

**MINUTES
BOARD OF TRUSTEES
THE SMITHTOWN LIBRARY
July 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 July, 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, Anita Dowd-Neufeld, Marie Gergenti, Joseph Gregurich, and Thomas Maher. Trustees Theresa Grisafi and Marilyn LoPresti were 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 Suffolk Cooperative Library System (SCLS) Director Kevin Verbese.

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 June 21, 2022 and the SPECIAL MEETING MINUTES of June 23, 2022 be approved as presented.

The motion was seconded by Trustee Anita Dowd-Neufeld 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 approve the adoption of resolution "a":

- a. TREASURER'S REPORT

RESOLVED, that the TREASURER'S REPORT for the month ended June 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 5-0 vote.

7/19/22

Trustee Anita Dowd-Neufeld 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>i. Warrant #22 - July</i>	<i>(“L” fund) PREPAYS</i>	<i>\$ 22,329.23</i>
<i>ii. Warrant #22 - July</i>	<i>(“L” fund) WARRANT</i>	<i>\$ 390,497.45</i>
<i>iii. Warrant #22 - July</i>	<i>(“M” fund) WARRANT</i>	<i>11,800.00</i>
<i>iv. Warrant #22 - July</i>	<i>(PAYROLL #13 – 6/24/22)</i>	<i>\$ 274,579.26</i>
<i>v. Warrant #22 - July</i>	<i>(PAYROLL #14 – 7/8/22)</i>	<i>\$ 276,343.79</i>

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

The meeting was taken out of order at this time by Library Board President Brianna Baker-Stines to allow for a presentation by architect John Tanzi, pertaining to the Smithtown Library’s Building Management System (BMS).

3. Report of the BUILDINGS AND GROUNDS COMMITTEE

a. PRESENTATION – John Tanzi – Building Management System (BMS)

Mr. Tanzi recommended that Thermal Solutions be awarded the project for all Library buildings. Library Director Robert Lusak noted that we are currently in the process of applying for a Public Library Construction grant through the Suffolk Cooperative Library System and are hoping to receive grant monies that would help offset some of the project costs.

b. PUBLIC LIBRARY CONSTRUCTION GRANT – District Building Management System Replacement

After discussion, Library Board President Brianna Baker-Stines moved to approve the adoption of the following Public Library Construction Grant resolution:

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby approve the submission of four Public Library Construction Grant proposals --- one for each of the Smithtown Library buildings; grants to be administered in accordance with the requirements of Education Law §273-a (as amended by Chapter 57 of the Laws of 2007) and Commissioner’s Regulations §90.12; each grant includes the upgrade of the Building Management Systems (BMS) and development of a new Supervisory Network to control/integrate all existing HVAC equipment district-wide.

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

c. SECURITY GUARD SERVICES

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

RESOLVED, that the Board of Trustees of The Smithtown Library authorizes the Library Director to solicit bids for the purpose of Security Guard Services for all library buildings.

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

4. PUBLIC COMMENTS

Before the Public Comments portion of the meeting Library Board President Brianna Baker-Stines read the Library's Public Participation Policy (Policy 700-20) and noted that the public comments portion of this meeting would be held for ninety minutes with each speaker being allowed five minutes to make their comments. In the time allotted for public comments twenty-two members of the public were able to speak. All comments pertained to the Library Board's resolution from the June 21, 2022 regular board meeting that removed all Gay Pride books from display in the Children's Departments of all Library buildings, and the subsequent special board meeting on June 23, 2022 that rescinded the resolution.

Library Board President Brianna Baker-Stines acknowledged and thanked members of the public for their comments and invited members of the public who had not been reached (because of time constraints) to email the Library Board or to sign up for public comments at the August regular board meeting.

At this time, Library Trustee Marie Gergenti read a statement into the minutes as follows:

"Good evening Library Board and members of the community. My name is Mrs. Gergenti. I am a mother, grandmother and presently retired medical coder holding two licenses with AHIMA and AAPC. I was overwhelmingly elected by the community. My intentions are to fulfill my duties without discrimination, remorse, or hold any prejudice or opposition to any individual or group. Any intent to convey otherwise through print or social media is a lie. I do not have any political agenda. I took an oath to the whole community.

The truth is there is strong objection to the Pride displays in the children's corner. Multiple residents contacted me with pictures and concerns. I next contacted the Director and his reply was he, too, was contacted and aware.

The children's corner needs boundaries. It doesn't mean we ban books. It doesn't mean community members do not like each other. It means we have a mutual respect. Parents of all faiths do not wish their children have full view of these books and their rights matter too. Our resolution was more of a respect to the Christians, Jews, Muslims, Methodists and Hindus not taking away anybody else's freedoms. Sexualization of kids is wrong. This is not an unreasonable demand. These displays may cause anxiety and harm to other children. Many expressed why the need to glorify these displays. Others expressed sensitive content, inappropriate for kids, is best discussed within their own family.

We must have accountability in the children's area. Kid friendly means "no controversy". If a parent of faith thinks something is controversial it usually is. We can all honor each other's concerns without malice and derogatory remarks. We love our Smithtown Libraries and want it welcoming for all. Let's keep our library modern, yet with that country sensibility. Thank you everybody for coming. I listened to everybody and I listened to everything you've had to say. Thank you.

Library Director Robert Lusak thanked everyone for their participation in the meeting. The Library Director commended and applauded Library staff who, although not responsible for board decisions, handled all complaints and threats received from the public in their usual professional manner."

5. 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 approve the adoption of resolution "a":

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

Part-time appointment:

- i. *Part-time appointment of **Hatim Husainy** to the position of Page, Nesconset building, at an hourly rate of pay of \$15.00, effective August 15, 2022 (to fill the vacancy created by the resignation of Nicole Grube, effective 7/23/19).*

Resignations:

- ii. *Resignation of **Emily Garry**, Page, Nesconset building, effective August 23, 2022.*
iii. *Resignation of **Philip Mui**, call-in Custodial Worker I, effective July 18, 2022.*

Leave of Absence:

- iv. *Child-care leave of absence without pay, nunc pro tunc, for **Emilee Musumeci**, Librarian I, Reference Department, Nesconset building, effective July 12, 2022 through September 17, 2022.*

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 approve the adoption of resolution "b":

- b. *RESOLVED: That the following CONFERENCE ATTENDANCE request set forth hereinafter is hereby approved:*

- i. *That Children's Librarian **Wendy Johnson**, Children's Department, Commack building, be authorized to attend, on paid release time, the "Stories For All Ages" Fall Literature Conference, sponsored by the Children's Librarian Association of Suffolk County (CLASC) and the Suffolk Cooperative Library System Youth Services Department (SCLS-YS), to be held October 13, 2022, with reimbursement for actual and necessary expenses not to exceed \$85.00.*

The motion was seconded by Trustee Joseph Gregurich 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. Items included:

- Phase 2 of the Smithtown Parking Lot Project has been approved by the NYS Department of Transportation and is currently under way. Over the next few weeks:
 1. The parking lot will be asphalted.
 2. Parking space line striping and directional arrows will be painted.
 3. New lighting fixtures will be added.
 4. Landscaping and irrigation will be completed
- The Summer Concert Series began July 6th and there is a large turnout
 - Food trucks were introduced this year.

UNFINISHED BUSINESS

7. REVISED POLICY – **Exhibit and Display Policy** [Policy 700-70] and **Exhibitors Agreement & Release form** [Policy 700-70a] (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 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 5-0 vote.

Library Board President Brianna Baker-Stines moved to approve the adoption of the Exhibit and Display Policy [Policy 700-70] and Exhibitors Agreement & Release form [Policy 700-70a]. The motion was seconded by Trustee Anita Dowd-Neufeld and adopted by a unanimous 5-0 vote.

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 ~~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

NEW BUSINESS

8. REVISED POLICY – **Board of Trustees Bylaws** [100-10] (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 Board of Trustees Bylaws revisions [Policy 100-10]. The motion was seconded by Trustee Thomas Maher and adopted by a unanimous 5-0 vote.

Library Board President Brianna Baker-Stines moved to waive the **second** reading of the Board of Trustees Bylaws revisions [Policy 100-10]. 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 approve the adoption of the Board of Trustees Bylaws revisions [Policy 100-10]. The motion was seconded by Trustee Thomas Maher and adopted after discussion by a unanimous 5-0 vote.

Preamble

The Board of Trustees of The Smithtown **Special Library District Library**, created by Absolute Charter Number 23424 granted by the Regents of the University of the State of New York on September 13, 2002 according to the provisions of Section 255 of the New York State Education Law to provide non-partisan public library service free of political influence to the residents of the Township of Smithtown, excluding areas currently ~~serviced~~ **served** by the Sachem Public Library and by the Emma S. Clark Memorial Library, hereby enact the following Bylaws:

ARTICLE I - Board of Trustees

1. The Library shall be governed by a Board of Trustees, hereinafter referred to as the "Board", consisting of (7) members duly elected by the voting residents within The Smithtown **Special Library District Library**.
2. Tenure of Office
 - a. Term of Office. Pursuant to Section 3 of Chapter 193, Laws of 2001 the term of office of trustees shall be (3) years.
 - b. If a trustee does not complete ~~their~~ **his/her** term a replacement may be chosen, by a majority vote of the remaining Trustees, to serve until the next regularly scheduled Trustee election. At that time a replacement will be elected to fill the remainder of the departed Trustee's term.
3. Candidates for the position of Library Trustee shall have their primary domicile within the Library District and shall be eligible to vote in ~~the~~ Town of Smithtown elections. No salaried employee of The Smithtown Library shall be eligible for candidacy.
4. A Trustee must be present at a meeting to have his/her vote counted.
5. Trustees are required to attend all meetings of the Board (general and executive sessions). A Trustee who, after being duly notified, fails to attend three consecutive meetings of the Board may, according to the provisions of Section 226 of New York State Education Law, be declared to have vacated his/her seat. The Trustees, after review of a written explanation by the absentee Trustee, shall vote, at the next Regular Monthly Meeting of the Board, whether to excuse any or all of ~~these~~ **such** absences and retain the Trustee or to declare the seat vacant. Such vacancies shall be filled according to Article 1, Section 2B.

ARTICLE II – Officers

1. **Number**

Pursuant to Section 3 of Chapter 193, Laws of 2001 the officers of the Board of Trustees shall be a President, Vice-President, Clerk, and Treasurer **and such other officers as the Board deems necessary.**
2. **Election**

Officers shall be elected at the annual organizational meeting held during the first week of January by a majority vote of the Board of Trustees, and serve for one year.
3. **The President shall:**
 - a. Be the chief executive officer and official spokesman for the Board of Trustees;
 - b. Preside, when present, at all meetings of the Board of Trustees;
 - c. Designate a trustee to perform his/her duties should the Vice-President be unable to do so;

- d. Sign, with the Treasurer or any other proper officer of the Library thereunto authorized by the Board of Trustees, any contracts, agreements, or other instruments which the Board of Trustees has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by law or the Board of Trustees to some other officer or agent of the Library;
 - e. Appoint the liaison(**s**) of each standing committee;
 - f. Appoint the liaison(**s**) of each special committee.
4. **The Vice-President shall** preside at all regular and special meetings of the Board of Trustees in the absence of the President and perform all duties of the President in his/her absence.

ARTICLE III - Duties of the Board of Trustees

- 1. The Board shall hire a qualified Library Director who shall be the Chief Executive and Administrative Officer of The Smithtown Library acting on behalf of the Board and under its review and direction. He/she shall be responsible for those duties contained in Article VI, Sections 1 to 28 inclusive.
- 2. The Board, in consultation with the Library Director, shall consider, formulate and decide on all policies affecting the operation of the Library.
- 3. The Board shall assure the general efficiency and progress of the Library by maintaining good relations with local government; representing the interests of the Library in local community planning; and enlarging public and official understanding of the Library, its purposes, problems and progress.
- 4. The Board may appoint special ad hoc committees from among the residents of the Library District as defined in Article I, Section 1.
- 5. The President shall preside at all Regular Monthly Meetings of the Board, appoint the "liaisons" of all Board Committees and be an ex-officio member of said committees.
- 6. The Board of Trustees shall make the following appointments at the **annual organizational meeting beginning of the year**; those appointed shall serve at the pleasure of the Board:
- 7. The Clerk shall:
 - a. See that all notices are duly **promulgated** given as required by state law;
 - b. Be the custodian of Library records and of the seal of the Library and see that the seal is affixed to all documents, the execution of which on behalf of the Library under its seal is duly authorized;
 - c. Keep a register of the post office address of each member of the Board of Trustees, which shall be furnished to the Clerk by such member.
 - d. Serve the Board as Clerk of the Election.
 - e. Assume the duties of the Secretary to the Board in his/her absence.
 - f. By resolution of the Board of Trustees, the Clerk may be paid a stated salary or a fixed sum for his/her respective services. No such payment shall preclude the Clerk from being employed by the Library in any other capacity and receiving compensation therefore.
- 8. The Treasurer shall:
 - a. Be custodian of all Library funds;
 - b. Receive and give receipts for moneys due and payable to the Library from any source whatsoever, and deposit all such moneys in the name of the Library in such banks or other depositories as shall be selected in accordance with Library policy.

- c. *Make a financial report to the Board of Trustees at each meeting and at other times when requested by the President or the Board of Trustees;*
 - d. *Establish and invest in accounts of any type as need or opportunity arises in accordance with state law and Library policy pursuant to approval of the Board of Trustees.*
 - e. *By resolution of the Board of Trustees, the Treasurer may be paid a stated salary or a fixed sum for his/her respective services. No such payment shall preclude the Treasurer from being employed by the Library in any other capacity and receiving compensation therefore.*
9. *The Secretary shall:*
- a. *Record the minutes of all meetings of the Board of Trustees*
 - b. *Sign with the President the approved minutes of all meetings of the Board of Trustees.*
 - c. *Accept for filing the petitions for Trustee candidates.*
 - d. *Assume the duties of the Clerk in his/her absence.*
 - e. *By resolution of the Board of Trustees, the secretary may be paid a stated salary or a fixed sum for his/her respective services. No such payment shall preclude the secretary from being employed by the Library in any other capacity and receiving compensation therefore.*
10. *The Board shall be authorized to contract with outside professional advisors or consultants, not included in Article 3, Section 11, on an annual retainer, hourly or per diem basis.*
11. *The Board hereby agrees that no trustee, including the President, may act or speak on behalf of the Library unless the entire Board specifically bestows that authority.*
12. *The Board shall be independent of political influence and shall avoid all actions and policies that are in fact or public perception deemed to be partisan in nature. Pursuant to its non-partisan policy statement, the Board shall appoint a member to serve as liaison to the Friends of the Smithtown Library, ~~the Smithtown Library Foundation~~ and to any other organization created to support the Library.*

ARTICLE IV - Meetings

1. **Regular meetings**

*Regular meetings shall be held each month, at dates and times to be established by the Board of Trustees at the **annual organizational meeting** ~~beginning of the library's administrative year~~ and shall be open to the public as required by Section 103 of the Open Meetings Law of the State of New York.*

2. **Special Meetings**

Special meetings of the Board of Trustees may be called at any time by or at the request of the President or upon the request of three (3) trustees. The person or persons authorized to call special meetings of the Board of Trustees may fix the location for holding any special meeting of the Board of Trustees at a public place. Notice of any special meeting shall be in accordance with Section 103 of the Open Meetings Law of the State of New York.

3. **Manner of Acting**

The act of the majority of the trustees present at a meeting at which a quorum is present shall be the act of the Board of Trustees.

4. **Electronic Meetings**

*Members of the Board of Trustees, standing committees, and special committees are authorized to provide by telephone or through other electronic communications media information pertaining to the Library; provided that, such communications between or among individual trustees **is not to constitute** ~~does not result in~~ a collective decision regarding Library business.*

5. **Quorum**

A majority of the designated number of the Board shall constitute a quorum.

6. **Order of Business**

The Order of Business for the Regular Monthly Meeting of the Board shall include, but not be limited to, the following items, which shall be covered in the sequence shown so far as circumstances will permit:

- a. *Reading and Approval of Minutes*
- b. *Reports of Officers, Board, Standing Committees and Director's Report*
- c. *Reports of Special Committees*
- d. *Unfinished Business*
- e. *Public Comments*
- f. *New Business*

7. **Annual Organizational Meeting**

An annual organizational meeting shall be held by the Board of Trustees at the beginning of the Library's administrative year, during the first week of January (day & time to be determined), and shall be open to the public as required by Section 103 of the Open Meetings Law of the State of New York. No general business will be discussed and no public comments will be heard at this meeting.

- a. *Administer the oath of office to newly elected trustees*
- b. *Nomination and election of officers*
- c. *Appointment of Clerk*
- d. *Appointment of Treasurer*
- e. *Appointment of Secretary*
- f. *Appointment of Library Director as financial clerk*
- g. *Establishment of bank depositories and funds as necessary*
- h. *Affirmation of Procurement Policy*
- i. *Affirmation of Investment Policy*
- j. *Appointment of legal professional*
- k. *Appointment of accounting firm*
- l. *Selection of district newspapers to be utilized for public notices of meetings*

ARTICLE V - Committees

1. **The following general rules shall apply to all Standing Committees:**

- a. *Unless otherwise specified in these by-laws, the term of membership on any committee shall be one year.*
- b. *All committees report to the Board of Trustees. A copy of any committee report shall be furnished to the Board of Trustees prior to the meeting at which the report is to be presented. Committees may report as frequently as needed.*
- c. ~~*Board Members may only be liaison of one standing committee.*~~ **No one Board Member may be a member of the majority of committees.**

- d. *In an appropriate case, a liaison of a committee may submit a written request to the Board of Trustees to be relieved of duties ~~on a committee~~. The Board may, in its discretion, accept such request and thereupon it shall appoint a replacement on such committee for the stated period.*
- e. *The Library Director or his/her designee shall attend all committee meetings and may take part in deliberations but shall have no vote.*

2. Standing Committees. *The following will be standing committees:*

a. Budget and Finance Committee

- i. *Composition: ~~one~~ **a maximum of two Board members may serve as** liaison*
- ii. *Responsibilities*
 - 1. *Acts as Library Board's liaison with the Director on fiscal matters.*
 - 2. *To acquire and disseminate budgetary information to the Board and to interact on a continuous basis with the Library Director on budgetary formulation, budgetary developments, and the utilization of available funds;*
 - 3. *Audit and monitor the financial condition of the Library to ensure that it is carrying out its purpose without extravagance or waste; and*
 - 4. *Ensure that financial records are complete and accurate, and required financial reports are filed with federal and state agencies.*

b. Buildings and Grounds Committee

- i. *Composition: ~~one~~ **a maximum of two Board members may serve as** liaison*
- ii. *Responsibilities*
 - 1. *Acts as Library Board's liaison with the Director on Building and Grounds matters.*
 - 2. *Inspect all Library buildings on an "as-required basis", at least once every five (5) years, to ensure compliance with provisions of building codes, ADA requirements, safety regulations, and minimum state standards;*
 - 3. *Assess the need for major repairs, capital equipment, alterations and new construction; and*
 - 4. *Make certain that the Library continues to provide adequate equipment and connections for access to electronic and digital information.*

c. Communications Committee

- i. *Composition: ~~one~~ **a maximum of two Board members may serve as** liaison*
- ii. *Responsibilities*
 - 1. *Acts as the Library Board's liaison with the Director on Communications matters.*
 - 2. *Assess the need for new methods of acquainting the general public with the programs and services of the Library; and*
 - 3. *Review plans for promoting library services, materials, and programs.*

d. Personnel Committee

- i. *Composition: ~~one~~ **a maximum of two Board members may serve as** liaison*

ii. *Responsibilities*

1. *Acts as Library Board's liaison with the Director on Personnel matters.*
2. *Review all personnel actions to ensure compliance with Suffolk County Department of Civil Service rules and regulations;*
3. *To establish, with Board approval, a document on all personnel procedures;*
4. *To review the written recommendations submitted by the Library Director and to forward its own written recommendation to the Board;*
5. *Represent the Board of Trustees along with the Library Director during collective negotiations.*

e. **Policy Committee**

i. Composition: three Board Member liaisons, one librarian consultant, one union/personnel representative

ii. Responsibilities

1. Acts as Library Board's liaisons with the Director on Policy matters.

2. Regularly reads, reviews and makes recommendations for additions to or changes to Library policies & bylaws.

ARTICLE VI - Duties of the Library Director

A. *Library Director*

Administrative

1. *The Library Director shall be the Chief Administrative Officer of The Smithtown Library acting on behalf of the Board and under its review and direction.*
2. *The Library Director shall ensure compliance with all laws relating to public libraries.*
3. *The Library Director shall represent The Smithtown Library at all state, regional and national Library Symposiums, whenever possible.*
4. *The Library Director, in consultation with and subject to the approval of the Board, may hire a qualified Assistant Library Director(s).*
5. *The Assistant Library Director(s) shall be authorized to perform all the duties of the Library Director in his/her absence.*
6. *The Library Director shall designate a Librarian who shall be authorized to perform his/her duties, should the Assistant Library Director(s) be unable to do so.*
7. *The Library Director shall oversee the care and maintenance of the library buildings and grounds, vehicles and equipment.*
8. *The Library Director shall have the flexibility to adjust goals as necessary.*

Board Relations

9. *The Library Director shall carry out the policies of The Smithtown Library as adopted by the Board.*

10. *The Library Director shall attend all meetings of the Board and may take part in deliberations but shall have no vote.*
11. *The Library Director shall keep the Trustees informed as to the Library's current progress and future needs through regular monthly reports.*
12. *The Library Director shall submit to the Trustees Monthly Statistical Reports at the Meetings of the Board.*
13. *The agenda for the Regular Monthly Meeting of the Board shall be prepared by the Library Director and be distributed to the Trustees in a timely manner.*

Personnel

14. *The Library Director shall fill all new positions and vacancies according to the provisions of New York State Civil Service Law and the Rules and Regulations of the Suffolk County Department of Civil Service. All appointments are subject to the approval of the Board.*

Budget and Finance

15. *The Library Director shall coordinate the preparation of the Annual Budget in conjunction with the Treasurer and Budget and Finance Liaison for the ensuing year to be presented to the Trustees for approval not later than the August/September Meeting of the Board.*
16. *The Library Director shall have control of the funds set forth pursuant to the Library's Procurement Policy.*
17. *The Library Director will determine the most cost-effective manner for purchase and maintenance of library equipment and supplies.*
18. *The Library Director will ensure that all purchases are in accordance with the competitive bidding provisions of Section 100, et seq. of New York State General Municipal Law.*
19. *The Director shall actively pursue grants and alternative funding for the Library.*

Professional Development

20. *The Library Director shall keep current with knowledge, skills and trends relevant to public libraries and librarianship in general.*
21. *The Library Director shall maintain an active role in professional organizations.*

Community Relations

22. *The Library Director shall serve as the Board's liaison to the community.*
23. *The Library Director shall communicate effectively with the media and receive adequate media coverage.*
24. *The Library Director shall see that news releases, notices, library publications, both print and electronic, are continuously produced and updated.*
25. *The Library Director shall respond to public inquires and complaints.*
26. *The Library Director shall promote the Library to enhance the respect and support of the community. He/she shall be available for speaking engagements and perform this public relations function.*
27. *The Library Director shall make recommendations to the Trustees for action which will improve the Library's effectiveness and visibility in the community.*

B. Procedures for the Library Director Evaluation

The Director's confidential evaluation shall be completed annually.

1. The Library Board will agree upon the evaluation tools.
2. Upon receipt of the Library Director's report of the past year's highlights, achievements and recommendations, the Board of Trustees shall evaluate the Library Director's performance and present the Library Director's evaluation at the August board meeting. The evaluation is to be written by the Board President or his/her designee and submitted in narrative format; every member of the Library Board will have the opportunity to review the Library Director's
3. Evaluation; the evaluation is to be signed by each board member and returned in a timely manner.
4. The Library Board and the Director shall orally discuss the Director's evaluation confidentially at the August Board meeting. The Library Director will sign the evaluations to acknowledge his/her reading of them prior to their placement in his/her personnel folder. The Library Director will be permitted to rebut in writing all or any parts of the evaluations submitted to him/her prior to the August meeting.

ARTICLE VII - Fiscal Matters

1. The fiscal year of The Smithtown Library shall be January 1 to December 31.
2. A motion to borrow money shall require the affirmative vote of at least 5 members of the 7-member Board.
3. The Treasurer appointed according to Article III, Section 7 shall be authorized to sign all payroll checks and all checks prepared for disbursements. All checks issued for an amount equal to five-thousand dollars (\$5,000.00) or more shall require a second signature by a member of the Board of Trustees of the Smithtown Special Library District who has been designated as a signatory for that account with the exception of routine gross payroll and deduction checks which require only one signature. The Board will receive disbursement and payroll warrants on a monthly basis for review and approval.

ARTICLE VIII - Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the proceedings of the Board of Trustees in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

ARTICLE IX – Amendments

These bylaws may be repealed, amended, or added to by a 2/3 vote of the whole Board at a regular meeting. Such action may be taken, however, only after the substance of the proposed repeal, amendment, or addition has been presented in writing at a prior regular meeting and notice thereof has been given in the notice of the meeting at which it is to be considered. Bylaws should be reviewed for possible revision every three (3) years by a bylaws committee. Bylaws can be reviewed at any time if determined by simple majority of the Board.

9. LIBRARY BUDGET VOTE AND TRUSTEE ELECTION:

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

RESOLVED: That the Board of Trustees of the Smithtown Special Library District does hereby authorize Clerk Lauren Gunderson to undertake all actions necessary pursuant to Chapter 193 of the Laws of New York to conduct the Library's 2023 Budget Vote and Trustee Election to take place on October 11, 2022, including:

7/19/22

- i. *The hiring of the Suffolk County Board of Elections (BOE) to serve as a sole source vendor for voter registration listings, mailing labels, poll roster books, and full voting hours switchboard assistance at a cost not to exceed \$1,000 (Note: BOE is unable to provide voting machines due to NYS early voting.)*
- ii. *Administering the selection and appointment of not more than 12 persons to serve in the capacity of poll inspector for the 2023 Budget Vote and Trustee Election at a flat daily rate of pay per inspector of \$200.00.*
- iii. *Administering the selection and appointment of not more than 4 persons to serve in the capacity of election chairperson for the 2023 Budget Vote and Trustee Election at a flat daily rate of pay per chairperson of \$250.00.*

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

10. Library Board President Brianna Baker-Stines noted that the next “regular” meeting of the Board of Trustees was scheduled to be held Tuesday, August 16, 2022 at 6:30 p.m. at the Kings Park building.
11. Kings Park building head Erin Kanelos noted that the dedication ceremony for Kings Park’s beloved custodian Jose Escalante, who lost his life to COVID 19, would be held at 3:00 p.m. on Friday, August 19, 2022.
12. There being no further business, Library Board President Brianna Baker-Stines moved to adjourn the meeting at 8:48 p.m. The motion was seconded by Trustee Joseph Gregurich and adopted by a unanimous 5-0 vote.

Minutes approved this 16th day of August, 2022.



Brianna Baker-Stines, President
Smithtown Library Board of Trustees



Linda Taurassi
Secretary to the Board of Trustees