

**MINUTES
BOARD OF TRUSTEES
THE SMITHTOWN LIBRARY
September 20, 2022**

A regular meeting of the Board of Trustees of The Smithtown Library was held at the Smithtown building, Smithtown, New York, on the 20th day of September, 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, Theresa Grisafi (entered the meeting at 6:38 pm) and Thomas Maher. Trustee Marilyn LoPresti was absent with prior notice and subsequently tendered her resignation letter.

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

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

READING AND APPROVAL OF MINUTES

1. APPROVAL OF MINUTES

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

- a. *RESOLVED, that the “REGULAR” MEETING MINUTES of August 16, 2022 be approved as presented (appended).*
- b. *RESOLVED, that the SPECIAL “BUDGET” MEETING MINUTES of September 7, 2022 be approved as presented (appended).*
- c. *RESOLVED, that the “SPECIAL” MEETING MINUTES of September 7, 2022 be approved as presented (appended).*

The motion was seconded by Trustee Thomas Maher. Discussion followed pertaining to resolution “c” at which time Trustee Marie Gergenti advised that she requested to amend item #2 of the Special Meeting Minutes of September 7, 2022 authorizing the Library Director to enter into an agreement with Library Market for the purpose of redesigning The Smithtown Library’s website. Ms. Gergenti explained that she had not stated no/nay during the vote because she believed her silence sufficed as a “no” vote.

Trustee Theresa Grisafi entered the meeting at 6:38 p.m.

Marie Gergenti’s motion to amend item #2 of the Special Meeting Minutes of September 7, 2022 pertaining to the redesign of the Library’s website was seconded by Trustee Thomas Maher and resulted 6-0 in the following roll call vote:

FOR – Baker-Stines, Dowd-Neufeld, Gergenti, Gregurich, Grisafi, Maher. AGAINST – none.

With regard to the Library's website redesign, Trustee Anita Dowd-Neufeld noted that she had received information at the Friends of the Smithtown Library's monthly meeting and subsequently invited Friends President Anthony Monteleone to speak. Mr. Monteleone reported that the Friends had voted unanimously to contribute \$15,000.00 towards the cost of the Library's website redesign.

Items "a" and "b" were adopted 6-0 by the following roll call vote:

FOR – Baker-Stines, Dowd-Neufeld, Gergenti, Gregurich, Grisafi, Maher. AGAINST – none.

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 August 31, 2022 be approved for filing (copy of report appended to the original of these minutes).

The motion was seconded by Trustee Theresa Grisafi and adopted 6-0 after discussion by the following roll call vote:

FOR – Baker-Stines, Dowd-Neufeld, Gergenti, Gregurich, Grisafi, Maher. AGAINST – none.

b. WARRANTS

Trustee Anita Dowd-Neufeld moved to approve the adoption of resolution "b":

RESOLVED, that the following WARRANTS be approved for payment (copy of warrants appended to the original of these minutes):

<i>i. Warrant #22 - September</i>	<i>("L" fund) PREPAYS</i>	<i>\$ 27,268.00</i>
<i>ii. Warrant #22 - September</i>	<i>("L" fund) WARRANT</i>	<i>\$ 300,300.79</i>
<i>iii. Warrant #22 - September</i>	<i>("M" fund) WARRANT</i>	<i>\$ 9,800.00</i>
<i>iv. Warrant #22 - September</i>	<i>(PAYROLL #17 – 8/19/22)</i>	<i>\$ 313,101.75</i>
<i>v. Warrant #22 - September</i>	<i>(PAYROLL #18 – 9/02/22)</i>	<i>\$ 276,718.22</i>
<i>vi. Warrant #22 - September</i>	<i>(PAYROLL #19 – 9/16/22)</i>	<i>\$ 276,481.55</i>

The motion was seconded by Trustee Joseph Gregurich and adopted 6-0 by the following roll call vote:

FOR – Baker-Stines, Dowd-Neufeld, Gergenti, Gregurich, Grisafi, Maher. AGAINST – none.

Trustee Anita Dowd-Neufeld moved to approve the adoption of resolution "c":

c. UNCOMMITTED FUNDS – TRANSFER OF FUNDS – BMS SYSTEM REPLACEMENT

i. RESOLVED, that the Board of Trustees of The Smithtown Library does hereby approve to uncommit funds in the amount of \$111,200.00 previously committed for capital projects in the "L" fund.

- ii. *RESOLVED, that the Board of Trustees of The Smithtown Library does hereby approve the transfer of \$111,200.00 from the "L" fund into the "M" fund.*
- iii. *RESOLVED, that the Board of Trustees of The Smithtown Library does hereby approve to commit \$111,200.00 for the purpose of The Smithtown Library's BMS System replacement.*

The motion was seconded by Trustee Joseph Gregurich and adopted 6-0 after discussion by the following roll call vote:

FOR – Baker-Stines, Dowd-Neufeld, Gergenti, Gregurich, Grisafi, Maher. AGAINST – none.

Trustee Anita Dowd-Neufeld moved to approve the adoption of resolution "d":

d. EARLY RELEASE OF WARRANT PAYMENTS

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby approve the early release of designated warrant payments prior to the October 25, 2022 board meeting to avoid lateness penalties (Note: such meeting is scheduled late in the month due to the October 11, 2022 Library Budget Vote and Trustee Election); and be it

FURTHER RESOLVED, that any bill that would incur a penalty and/or interest fee can be released by the Treasurer prior to the October 25, 2022 board meeting, pending approval by the Board of Trustees Budget & Finance Committee Liaison or Library Board President, prior to payment being made.

The motion was seconded by Trustee Thomas Maher and adopted 6-0 by the following roll call vote:

FOR – Baker-Stines, Dowd-Neufeld, Gergenti, Gregurich, Grisafi, Maher. AGAINST – none.

Trustee Anita Dowd-Neufeld moved to approve the adoption of resolution "e":

e. PURCHASE OF TREASURY BILLS – M&T Bank

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby approve the Treasurer and/or Business Manager to be authorized and directed to purchase treasury bills with M&T Bank, 1 East Main Street, Smithtown, NY, in the name of The Smithtown Library, for the purpose of generating a stable stream of revenue at a fixed rate of interest.

The motion was seconded by Trustee Marie Gergenti. There was discussion which initially resulted in the failure of the motion to be adopted; however, after further discussion and clarification the motion was adopted 4-2 by the following roll call vote:

FOR – Baker-Stines, Dowd-Neufeld, Gregurich, Maher. AGAINST – Gergenti, Grisafi.

It was further noted that other banking establishments should be explored on the matter of obtaining the most competitive rates and services.

Trustee Anita Dowd-Neufeld moved to approve the adoption of resolution “f”:

f. BUDGET TRANSFERS

RESOLVED, that the Business Manager be authorized to execute budget transfers in the dollar amounts and expenditure lines as follows:

Account	Account Title	Original Budget	(FROM)/TO	Adjusted Budget
L.1449	Accrued P/R Compensation	150,000	(25,000)	125,000
L.1430	Pages	7,054,337	25,000	7,079,337
L.2030	Building Equipment	260,000	(208,500)	51,500
L.2000	Computer/IT	92,500	15,000	107,500
L.4375	Professional Services - Security	300,000	120,000	420,000
L.4500	Fuel and Utilities	229,300	28,000	257,300
L.4520	Building Repairs & Maintenance	200,000	30,000	230,000
L.8210	Medicare Contribution	95,486	15,000	110,486
L.8300	Workman's Compensation	95,700	500	96,200
L.4151	Online Materials and Services	675,000	(88,000)	587,000
L.4311	Telecommunications	116,400	15,000	131,400
L.4301	Payroll Processing	0	21,000	21,000
L.4540	Insurance	96,000	7,000	103,000
L.4110	Lost & Paid	500	1,500	2,000
L.4380	Membership Dues	4,000	500	4,500
L.4130	Periodicals	40,000	3,000	43,000
L8600	CSEA Benefit Fund	135,000	40,000	175,000
L.8100	Retirement System Contribution	1,125,000	(150,000)	975,000
L.8500	Hospital/Medical Insurance	2,100,000	150,000	2,250,000

The motion was seconded by Trustee Thomas Maher and adopted 6-0 after discussion and clarification by the following roll call vote:

FOR – Baker-Stines, Dowd-Neufeld, Gergenti, Gregurich, Grisafi, Maher. AGAINST – none.

3. In the absence of a PERSONNEL COMMITTEE Liaison, 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:*

Full-time appointment:

- i. Permanent full-time appointment of **Christine Collins**, to the position of Library Clerk, Circulation Department, Kings Park building, at an annual rate of pay of \$53,422.00 (commensurate with the current Collective Bargaining Agreement), subject to a 26-week probationary period, effective October 3, 2022 (to fill the vacancy created by the retirement of Susan Matthews, effective 8/1/22).

Part-time Appointment:

- ii. Part-time appointment of **Stephanie Metzler** to the position of Library Clerk, Circulation Department, Commack building, at an hourly rate of pay of \$18.82, not to exceed 17.5 hours per week, effective September 26, 2022 (to fill the vacancy created by the retirement of Carolyn Capobianco, effective 8/21/22).

The motion was seconded by Trustee Anita Dowd-Neufeld and adopted 6-0 by the following roll call vote:

FOR – Baker-Stines, Dowd-Neufeld, Gergenti, Gregurich, Grisafi, Maher. AGAINST – none.

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

- b. **RESOLVED**, that the following CONFERENCE / ATTENDANCE requests set forth hereinafter are hereby approved:
 - i. That Library Director **Robert Lusak** be authorized to attend, on paid release time, the “2022 NYLA Annual Conference”, sponsored by the New York Library Association, to be held in Saratoga Springs, NY, from November 2, 2022 through November 5, 2022, with reimbursement for reasonable expenses incurred upon the display of certified receipts.
 - ii. That Librarian IV **Eileen Caulfield** be authorized to attend, on paid release time, the “2022 NYLA Annual Conference”, sponsored by the New York Library Association, to be held in Saratoga Springs, NY, from November 2, 2022 through November 5, 2022, with reimbursement for actual and necessary expenses not to exceed \$500.00.
 - iii. That Librarian III **Julie DeLaney** be authorized to attend, on paid release time, the “2022 NYLA Annual Conference”, sponsored by the New York Library Association, to be held in Saratoga Springs, NY, from November 2, 2022 through November 5, 2022, with reimbursement for actual and necessary expenses not to exceed \$500.00.
 - iv. That Librarian II **Kelly Filippone**, Reference Department/Long Island Room, Smithtown building, be authorized to attend, on paid release time, the “27th Annual Archives Conference”, sponsored by the Long Island Library Resources Council (LILRC), to be held at The Esquire at the Nassau County Bar Association, Mineola, NY, on October 17, 2022, with reimbursement for actual and necessary expenses not to exceed \$32.00.

- v. *That Librarian I **Marissa Finocchiaro**, Reference Department/Long Island Room, Smithtown building, be authorized to attend, on paid release time, the “27th Annual Archives Conference”, sponsored by the Long Island Library Resources Council (LILRC), to be held at The Esquire at the Nassau County Bar Association, Mineola, NY, on October 17, 2022, with reimbursement for actual and necessary expenses not to exceed \$67.00.*
- vi. *That Librarian IV **Erin Kanelos** be authorized to attend, on paid release time, the “2022 NYLA Annual Conference”, sponsored by the New York Library Association, to be held in Saratoga Springs, NY, from November 2, 2022 through November 5, 2022, with reimbursement for actual and necessary expenses not to exceed \$500.00.*
- vii. *That Librarian I **Jesse Lemke** be authorized to attend, on paid release time, the “2022 NYLA Annual Conference”, sponsored by the New York Library Association, to be held in Saratoga Springs, NY, from November 2, 2022 through November 5, 2022, with reimbursement for actual and necessary expenses not to exceed \$500.00*
- viii. *That Librarian III **Caren Zatyk**, Long Island Room, Smithtown building, be authorized to attend, on paid release time, the “27th Annual Archives Conference”, sponsored by the Long Island Library Resources Council (LILRC), to be held at The Esquire at the Nassau County Bar Association, Mineola, NY, on October 17, 2022, with reimbursement for actual and necessary expenses not to exceed \$62.00.*

The motion was seconded by Trustee Thomas Maher and adopted 6-0 by the following roll call vote:
FOR – Baker-Stines, Dowd-Neufeld, Gergenti, Gregurich, Grisafi, Maher. AGAINST – none.

c. RETIREMENT – Resolutions of Appreciation

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

i. **Carolyn Capobianco**

WHEREAS, Carolyn Capobianco has announced her retirement as of August 21, 2022, and

WHEREAS, having commenced her tenure with The Smithtown Library on July 28, 2014, as a part-time Library Clerk in the Commack Building Circulation Department;

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees of The Smithtown Library does hereby express its appreciation to Carolyn Capobianco for her years of dedicated service and contributions to the Library; and be it

FURTHER RESOLVED, that the Board of Trustees of The Smithtown Library extends to Carolyn Capobianco their best wishes for many years of health and happiness during her retirement.

The motion was seconded by Trustee Thomas Maher and adopted 6-0 by the following roll call vote:
FOR – Baker-Stines, Dowd-Neufeld, Gergenti, Gregurich, Grisafi, Maher. AGAINST – none.

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

ii. **Donna Grebosz**

WHEREAS, Donna Grebosz has announced her retirement as of July 28, 2022, and

WHEREAS, having been originally hired with The Smithtown Library on September 21, 1995, as a Page in the Nesconset Building, she resigned in 1997; and

WHEREAS, on November 2, 2005 she was rehired to the position of part-time Library Clerk in the Technical Services Department;

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees of The Smithtown Library does hereby express its appreciation to Donna Grebosz for her years of dedicated service and contributions to the Library; and be it

FURTHER RESOLVED, that the Board of Trustees of The Smithtown Library extends to Donna Grebosz their best wishes for many years of health and happiness during her retirement.

The motion was seconded by Trustee Joseph Gregurich and adopted 6-0 by the following roll call vote:

FOR – Baker-Stines, Dowd-Neufeld, Gergenti, Gregurich, Grisafi, Maher. AGAINST – none.

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

iii. **Susan Mathews**

WHEREAS, Susan Mathews has announced her retirement as of August 1, 2022, and

WHEREAS, having begun her tenure with The Smithtown Library on October 15, 2005, as a part-time Library Clerk in the Kings Park Building Circulation Department and then appointed to full-time on February 27, 2013;

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees of The Smithtown Library does hereby express its appreciation to Susan Mathews for her years of dedicated service and contributions to the Library; and be it

FURTHER RESOLVED, that the Board of Trustees of The Smithtown Library extends to Susan Mathews their best wishes for many years of health and happiness during her retirement.

The motion was seconded by Trustee Marie Gergenti and adopted 6-0 by the following roll call vote:

FOR – Baker-Stines, Dowd-Neufeld, Gergenti, Gregurich, Grisafi, Maher. AGAINST – none.

4. Report of the BUILDINGS AND GROUNDS COMMITTEE

The BUILDINGS AND GROUNDS COMMITTEE report was presented by Buildings and Grounds Committee Liaison Theresa Grisafi, who moved to approve the adoption of resolution “a”:

a. TELEPHONE SYSTEM SUPPORT AND MAINTENANCE - RingCentral

*RESOLVED, that the Board of Trustees of The Smithtown Library does hereby authorize the Library Director to enter into a contract agreement, for telephone system support and maintenance (cloud based telephone service) for all four Library buildings, with **RingCentral** (NYS Contract PM68236), effective October 29, 2022, for a 12-month contract period, with a monthly cost not to exceed \$2,500 (Note: as needed, “per-call” service calls outside of normal business hours, or “due to” issues outside contract agreement, and/or purchase of new phones/licenses can incur an additional expense. Cancellation is permitted at any time with cause).*

The motion was seconded by Trustee Thomas Maher and adopted 6-0 after discussion by the following roll call vote:

FOR – Baker-Stines, Dowd-Neufeld, Gergenti, Gregurich, Grisafi, Maher. AGAINST – none.

Buildings and Grounds Committee Liaison Theresa Grisafi moved to approve the adoption of resolution “b”:

b. LEASE – PRINTERS/COPIERS/SCANNERS – Precision Microproducts of America

*RESOLVED, that the Board of Trustees of The Smithtown Library does hereby authorize the Library Director, or designee, to enter into a 60-month lease with **Precision Microproducts of America, Inc.** at \$1,087.94/month for five (5) Konica-Minolta Bizhub C250i MFP (printer/copier/scanner) systems; per-page costs will be dictated by contract terms and will commence subsequent to the installation of the above-described system. The service plan for 5 systems is \$300/month (billed quarterly) including all service, parts, toner, supplies for each C250i (paper excluded), 10,000 B/W pages per month, and subscription to credit card processing (including 300 transactions per month).*

The motion was seconded by Trustee Joseph Gregurich and adopted 6-0 after discussion by the following roll call vote:

FOR – Baker-Stines, Dowd-Neufeld, Gergenti, Gregurich, Grisafi, Maher. AGAINST – none.

5. The COMMUNICATIONS COMMITTEE report was presented by Communications Committee Liaison Joseph Gregurich, who moved to approve the adoption of resolution “a”:

a. Memorial Donation – **Ted Sirota**

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank Mr. Lance M. Sirota for his generous online memorial donation of five hundred dollars (\$500.00) in memory of Ted Sirota; 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 6-0 by the following roll call vote:
FOR – Baker-Stines, Dowd-Neufeld, Gergenti, Gregurich, Grisafi, Maher. AGAINST – none.

Communications Committee Liaison Joseph Gregurich moved to approve the adoption of resolution “b”:

b. Donation – **Matthew Torres**

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank Mr. Matthew Torres for his online donation of twenty-five dollars (\$25.00); 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 Anita Dowd-Neufeld and adopted 6-0 by the following roll call vote:

FOR – Baker-Stines, Dowd-Neufeld, Gergenti, Gregurich, Grisafi, Maher. AGAINST – none.

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).

The Library Director reintroduced Friends of the Smithtown Library President Anthony Monteleone who spoke about items the Friends had discussed at their previous meeting:

- Sale of Christmas Tree Ornaments depicting The Smithtown Library for \$20
- Importance of the upcoming Library budget vote
- The Smithtown Library is the largest library in Suffolk County and also has one of the best tax rates; Library budget to be increased by only \$8 for the entire year
- The importance of having more volunteers

Librarian III Julie DeLaney stated that a video would be posted on the Library's website providing step-by-step instructions on how to figure out the exact amount of what an individual homeowner's library taxes would be for 2023.

Library Director Robert Lusak noted some items that had been sponsored by the Friends:

- The LearnLab and the LearnLab equipment consisting of 3Dprinters, MakerSpace equipment, Bernina sewing machine, Cricut cutting machine, burnishing machine
- Kings Park playground

Trustee Anita Dowd-Neufeld asked that the issue of fundraising with the Friends of The Smithtown Library be put on a future agenda for discussion.

UNFINISHED BUSINESS

7. NEW POLICY – **Library-Initiated Exhibits and Displays Policy** [Policy 700-65] (2nd reading)

Library Board President Brianna Baker-Stines moved to waive the reading of the Library-Initiated Exhibits and Displays Policy [Policy 700-65]. The motion was seconded by Trustee Thomas Maher and adopted 4-2 by the following roll call vote:

FOR – Baker-Stines, Dowd-Neufeld, Gregurich, Maher. AGAINST – Gergenti, Grisafi.

Library Board President Brianna Baker-Stines moved to approve the adoption of the Library-Initiated Exhibits and Displays Policy [Policy 700-65]. The motion was seconded by Trustee Thomas Maher and adopted 4-2 by the following roll call vote:

FOR – Baker-Stines, Dowd-Neufeld, Gregurich, Maher. AGAINST – Gergenti, Grisafi.

Basic Policy Statement

The Smithtown Library provides exhibits and displays in order to highlight the Library's collection. The exhibits and displays are to be planned, organized and implemented by professional Library staff. Displays are considered a collective effort by all professional staff members.

The purpose of this policy is to educate and celebrate diverse interests and to set reasonable standards. All exhibits and displays must be consistent with the Library's Mission Statement which states, "The Smithtown Library is dedicated to providing access to diverse information, lifelong learning and entertainment resources through outstanding service for all residents of the Library district." Items on display must be legally compliant with state and federal laws pertaining to protected classes of persons and individuals.

Guidelines for Displays

Library staff are to utilize the following criteria in making decisions regarding topics of exhibits and displays:

- *Current needs of community members*
- *Popularity of items within the collection*
- *Age appropriateness of displays (determined by one or all of the following: academic journals which have been peer reviewed, National Library Associations, trade publications, and the Library's Material Selection Policy 300-10)*
- *Availability and location of display space*
- *Select materials for display in accordance with Library's Materials Selection Policy*
- *Historical or educational significance of content*
- *Support community and national recognitions, exhibitions and events*
- *Relationship to current Library trends*
- *Align with the Library's mission statement*

The Library may draw upon community resources in developing displays, and may partner with other community agencies, organizations and educational institutions in displaying exhibits fostering the initiatives of such other entities. Other such entities must have goals concurrent with the Library's mission.

The Library will strive to include a wide spectrum of interests in Library- initiated exhibits and displays that appeal to a wide range of ages, interests and information needs.

Library-initiated displays should not exclude topics, book, media, realia and other resources solely because they may be considered to be controversial. The presence of an exhibit or display in the Library is not to constitute an endorsement by the Library of the content of the display, or the views expressed in the materials on display. The Library must, and will, adopt a viewpoint neutral stance with regard to all exhibits and displays within its facilities. The Library seeks to avoid displaying materials that are considered to promote discrimination toward protected groups of people, as per state and federal laws.

Items on display are to be considered individually. A request for reevaluation of materials can be made in accordance with the Materials Selection Policy 300-10 and 300-10a.

Topics and material selection is at the discretion of professional Library staff, as to be overseen by the Director. Any and all protocols pertaining to exhibits and displays are to be reviewed by the office of the Director.

PUBLIC COMMENTS

8. Library Board President Brianna Baker-Stines noted that the public comments portion of the meeting would be held with each speaker being allowed five minutes to make their comments. In addition, no heckling or harassment of the speakers, or of Library Trustees, would be permitted. In the time allotted for public comments six members of the public spoke.

NEW BUSINESS

9. DISCUSSION – Diversity Committee

The Library's internal Diversity Committee was formed for the purpose of promoting equity and diversity in an inclusive environment. There was discussion pertaining to the committee's internal newsletter and whether it should be shared with the public.

Librarian IV Erin Kanelos, who heads the committee, explained that the Diversity Committee was created in May, 2021 at the request of the Library Board and has been referenced at several board meetings. Ms. Kanelos explained that the mission of the Diversity Committee is to aid the Library in ensuring that equal representation and opportunity requirements are not only being met, but exceeded. The committee's efforts aim to aid in staff development and retainment, collection assessment, as well as assist in providing diverse patron services in the areas of programming, displays, and print/digital media.

The Library Director commented that the role of a public library in society is to educate; libraries are information warehouses and they do not impose agendas on anyone.

Library Board President Brianna Baker-Stines stated that, since no motion was being made, the subject should be added to next month's agenda under "Old Business" for further discussion.

There was discussion pertaining to a possible statement from the Library that might assist in bringing the community together. Library Board President Brianna Baker-Stines requested that Trustee Marie Gergenti draft a statement that would be discussed at a later date.

10. RESIGNATION - Library Trustee Marilyn LoPresti

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

RESOLVED, that the resignation of Marilyn LoPresti as a member of the Board of Trustees of The Smithtown Library, as evidenced by a resignation letter dated September 12, 2022 (appended), is hereby accepted, and that the Clerk is hereby instructed to notify Marilyn LoPresti of the Library Board's acceptance; and be it

FURTHER RESOLVED, that the Board of Trustees of The Smithtown Library extends a unanimous vote of thanks to Marilyn LoPresti for her dedicated service to the community.

The motion was seconded by Trustee Thomas Maher and a discussion ensued pertaining to a fourth seat that is now open on the Library Board pursuant to Marilyn LoPresti's resignation. Library counsel Kevin Seaman explained that the Library would not be able to offer a fourth seat on the Library Board at the upcoming October 11th election due to the fact that several deadlines to add another seat had already passed. He noted that the statute that created the Library district has precise provisions on filling positions and he recommended the Board abide by those provisions.

After discussion, the motion was adopted 6-0 by the following roll call vote:

FOR – Baker-Stines, Dowd-Neufeld, Gergenti, Gregurich, Grisafi, Maher. AGAINST – none.

11. MEET THE CANDIDATE NIGHT – League of Women Voters

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

RESOLVED, that the Board of Trustees of The Smithtown Library approves the League of Women Voters of Smithtown hosting a 2022 Meet the Candidate event on October 3rd, 2022 for the upcoming 2023 Budget Vote & Trustee Election, as per the appended guidelines: the event shall be hosted by the League of Women Voters virtually on Zoom, streamed live on YouTube during the event, and posted by The Smithtown Library YouTube channel after the event; the Smithtown Library will have no involvement with the event beyond facilitation; The Smithtown Library is not responsible for candidates not choosing to participate in the event; The Smithtown Library shall remit a fee of \$150 to the League of Women Voters for the moderating and hosting of the event.

The motion was seconded by Trustee Thomas Maher and adopted 6-0 as amended after discussion by the following roll call vote:

FOR – Baker-Stines, Dowd-Neufeld, Gergenti, Gregurich, Grisafi, Maher. AGAINST – none.

12. REVISED POLICY – **Use of Library Meeting Rooms** [Policy 700-50] (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 following resolution. The motion was seconded by Trustee Thomas Maher and adopted 5-1 by the following roll call vote:

FOR – Baker-Stines, Dowd-Neufeld, Gregurich, Grisafi, Maher. AGAINST – Gergenti.

The policy will be reviewed and voted on at the October regular meeting.

Note: Application for Use of Library Meeting Rooms (policy 700-50a appended)

1. **Object**

*The Smithtown Library provides meeting rooms for use by nonprofit organizations and community groups within its chartered service area regardless of the ~~beliefs or affiliations of their members~~ **viewpoints adopted by such organizations and groups.***

2. **Restrictions Regulations**

*Each applicant requesting use of the meeting room must observe the ~~regulations~~ **terms of use** set forth hereinafter:*

- a. *Admission fees may not be charged, nor may a collection or donation be solicited or taken during the meeting.*
- b. *Products and/or services may not be sold or advertised, except in the case of payment for materials required ~~for educational or group discussion use~~ **to advance the group's presentation.***
- c. *No printed materials **(other than those utilized within a presentation)** may be distributed on Library property.*
- d. **Meetings shall be non-exclusive and shall be open to the public.**
- e. **Meeting rooms are not available for social affairs, commercial or profit-making enterprises. The rooms may not be utilized by political parties or representatives of political parties when the purpose of such is to promote a political agenda.**
- f. **Physical activities are prohibited.**
- g. *Applicants requiring audiovisual equipment must make their own arrangements for all such equipment.*
- h. *All publicity must ~~carry~~ **cite** the name of the applicant sponsoring the meeting. **The Library may not be identified as a sponsor. Announcements of the meetings may only state the Library as a location of the meeting. The Library's telephone number is not to be given as a source to obtain more information about the non-library sponsored event. Use of the Library's logo is prohibited.***
- i. *~~The Library may not be identified as sponsor. Neither the name nor the address of the Library may be used as the official address or headquarters of the applicant.~~*

- j. Youth organizations using meeting rooms must have at least one ~~adult~~ **person** 21 or over, present at all times.
- k. If a meeting is cancelled, the Library must be notified as soon as possible regarding such ~~a cancellation~~.
- l. No meeting or program in the Library may be broadcast or televised without the Library's permission.
- m. Meetings may not be scheduled during hours the Library is not open to the public. All meetings must end by the time the Library closes. A \$20.00 custodial service fee per hour will be charged for meetings that extend beyond closing time.
- n. If a hearing-impaired person so requests at least one week before a meeting, the applicant using the meeting room must provide a sign-language interpreter.
- o. **The Library reserves the prerogative of canceling a meeting should it be determined that it is in the Library's best interest to do so.**
- p. **The Library reserves the authority to require that the applicant name the Library as an additional insured on a policy of insurance required as a condition of meeting room utilization.**

3. **Liability**

- a. The applicant shall bear full responsibility for loss of, or injury or damage to, any property of the Library **or attendee of a meeting** as may be caused or inflicted by the applicant and/or affiliated persons, guests, or invitees.
- b. **The applicant is responsible for the proper clean-up of the room. A \$20.00 Custodial Service Fee per hour or any fraction thereof will be charged for cleaning other than routine cleaning.**
- c. The Library is not responsible for the safekeeping of any supplies, equipment, or other items brought by the applicant or by persons attending the meeting. **Applicant must provide its/his/her own supplies.**

4. **Library Sponsored Programs**

- a. Library-sponsored programs will be given preference for use of the meeting rooms.
- b. The Library reserves the right to revoke its permission for an applicant to use a meeting room should there be a conflict with Library related services, programs, or activities, or in the case of an emergency.

5. **Reservations**


Requests for use of the meeting rooms must be in writing and submitted to the Library as much in advance as possible, **but not more than six (6) months in advance of the meeting date,** on a form prescribed by the Library Director.

- 13. Library Board President Brianna Baker-Stines noted that the next "regular" meeting of the Board of Trustees would be held October 25, 2022 at 6:30 p.m. at the Nesconset building.

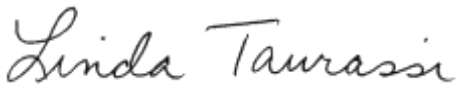
14. There being no further business, Library Board President Brianna Baker-Stines moved to adjourn the meeting at 9:00 p.m. The motion was seconded by Trustee Theresa Grisafi and adopted 6-0 by the following roll call vote:

FOR – Baker-Stines, Dowd-Neufeld, Gergenti, Gregurich, Grisafi, Maher. AGAINST – none.

Minutes approved this 25th day of October, 2022.



Brianna Baker-Stines, President
Smithtown Library Board of Trustees



Linda Taurassi
Secretary to the Board of Trustees