

**MINUTES
BOARD OF TRUSTEES
THE SMITHTOWN LIBRARY
June 21, 2022**

A regular meeting of the Board of Trustees of The Smithtown Library was held at the Nesconset building, Nesconset, New York, on the 21st day of June, 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: Brianna Baker-Stines, Marie Gergenti, Joseph Gregurich, Theresa Grisafi, Marilyn LoPresti and Thomas Maher. Trustee Anita Dowd-Neufeld was absent with prior notice.

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

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

READING AND APPROVAL OF MINUTES

APPROVAL OF MINUTES

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

RESOLVED, that the REGULAR MEETING MINUTES of the May 19, 2022 meeting be approved as presented.

The motion was seconded by Trustee Joseph Gregurich and adopted by a unanimous 6-0 vote.

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

2. In the absence of BUDGET AND FINANCE COMMITTEE Liaison Anita Dowd-Neufeld, Library Board President Brianna Baker-Stines moved to approve the adoption of resolution "a":

a. TREASURER'S REPORT

RESOLVED, that the TREASURER'S REPORT for the month ended May 31, 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 6-0 vote.

Library Board President Brianna Baker-Stines moved to approve the 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 - June | (“L” fund) PREPAYS | \$ 19,038.84 |
| ii. Warrant #22 - June | (“L” fund) WARRANT | \$ 320,224.56 |
| iii. Warrant #22 – June | (“M” fund) WARRANT | 2,075.00 |
| iv. Warrant #22 - June | (PAYROLL #11 – 5/27/22) | \$ 281,189.11 |
| v. Warrant #22 - June | (PAYROLL #12 – 6/10/22) | \$ 271,664.68 |

The motion was seconded by Trustee Thomas Maher and adopted by a unanimous 6-0 vote.

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

- c. *RESOLVED, that the Board of Trustees of The Smithtown Library does hereby authorize the commitment of \$250,000 from the unassigned fund balance to fund Library-wide Capital Improvements and Equipment Replacement.*

The motion was seconded by Trustee Theresa Grisafi and adopted by a unanimous 6-0 vote.

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

a. PERSONNEL CHANGES

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

Part-time appointments:

- i. *Release of **Jessica Mudano**, Kings Park building, from a part-time Librarian Trainee Children’s Services position into a part-time Librarian I Children’s Services position, at an hourly rate of pay of \$32.97, retroactive to June 9, 2022, as per Suffolk County Department of Civil Service regulations.*
- ii. *Part-time appointment of **Taylor Fox** to the position of Library Clerk, Technical Services Department, Nesconset building, at an hourly rate of pay of \$18.82, not to exceed 17.5 hours per week, effective July 11, 2022 (to fill the vacancy created by the resignation of Madeline Dluginski, effective 7/13/19).*

Resignations:

- iii. *Resignation of **Nicole Grube**, Page, Nesconset building, effective July 23, 2022.*
- iv. *Resignation of **Marielena Jimenez**, Page, Reference/Circulation Departments, Smithtown building, effective July 30, 2022.*
- v. *Resignation of **Adam Zoffranieri**, Librarian I, Reference Department, Commack building, effective June 9, 2022.*

The motion was seconded by Trustee Thomas Maher and adopted by a unanimous 6-0 vote.

Personnel Committee Liaison Marilyn LoPresti moved to approve the adoption of resolution "b":

b. *RECLASSIFICATION OF POSITION:*

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby acknowledge the Suffolk County Department of Civil Service decision to reclassify the position of Dina Lally, nunc pro tunc, from Library Clerk to Senior Library Clerk based on a review of her duties and responsibilities, and be it

FURTHER RESOLVED, that the Board of Trustees of the Smithtown Library does hereby approve the permanent full-time promotional appointment of Dina Lally to the position of Senior Library Clerk, Community Relations Department, Nesconset building, at an annual rate of pay of \$61,278.00, subject to a 12-week probationary period, effective May 26, 2022.

The motion was seconded by Trustee Theresa Grisafi and adopted after discussion by a unanimous 6-0 vote.

4. There was no BUILDINGS AND GROUNDS COMMITTEE report.

5. There was no COMMUNICATIONS COMMITTEE report:

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

The written Director's Report was submitted prior to the Library Board meeting (copy of report appended to the original of these minutes). Director Lusak in his oral report elaborated upon the subject written report.

UNFINISHED BUSINESS

7. REVISED POLICY – **Notary Service Policy** [Policy 700-420] (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 Notary Service Policy revisions [Policy 700-420]. The motion was seconded by Trustee Marie Gergenti and adopted by a unanimous 6-0 vote.

Library Board President Brianna Baker-Stines moved to approve the adoption of the Notary Service Policy revisions [Policy 700-420]. The motion was seconded by Trustee Thomas Maher and adopted by a unanimous 6-0 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~~ **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.*

PUBLIC COMMENTS

There were no public comments.

NEW BUSINESS

8. DISCUSSION – Children's Collection

After discussion pertaining to the Library displays celebrating Gay Pride Month in the Library's Children's Departments, Trustee Marie Gergenti made a motion to "remove all Pride displays, in addition to removing all books of the same subject on display, from all Children's sections in all Smithtown Library buildings".

The motion was seconded by Trustee Theresa Grisafi and adopted 4-2 by the following roll call vote: FOR—Gergenti, Grisafi, LoPresti, Maher; AGAINST—Baker-Stines, Gregurich.

9. DISCUSSION – Policy Committee

After discussion, and under the advisement of Library Counsel, it was determined that a Policy Committee is to be established to consider all proposed policies coming before the Board of Trustees, including one pertaining to displays generated by Library staff.

10. ABOLISHMENT OF POLICY – **Membership in Non-Library Related Organizations** [Policy 900-50]

(Note: revisions are noted in underlined bold font)

Library Board President Brianna Baker-Stines moved to abolish the Membership in Non-Library Related Organizations Policy [Policy 900-50]. The motion was seconded by Trustee Thomas Maher and abolished by a unanimous 6-0 vote.

~~RESOLVED, that it is the policy of The Smithtown Library to apply for or pay membership dues to only those organizations and associations that have as their sole purpose the enhancement of knowledge, skill and professional support for library trustees and/or library employees.~~

11. REVISED POLICY – **Exhibit and Display Policy** [Policy 700-70] and **Exhibitors Agreement & Release form** [Policy 700-70a] (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 Exhibit and Display Policy [Policy 700-70] and Exhibitors Agreement & Release form [Policy 700-70a]. The motion was seconded by Trustee Thomas Maher and adopted by a unanimous 6-0 vote. The policy will be reviewed and voted on at the July regular board meeting.

EXHIBIT AND DISPLAY POLICY

Basic Policy Statement

*The purpose of The Smithtown Library's display facilities is to ~~increase~~ **enhance** public awareness of the Library's resources and to support its mission as an educational, informational, cultural, and recreational center for the community it serves. Displays are ~~organized~~ **supported** by the Library ~~District~~ to further this mission. The Library ~~District~~ reserves the right to determine what displays will be solicited and accepted. For the purposes of this policy, the term "display" includes wall exhibits, enclosed display cases and free-standing exhibits. Exhibits/displays using ~~these~~ **Library** facilities shall promote one or more of these purposes:*

- a. *To promote **The Smithtown Library's** ~~Special Library District~~ services, collections, or programs;*
- b. *to highlight current issues, events or other subjects of public interest; **and***
- c. *to display arts, crafts, photographs, writings or collections when they promote or complement the mission of The Smithtown Library.*

Guidelines for Displays

Areas for Display. *Shall be determined by The Smithtown Library.*

Cancellation. *The Smithtown Library reserves the right to cancel displays at any time for any reason.*

Exhibitor. *Each exhibitor must execute an exhibit agreement with The Smithtown Library prior to display. This Exhibitor's Agreement and Release shall include a descriptive list of all items included in the display. **No items shall be displayed unless a signed Exhibitor's Agreement and Release and a list of all items included in the exhibit are provided to the Library.** The name, ~~and~~ telephone number **and/or email address** of the*

exhibitor may be included in the display. **No prices may be listed in the display area.** ~~No items shall be displayed until a signed Exhibitors Agreement and Release and a list of all items included in the exhibit are provided to the Library District.~~ The group or individual providing the display must supply any labor and/or equipment necessary to mount the display. The final decision regarding the display arrangement and content is reserved to The Smithtown Library. All pieces to be displayed should be framed and/or mounted and suitable for hanging safely. Exhibitors agree to leave their work **in place** for the period stipulated in the Exhibitor's Agreement and Release. **The Library cannot accommodate changes and rearrangements of exhibited material nor will it** ~~The Library District will not~~ provide storage for the property of exhibitors beyond the period specified in the Exhibitors Agreement and Release. Exhibits left **remaining** beyond this period will be considered abandoned property and will be disposed of accordingly.

Hours for Exhibit. Shall be determined by The Smithtown Library.

Library Security. The Smithtown Library is not responsible for the security of displayed items. All items are ~~understood and acknowledged~~ to be displayed at the exhibitor's risk.

Liability. The Smithtown Library is relieved of all liability for mutilation or damage or loss of exhibit items from any cause whatsoever. Should the exhibitor determine that the display warrants insurance coverage, it is the sole responsibility of the exhibitor to secure such insurance coverage.

Receptions. Arrangements for receptions and other exhibit related events are the responsibility of the exhibitors and require the prior approval of The Smithtown Library.

Publicity. The Smithtown Library must approve all public relations announcements and advertising prior to ~~dissemination~~ **promulgation**. The Smithtown Library assumes no responsibility for publicizing exhibits.

Exhibitor's Agreement and Release

Display Location (choose **one (1)** only):

Smithtown____ Commack____ Kings Park____ Nesconset____

Print Name of Exhibit/Display: _____

Dates of Exhibit: _____ to: _____

Delivery Date: _____ Removal Date: _____

In consideration ~~for~~ **of** permitting ~~my~~ **the attached cited** property to be exhibited at The Smithtown Library, I hereby agree that neither The Smithtown Library nor its Trustees, agents or employees shall be liable for: (1) any theft or damage, by whomever or however caused **of**, or **such** failure to **properly** exhibit, store, move, or remove said property; or (2) any injury which I or others may sustain to any degree attributable to, or in any ~~way~~ **manner** relative to, the exhibition.

I **warrant and** represent that **I am the legal owner of all right, title and interest in all items submitted and that** the exhibition of my property is not prohibited or restricted in any way, ~~and~~ **I understand** that **the** title to said property shall not be transferred before its removal from The Smithtown Library. I agree to indemnify and hold harmless The Smithtown Library, its Trustees, agents, and employees concerning any claim or action against any of them ~~because of~~ **related to** my property and/or its exhibition.

By signing this Exhibitor's Agreement and Release, I acknowledge having read The Smithtown Library Exhibit and Display Policy and hereby agree to comply with all of its terms and conditions.

Signature Date

Print name

Print address

Telephone Number Email Address

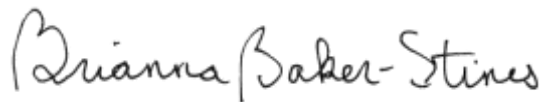
Release:

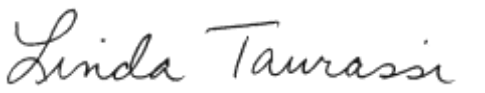
I hereby acknowledge that I have withdrawn my exhibit from the premises of The Smithtown Library.

Signature Date

- 12. Library Board President Brianna Baker-Stines noted that the next "regular" meeting of the Board of Trustees was scheduled to be held Tuesday, July 21, 2022 at 6:30 p.m. at the Commack building.
- 13. There being no further business, Library Board President Brianna Baker-Stines moved to adjourn the meeting at 8:12 p.m. The motion was seconded by Trustee Marie Gergenti and adopted by a unanimous 6-0 vote.

Minutes approved this 19th day of July, 2022.


 Brianna Baker-Stines, President
 Smithtown Library Board of Trustees


 Linda Taurassi
 Secretary to the Board of Trustees