SMIHTOWN LIBRARY
NOTICE OF MEETING - BOARD OF TRUSTEES
AGENDA

A meeting of the Board of Trustees ("Board") of The Smithtown Library ("Library") will be held on Tuesday, June 15, 2021, at 6:30 p.m. in the offices of the Library located at 148 Smithtown Boulevard, Nesconset, NY (Nesconset building).

The trustees will also deliberate and take action on the following matters:

READING AND APPROVAL OF MINUTES

1. APPROVAL OF MINUTES

   RESOLVED, that the REGULAR MEETING MINUTES of May 18, 2021 be approved as presented (appended).

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

2. Report of the BUDGET AND FINANCE COMMITTEE
   a. RESOLVED, that the TREASURER'S REPORT for the month ended May 31, 2021 be approved for filing (appended).
   b. RESOLVED, that the following WARRANTS be approved for payment:

      | Warrant #21-June  | Fund    | Amount     |
      |--------------------|---------|------------|
      | ("L" fund) PREPAYS|         | $17,539.80 |
      | ("L" fund) WARRANT|         | $287,454.50|
      | ("M" fund) WARRANT|         | $62,993.04 |
      | (PAYROLL #11 – 5/28/21)| | $261,356.97|
      | (PAYROLL #12 – 6/11/21)| | $257,738.30|

3. Report of the PERSONNEL COMMITTEE
   a. RESOLVED, that the following PERSONNEL changes be approved as presented:

      Part-time appointments:

      i. Part-time appointment of **Amanda Bayer** to the position of Page, Nesconset building, at an hourly rate of pay of $14.00, effective June 24, 2021 (to fill the vacancy created by the resignation of Elizabeth Stoner effective 4/10/21).
      ii. Part-time appointment of **Riley Hillen** to the position of Page, Kings Park building, at an hourly rate of pay of $14.00, effective July 12, 2021 (to fill the vacancy created by the pending resignation of Demetra Gonis, effective date TBD).
      iii. Part-time appointment of **TBD** to the position of Librarian I, at an hourly rate of pay of $32.32, not to exceed 17.5 hours per week, effective date TBD (to be used at any library building in a fill-in capacity when necessary).
b. CONFERENCE / WORKSHOP / WEBINAR ATTENDANCE REQUESTS

RESOLVED, that the following live or virtual conference, workshop, or webinar attendance request set forth hereinafter is hereby approved:

i. That Librarian I [Rachel Cecchini], Reference Department, Teen Services, Commack building, be authorized to attend a Notary Public examination to be administered at the Perry Duryea State Office Building, located at 250 Veterans Highway, Hauppauge, NY, on June 24, 2021, with reimbursement for actual and necessary expenses not to exceed $20.00.

4. Report of the BUILDINGS AND GROUNDS COMMITTEE

5. Report of the COMMUNICATIONS COMMITTEE

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

UNFINISHED BUSINESS

PUBLIC COMMENTS

NEW BUSINESS

7. REVISED POLICY - Public Employer Health Emergency Plan for The Smithtown Special Library District [Policy 400-10] (1st reading)

Note: 1) Only those portions being updated appear below
2) Revisions are noted in underlined bold font; deletions are noted with a strikethrough

Remote Work Protocols
Non-essential employees and essential employees who are required to work remotely will be enabled to do so to the greatest extent practicable.

Working remotely requires:

1. Identification of staff who will work remotely (to be evaluated on an on-going basis and is subject to being modified or discontinued upon written notice)

2. Approval and assignment of remote work (employees who are assigned temporary remote work during a shutdown or following reopening should have no expectation of ongoing remote work assignments)

3. Equipping staff for remote work, which may include:
   a. Internet capable laptop
   b. Necessary peripherals
   c. Access to VPN and/or secure network drives
   d. Access to software and databases necessary to perform their duties
   e. A solution for telephone communications

   Note that phone Library business lines may need to be forwarded to off-site staff
The Director, Assistant Director, and Department Supervisors will collaborate to identify staff/positions that can effectively work remotely. Eligibility determinations regarding remote work are within the sole discretion and subject to the Library Director’s approval. Department Supervisors will be responsible for assignment and review of remote work. The Assistant Director, Network and Systems Specialist II and Department Supervisors will evaluate the equipment and software needed and available for those staff/positions approved for remote work by the Director. The Network and System Specialist II will provide software access and maintain a list of all equipment being used by staff for remote work.

While working remotely, the employee will:

1. Comply with the employee’s assigned remote work schedule; variations to that schedule must be prior-approved by the Director or his/her designee.
2. Check-in with the supervisor no less than two times per daily work schedule, as assigned, via email using the device identified as the work device.
3. Remain accessible by phone, text, and/or email during the hours of the daily remote work schedule.
4. Communicate with the supervisor to discuss the status of open issues.
5. Be available for video/teleconferences scheduled on an as-needed basis.
6. Be available to attend in-person scheduled work meetings as requested or required by the department or Library.
7. Request supervisor approval in advance of working flexible hours.
8. Request the use of sick leave, vacation or other leave in the same manner as when working in the Library building.
9. Meet the work output and/or productivity expectations of his/her supervisor and maintain professionalism.
10. Communicate to his/her supervisor, in advance and on an ongoing basis, any job duties or responsibilities that cannot be effectively performed during temporary remote work.
11. Take rest and meal breaks while working remotely in compliance with all applicable policies, and, as to non-exempt employees, not exceed their scheduled hours of work.
12. Continue to abide by all Library policies and procedures including those pertaining to computer use, social media and confidentiality.

Failure to abide by these requirements may result in the revocation of the remote work assignment, and/or disciplinary action.

Any leave that was requested and approved prior to the closing of the Library due to a health emergency cannot be withdrawn by the employee (unless mutually agreed upon with the Director or designee).

The Library accepts no responsibility for theft, loss, damage, or repairs to the employee-owned equipment. Any equipment that the Library provides to an employee as part of a remote work arrangement shall remain the property of the Library and the Library will maintain that equipment. This equipment must be used for business purposes only. Unless otherwise agreed to in advance, the Library will not be responsible for any other costs the employee may incur while working remotely.

Remote workers should designate a workspace at the remote location for the installation of any necessary and approved equipment to be used during remote work. This workspace should be maintained in a safe condition, free from hazards to people and equipment. Remote workers are to advise the Library in the event that they have changed their remote working location, even if only on a temporary basis.
All remote workers are responsible for the security of information, documents, and records in their possession or used during remote work. Restricted-access material should not be accessed or removed from the worksite without written consent from the Library Director. All remote workers must apply appropriate safeguards to protect the Library’s confidential information from unauthorized disclosure, and must comply with all privacy and security protocols and requirements implemented by the Library.

Staggered Shifts
Implementing staggered shifts may be possible for personnel performing duties which are necessary to be performed on-site but are less sensitive to being accomplished only within core business hours. If practicable, management may identify opportunities for staff to work outside core business hours as a strategy for limiting exposure. Staggering shifts requires:

1. Identification of positions for which work hours will be staggered
2. Approval and assignment of changed work hours

The Director, Assistant Director, and Department Supervisors will collaborate to identify positions for which work hours may be staggered. All work schedule changes are subject to the Library Director’s approval. Staggered work shifts will typically be between 7:00AM and 9:00PM and 9:00AM and 9:00PM and may include weekends. Facility safety and security measures will remain in place during staggered shifts. The Building Heads will assign a “Person-In-Charge” for all staggered shifts.


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   2) Revisions are noted in underlined bold font; deletions are noted with a strikethrough

Communication
The Library will continually review and implement State and County issued guidelines regarding social distancing, protective equipment, hygiene and cleaning, screening and contact tracing, etc. for patrons and staff.

Employees will be notified of updated information via their smithlib.org email account.

All employees will be trained on new protocols and informed of all safety guidelines.

The Library will adhere to New York State guidance regarding face coverings for patrons. *(moved to “protective equipment” section)*

Social Distancing
The Library will adhere to State and County issued guidelines regarding social distancing for library patrons and staff. Not all of the following guidelines will be observed depending on the current guidance.

Protective Equipment
The Library will adhere to New York State guidance regarding face coverings for patrons and staff.

Screening & Contact Tracing
Employees who are sick or feel unwell should stay home or return home if they become sick or feel unwell at work.
Employees will **may be asked to** undertake a health self-assessment test (e.g. questionnaire, temperature check) before beginning work each day. Assessment responses will be reviewed every day and documented. **The need for health self-assessments will be periodically evaluated by the Director and changes will be communicated to employees via their smithlib.org email account.**

Employees who present no symptoms but have tested positive in the past 14 days may only return to work after completing the NY State mandated quarantine period.


1. **FISCAL YEAR**

The fiscal year of The Smithtown Special Library District shall begin **commence** with **upon** the first day of January and end with **on** the 31st day of December.

2. **CONFLICT OF INTEREST**

No Trustee, officer or employee shall be interested directly or indirectly in any claim against or contract with the Library, **as prescribed within the terms of the NY General Municipal Law,** for lawful compensation and expenses. However, a trustee who is not the treasurer may be a stockholder, officer or director of a bank designated as a depository for the Library.

3. **DUTIES**

The Board of Trustees shall:

- a. Appoint a treasurer **on an annual basis** who shall hold office at the pleasure of the Board.
- b. Provide a satisfactory minute book for recording the minutes of the meetings of the Board of Trustees.
- c. Provide the treasurer with a distribution ledger in which he/she shall record itemized receipts and itemized payments, which shall be classified in each case as is required for the annual financial report.
  
  **Provide the Treasurer with financial software to properly and effectively record deposits and disbursements with appropriate financial controls as approved by the current auditing firm.**
  
- d. Provide the treasurer with a cashbook in which he/she shall enter an itemized record of receipts and payments.
- e. Adopt a pre-numbered receipt form, and require the treasurer to acknowledge the receipt of any library funds paid over to his/her custody by issuing his receipt as follows; a copy to the payer and a copy to be retained by the treasurer.
- f. Adopt a pre-numbered voucher-check and require the use of this form in paying all obligations except as otherwise provided in paragraph “r” of this subdivision. This form must provide for the signature of the treasurer and may provide for as many additional signatures as the board may require.
- g. Adopt, at least 30 days prior to the start **commencement** of the ensuing fiscal/calendar year, an estimate of receipts and appropriations (annual budget).
- h. Amend the budget at any time during the fiscal **calendar** year and provide for appropriations from any additional revenues received.
i. **Keep Maintain** the incurred obligations in each fiscal year within the amounts authorized by the budget and amendments thereto.

j. Settle all accounts of the library on or before the last day of the fiscal year.

k. Disburse Library funds **by approval of warrant** only on the basis of itemized vouchers, which have been certified by the claimants and Library Treasurer/auditors and approved by the Board of Trustees except as permitted under NYS municipal guidelines or as otherwise provided in paragraph “n” of this subdivision.

l. Provide by resolution **at the annual organizational meeting** that amounts due upon approved contracts, fixed salaries or for compensation of employees regularly engaged at agreed upon periodic rates, may be paid without prior audit upon submission to the Treasurer of a voucher or payroll duly certified by the Director or his/her duly authorized representative.

m. Establish rules and regulations governing the reimbursement of Trustees, officers and employees for actual and necessary expenses incurred in the performance of official duties assigned by the Board of Trustees. In lieu of actual and necessary travel expenses, the Board of Trustees may establish a mileage rate **adopts the annual mileage rate of reimbursement established by the Internal Revenue Service** for the use of personally owned automobiles.

n. Require the Treasurer to render monthly reports, showing **displaying** the following information for the guidance of the Board: balance on hand at the beginning of the month; itemized list of receipts during the month; total withdrawals made from the bank account during the month; balance on hand at the end of the month and reconciliation with the bank statement.

o. Require a monthly report from the Treasurer showing **indicating the** amounts of receipts by source and expenditures by budget category for the months and year to date.

p. Cause an annual audit of the Treasurer’s records to be made either by a committee of the board or by an independent auditor.

q. Provide adequate filing equipment for the preservation and systematic arrangement maintenance of all paid and unpaid bills, cancelled checks, bank statements, debit charge slips, contracts and other financial records.

r. At its discretion, establish a petty cash fund for the purpose of making payment in advance of authorization of properly itemized bills for materials, supplies or services furnished to the library calling for immediate payment on delivery.

   i. Whenever a petty cash fund is established, the Board shall designate the Library Director or the Treasurer of the Library to administer and be responsible for such fund. No such fund shall exceed $1,182 at any one time which shall be approved annually.

   ii. The person in charge of such petty cash fund shall **keep maintain** such records as may be necessary for the accurate accounting of all transactions and shall make reports to the Board of Trustees as required by such board.

   iii. From time to time checks may be drawn to person **the Director** designated to administer the petty cash fund in an amount which shall not exceed payments made in cash as indicated **evidenced** by receipts, receipted bills or other evidence of payment in a form available to audit.

   iv. The petty cash fund shall be completely closed-out at the end of each year and the general fund reimbursed by the original **remaining** amount transferred to the petty cash fund.
s. The Treasurer or his/her designee shall deposit all moneys within five days after receipt in the depository designated by the Board of Trustees. The trustees may authorize the Treasurer to deposit or invest moneys not required for immediate disbursement in special time deposit accounts or certificates of deposit issued by a bank or trust company located and authorized to do business in the State of New York, provided that such account or certificate shall be payable within the time the moneys may be needed, and provided further that such account or certificate of deposit shall be secured by a pledge of obligations of the United States of America or of the State of New York as provided under General Municipal Law. Investments may also be made in obligations of the United States of America or the State of New York, registered or inscribed, when possible, in the name of the Library, and payable or redeemable at the option of the system within such time as the proceeds shall be needed, but in any event not later than the end of the fiscal year. Such obligations shall be purchased through, delivered to and held in the custody of a bank or banker designated by the trustees for the deposit of Library moneys.

4. REAL PROPERTY TAX LEVY

For the year commencing January first, two thousand three and for each year thereafter, a proposed increase in the real property tax levy for operating purposes shall not exceed the real property tax levy for the prior fiscal year by more than 5%.

In preparation of the annual budget, the Board will review the current NYS tax cap guidelines in establishing the necessary tax levy for the subsequent year’s budget.

5. FUND BALANCE

Fund balance reserves for the general fund shall not exceed an amount equal to three months of general fund expenditures.

Fund balance reserves for the general fund shall be reviewed annually in developing the proposed budgets.

6. DEBT LIMIT

Tax-supported debt shall not exceed 10% of the assessed value placed on taxable property within the assessment district. SUSPENDED 2/17/04

7. AMENDMENT

This policy may only be amended by a two-thirds vote of the entire membership of the Board of Trustees, provided that the amendment has been submitted in writing to the Board at the previous meeting.

10. Next “Regular” meeting of the Board of Trustees – Tuesday, July 20, 2021 – 6:30 p.m. at the Commack building.