

**MINUTES  
BOARD OF TRUSTEES  
THE SMITHTOWN LIBRARY  
April 19, 2022**

A regular meeting of the Board of Trustees of The Smithtown Library was held at the Kings Park building, Kings Park, New York, on the 19<sup>th</sup> day of April, 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, Theresa Grisafi, Marilyn LoPresti and Thomas Maher. Trustees Marie Gergenti and Joseph Gregurich were absent with prior notice.

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

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 March 15, 2022 be approved as presented.*

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

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

2. The BUDGET AND FINANCE COMMITTEE report was presented by Budget and Finance Committee Liaison 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 March 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 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. Warrant #22 - April	(“L” fund) PREPAYS	\$ 33,624.36
ii. Warrant #22 - April	(“L” fund) WARRANT	\$ 632,033.24
iii. Warrant #22 - April	(“M” fund) WARRANT	\$ 350.00
iv. Warrant #22 - April	(PAYROLL #6 – 3/18/22)	\$ 277,502.56
v. Warrant #22 - April	(PAYROLL #7 – 4/01/22)	\$ 279,986.98
vi. Warrant #22 – April	(PAYROLL #8) – 4/15/22)	\$ 279,588.61

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

Budget and Finance Committee Liaison Anita Dowd-Neufeld invited Mr. Al Coster, of Baldessari & Coster, Certified Public Accountants, to give his presentation pertaining to the Library’s 2021 independent audit report. Mr. Coster congratulated the Library and noted that, once again, the Library had received the best report it could possibly get. The Library has been issued the highest opinion that the financial statements and underlying internal controls present fairly, in all material respects, the financial position of The Smithtown Library as of December 31, 2021 in accordance with generally accepted accounting principles.

After discussion Budget and Finance Committee Liaison Anita Dowd-Neufeld moved to accept adoption of the following resolution:

*RESOLVED, that the independent audit report for the fiscal year beginning January 1, 2021 and ending December 31, 2021, prepared by Baldessari & Coster, Certified Public Accountants, including financial statements and supplementary schedules, be accepted as presented (copy of report appended to the original of these minutes).*

The motion was seconded by Trustee Thomas Maher and adopted by a unanimous 5-0 vote.

The Library Director thanked both Al Coster, of Baldessari & Coster, and Business Manager Jennifer Piano for an outstanding job.

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:*

Temporary Promotional appointment:

- i. Temporary full-time promotional appointment of **Andrew Salomon** to the position of Librarian IV, Building Head, Commack building, at an annual rate of pay of \$101,006.00, not to exceed a six-month period, subject to Civil Service approval, effective date TBD (immediate need due to medical leave of absence for employee #1081).

Part-time appointment:

- ii. Part-time appointment of **Alix Hatzidakis** to the position of Page, Kings Park building, at an hourly rate of pay of \$15.00, effective April 27, 2022 (to fill the vacancy created by the appointment of Patrick Lynch to the position of Library Clerk).

Leave Requests:

- iii. Leave of absence without pay for **Joyce O'Hara**, Page, Reference/Circulation Departments, Smithtown building, effective May 24, 2022 through June 8, 2022.
- iv. Medical leave of absence without pay, nunc pro tunc, for **employee #1244**, effective April 4, 2022 until further notice, pending medical clearance, pursuant to Family Medical Leave Act (FMLA).

Resignations:

- v. Resignation of **Madeline Dluginski**, Library Clerk, Technical Services Department, Nesconset building, effective April 29, 2022.
- vi. Resignation of **Andrew Havrilla**, Groundskeeper I, all buildings, effective April 14, 2022.

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

Personnel Committee Liaison Marilyn LoPresti 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 Library Director **Robert Lusak**, Administration Department, Nesconset building, be authorized to attend, on paid release time, the "Spring on the Hill" advocacy event sponsored by the New York Library Association (NYLA), from May 16, 2022 through May 18, 2022, to be held in Albany, NY, with reimbursement for reasonable expenses incurred with the display of certified receipts.
- ii. That Assistant Library Director **Patricia Thomson**, Administration Department, Nesconset building, be authorized to attend, on paid release time, the "Spring on the Hill" advocacy event sponsored by the New York Library Association (NYLA), from May 16, 2022 through May 18, 2022, to be held in Albany, NY with reimbursement for reasonable expenses incurred with the display of certified receipts.

- iii. *That Librarian II **Kaitlin Brand**, Teen Services, Smithtown building, be authorized to attend, on paid release time, the Nassau/Suffolk Young Adult Services Division (YASD) joint meeting, sponsored by Nassau/Suffolk YASD, to be held via Zoom on Thursday, April 21, 2022, with reimbursement for actual and necessary expenses not to exceed \$5.00.*
- iv. *That Librarian Trainee **James DeGaray**, Children's Department, Kings Park building, be authorized to attend, nunc pro tunc, 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.*
- v. *That Librarian III **Julie DeLaney**, Community Relations Department, Nesconset building, be authorized to attend, on paid release time, the Greater Smithtown Chamber of Commerce meeting to be held April 22, 2022 at Alexandro's Kitchen & Bar, Smithtown, NY, with reimbursement for actual and necessary expenses not to exceed \$35.00.*
- vi. *That Librarian Trainee **Jacquelyn Lam**, Children's Department, Kings Park building, be authorized to attend, nunc pro tunc, 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.*
- vii. *That Librarian II **Nicole Rossano**, Children's Department, Kings Park building, be authorized to attend, on paid release time, the Suffolk County Department of Health Food Manager Test, to be administered May 13, 2022, with reimbursement for actual and necessary expenses not to exceed \$78.00.*

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

- 4. There was no report of the BUILDINGS AND GROUNDS COMMITTEE.
- 5. In the absence of COMMUNICATIONS COMMITTEE Liaison Marie Gergenti, the Communications Committee report was presented by Library Board President Brianna Baker-Stines who moved to accept adoption of resolutions "a" through "c":
  - a. DONATION – Office of 12<sup>th</sup> District County Legislator

*RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank the Office of 12<sup>th</sup> District County Legislator Leslie Kennedy for its generous donation of "iHealth COVID-19 Antigen Rapid Tests" to be distributed to the employees of the Library.*

b. DONATION – Suffolk County & Suffolk County Executive

*RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank Suffolk County and Suffolk County Executive Steve Bellone for their generous donation of “At Home COVID-19 test kits” to be distributed to library patrons (note: approximately 900 test kits were received).*

c. ONLINE DONATION – Jennifer Calderone

*RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank Ms. Jennifer Calderone, of Kings Park, NY, for her generous online donation of \$100.00, 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 Thomas Maher and adopted by a unanimous 5-0 vote.

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

The DIRECTOR'S REPORT was presented verbally to the Library Board by Library Director Robert Lusak. The Library Director reported on the following items:

- Phases 1 and 3 of the Smithtown Library’s Parking Lot Project have been completed and, although there have been some delays, phase 2 of the project is anticipated to begin in the next couple of weeks. It is anticipated that all phases of the work will be completed in time for the Library’s Summer Concert program in July.
- The Library Director stated that all the bands have been secured for the Library’s Summer Concert Series. The Library Director noted that food trucks are being planned for the summer concerts.
- The Friends of The Smithtown Library have approved the funding for a rendering of the Smithtown building to be made into an ornament, as discussed at a previous meeting; the Friends are planning a book sale in June and also in the fall.
- The latest issue of the Library’s Spotlight, which is a seasonal publication mailed out to the community, is presently being compiled. Topics being promoted in the Spotlight include:
  - Library’s Summer Reading Program
  - Friends of the Smithtown Library annual Scholarship Award
  - Recent Eagle Scout project – American flag depository box
  - Advanced Battle of the Books
- A ceremony was held at the Smithtown building, which houses the Passport Acceptance Facility, to commemorate the 1,000<sup>th</sup> application received.

- In response to patron demand, the Library is currently in the process of having Canteen Micro Markets installed in all four Library buildings.
- Suffolk Cooperative Library System Director Kevin Verbese invited Library Director Robert Lusak to teach a class pertaining to library director/attorney relationships, i.e. attorney review of library policies, contracts, etc.
- The Library Director has joined the Smithtown Sunrise Rotary Club by invitation.

## UNFINISHED BUSINESS

There was no unfinished business.

## PUBLIC COMMENTS

There were no public comments.

## NEW BUSINESS

### 7. NEW YORK STATE ANNUAL REPORT

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

*RESOLVED, that the New York State Annual Report for Public and Association Libraries for the year ending December 31, 2021 be accepted for filing as presented (copy of report appended to the original of these minutes).*

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

### 8. REVISED POLICY – **Social Media Policy** [Policy 500-20] (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 Social Media Policy [Policy 500-20]. The motion was seconded by Trustee Theresa Grisafi and adopted by a unanimous 5-0 vote. The policy will be reviewed and voted on at the May regular board meeting.

1. *The Library ~~defines~~ **considers** social media as, “~~a group of~~ **to be** internet-based applications that allow the creation and exchange of user-generated content **and recognizes that social media is regularly used as a form of engagement and communication.***
2. ***The Library has the right to maintain an orderly, safe, and efficient work environment, consistent with its organizational values, practices, procedures and work rules and policies. At all times, including non-work hours,** employee use of social media must comply with all pre-existing Library policies including, but not limited to code of ethics policies, acceptable use of library equipment and facilities policies, emergency policies, security policies, workplace violence and harassment policies, publicity/communications policies, and confidential records policies.*

4/19/22

3. **The Library has the right and responsibility to protect itself from the unauthorized disclosure of information and to protect its reputation as an institution and employer.**
4. **The Library requires that employees report all suspected violations of this policy to the Director. The Library will investigate and respond to all reports of violations of its social media policy and other related policies.**
5. Violation of the Library's Social Media Policy may lead to discipline **result in disciplinary action** up to and including termination.
6. **The Library reserves the right to take legal action if deemed necessary to protect the interests of the Library, its employees, patrons, or any other affiliated individual or entity.**
7. Unlawful use of, or conduct while using social media may result in civil or criminal charges.

A. Expectations for social media behavior **when referencing the Library, employees of the Library, or anyone affiliated with the Library, including patrons and the public at large are:**

1. All posts on the Library website, blogs, and associated social media must first be approved by Administration or the appropriate department head.
2. ~~Employees are not permitted to act or speak as representatives of the Library while using any social media unless given prior permission to do so by Administration or the appropriate department head.~~  
**Unless specifically instructed, employees may not represent that they are communicating on behalf of The Smithtown Library nor undertake any position that might reasonably create the impression that they are communicating on behalf of, or as a representative of, the Library.**
3. Employees should identify themselves and be honest in posts about who they are and what they do.
4. Employees should always be loyal to the Library **respect the Library's interests** when they post online.
5. Since information found on social media sites may be used to form opinions about **regarding** the Library and staff, common sense, professionalism, ~~respect~~ **consideration** and sound judgment should be used at all times.
6. **The Library expects employees to assume personal responsibility whenever they utilize social media.**
7. ~~When posting to a site outside of library control, employees must always disclaim that "the opinions being offered are my own and do not necessarily represent the opinion of The Smithtown Library."~~
8. **Employees may not access social media sites for personal use during work time.**
9. **Employees are personally responsible for their commentary, even on personal pages. Employees should be aware that they may be held personally liable for commentary that is considered defamatory, obscene, proprietary, or libelous by any offended party.**

B. Employees using social media when referencing the Library, employees of the Library, or anyone affiliated with the Library, including patrons and the public at large may not:

1. Post confidential information such as (but not limited to) patron names and contact information, employee, Administration and **Board of Trustees** information, vendor relationships, Library financial information, proprietary system **Library** information, special project information, etc.
2. Post protected materials and/or proprietary and intellectual property belonging to the Library or another company or person.
3. Post using profanity, inappropriate speech, obscenities, pornography, lewdness, defamation, ~~“bad-mouth” patrons or other employees,~~ or utilize social media to engage in personal attacks, **harass, threaten, intimidate, retaliate, or discriminate** harassment, and **or** any other inappropriate behavior.
4. Comment on or display information concerning the work performance of other employees without prior Library consent.
5. Use social media ~~whether in or away from the Library~~ in a manner that may conflict or interfere with ~~their~~ work responsibilities or professional obligations **at any time, including during non-work hours.**
6. **Use social media to reference work-related matters.**
7. **Take photos of work related information or non-public areas of the Library and post this information on social media, unless expressly authorized by the Director or the Library Board.**

9. REVISED POLICY - **Circulation of Materials Policy** [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 revisions [Policy 800-10]. The motion was seconded by Trustee Thomas Maher and adopted by a unanimous 5-0 vote. The policy will be reviewed and voted on at the May regular board meeting.

**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. **The “Library of Things” collection and** 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. Book Club Kits ~~the “Library of Things” collection~~ and museum passes owned by the Library will have zero (0) renewals.



6. *The loan periods of materials borrowed from other libraries are controlled by the policies of the lending libraries.*
7. *Materials with holds may not be renewed.*

#### **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. *Mobile hotspots (or wireless communication system) **and the “Library of Things” collection** 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. **“Library of Things” items must be returned in person to the Reference Department at any Smithtown Library building.***
    - b. *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.)*
    - c. *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.)*
    - d. *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.*
10. At 7:29 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 Thomas Maher and adopted by a unanimous 5-0 vote.

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

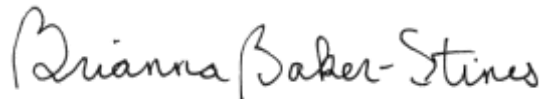
Also present were Library Director Robert Lusak and Personnel Assistant Lori Mauceri.

At 8:30 p.m. Library Board President Brianna Baker-Stines made a motion to reconvene in open public session. The motion was seconded by Trustee Marilyn LoPresti and adopted by a unanimous 5-0 vote.

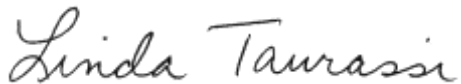
11. Library Board President Brianna Baker-Stines noted that the May “regular” meeting of the Board of Trustees has been rescheduled to Thursday, May 19, 2022 at 6:30 p.m. at the Smithtown building.

12. There being no further business, Library Board President Brianna Baker-Stines moved to adjourn the meeting at 8:31 p.m. The motion was seconded by Trustee Thomas Maher and adopted by a unanimous 5-0 vote.

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



Brianna Baker-Stines, President  
Smithtown Library Board of Trustees



Linda Taurassi  
Secretary to the Board of Trustees