

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

A regular meeting of the Board of Trustees of The Smithtown Library was held at the Commack building, Commack, New York, on the 15<sup>th</sup> day of March, 2022. The meeting was called to order at 6:30 p.m. with the pledge of allegiance to the flag.

The following Library Trustees were present and participating at the meeting: Brianna Baker-Stines, Anita Dowd-Neufeld, Marie Gergenti, Joseph Gregurich and Theresa C. Grisafi. Trustees Marilyn LoPresti and Thomas Maher were absent with prior notice.

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

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

1. PRESENTATION – Friends of The Smithtown Library

The meeting was taken out of order to allow for a brief presentation by Friends of the Library President Anthony Monteleone. Mr. Monteleone explained the mission of the Friends and the different ways the Friends of The Smithtown Library raises funds to help enhance library services to the community. Mr. Monteleone encouraged membership in the Friends and invited all to join their next meeting scheduled for March 29<sup>th</sup> at 7:00 p.m.

The Library Director spoke about the Friends of the Smithtown Library sponsoring a project which would involve having a rendering of the Smithtown building made into an ornament. After the fees for the initial layout and artwork, the cost of the ornaments would be reasonable, and allow revenue for the Friends.

Library Director Robert Lusak noted that we were also looking into the possibility of having food trucks available at our summer concerts. Mr. Lusak added that phase two of the Smithtown building's parking lot project should be completed by that time.

**READING AND APPROVAL OF MINUTES**

APPROVAL OF MINUTES

2. The meeting returned to order and Library Board President Brianna Baker-Stines moved to accept adoption of the following resolution:

*RESOLVED, that the REGULAR MEETING MINUTES of February 15, 2022 be approved as presented.*

The motion was seconded by Trustee Theresa Grisafi and adopted by a unanimous 5-0 vote.

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**REPORTS OF OFFICERS, BOARDS, STANDING COMMITTEES & DIRECTOR’S REPORT**

3. 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 February 28, 2022 be approved for filing (copy of report appended to the original of these minutes).*

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

Budget and Finance 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>i. Warrant #22 - March</i>	<i>(“L” fund) PREPAYS</i>	<i>\$ 22,331.16</i>
<i>ii. Warrant #22 - March</i>	<i>(“L” fund) WARRANT</i>	<i>\$ 767,745.00</i>
<i>iii. Warrant #22 - March</i>	<i>(“M” fund) WARRANT</i>	<i>\$ 6,260.00</i>
<i>iv. Warrant #22 - March</i>	<i>(PAYROLL #4 – 2/18/22)</i>	<i>\$ 275,094.75</i>
<i>v. Warrant #22 - March</i>	<i>(PAYROLL #5 – 3/04/22)</i>	<i>\$ 270,123.94</i>

The motion was seconded by Trustee Theresa Grisafi and adopted by a unanimous 5-0 vote.

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

c. ACCOUNT CLOSURE – People’s United Bank

*RESOLVED that the current account bearing number XXXXXXXX353 maintained with People’s United Bank, 1 East Main Street, Smithtown, NY 11787 be closed, and the said Bank is hereby instructed to return the amount lying in the said Bank Account to the company by way of transfer to another current account of the company bearing number XXXXXXXX352 maintained with People’s United Bank, 1 East Main Street, Smithtown, NY 11787, and be it*

*FURTHER RESOLVED that Robert Lusak, Director of the Library, be and is hereby authorized to sign and execute all such form, documents, and instruments and do all such acts, deeds, and things as may be required in connection with the closure of said account, and be it*

*FURTHER RESOLVED that a certified true copy of the foregoing resolution be submitted to the Bank for necessary action at their end.*

The motion was seconded by Trustee Marie Gergenti and adopted after discussion by a unanimous 5-0 vote.

4. In the absence of PERSONNEL COMMITTEE Liaison Marilyn LoPresti, 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:*

Part-time appointments:

- i. *Part-time appointment of **Eileen Blum** to the position of Library Clerk, Circulation Department, Commack building, at an hourly rate of pay of \$18.82, not to exceed 17.5 hours per week, effective March 22, 2022 (to fill the vacancy created by the full-time appointment of Amy Stalzer, effective 11/17/21).*
- ii. *Part-time appointment of **Patrick Lynch** to the position of Library Clerk, Circulation Department, Kings Park building, at an hourly rate of pay of \$18.82, not to exceed 17.5 hours per week, effective March 26, 2022 (to fill the vacancy created by the release of James DeGaray from a part-time Library Clerk position into a part-time Librarian Trainee position, effective 9/7/21).*
- iii. *Part-time appointment of **Caitlin Scheer** to the position of Library Clerk, Circulation Department, Kings Park building, at an hourly rate of pay of \$18.82, not to exceed 17.5 hours per week, effective April 19, 2022 (to fill the vacancy created by the full-time appointment and reassignment of Angelique Daley, effective 12/16/20).*

Leave Requests:

- iv. *Leave of absence without pay for **Riley Hillen**, Page, Kings Park building, effective June 18, 2022 through August 10, 2022.*
- v. *Leave of absence without pay for **Lisa Kroitor**, Librarian II, Community Relations Department, Nesconset building, effective March 18, 21, 22, 2022; April 20, 21, 22, 2022.*

The motion was seconded by Trustee Theresa Grisafi and adopted by a unanimous 5-0 vote.

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

b. ATTENDANCE REQUESTS: LIVE / VIRTUAL

*RESOLVED, that the following live or virtual attendance requests set forth hereinafter are hereby approved:*

- i. *That Librarian II **Kaitlin Brand**, Teen Services/Reference Department, Smithtown building, be authorized to attend, on paid release time, the “2022 Annual Fran Romer Memorial Booktalk Workshop”, sponsored by the Young Adult Services Division (YASD) to be held via Zoom on March 31, 2022, with reimbursement for actual and necessary expenses not to exceed \$20.00.*
- ii. *That Librarian IV **Erin Kanelos**, building head, Kings Park building, be authorized to attend, on paid release time, the Children’s Librarians Association of Suffolk County (CLASC) Membership Meeting and Dinner, sponsored by (CLASC), to be held at the Stonebridge Country Club, Smithtown, NY, on April 6, 2022, with reimbursement for actual and necessary expenses not to exceed \$70.00.*

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

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

c. SEASONAL EMPLOYMENT

*RESOLVED, that the Board of Trustees of The Smithtown Library approves increased seasonal hours for staff, approved by the Suffolk County Department of Civil Service, due to increased volume at circulation desks, in addition to increased volume as a result of high participation in the summer reading programs in the Children’s, Reference and Teen Departments, during the period June 1, 2022 through September 1, 2022, not to exceed \$38,000.00.*

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

5. 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. CONTRACT – Winters Bros. Waste Systems

*RESOLVED, that the Board of Trustees of The Smithtown Library does hereby authorize the Library Director to enter into a 1-year contract agreement with **Winters Bros. Waste Systems** for the period April 15, 2022 through April 14, 2023, for the purpose of providing waste and recycling management service for all Library buildings, at a total annual cost not to exceed \$5,500.00 (note: as needed, additional pickups can be arranged for an additional charge; Winters Bros. Waste Systems is on NY State Contract, Award #22760).*

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

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

a. ONLINE DONATION – Anton Prokopenko

*RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank Mr. Anton Prokopenko, of Kings Park, NY, for his most generous online donation of \$1,000.00; and be it*

*FURTHER RESOLVED, that said donation is to be used as necessary at the Library’s discretion.*

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

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

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

*RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank MACY’S INC. for a check in the amount of \$48.55 received from the American Online Giving Foundation, Inc., through the “Benevity Giving Platform”; and be it*

*FURTHER RESOLVED, that said donation is to be used as necessary at the Library’s discretion.*

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

7. 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). In addition, the following was noted:

- Library Director Robert Lusak invited Teen Services Librarian Rachel Cecchini to give a brief description of the Advanced Battle of the Books competition, and thanked all the Teen Services Librarians for their hard work.
- The Library Director noted that Library Legislation Day was a huge success and he was happy to report that The Smithtown Library had the largest presence during their zoom conference calls. As the Legislative Committee Chairperson of the Public Library Director’s Association (PLDA), Mr. Lusak expressed his concern at a legislative zoom meeting of the Long Island Library Resources Council (LILRC) that libraries are the only tax-driven institution that serves all ages in its community, and our funding needs improvement. Mr. Lusak suggested that more meetings should be held downstate to let our legislators know how important libraries are to their communities. As a result, three meetings are currently being planned downstate in May in our assemblyman and senator’s offices.
- In answer to a patron inquiry about the “Diary of Anne Frank” being banned, the Library Director stated that the Library does not ban books or any materials arbitrarily.
- The Library Director invited Senior Services Outreach Librarian II Jessica Newmark to give a brief description of what the Library is doing for seniors.

**UNFINISHED BUSINESS**

8. REVISED POLICY - **Whistleblower Policy [Policy 500-30]** (2<sup>nd</sup> reading)

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 5-0 vote.

Library Board President Brianna Baker-Stines moved to accept adoption of the Whistleblower Policy [Policy 500--30]. The motion was seconded by Trustee Theresa Grisafi and adopted by a unanimous 5-0 vote.

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

### **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. **If the suspected or actual violation concerns the Director, the matter should be reported directly to the President of the Board of Trustees. A matter involving a Trustee should be reported to the President of the Board.** 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 **at their next Board meeting or sooner if deemed necessary.** 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.

## 9. REVISED POLICY – **CIRCULATION OF MATERIALS** [Policy 800-10] (2<sup>nd</sup> reading)

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 Joseph Gregurich and adopted by a unanimous 5-0 vote.

Library Board President Brianna Baker-Stines moved to accept adoption of the Circulation of Materials Policy [Policy 800-10]. The motion was seconded by Trustee Anita Dowd-Neufeld and adopted by a unanimous 5-0 vote.

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

*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.

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## **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.*

#### **PUBLIC COMMENTS**

There were no public comments.

#### **NEW BUSINESS**

##### **10. REVISED - RECORDS MANAGEMENT PROCEDURE MANUAL** (note: second reading is not necessary)

Library Board President Brianna Baker-Stines read the following revisions to the Records Management Procedure Manual and moved to accept adoption of the revisions. The motion was seconded by Trustee Anita Dowd-Neufeld and adopted by a unanimous 5-0 vote.

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

## K. DISASTER PREPAREDNESS, RESPONSE AND RECOVERY.

The Library has a secure Records Room in which many of its paper records are stored under lock. Some paper records are stored in the Administration and Business Offices in locked cabinets. The doors to these offices are locked during the day if no staff member is in the office area and also at night.

The Library has implemented the following disaster preparedness, response and recovery procedures to safeguard the Library's documents and files that are in electronic format.

The back-up of all staff electronic data formats is executed on the IT file server every night at 9:30pm, using ~~an NT software program~~ **a Windows server backup** automatically generated by the Windows server operating system after hours. This software also verifies data upon completion of a successful back-up. Data is archived to an external USB drive which is taken off premises **in rotation on Monday through Fridays** and replaced with another identical drive **by either the IT Director or the Assistant Director**. In addition, the Library also has off-site 24/7 back-up through Carbonite, a software company that specializes in cloud storage of data.

This procedure is managed by the Library's Network & Systems Specialist. On weekends when the Administrative and Business offices are closed and critical records are not generated, there is no need for personnel to swap out the USB drive. In the event of the Network & Systems Specialists' absence, the USB drive is taken off premises by a designated member of the IT staff or by an outside contracted vendor.

In addition, staff e-mail, including attachments and calendars, is backed up off-site by Google. (However, emails deleted by staff are not recoverable.) Patron data is archived in a cooperative agreement with Suffolk Cooperative Library System (SCLS).

The Library's website of smithlib.org is hosted and backed-up offsite by Joomla Connections located in New Jersey.

~~Many of the Library's inactive permanent records have been digitized and stored on micro-film as part of our disaster-preparedness plan, and the microfilm is stored at an Iron Mountain vital records facility off Long Island in Rosendale, NY. A full list of these records is appended to this Manual and copies of these same records are available on a CD stored in the Records Room.~~

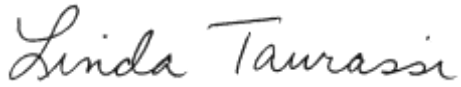
Copies of many of the Library's inactive, permanent records are saved on microfilm and the microfilm is stored at an Iron Mountain vital records facility in Rosendale, NY. A full list of these records is appended to this Manual and copies of these same records are available on a CD stored in the Records Room.

11. Library Board President Brianna Baker-Stines noted that the next "regular" meeting of the Board of Trustees was scheduled to be held Tuesday, April 19, 2022 at 6:30 p.m. at the Kings Park building, and a tour of the Kings Park building would be held at 5:45 p.m. directly before the regular meeting for all who could attend.

Minutes approved this 19<sup>th</sup> day of April, 2022.



Brianna Baker-Stines, President  
Smithtown Library Board of Trustees



Linda Taurassi  
Secretary to the Board of Trustees