brianna Baker-Stines and adopted by a unanimous 5-0 vote.

Minutes approved this 15th day of June, 2021.



Annette Galarza, President
Smithtown Library Board of Trustees



Linda Taurassi
Secretary to the Board of Trustees