

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

A regular meeting of the Board of Trustees of The Smithtown Library was held at the Smithtown building, Smithtown, New York, on the 19th day of May, 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, Theresa 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 April 19, 2022 be approved as presented.

The motion was seconded by Trustee Joseph Gregurich 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 April 30, 2022 be approved for filing (copy of report appended to the original of these minutes).

The motion was seconded by Trustee Marie Gergenti and adopted by a unanimous 7-0 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 - May	(“L” fund) PREPAYS	\$ 19,993.38
ii. Warrant #22 - May	(“L” fund) WARRANT	\$ 343,374.76
iii. Warrant #22 - May	(PAYROLL #9 – 4/29/22)	\$ 176,303.44
iv. Warrant #22 - May	(PAYROLL #10 – 5/13/22)	\$ 277,466.62

The motion was seconded by Trustee Thomas Maher 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 resolutions “a” and “b”:

a. PERSONNEL CHANGES

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

Part-time appointments:

- i. Part-time appointment of **John Hara** to the position of Groundskeeper I, all buildings, at an hourly rate of pay of \$17.69, effective June 20, 2022 (to fill the vacancy created by the resignation of Reza Tehari, effective 10/28/20).
- ii. Part-time appointment of **TBD** to the position of Groundskeeper I, all buildings, at an hourly rate of pay of \$17.69, effective date TBD (to fill the vacancy created by the resignation of Andrew Havrilla, effective 4/14/22).

Leave Requests:

- iii. Medical leave of absence without pay, nunc pro tunc, for **employee #1244**, effective May 6, 2022, pursuant to Family Medical Leave Act (FMLA).
- iv. Leave of absence without pay for **Ina Lee**, Page, Commack building, effective August 31, 2022 through September 15, 2022.

Resignation:

- v. Resignation of **Cecilia Markowitz**, Children’s Services Librarian I, Children’s Department, Smithtown building, effective May 14, 2022.

b. *RESOLVED, that the following CONFERENCE/EXAMINATION 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 2022 American Library Association (ALA) Annual Conference & Exhibition, sponsored by ALA, to be held in Washington, DC, from June 23, 2022 through June 28, 2022, with reimbursement for reasonable expenses incurred with the display of certified receipts.
- ii. That Librarian I **Carolyn Brooks**, Reference Department, Commack building, be authorized to attend, on paid release time, a Notary Public examination to be administered at the Perry Duryea State Office Building, Hauppauge, NY, on June 30, 2022, with reimbursement for actual and necessary expenses not to exceed \$15.00.

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

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4. 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. SNOW PLOWING & SALT SANDING OPERATIONS – Sonnenberg Nursery

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby authorize the Library Director to enter into a one-year contract renewal (year three (3) of an optional three (3) year contract) with Sonnenberg Nursery, Inc., at a cost as dictated by contract terms, for the purpose of providing snow plowing and salt sanding operations for driving surfaces in the parking lots of the Smithtown, Commack, Kings Park & Nesconset buildings; said contract to be in effect for the period September 15, 2022 through May 15, 2023.

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

5. Library Director Robert Lusak reported the following to the COMMUNICATIONS COMMITTEE:
- The Friends of The Smithtown Library are having a book sale at the Smithtown building on June 11th on the outdoor patio, weather permitting. This is the Friends’ first book sale since the COVID-19 pandemic.
 - The Library will be marching in the Smithtown Memorial Day Parade on May 30th.
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). As per the Director’s Report, Library Director Robert Lusak noted that the Smithtown Library will be hosting this year’s annual Legislative Breakfast at 8:30 a.m. on Friday, September 23rd. There was some discussion pertaining to the possibility of having music at the breakfast utilizing either the Library’s piano or local high school students with musical instruments.

UNFINISHED BUSINESS

7. REVISED POLICY – **Social Media Policy** [Policy 500-20] (2nd 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 revisions [Policy 500-20]. The motion was seconded by Trustee Theresa Grisafi and adopted by a unanimous 7-0 vote.

Library Board President Brianna Baker-Stines moved to accept adoption of the Social Media Policy revisions [Policy 500-20]. The motion was seconded by Trustee Thomas Maher and adopted by a unanimous 7-0 vote.

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.
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.

8. REVISED POLICY - **Circulation of Materials Policy** [Policy 800-10] (2nd 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 Theresa Grisafi and adopted by a unanimous 7-0 vote.

Library Board President Brianna Baker-Stines moved to accept adoption of the Circulation of Materials Policy revisions [Policy 800-10]. The motion was seconded by Trustee Anita Dowd-Neufeld and adopted by a unanimous 7-0 vote.

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.

PUBLIC COMMENTS

There were no public comments.

NEW BUSINESS

9. REVISED POLICY – **Notary Service Policy** [Policy 700-420] (1st 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 Notary Service Policy revisions [Policy 700-420]. The motion was seconded by Trustee Thomas Maher and adopted by a unanimous 7-0 vote. The policy will be reviewed and voted on at the June regular board meeting.

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

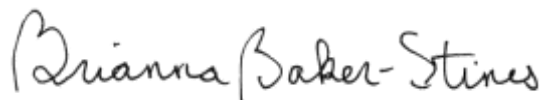
Notary services are available during regular operating hours, with the exception of 30 minutes prior to closing. Appointments are recommended, but walk-ins are welcome subject to the availability of a licensed notary.

- 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~~ **any similar document establishing terms for the disposition of one's property to take effect after death. (Note: a "consent to probate" or "waiver of process" may be notarized by a Library notary.)**
- 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.

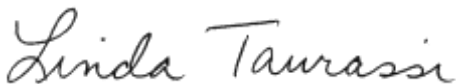
10. Library Board President Brianna Baker-Stines noted that the next "regular" meeting of the Board of Trustees was scheduled to be held Tuesday, June 21, 2022 at 6:30 p.m. at the Nesconset building.

11. There being no further business, Library Board President Brianna Baker-Stines moved to adjourn the meeting at 7:23 p.m. The motion was seconded by Trustee Marie Gergenti and adopted by a unanimous 7-0 vote.

Minutes approved this 21st day of June, 2022.



Brianna Baker-Stines, President
Smithtown Library Board of Trustees



Linda Taurassi
Secretary to the Board of Trustees

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