

**MINUTES  
BOARD OF TRUSTEES  
THE SMITHTOWN LIBRARY  
February 15, 2022**

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 February, 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.

**READING AND APPROVAL OF MINUTES**

APPROVAL OF MINUTES

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

*RESOLVED, that the REGULAR MEETING MINUTES of January 18, 2022 be approved as presented.*

The motion was seconded by Trustee Anita Dowd-Neufeld 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 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 January 31, 2022 be approved for filing (copy of report appended to the original of these minutes).*

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

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

b. WARRANTS

*RESOLVED, that the following WARRANTS be approved for payment (copy of warrants appended to the original of these minutes):*

i. Warrant #22 - February	(“L” fund) PREPAYS	\$ 27,030.63
ii. Warrant #22 - February	(“L” fund) WARRANT	\$ 358,042.70
iii. Warrant #22 - February	(“M” fund) WARRANT	\$ 1,570.00
iv. Warrant #22 - February	(PAYROLL #2 – 1/21/22)	\$ 274,033.05
v. Warrant #22 - February	(PAYROLL #3 – 2/4/22)	\$ 276,054.05

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

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

- c. *RESOLVED, that the Board of Trustees of The Smithtown Library does hereby approve to uncommit funds in the amount of \$406,000.00 previously committed for capital projects in the "L" fund, retroactive to 12/31/21.*

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

Business Manager Jennifer Piano and Treasurer Kevin Miller explained the difference between the “L” fund and the “M” fund and why the two accounts needed to remain separate.

Committee Liaison Anita Dowd-Neufeld moved to accept adoption of resolution “d”:

- d. *RESOLVED, that the Board of Trustees of The Smithtown Library does hereby approve the transfer of \$406,000.00 from "L" fund into "M" fund, retroactive to 12/31/21.*

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

Committee Liaison Anita Dowd-Neufeld moved to accept adoption of resolution “e”:

- e. *RESOLVED, that the Board of Trustees of The Smithtown Library does hereby approve to commit \$340,000.00 for the Smithtown Parking Lot Improvement Project and \$66,000.00 for the LI Room - HVAC project within the "M" Fund, retroactive to 12/31/21.*

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

3. The PERSONNEL COMMITTEE report was presented by Personnel Committee Liaison Marilyn LoPresti who moved to accept adoption of resolution “a”:

a. PERSONNEL CHANGES

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

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Transfer:

- i. Transfer of Librarian II **Lisa Kroitor**, from the Copiague Memorial Public Library to The Smithtown Library, in the full-time position of Librarian II, Community Relations Department, Nesconset building, at an annual salary of \$71,363.00, subject to a twelve-week probationary period, effective March 12, 2022, contingent on approval from the Suffolk County Department of Civil Service (to fill the vacancy created by the reassignment of Christine Alexander to the Reference/Children's Department at the Nesconset Building).

Full-time Appointments:

- ii. Release of **Dawn Bauer** from a provisional Library Assistant position and appointment into a permanent full-time Library Assistant position, Children's Department, Smithtown building, at an annual rate of pay of \$51,602.00, subject to a 26-week probationary period, effective February 16, 2022 (to fill employee's provisional appointment).
- iii. Permanent full-time appointment of **Lauren Lewonka** to the position of Library Assistant, Reference Department, Smithtown building, at an annual rate of pay of \$51,602.00, subject to a 26-week probationary period, effective March 21, 2022 (to fill the vacancy created by the release of Jason Schuck from a full-time provisional Library Assistant position into a part-time Library Assistant position, effective March 21, 2022).

Part-time appointments:

- iv. Part-time appointment of **Cody Beck** to the position of Groundskeeper I, all buildings, at an hourly rate of pay of \$17.69, effective March 7, 2022 (to fill the vacancy created by the resignation of Troy Davidson, effective 2/4/22).
- v. Part-time appointment of **John Carbone** to the position of Custodial Worker I, Nesconset building (and all buildings as necessary), at an hourly rate of pay of \$20.70, effective February 16, 2022 (to fill the vacancy created by the full-time appointment and reassignment of Carlos Morales to the Kings Park building).
- vi. Part-time appointment of **Andrew Havrilla** to the position of Groundskeeper I, all buildings, at an hourly rate of pay of \$17.69, effective February 16, 2022 (to fill the vacancy created by the resignation of Michael D'Elia, effective 11/19/21).
- vii. Part-time appointment of **Erica Howland** to the position of Library Clerk, Circulation Department, Nesconset building, at an hourly rate of pay of \$18.82, not to exceed 17.5 hours per week, effective February 22, 2022 (to fill the vacancy created by the resignation of Carley Davidson, effective 7/27/21).
- viii. Part-time appointment of **Isabella Ragona** to the position of Library Clerk, Reference Department, Smithtown building, at an hourly rate of pay of \$18.82, not to exceed 17.5 hours per week, effective March 2, 2022 (to fill the vacancy created by the resignation of Matthew DiPietro, effective 1/4/22).
- ix. Part-time appointment of **Jason Schuck** to the position of Library Assistant, Community Relations Department, Nesconset building, at an hourly rate of pay of \$28.92, not to exceed 17.5 hours per week, effective March 21, 2022 (to fulfill Suffolk County Department of Civil Service requirements pertaining to provisional employees).

- x. *Part-time appointment of **Catherine Fabian** to the position of Library Clerk, Circulation Department, Smithtown building, at an hourly rate of pay of \$18.82, not to exceed 17.5 hours per week, effective February 28, 2022 (to fill the vacancy created by the resignation of Chris Tusa, effective 1/8/22).*
- xi. *Part-time appointment of **Megan Walton** to the position of Page, Reference Department, Smithtown building, at an hourly rate of pay of \$15.00, effective March 4, 2022 (to fill the vacancy created by the resignation of Noah Ingvaldsen, effective 6/19/17)*

Resignation:

- xii. *Resignation of **Troy Davidson**, Groundskeeper I, effective February 4, 2022.*

Leave Requests:

- xiii. *Leave of absence without pay, nunc pro tunc, for **Sara Catalanotto**, Page, Children's Department, Smithtown building, effective January 7, 2022 through February 10, 2022.*
- xiv. *Leave of absence without pay, nunc pro tunc, for **Helen Mustapich**, Page, Children's Department, Smithtown building, effective January 19, 2022, through January 30, 2022.*

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

Committee Liaison Marilyn LoPresti moved to accept adoption of resolution "b":

b. ATTENDANCE REQUESTS: WEBINAR / EXAMINATION / ONLINE COURSES

*RESOLVED, that the following live/virtual webinar/examination/online course attendance requests set forth hereinafter are hereby approved:*

- i. *That Librarian I **Carolyn Brooks**, Reference Department, Commack building, be authorized to attend a NYS Notary Licensing Exam Prep online webinar course sponsored by the New York State Notary Association, with reimbursement for actual and necessary expenses not to exceed \$77.00.*
- ii. *That Librarian I **Alicia Collumbell**, Reference Department, Kings Park building, be authorized to attend, nunc pro tunc, on paid release time, the Food Manager's Certificate final exam, sponsored by the Suffolk County Department of Health Services, located in Yaphank, NY, on February 7, 2022, with reimbursement for actual and necessary expenses not to exceed \$79.00.*
- iii. *That Children's Services Librarian I **Wendy Johnson** be authorized to attend, nunc pro tunc, the "Babies In The Library" online course, sponsored by the University of Wisconsin-Madison, from February 7, 2022 through March 20, 2022, with reimbursement for actual and necessary expenses not to exceed \$225.00.*

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

2/15/22

4. The BUILDINGS AND GROUNDS COMMITTEE report was presented by Buildings and Grounds Committee Liaison Theresa Grisafi.

a. PRESENTATION – LinkedIn Learning

Committee Liaison Theresa Grisafi invited Librarian III Andrew Salomon to make a presentation about LinkedIn Learning. Mr. Salomon explained that LinkedIn Learning, a subsidiary of LinkedIn (formerly known as Lynda) is an immense open online course provider that offers video courses taught by industry experts in software, creative, and business skills. The courses fall into three categories: 1) business, 2) creative, and 3) technology. Since The Smithtown Library will be partnering with other libraries in Suffolk County through the Suffolk Cooperative Library System, our costs will be greatly reduced. LinkedIn Learning is expected to begin in April, 2022.

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

b. CONTRACT – Garland Fire Systems, Inc.

*RESOLVED, that the Board of Trustees of The Smithtown Library does hereby authorize the Library Director to enter into a contract agreement with Garland Fire Systems, Inc. for the period March 1, 2022 through February 28, 2023, for the second year of a three (3) year contract, for the purpose of providing standard fire inspection service for all four Library buildings, at a total annual cost not to exceed \$4,550.00 per year (Note: as needed, per-call fire detection equipment service at an additional hourly ‘regular’ rate of \$105.00 will apply).*

Assistant Library Director Patricia Thomson reported that the above contract covered both full and visual inspections of our fire detection equipment.

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

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

c. CONTRACT – Garland Fire Systems, Inc.

*RESOLVED, That the Board of Trustees of The Smithtown Library does hereby authorize the Library Director to enter into a contract agreement with Garland Fire Systems, Inc. for the period March 1, 2022 through February 28, 2023 for the second year of a three (3) year contract, for the purpose of UL Listed 24hr Supervised Central Station Monitoring for all four Library buildings, as per the Town of Smithtown Fire Marshal and State Building Code requirements, at a total annual cost, for the transmission of fire signals to the local Fire Department, not to exceed \$3,120.00 per year.*

Assistant Library Director Patricia Thomson explained that the Library has been moving toward more modern technology and, since replacing Suffolk County Central Station Monitoring and costly Verizon POTS lines by using a new cellular-type service consisting of radio signals, the Library has been saving approximately \$1,675.00 annually.

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

5. Library Board President Brianna Baker-Stines noted that she had discussed with COMMUNICATIONS COMMITTEE Liaison Marie Gergenti the possibility of having members of the Library Board attend large community events to meet and greet patrons. A short discussion followed in which it was noted by Julie DeLaney, head of the Community Relations Department, that this matter was the role of staff members and would need to be explored. Library Director Robert Lusak suggested that he would make the Communications Committee liaison and the Library Board aware of upcoming worthy events that they might want to attend in order to introduce themselves to library patrons.

6. 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 added, as an addition to his report, that a tour of the Smithtown and Nesconset buildings was scheduled for Saturday, February 26<sup>th</sup> and that a tour of both the Commack and Kings Park buildings was being planned for the future.

**UNFINISHED BUSINESS**

7. MEMORANDUM OF AGREEMENT - CSEA Unit 8349 – Juneteenth Federal Holiday

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

*RESOLVED, that the Board of Trustees of The Smithtown Library authorizes the Library Director to execute a Memorandum of Agreement between the Smithtown Special Library District and the CSEA, Smithtown Library Unit 8349, providing for the holiday of "Juneteenth" to be recognized as a "working holiday" provided the Library is open for operation on "Juneteenth" and that all staff members working that date will be awarded, as an additional benefit, the number of hours worked as compensatory time.*

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

8. NEW POLICY – **Notary Service Policy** [Policy 700-420] (2<sup>nd</sup> 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 Joseph Gregurich and adopted by a unanimous 7-0 vote.

Library Board President Brianna Baker-Stines moved to accept adoption of the Notary Service Policy [Policy 700-420]. The motion was seconded by Trustee Thomas Maher and adopted by a unanimous 7-0 vote.

*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.*

## **PUBLIC COMMENTS**

There were no public comments.

## **NEW BUSINESS**

### **9. REVISED POLICY - Whistleblower Policy [Policy 500-30] (1<sup>st</sup> reading)**

[Note: revisions are noted in underlined bold font; deletions are noted with a strikethrough]

Library Board President Brianna Baker-Stines moved to waive the reading of the Whistleblower Policy [Policy 500--30]. The motion was seconded by Trustee Joseph Gregurich and adopted by a unanimous 7-0 vote.

After review and discussion further revisions were made to the policy. These revisions will be updated and presented to the Board for further review and approval at the March regular board meeting.

#### ***Introduction***

*The Smithtown Library Code of Ethics and Conduct ~~requires~~ **mandates that** Directors, Trustees and employees ~~to~~ observe **the highest** standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the Library, ~~we~~ **there shall be a must practice of** honesty and integrity in fulfilling ~~our~~ responsibilities and **complying** with all applicable laws and regulations.*

#### ***Reporting Responsibility***

*It is the responsibility of all Directors, Trustees and employees to comply with the Code and to report violations or suspected violations in accordance with this Whistleblower Policy.*

### **Retaliation**

No Director, Trustee, or Employee, **Former Employee or Independent Contractor** who in good faith reports a violation of the Code shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against ~~someone~~ **one** who has reported a violation in good faith is subject to discipline as dictated by the terms of the Collective Bargaining Agreement and Civil Service Law. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the Library prior to seeking resolution outside the Organization.

### **Reporting Violations**

The Code ~~addresses the Library's~~ **provides for an** open door policy and suggests that employees share their questions, concerns, suggestions or complaints with ~~someone~~ **one** who can address them properly. In most cases, an employee's supervisor is **will be** in the best position to address an area of concern. However, if ~~you are~~ **an employee is** not comfortable speaking with ~~you're~~ **his/her** supervisor or ~~you are~~ **is** not satisfied with ~~you're~~ **his/her** supervisor's response, ~~you are~~ **he or she is** encouraged to speak with someone in the Administration/Business Office ~~or union representative~~. Supervisors and managers are required to report suspected violations of the Code of Conduct to the Library Director **acting** as the Compliance Officer, who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when ~~you are~~ **an employee is** not satisfied or ~~are~~ **is** uncomfortable with ~~following~~ **observing** the Library's open door policy, individuals should contact the Compliance Officer directly.

**Such employer notification shall not be required where: (a) there is an imminent and serious danger to public health or safety; (b) the employee reasonably believes that reporting to the supervisor would result in the destruction of evidence or other concealment of the activity, policy or practice; (c) such activity, policy or practice could reasonably be expected to lead to endangering the welfare of a minor; (d) the employee reasonably believes that reporting to the supervisor would result in physical harm to the employee or any other person; or (e) the employee reasonably believes that the supervisor is already aware of the activity, policy or practice and will not/has not corrected such activity, policy or practice.**

### **Compliance Officer**

The Library's Director is responsible for investigating and resolving all reported complaints and allegations concerning violations of the Code and, ~~at his/her discretion~~, shall advise the Board of Trustees. The Director is required to report at least annually on compliance activity to the Board of Trustees.

### **Acting in Good Faith**

Anyone filing a complaint concerning a violation or suspected violation of the Code must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense **warranting discipline up to and including dismissal**.

### **Confidentiality**

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.



**Handling of Reported Violations**

*The Library Director will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.*

10. REVISED POLICY – **CIRCULATION OF MATERIALS** [Policy 800-10] (1<sup>st</sup> reading)

[Note: revisions are noted in underlined bold font; deletions are noted with a strikethrough]

Library Board President Brianna Baker-Stines moved to waive the reading of the Circulation of Materials Policy [Policy 800-10]. The motion was seconded by Trustee Marie Gergenti and adopted by a unanimous 7-0 vote. The policy will be reviewed and voted on at the March regular board meeting.

*In order to make library materials available to all library users on an equal basis, The Smithtown Library will set policies for length of loan period, renewals, reserves, and fees. The Library will determine who is eligible to borrow materials and establish procedures for the return or replacement of such materials.*

**A. LIBRARY CARDS**

- 4. *The Smithtown Library issues a full-access library card without charge to any resident of The Smithtown Library. ; ~~however, a \$1 replacement fee will be charged if the card has been lost or stolen.~~*
  - a. *The Library reserves the right to stop a patron’s Smithtown card if monies are owed by that patron to other libraries within the Suffolk Cooperative Library System.*
- 2. *Proof of residence is required at the time of initial application and renewal. Acceptable forms of proof must include the applicant’s name and current address, and must be presented in person. For the purposes of this section, a post office box is not sufficient proof of residency.*
- 3. *Library cards are issued for a period of three (3) years.*
- 4. *Library cardholders are responsible for all materials borrowed with their library cards.*
- 5. *The Smithtown Library issues a full-access library card without charge to nonresidents who:*
  - a. *~~Are owners of~~ **Own** a business located in The Smithtown Library. Proof of ownership is required at the time of initial application and renewal.*
  - b. *Own assessable property in The Smithtown Library. Proof of property ownership in the Town of Smithtown is required at the time of initial application and renewal.*
  - c. *Are current employees of The Smithtown Library. Proof of employment with The Smithtown Library is required at the time of initial application and renewal.*
- 6. *Library cards are issued to minors without charge who reside in The Smithtown Library. For the purposes of this section, a minor’s residency shall be presumed to be that of his or her parents or legal guardian. Where a minor’s parents are divorced the Library will allow each parent that resides within The Smithtown Library to obtain a library card for the child. A parent or legal guardian must be present with their minor child through grade five (5) at the time of initial application.*
- 7. *The Smithtown Library provides Homebound Mail Service to those eligible for Smithtown Special Library District cards who are eligible for National Library Service for the Blind and Physically Handicapped services and/or who meet the criteria of having a permanent or temporary disability that prevents them from leaving their home and do not have a representative who can go to the Library for them. Disabilities may require professional*

verification. Residents of nursing homes within The Smithtown Library that apply for our Homebound Mail Service can use the nursing home in which they reside as their address. A special application must be filled out to get these services. A library card will be issued to the individual whose name is on the Homebound Mail Service application. That individual will be responsible for all material checked out on that library card.

8. In order to check-out library material, Smithtown Library cardholders must present either their library card or acceptable identification that includes their name and current address. Students in grades six (6) through twelve (12) that have a Smithtown library card may present their school ID as an acceptable form of identification.
9. At its sole discretion, the Library may limit the number of items that may be charged out on one library card.

## **B. CONFIDENTIALITY OF CIRCULATION RECORDS**

1. Pursuant to Section 4509 of New York State Civil Practice and Rules, all circulation records identifying the names of library users with specific materials are confidential and shall not be disclosed except that such records may be disclosed to the extent necessary for the proper operation of the Library and upon request or consent of the library user.
2. Circulation records shall not be made available to any agency of state, federal, or local government except pursuant to such process, order, or subpoena as may be authorized under the authority of and pursuant to federal, state, or local law.

## **C. LOAN PERIODS**

1. Fiction and nonfiction books, ~~children's magazines~~, and audiobooks owned by the Library shall have a loan period of twenty-eight (28) days.
2. **Storytime Kits owned by the Library shall have a loan period of twenty-one (21) days.**
3. New fiction books (300 pages or more in length), new nonfiction books, new large print books, compact disc recordings, DVDs or Blu-Ray discs of television series with multiple episodes that circulate together in one case owned by the Library, mobile hotspots\* (or wireless communication system) ~~and hand held devices\* such as e-readers~~ shall have a loan period of fourteen (14) days.
4. New fiction (less than 300 pages), automotive repair manuals, study notes, ~~children's holiday books, adult and young adult~~ **all** magazines (**adult, young adult, and children's**), test preparation books, and video recordings (excluding those indicated in section C-3) owned by the library shall have a loan period of seven (7) days.
5. Museum passes\* owned by the Library shall have a loan period of three (3) days.
6. The "Library of Things" collection owned by the Library shall have a loan period of seven (7) days. A maximum of two (2) "Library of Things" items may be borrowed at one time.
7. Reference material may not be checked out of the Library.
8. The Library is not responsible for damages that may occur to equipment in the playing of library audio/visual materials.
9. At its sole discretion, the Library reserves the right to change the loan periods of materials owned by the Library, or to restrict items to in-house use only.

\*Patrons who borrow any item from the "Library of Things" collection, ~~a hand held device~~ **hotspots** or a museum pass must be 18 years of age or older and sign a borrower's agreement.

#### **D. RENEWALS**

1. Circulating materials owned by the Library with loan periods of twenty-eight (28) days may be renewed for up to six (6) additional loan periods of twenty-eight (28) days.
2. Circulation materials owned by the Library with loan periods of fourteen (14) days may be renewed for up to six (6) additional loan periods of fourteen (14) days.
3. Circulating materials owned by the Library with loan periods of seven (7) days may be renewed for up to six (6) additional periods of seven (7) days.
4. **Storytime Kits owned by the Library will have one (1) renewal for Smithtown Library card holders. Storytime Kits borrowed by non-residents will have zero (0) renewals.**
- ~~5. Museum passes owned by the Library will have zero (0) renewals.~~
6. **Book Club Kits**, ~~Hand held devices such as e-readers and the "Library of Things" collection and museum passes~~ owned by the Library will have zero (0) renewals.
7. The loan periods of materials borrowed from other libraries are controlled by the policies of the lending libraries.
8. Materials with holds may not be renewed.

#### **E. HOLDS AND RESERVES**

1. Items which may be placed on hold in the online catalog include new fiction and nonfiction books, automotive repair manuals, study notes, children's holiday books, adult magazines, young adult magazines, children's magazines, test preparation books, mobile hotspots (or wireless communication systems), "Library of Things" items, **Storytime Kits**, audio recordings, and video recordings.
2. Reference materials, museum passes ~~and hand held devices such as e-readers~~ cannot be placed on hold.
3. Museum Passes may be reserved in the Children's Department at the Smithtown building or through the Museum Pass links on the Library's webpage, dates are subject to availability.
4. Cardholders shall have a reasonable period of time to claim reserved items after being notified that such items are available.

#### **F. EXTENDED USE**

1. On the day after the due date indicated on the date due receipt, all library materials shall be considered past due if such materials have not been either renewed or returned.
2. Cardholders with past due materials shall accrue an extended use charge per item until such materials are either renewed or returned.
  - ~~a. Fiction and nonfiction books, automotive repair manuals, study notes, test books, audio recordings, and children's holiday books owned by the Library shall accrue an extended use fee of 10 cents per day. The maximum fee for such materials shall not exceed \$5.00 per item.~~
  - b. ~~Video recordings and mobile hotspots (or wireless communication system) owned by the Library shall accrue an extended use fee of \$1.00 per day. The maximum fee for such materials shall not exceed \$10.00 per item.~~
  - c. ~~Hand held devices such as e-readers owned by the Library shall accrue an extended use fee of \$5.00 per day. The maximum fee for such materials shall not exceed \$50.00 per item.~~

- d. ~~Magazines owned by the Library shall accrue an extended use fee of 10 cents per day. The maximum fee for such materials shall not exceed \$3.00 per item.~~
- e. Museum passes owned by the Library shall accrue an extended use fee of \$20.00 per day. The maximum fee for such materials shall not exceed \$200.00 per item. (Must be returned in person to the Smithtown Building Children's Department.)
- f. **Book Club Kits and** the "Library of Things" collection owned by the Library shall accrue an extended use fee of \$10.00 per day. The maximum fee for such materials shall not exceed \$100.00 per item. (Must be returned in person to the Reference Department at any Smithtown Library building.)
- g. **All other Library materials shall not accrue extended use fees. However, the replacement cost of past due materials will be billed to the cardholder after 28 days. If billed material is returned within a reasonable period of time, the bill will be removed.**

- 3. At its sole discretion, the Library may ask cardholders with extended use charges to clear all or a portion of all such charges before being allowed to borrow any additional library materials.
- 4. The extended use fees of materials borrowed from other libraries are controlled by the policies of the lending libraries.
- 5. Items can be returned in person or via the drop box located outside each Smithtown Library building, as well as at any public library in Suffolk County. An item returned in the drop box during hours the Library is closed will be processed the next morning that the Library is open, and will be considered returned as of the previous day that the Library was open.
  - a. Drop boxes are maintained as a convenience for the patron, and the patron remains liable for all materials deposited in drop boxes until such items are checked in by library staff. The library cannot guarantee the security of items deposited in drop boxes and will not waive charges on items claimed to have been returned in the drop boxes.

## G. DAMAGED AND LOST MATERIALS

- 1. Borrowers are liable for all lost and damaged library materials ~~charged~~ **checked** out on their library cards.
- 2. The Library will notify the cardholder of payment due for the replacement of all lost and damaged items.
- 3. For the purpose of ISBN integrity and re-processing cost, replacement material for lost or damaged items cannot be accepted in lieu of payment due.
- 4. Once payment has been received for lost items, no refunds will be issued by the library for items subsequently found by the cardholder.
- 5. Charges for lost or damaged audio visual cases will be charged accordingly.
  - a. Audio Books
    - Extra Small (1-6 discs)           \$ 5.00
    - Small (7-12 discs)               \$ 7.00
    - Medium (13-22 discs)           \$ 8.00
    - Large (23-44 discs)             \$13.00
  - b. Blu Ray/DVD                       \$ 4.00
  - c. Music CD                           \$ 4.00
  - d. Plastic Inserts                     \$ 0.45

The library reserves the right to change these fees without notice.

6. *Items in the “Library of Things” collection that are damaged or lost will be charged at the value listed in the borrower’s agreement.*

## **H. DIRECT ACCESS**

1. *For purposes of this section:*
  - a. *Direct access shall mean the ability of an individual, who resides within the boundaries of the Suffolk Cooperative Library System (SCLS) and who has a valid borrower’s card issued by SCLS or any member library in SCLS, to borrow materials for home use directly from the premises of The Smithtown Library.*
  - b. *Non-resident borrower shall mean an individual who resides outside the boundaries of the chartered service area of The Smithtown Library and who is a library cardholder at another SCLS member library or who has a borrower’s card issued by SCLS.*
2. *Non-resident borrowers are prohibited from borrowing by direct access certain materials and equipment. Such materials shall include but not be limited to:*
  - a. *Materials in heavy local demand.*
  - b. ~~*Handheld devices.*~~
  - c. *New magazines.*
  - d. *All newspapers.*
  - e. *Mobile Hotspots or other wireless communication system.*
  - f. *Museum passes.*
  - g. *The “Library of Things” collection*
  - h. *Microform material.*
  - i. *Reference material.*
  - j. *Special collections as determined by the Library.*

## **I. NON-RESIDENT INTERLIBRARY LOAN**

1. *For purposes of this section:*
  - a. *Interlibrary loan shall mean the ability of an individual, who resides within the boundaries of the Suffolk Cooperative Library System (SCLS) and who has a valid borrower’s card issued by SCLS or any member library in SCLS, to borrow The Smithtown Library’s materials indirectly through another library.*
  - b. *Non-resident borrower shall mean an individual who resides outside the boundaries of the chartered service area of The Smithtown Library and who is a library cardholder at another SCLS member library or who has a borrower’s card issued by SCLS.*
2. *Non-resident borrowers are prohibited from borrowing through interlibrary loan certain materials and equipment. Such materials shall include but not be limited to:*
  - a. *Materials in heavy local demand.*
  - b. *New fiction and nonfiction books less than 4 months old.*
  - c. *New release Digital Video Discs less than 4 months old.*
  - d. *New release Blu-ray Discs less than 4 months old.*
  - e. *New magazines.*
  - f. *All newspapers.*

- g. *Mobile hotspots or other wireless communication system.*
- h. *Museum passes.*
- i. *The "Library of Things" collection.*
- j. **Storytime Kits**
- k. ~~*Hand held devices.*~~
- l. *Microform material.*
- m. *Reference material.*
- n. *Special collections as determined by the Library.*

**J. INTERLIBRARY LOAN FOR SMITHTOWN CARD HOLDERS**

*The Library will make reasonable efforts to locate material in other libraries when we do not own the material. Upon a patron's request, the library will try to borrow the material for the patron's use. The selection of the lending library will be at the sole discretion of the Library. The borrowing patron is responsible to abide by the usage policies and procedures of the lending library. Any fee's incurred by The Smithtown Library (including but not limited to shipping, patron damage and late fees) for the use of material borrowed from another library are the responsibility of the patron.*

11. At 8:10 p.m. Library Board President Brianna Baker-Stines moved to enter executive session pursuant to Article 7, Section 105 "F" of the Public Officer's Law, to discuss the employment history of a particular person. The motion was seconded by Trustee Marie Gergenti and adopted by a unanimous 7-0 vote.

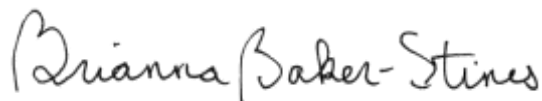
The following trustees were present and participating in executive session: Brianna Baker-Stines, Anita Dowd-Neufeld, Marie Gergenti, Joseph Gregurich, Theresa C. Grisafi, Marilyn LoPresti and Thomas Maher.

Also present were Library Director Robert Lusak, Personnel Assistant Lori Mauceri, and Secretary Linda Taurassi.

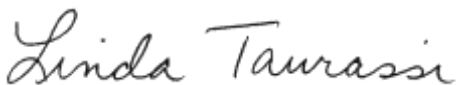
At 8:21 p.m. Library Board President Brianna Baker-Stines made a motion to reconvene in open public session. The motion was seconded by Trustee Joseph Gregurich and adopted by a unanimous 7-0 vote.

12. It was duly noted that the next "regular" meeting of the Board of Trustees was scheduled to be held Tuesday, March 15, 2022 at 6:30 p.m. at the Commack building.

Minutes approved this 15<sup>th</sup> day of March, 2022.



Brianna Baker-Stines, President  
Smithtown Library Board of Trustees



Linda Taurassi  
Secretary to the Board of Trustees

2/15/22