

**MINUTES  
BOARD OF TRUSTEES  
THE SMITHTOWN LIBRARY  
June 15, 2021**

A regular meeting of the Board of Trustees of The Smithtown Library was held at the Nesconset building, Nesconset, New York on the 15<sup>th</sup> day of June, 2021 at 6:30 p.m. 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, Joseph Gregurich, Thomas Maher and Theresa Stabile.

Trustee James Hornef was absent without prior notice.

Also present were Library Director Robert Lusak, Assistant Library Director Patricia Thomson, Clerk Lauren Gunderson and Secretary Linda Taurassi. Treasurer Joanne T. Grove was absent with prior notice.

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

**READING AND APPROVAL OF MINUTES**

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

*RESOLVED, that the REGULAR MEETING MINUTES of May 18, 2021 be approved as presented.*

The motion was seconded by Trustee Brianna Baker-Stines and adopted by a unanimous 6-0 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 Anita Dowd-Neufeld moved to accept adoption of resolution "a":

*RESOLVED, that the TREASURER'S REPORT for the month ended May 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 6-0 vote.

b. WARRANTS

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

RESOLVED, that the following WARRANTS be approved for payment:

i.	Warrant #21-June	(“L” fund) PREPAYS	\$ 17,539.80
ii.	Warrant #21-June	(“L” fund) WARRANT	\$ 287,454.50
iii.	Warrant #21-June	(“M” fund) WARRANT	\$ 62,993.04
iv.	Warrant #21-June	(PAYROLL #11 – 5/28/21)	\$ 261,356.97
v.	Warrant #21-June	(PAYROLL #12 – 6/11/21)	\$ 257,738.30

The motion was seconded by Library Board President Annette Galarza and adopted by a unanimous 6-0 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:*

Part-time appointments:

- i. *Part-time appointment of **Amanda Bayer** to the position of Page, Nesconset building, at an hourly rate of pay of \$14.00, effective June 24, 2021 (to fill the vacancy created by the resignation of Elizabeth Stoner effective 4/10/21).*
- ii. *Part-time appointment of **Riley Hillen** to the position of Page, Kings Park building, at an hourly rate of pay of \$14.00, effective July 12, 2021 (to fill the vacancy created by the pending resignation of Demetra Gonis, effective date TBD).*
- iii. *Part-time appointment of **Laura Dellova** to the position of Librarian I, at an hourly rate of pay of \$32.32, not to exceed 17.5 hours per week, effective July 6, 2021 (to be used at any library building in a fill-in capacity when necessary).*

The motion was seconded by Trustee Anita Dowd-Neufeld and adopted by a unanimous 6-0 vote.

b. CONFERENCE / WORKSHOP / WEBINAR ATTENDANCE REQUESTS

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

*RESOLVED, that the following live or virtual conference, workshop, or webinar attendance request set forth hereinafter is hereby approved:*

- i. *That Librarian I **Rachel Cecchini**, Reference Department, Teen Services, Commack building, be authorized to attend a Notary Public examination to be administered at the Perry Duryea State Office Building, located at 250 Veterans Highway, Hauppauge, NY, on June 24, 2021, with reimbursement for actual and necessary expenses not to exceed \$20.00.*

The motion was seconded by Trustee Theresa Stabile and adopted by a unanimous 6-0 vote.

4. There was no BUILDINGS AND GROUNDS COMMITTEE report.

5. There was no COMMUNICATIONS COMMITTEE report.

#### 6. DIRECTOR'S REPORT

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

- The Library Director asked that the minutes reflect how appreciative we are with all the assistance given to the Library by the Town of Smithtown.
- The Library Director reported that all the new bronze statues for each of our library buildings have been delivered and installed. At the Smithtown building the bronze statue was placed where the large memorial rock recognizing veterans from previous wars had originally stood. This rock has been relocated to a different area near the front entrance of the building and Finesse Landscape & Design, Inc. will be planting items to enhance its appearance.
- In a discussion of the graphs and charts that were handed out at the board meeting, the Library Director explained that it had been compiled by Network & Systems Specialist II James Buckman to ascertain when the Library's busiest periods were at each building; this will assist supervisors in scheduling staff.
- In order to get back to our normal operating schedules, the Library Director suggested to the Board, if they were in agreement, that the operating hours be expanded at the Smithtown building on Friday nights. He also asked them to consider expanding the Sunday operating hours at the Commack building in September, after Labor Day.

#### **UNFINISHED BUSINESS**

There was no unfinished business.

#### **PUBLIC COMMENTS**

Kim Seliger (Principal Library Clerk, Circulation Department, Smithtown building) - Ms. Seliger noted that when the Library Board had held their remote meetings via Zoom during the Pandemic, several staff members had enjoyed attending the meetings and asked if the Library Board would consider broadcasting their in-person board meetings in the future.

Ryan Petermann (Life Scout, Boy Scout Troop #565) – Mr. Petermann expressed his desire to do an Eagle Scout project involving the construction of a receptacle for worn or used American Flags that could be collected by his troop and distributed to veterans. Mr. Petermann was instructed to prepare a description of the project in writing that would be presented to the Library Board at their next regular meeting, at which time it will be voted on for approval.

## NEW BUSINESS

### 7. REVISED POLICY - **Public Employer Health Emergency Plan for The Smithtown Special Library District [Policy 400-10]** (1<sup>st</sup> reading)

- Note: 1) Only those portions being updated appear below  
2) Revisions are noted in underlined bold font; deletions are noted with a strikethrough

Trustee Brianna Baker-Stines moved to waive the reading of the Public Employer Health Emergency Plan for The Smithtown Special Library District [Policy 400-10]. The motion was seconded by Trustee Thomas Maher and adopted by a unanimous 6-0 vote. The policy will be reviewed and voted on at the July regular board meeting.

#### **Remote Work Protocols**

*Non-essential employees and essential employees who are required to work remotely will be enabled to do so to the greatest extent practicable.*

*Working remotely requires:*

1. *Identification of staff who will work remotely **(to be evaluated on an on-going basis and is subject to being modified or discontinued upon written notice)***
2. *Approval and assignment of remote work **(employees who are assigned temporary remote work during a shutdown or following reopening should have no expectation of ongoing remote work assignments)***
3. *Equipping staff for remote work, which may include:*
  - a. *Internet capable laptop*
  - b. *Necessary peripherals*
  - c. *Access to VPN and/or secure network drives*
  - d. *Access to software and databases necessary to perform their duties*
  - e. *A solution for telephone communications*

*Note that phone Library business lines may need to be forwarded to off-site staff*

*The Director, Assistant Director, and Department Supervisors will collaborate to identify staff/positions that can effectively work remotely. Eligibility determinations regarding remote work are within the sole discretion and subject to the Library Director's approval. Department Supervisors will be responsible for assignment and review of remote work. The Assistant Director, Network and Systems Specialist II and Department Supervisors will evaluate the equipment and software needed and available for those staff/positions approved for remote work by the Director. The Network and System Specialist II will provide software access and maintain a list of all equipment being used by staff for remote work.*

#### **While working remotely, the employee will:**

1. **Comply with the employee's assigned remote work schedule; variations to that schedule must be prior-approved by the Director or his/her designee.**
2. **Check-in with the supervisor no less than two times per daily work schedule, as assigned, via email using the device identified as the work device.**
3. **Remain accessible by phone, text, and/or email during the hours of the daily remote work schedule.**
4. **Communicate with the supervisor to discuss the status of open issues.**
5. **Be available for video/teleconferences scheduled on an as-needed basis.**

6. Be available to attend in-person scheduled work meetings as requested or required by the department or Library.
7. Request supervisor approval in advance of working flexible hours.
8. Request the use of sick leave, vacation or other leave in the same manner as when working in the Library building.
9. Meet the work output and/or productivity expectations of his/her supervisor and maintain professionalism.
10. Communicate to his/her supervisor, in advance and on an ongoing basis, any job duties or responsibilities that cannot be effectively performed during temporary remote work.
11. 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.
12. Continue to abide by all Library 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 assignment, and/or disciplinary action.

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

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 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.

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, and must comply with all privacy and security protocols and requirements implemented by the Library.

### **Staggered Shifts**

Implementing staggered shifts may be possible for personnel performing duties which are necessary to be performed on-site but are less sensitive to being accomplished only within core business hours. If practicable, management may identify opportunities for staff to work outside core business hours as a strategy for limiting exposure. Staggering shifts requires:

1. Identification of positions for which work hours will be staggered
2. Approval and assignment of changed work hours

The Director, Assistant Director, and Department Supervisors will collaborate to identify positions for which work hours may be staggered. All work schedule changes are subject to the Library Director's approval. Staggered work shifts will typically be between ~~7:00AM and 9:00PM~~ **9:00AM and 9:00PM** and may include weekends. Facility safety and security measures will remain in place during staggered shifts. The Building Heads will assign a "Person-In-Charge" for all staggered shifts.

## 8. REVISED POLICY - COVID-19 Reopening Safety Plan [Policy 500-70] (1st reading)

Note: 1) Only those portions being updated appear below  
2) 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 seconded by Trustee Brianna Baker-Stines and adopted by a unanimous 6-0 vote. The policy will be reviewed and voted on at the July regular board meeting.

### **Communication**

The Library will continually review and implement State and County issued guidelines **regarding social distancing, protective equipment, hygiene and cleaning, screening and contact tracing, etc. for patrons and staff.**

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

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

~~The Library will adhere to New York State guidance regarding face coverings for patrons.~~ **(Moved to "protective equipment" section)**

### **Social Distancing**

**The Library will adhere to State and County issued guidelines regarding social distancing for library patrons and staff. Not all of the following guidelines will be observed depending on the current guidance.**

### **Protective Equipment**

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

### **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 **may be asked to** 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. **The need for health self-assessments will be periodically evaluated by the Director and changes will be communicated to employees via their smithlib.org email account.**

Employees who present no symptoms but have tested positive ~~in the past 14 days~~ may only return to work after completing the NY State mandated quarantine period.

9. REVISED POLICY – **Financial Management Policy [Policy 900-10]** (1<sup>st</sup> reading)

Trustee Brianna Baker-Stines moved to waive the reading of the Financial Management Policy [Policy 900-10]. The motion was seconded by Trustee Thomas Maher and adopted by a unanimous 6-0 vote. The policy will be reviewed and voted on at the July regular board meeting.

**1. FISCAL YEAR**

*The fiscal year of The Smithtown Special Library District shall begin ~~begin~~ **commence** with ~~with~~ **upon** the first day of January and end ~~with~~ **on** the 31<sup>st</sup> day of December.*

**2. CONFLICT OF INTEREST**

*No Trustee, officer or employee shall be interested directly or indirectly in any claim against or contract with the Library, **as prescribed within the terms of the NY General Municipal Law**, for lawful compensation and expenses. ~~However, a trustee who is not the treasurer may be a stockholder, officer or director of a bank designated as a depository for the Library.~~*

**3. DUTIES**

The Board of Trustees shall:

- a. Appoint a treasurer **on an annual basis** who shall hold office at the pleasure of the Board.
- b. Provide a satisfactory minute book for recording the minutes of the meetings of the Board of Trustees.
- c. ~~Provide the treasurer with a distribution ledger in which he/she shall record itemized receipts and itemized payments, which shall be classified in each case as is required for the annual financial report.~~

**Provide the Treasurer with financial software to properly and effectively record deposits and disbursements with appropriate financial controls as approved by the current auditing firm.**

- d. ~~Provide the treasurer with a cashbook in which he/she shall enter an itemized record of receipts and payments.~~
- e. ~~Adopt a pre-numbered receipt form, and require the treasurer to acknowledge the receipt of any library funds paid over to his/her custody by issuing his receipt as follows; a copy to the payer and a copy to be retained by the treasurer.~~
- f. ~~Adopt a pre-numbered voucher check and require the use of this form in paying all obligations except as otherwise provided in paragraph "r" of this subdivision. This form must provide for the signature of the treasurer and may provide for as many additional signatures as the board may require.~~
- g. Adopt, at least 30 days prior to the ~~start~~ **commencement** of the ensuing fiscal/calendar year, an estimate of receipts and appropriations (annual budget).
- h. Amend the budget at any time during the fiscal **calendar** year and provide for appropriations from any additional revenues received.
- i. Keep **Maintain** the incurred obligations in each fiscal year within the amounts authorized by the budget and amendments thereto.
- j. ~~Settle all accounts of the library on or before the last day of the fiscal year.~~

- k. Disburse Library funds **by approval of warrant** only on the basis of itemized vouchers, which have been certified by the claimants **and Library Treasurer/auditors** and approved by the Board of Trustees except as **permitted under NYS municipal guidelines or as otherwise provided in paragraph "n" of this subdivision.**
- l. Provide by resolution **at the annual organizational meeting** that amounts due upon **approved** contracts, fixed salaries or for compensation of employees regularly engaged at agreed **upon** periodic rates, may be paid without prior audit upon submission to the Treasurer of a voucher or payroll duly certified by the Director or his/her duly authorized representative.
- m. Establish rules and regulations governing the reimbursement of Trustees, officers and employees for actual and necessary expenses incurred in the performance of official duties assigned by the Board of Trustees. In lieu of actual and necessary travel expenses, the Board of Trustees ~~may establish a mileage rate~~ **adopts the annual mileage rate of reimbursement established by the Internal Revenue Service** for the use of ~~personally owned~~ automobiles.
- n. Require the Treasurer to render monthly reports, ~~showing~~ **displaying** the following information for the guidance of the Board: balance on hand at the beginning of the month; itemized list of receipts during the month; total withdrawals made from the bank account during the month; balance on hand at the end of the month and reconciliation with the bank statement.
- o. Require a monthly report from the Treasurer ~~showing~~ **indicating the** amounts of receipts by source and expenditures by budget category for the months ~~and~~ year to date.
- p. Cause an annual audit of the Treasurer's records to be made ~~either by a committee of the board or by an independent auditor.~~
- q. Provide adequate filing equipment for the preservation and systematic ~~arrangement~~ **maintenance** of all paid and unpaid bills, cancelled checks, bank statements, debit charge slips, contracts and other financial records.
- r. At its discretion, establish a petty cash fund for the purpose of making payment in advance of authorization of properly itemized bills for materials, supplies or services furnished to the library calling for immediate payment on delivery.
  - i. Whenever a petty cash fund is established, the Board shall designate the Library Director or the Treasurer of the Library to administer and be responsible for such fund. ~~No such fund shall exceed \$1,182 at any one time which shall be approved annually.~~
  - ii. The person in charge of such petty cash fund shall ~~keep~~ **maintain** such records as may be necessary for the accurate accounting of all transactions and shall make reports to the Board of Trustees as required by such board.
  - iii. From time to time checks may be drawn to ~~person~~ **the Director** ~~designated to administer the petty cash fund~~ in an amount which shall not exceed payments made in cash as ~~indicated~~ **evidenced** by receipts, receipted bills or other evidence of payment in a form available to audit.
  - iv. The petty cash fund shall be ~~completely~~ closed-out at the end of each year and the general fund reimbursed by the ~~original~~ **remaining** amount transferred to the petty cash fund.

- s. The Treasurer or his/her designee shall deposit all moneys within five days after receipt in the depository designated by the Board of Trustees. The trustees may authorize the Treasurer to deposit or invest moneys not required for immediate disbursement in special time deposit accounts or certificates of deposit issued by a bank or trust company located and authorized to do business in the State of New York, provided that such account or certificate shall be payable within the time the moneys shall may be needed, and provided further that such account or certificate of deposit shall be secured by a pledge of obligations of the United States of America or of the State of New York as provided under General Municipal Law. ~~Investments may also be made in obligations of the United States of America or the State of New York, registered or inscribed, when possible, in the name of the Library, and payable or redeemable at the option of the system within such time as the proceeds shall be needed, but in any event not later than the end of the fiscal year. Such obligations shall be purchased through, delivered to and held in the custody of a bank or banker designated by the trustees for the deposit of Library moneys.~~

#### 4. REAL PROPERTY TAX LEVY

~~For the year commencing January first, two thousand three and for each year thereafter, a proposed increase in the real property tax levy for operating purposes shall not exceed the real property tax levy for the prior fiscal year by more than 5%.~~

**In preparation of the annual budget, the Board will review the current NYS tax cap guidelines in establishing the necessary tax levy for the subsequent year's budget.**

#### 5. FUND BALANCE

~~Fund balance reserves for the general fund shall not exceed an amount equal to three months of general fund expenditures.~~

**Fund balance reserves for the general fund shall be reviewed annually in developing the proposed budgets.**

#### 6. DEBT LIMIT

Tax-supported debt shall not exceed 10% of the assessed value placed on taxable property within the assessment district. **SUSPENDED 2/17/04**

#### 7. AMENDMENT

This policy may only be amended by a two-thirds vote of the ~~entire~~ membership of the Board of Trustees, provided that the amendment has been submitted in writing **to the Board** at the previous meeting.

10. At 7:19 p.m. Trustee Joseph Gregurich moved to enter executive session, pursuant to Article 7, Section 105 "E" of the Public Officer's Law, to discuss matters pertaining to collective negotiations pursuant to Article 14 of the Civil Service Law. The motion was seconded by Trustee Brianna Baker-Stines and adopted by a unanimous 6-0 vote.

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

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

11. At 8:24 p.m. Trustee Brianna Baker-Stines moved to reconvene in open public session. The motion was seconded by Trustee Joseph Gregurich and adopted by a unanimous 6-0 vote.
12. Library Board President Annette Galarza noted that the next "regular" meeting of the Board of Trustees has been rescheduled to take place on Wednesday, July 21, 2021 at 6:30 p.m. at the Smithtown building.
13. There being no further business, Trustee Brianna Baker-Stines moved to adjourn the meeting at 8:26 p.m. The motion was seconded by Trustee Thomas Maher and adopted by a unanimous 6-0 vote.

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



Annette Galarza, President  
Smithtown Library Board of Trustees



Linda Taurassi  
Secretary to the Board of Trustees