

**MINUTES
BOARD OF TRUSTEES
THE SMITHTOWN LIBRARY
January 18, 2022**

A regular meeting of the Board of Trustees of The Smithtown Library was held at the Smithtown building, Smithtown, New York, on the 18th day of January, 2022. 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, Marie Gergenti, Joseph Gregurich, Theresa C. Grisafi, Marilyn LoPresti and Thomas Maher.

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

Brianna Baker-Stines, President of the Board of Trustees, acted as Chairman of the meeting.

OATH OF OFFICE

1. Preceding the meeting the oath of office was administered by Library District Clerk Lauren Gunderson to newly elected Trustee Marilyn LoPresti.

APPOINTMENT OF COMMITTEE LIAISONS

2. In her capacity as President, Library Board President Brianna Baker-Stines noted the appointment of the following committee liaisons for 2022:
 - i. Personnel Committee Liaison – Marilyn LoPresti
 - ii. Buildings & Grounds Committee Liaison – Theresa Grisafi
 - iii. Friends of The Smithtown Library Liaison – Joseph Gregurich
 - iv. Budget & Finance Committee Liaison – Anita Dowd-Neufeld
 - v. Communications Committee Liaison – Marie Gergenti

READING AND APPROVAL OF MINUTES

APPROVAL OF MINUTES

3. Library Board President Brianna Baker-Stines moved to accept adoption of the following resolution:

RESOLVED, that the REGULAR MEETING MINUTES of December 21, 2021 and the ORGANIZATIONAL MEETING MINUTES of January 4, 2022 be approved as presented.

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

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

4. The BUDGET AND FINANCE COMMITTEE report was presented by Budget and Finance Committee Liaison Anita Dowd-Neufeld who moved to accept adoption of resolution "a":

a. TREASURER'S REPORT

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

The motion was seconded by Trustee Theresa Grisafi and adopted by a unanimous 7-0 vote.

b. WARRANTS

Committee Liaison Anita Dowd-Neufeld moved to accept adoption of resolution "b":

RESOLVED, that the following WARRANTS be approved for payment:

<i>i. Warrant #21 - December ("L" fund) PREPAYS MINI WARRANT</i>	<i>\$ 21,442.48</i>
<i>ii. Warrant #21 - December ("L" fund) MINI WARRANT</i>	<i>\$ 129,154.00</i>
<i>iii. Warrant #21 - December ("M" fund) MINI WARRANT</i>	<i>\$ 63.02</i>
<i>iv. Warrant #21 - December (PAYROLL #26 – 12/24/21)</i>	<i>\$ 274,268.67</i>
<i>v. Warrant #21 - December (SPEC PAYROLL #26A-Health Waivers)</i>	<i>\$ 77,541.33</i>
<i>vi. Warrant #22 - January ("L" fund) PREPAY</i>	<i>\$ 13,793.86</i>
<i>vii. Warrant #22 - January ("L" fund) WARRANT</i>	<i>\$ 405,615.02</i>
<i>viii. Warrant #22 - January (PAYROLL #1 – 1/7/22)</i>	<i>\$ 280,085.75</i>

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

The Library Director noted that preliminary work on the Library's 2021 audit would begin shortly with the Library's auditors Baldessari & Coster, Certified Public Accountants.

5. The PERSONNEL COMMITTEE report was presented by Library Board President Brianna Baker-Stines who moved to accept adoption of resolution "a":

a. PERSONNEL CHANGES

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

Resignations:

- i. Resignation of **Matthew DiPietro**, Library Clerk, Adult Reference Department, Smithtown building, effective January 4, 2022.*
- ii. Resignation of **Chris Tusa**, Library Clerk, Circulation Department, Smithtown building, effective January 8, 2022.*

After discussion, the motion was seconded by Trustee Joseph Gregurich and adopted by a unanimous 7-0 vote.

b. EXAMINATION ATTENDANCE REQUESTS

Library Board President Brianna Baker-Stines moved to accept adoption of resolution “b”:

RESOLVED, that the following examination request set forth hereinafter is hereby approved:

- i. That Librarian II **Colleen Navins**, Reference Department, Teen Services, Nesconset 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 January 20, 2022, with reimbursement for actual and necessary expenses not to exceed \$33.00.*

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

6. The BUILDINGS AND GROUNDS COMMITTEE report was presented by Buildings and Grounds Committee Liaison Theresa Grisafi, who moved to accept adoption of resolution “a”:

- a. SERVICE AGREEMENT RENEWAL – Kings Park & Nesconset Generators: Cummins, Inc.– 2022-2023

*RESOLVED: That the Board of Trustees of the Smithtown Library does hereby authorize the Library Director to enter into a contract agreement with **Cummins, Inc.** for the period February 19, 2022 through February 18, 2023, for year three (3) of a five (5) year contract, for the purpose of providing standard service and inspection service for the generator at our Kings Park and Nesconset library buildings, at a total annual cost not to exceed \$4,278.41 for the 2022-2023 year. Subsequent renewals for a period of one year at the cost projected will be considered (pending Board approval and funding) at the annual anniversary date.*

The Library Director explained the benefits of having a generator and noted that the Library’s long-term goal consists of having generators installed at both the Smithtown and Commack buildings.

After discussion, the motion was seconded by Trustee Marie Gergenti and adopted by a unanimous 7-0 vote.

Buildings and Grounds Committee Liaison Theresa Grisafi moved to accept adoption of resolution “b”:

- b. TELECOMMUNICATION CONNECTIVITY SERVICES -- Windstream Services, LLC 2022-2023

*RESOLVED, that the Board of Trustees of The Smithtown Library does hereby authorize the Library Director to enter into year two (2) of a three (3) year contract with **Windstream Services, LLC**, to begin January 20, 2022 through January 19, 2023, for the purpose of providing telecommunication connectivity services to our Commack, Kings Park, Nesconset and Smithtown buildings, at a total annual cost not to exceed \$3,000.00 per month before taxes and surcharges (NYS Contract Group 77017 – Award 23100). Subsequent renewals for a period of one year will be considered (pending Board approval and funding) at the annual anniversary date.*

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

7. The COMMUNICATIONS COMMITTEE report was presented by Communications Committee Liaison Marie Gergenti who moved to accept adoption of resolution “a”:

a. ONLINE DONATION – Stuart Michaels

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank Mr. Stuart Michaels, of Commack, NY, for his generous donation of fifty dollars (\$50.00), to be used by the Library at its discretion, and be it

FURTHER RESOLVED, that the Board of Trustees of The Smithtown Library extends their appreciation for past donations received from Mr. Michaels.

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

Communications Committee Liaison Marie Gergenti moved to accept adoption of resolution “b”:

b. ONLINE DONATION – Matthew Torres

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank Mr. Matthew Torres, of Nesconset, NY, for his generous donation of thirty dollars (\$30.00) to be used by the Library at its discretion, and be it

FURTHER RESOLVED, that the Board of Trustees of The Smithtown Library extends their appreciation for past donations received from Mr. Torres.

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

Communications Committee Liaison Marie Gergenti moved to accept adoption of resolution “c”:

c. DONATION – Frank Stellaccio

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank Mr. Frank Stellaccio, of St. James, NY, for his generous cash donation of \$20 to be used by the Library at its discretion.

The motion was seconded by Trustee Theresa Grisafi and adopted by a unanimous 7-0 vote.

8. DIRECTOR'S REPORT – Robert Lusak, Library Director

The Director’s Report had been submitted previously to the Library Board (copy of report appended to the original of these minutes).

Library Director Robert Lusak reported that a virtual Trustee Workshop had been given the week before by the Suffolk Cooperative Library System’s Director Kevin Verbese. The workshop was attended by the Library Board, Library Director, Assistant Library Director, Building Heads, Business Manager, Personnel Assistant and Administrative Assistant.

UNFINISHED BUSINESS

9. DISCUSSION – CSEA Unit 8349 – Juneteenth Federal Holiday

Library Board President Brianna Baker-Stines explained that the Library Board had been in agreement during the December board meeting that the Juneteenth Federal holiday should be acknowledged. After discussion pertaining to the approximate costs involved for the library to remain open as a working holiday, with staff earning straight compensatory time, as opposed to the Library remaining closed as a paid holiday for staff, the Library Board was in agreement that, in order to benefit the community, the Library should remain open on Juneteenth while compensating staff members for the holiday.

Upon a motion by Library Board President Brianna Baker-Stines, seconded by Trustee Thomas Maher, and unanimously approved, it was agreed that the Board would authorize the proposal of CSEA Unit 8349, to grant the federal holiday of Juneteenth as a working holiday, with the Library remaining open and staff earning straight compensatory time for the number of hours worked, as per the terms of the CSEA Collective Bargaining Agreement. It was also noted that Library Attorney Kevin Seaman would be directed to create a memorandum of agreement between the Library and CSEA which would be presented at the February board meeting.

PUBLIC COMMENTS

There were no public comments.

NEW BUSINESS

10. NEW POLICY – **Notary Service Policy** [Policy 700-420] (1st reading)

Library Board President Brianna Baker-Stines moved to waive the reading of the Notary Service Policy [Policy 700-420]. 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 February regular board meeting.

Library Director Robert Lusak thanked Librarian III Andrew Salomon for the work involved in creating the new policy.

Employees of The Smithtown Library who possess a valid New York State Notary License are available to provide free on-site notary services.

Notary services are available during regular operating hours, with the exception of 30 minutes prior to closing. Appointments are recommended, but walk-ins are welcome subject to the availability of a licensed notary.

- *The Library does not charge for notary services.*
- *Signers must appear at the Library in-person and present a valid, non-expired, driver's license or other government issued photo ID.*
- *Library notaries will not notarize a will, trust, living will, codicil or related documents.*
- *Library notaries will not notarize a marriage certificate or any related documents.*
- *Library notaries will not verify that a document is a true and accurate copy of an existing record or document.*
- *Library notaries will not notarize depositions.*
- *The complete document must be present at time of notarization.*

- *If a document requires an additional witness(es) to a signature, the Library will not provide additional witnesses nor may witnesses be solicited from other library patrons or staff.*
 - *The signer of the document must provide his/her own witness(es), as required.*
 - *Witnesses must be able to produce their own identification, as required.*
 - *Witnesses must be present at time of notarization.*
- *Each patron is limited to 10 notarizations per day. A 'notarization' is defined as both a signature and a corresponding notarial stamp.*
- *Library notaries are not attorneys licensed to practice law and may not provide legal advice.*
- *Documents in a language other than English are not eligible for notarization at the Library.*
- *Library notaries must be able to communicate directly with the signer without the use of a translator.*
- *The Library reserves the right to refuse notary services at its discretion.*

11. PRESENTATION - Certificate of Appreciation – **Ryan Petermann**

Library Board President Brianna Baker-Stines moved to accept adoption of the following resolution:

WHEREAS, as part of his Eagle Scout Project, Ryan Petermann, of Boy Scout Troop 565 of Smithtown, has generously contributed his time, talents, skills and abilities to The Smithtown Library pertaining to the design, construction and installation of a collection bin for worn American flags at the Library's Smithtown building; now therefore be it

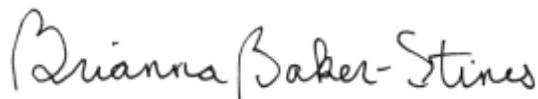
RESOLVED, that Ryan Petermann be commended and thanked for his efforts on behalf of The Smithtown Library; and be it

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

The motion was seconded by Trustee Theresa Grisafi and adopted by a unanimous 7-0 vote.

12. Library Board President Brianna Baker-Stines noted that the next "regular" meeting of the Board of Trustees was scheduled to be held Tuesday, February 15, 2022 at 6:30 p.m. at the Nesconset building.

Minutes approved this 15th day of February, 2022.



Brianna Baker-Stines, President
Smithtown Library Board of Trustees



Linda Taurassi
Secretary to the Board of Trustees

1/18/22