

**MINUTES
BOARD OF TRUSTEES
THE SMITHTOWN LIBRARY
May 21, 2024**

A regular meeting of the Board of Trustees of The Smithtown Library was held at the Smithtown building, Smithtown, New York, on the 21st day of May, 2024. The meeting was called to order at 6:30 pm with the pledge of allegiance to the flag.

The following Library Trustees were present: Mildred Bernstein, Barbara Deal, Annette Galarza, Howard Knispel and Theresa Stabile. Trustee Christopher Sarvis was absent with prior notice. Trustee Brianna Baker-Stines was absent without prior notice.

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

Annette Galarza, President of the Board of Trustees, acted as Chairperson of the meeting.

READING AND APPROVAL OF MINUTES

1. APPROVAL OF MINUTES

Library Board President Annette Galarza moved to approve the adoption of the following resolution:

- a. *RESOLVED, that the REGULAR MEETING MINUTES of April 16, 2024 be approved as presented.*

The motion was seconded by Trustee Howard Knispel and adopted 5-0 by the following roll call vote:

FOR—Bernstein, Deal, Galarza, Knispel, Stabile; 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 Barbara Deal, who moved to approve the adoption of resolution "a":

- a. **TREASURER'S REPORT**

- RESOLVED, that the TREASURER'S REPORT for the month ended April 30, 2024 be approved for filing (copy of report appended to the original of these minutes).*

The motion was seconded by Trustee Howard Knispel and adopted 5-0 by the following roll call vote:

FOR—Bernstein, Deal, Galarza, Knispel, Stabile; AGAINST—none

b. WARRANTS

Budget and Finance Committee Liaison Barbara Deal moved to approve the adoption of resolution “b”:

RESOLVED, that the following WARRANTS be approved for payment:

i. Warrant #24 - May (“L” fund) PREPAYS	\$ 40,467.58
ii. Warrant #24 - May (“L” fund) WARRANT	\$ 612,728.95
iii. Warrant #24 - May (“M” fund) WARRANT	\$ 1,750.00
iv. Warrant #24 - May (PAYROLL #9 – 4/26/24)	\$ 274,476.29
v. Warrant #24 - May (PAYROLL #10 – 5/10/24)	\$ 272,557.15

The motion was seconded by Trustee Mildred Bernstein and adopted 5-0 after discussion by the following roll call vote:

FOR—Bernstein, Deal, Galarza, Knispel, Stabile; AGAINST—none

c. INDEPENDENT AUDIT REPORT

Budget and Finance Committee Liaison Barbara Deal moved to approve the adoption of resolution “c”:

RESOLVED, that the independent audit report for the fiscal year beginning January 1, 2023 and ending December 31, 2023, prepared by Baldessari & Coster, Certified Public Accountants, including financial statements and supplementary schedules, be accepted as presented.

Mr. Al Coster, of Baldessari & Coster, Certified Public Accountants, presented the Library’s 2023 independent audit report and answered questions from the Library Board. Mr. Coster congratulated the Library and noted that, once again, the Library had received the best report it could possibly get. The Library has been issued the highest opinion in that the financial statements and underlying internal controls present fairly, in all material respects, the financial position of The Smithtown Library as of December 31, 2023 in accordance with generally accepted accounting principles.

The motion was seconded by Trustee Howard Knispel and adopted 5-0 after discussion by the following roll call vote:

FOR—Bernstein, Deal, Galarza, Knispel, Stabile; AGAINST—none

Library Director Robert Lusak thanked Mr. Coster and his firm, along with Business Manager Jennifer Piano and Treasurer Kevin Miller for their professionalism and efforts in making the audit such a smooth process.

Budget and Finance Committee Liaison Barbara Deal moved to approve the adoption of resolution “d”:

d. BUDGET TRANSFER

RESOLVED, that the Board of Trustees of The Smithtown Library authorizes the Business Manager to execute a budget transfer for \$800.00 to decrease budget line L.4151 (Other Non-Book Materials) and increase budget line L.4290 (Programs).

The motion was seconded by Trustee Howard Knispel and adopted 5-0 by the following roll call vote:

FOR—Bernstein, Deal, Galarza, Knispel, Stabile; AGAINST—none

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

a. PERSONNEL CHANGES

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

Part-time Appointment:

- i. Part-time appointment of **Jessica Hymowitz** to the position of Page, Kings Park building, at a rate of pay of \$16.00 per hour, effective June 13, 2024 (for the purpose of filling unused hours).*

Resignation:

- ii. Resignation of **Norah Birdsall**, Page, Commack building, effective May 16, 2024.*

The motion was seconded by Trustee Barbara Deal and adopted 5-0 by the following roll call vote:

FOR—Bernstein, Deal, Galarza, Knispel, Stabile; AGAINST—none

Personnel Committee Liaison Theresa Stabile moved to approve the adoption of resolution “b.i.”:

b. RECLASSIFICATION OF TITLES

- i. Gina Ferreira – Public Relations Specialist*

*RESOLVED, that the Board of Trustees of The Smithtown Library does hereby accept the Department of Civil Service decision to reclassify the position of **Gina Ferreira**, nunc pro tunc, from “Public Relations Assistant” to “Public Relations Specialist” based on the careful review of her duties and responsibilities; and be it*

*FURTHER RESOLVED, that the Board of Trustees of The Smithtown Library does hereby approve the permanent full-time appointment of **Gina Ferreira** to the position of Public Relations Specialist, Community Relations Department, Nesconset building, at an annual base rate of pay of \$80,222.00, effective May 9, 2024.*

The motion was seconded by Trustee Howard Knispel and adopted 5-0 after discussion by the following roll call vote:

FOR—Bernstein, Deal, Galarza, Knispel, Stabile; AGAINST—none

Personnel Committee Liaison Theresa Stabile moved to approve the adoption of resolution “b.ii.”:

- ii. Lauren Gunderson – Associate Administrator*

*Resolved, that the Board of Trustees of The Smithtown Library does hereby accept the Department of Civil Service decision to reclassify the position of **Lauren Gunderson**, nunc pro tunc, from “Administrative Assistant” to “Associate Administrator” based on the careful review of her duties and responsibilities; and be it*

*FURTHER RESOLVED, that the Board of Trustees of The Smithtown Library does hereby approve the permanent full-time promotional appointment of **Lauren Gunderson** to the position of Associate Administrator, Administration Office, Nesconset building, at an annual base rate of pay of \$111,675.00, effective April 15, 2024.*

The motion was seconded by Trustee Mildred Bernstein and adopted 5-0 by the following roll call vote:

FOR—Bernstein, Deal, Galarza, Knispel, Stabile; AGAINST—none

Personnel Committee Liaison Theresa Stabile moved to approve the adoption of resolution “c”:

c. CONFERENCE ATTENDANCE REQUESTS

RESOLVED, that the following CONFERENCE/WORKSHOP/WEBINAR ATTENDANCE requests set forth hereinafter are hereby approved:

- i. That the following staff members be authorized to attend, on paid release time, the “Play Offense, Not Defense: Have Soundbites Ready for Tough Situations” webinar, sponsored by Library Works, on May 23, 2024, to be paid for by the Library at a cost of \$25 per staff member: Assistant Library Director **Eileen Caulfield**, Administrative Assistant **Lauren Gunderson**, Building Head **Andrew Salomon**, Librarian III **Julie DeLaney**, Librarian III **Amanda Lentino**, Librarian III **Margaret Moloney**, Librarian III **Colleen Navins**, Librarian III **Jessica Quenzer**.*
- ii. That Librarian I **Marissa Cuebas**, LI Room/Adult Reference Department, Smithtown building, be authorized to attend, on paid release time, the “Safe Labeling and Marking of Historic Items” workshop sponsored by the Long Island Library Resources Council (LILRC), to be held at the Suffolk Cooperative Library System (SCLS) on June 24, 2024, with reimbursement for actual and necessary expenses not to exceed \$10.00.*
- iii. That Librarian II **Lindsay Christ**, Teen Department, Nesconset building, be authorized to attend, on paid release time, the “Reflect & Connect” 2024 Fall Literature Conference, sponsored by the Children’s Librarian Association of Suffolk County (CLASC) and the Suffolk Cooperative Library System (SCLS), to be held October 17, 2024, with reimbursement for actual and necessary expenses not to exceed \$95.00.*
- iv. That Librarian I **James Hansen**, Technical Services/Reference Departments, Nesconset building, be authorized to attend a virtual self-scheduled course titled “NYS Notary Licensing Exam Prep Online 2024”, sponsored by notaryny.thinkific.com/courses/NotaryNY, with reimbursement for actual and necessary expenses not to exceed \$77.00, on a date TBD.*

The motion was seconded by Trustee Barbara Deal and adopted 5-0 by the following roll call vote:

FOR—Bernstein, Deal, Galarza, Knispel, Stabile; AGAINST—none

Personnel Committee Liaison Theresa Stabile moved to approve the adoption of resolution “d”:

d. ROTARY MEMBERSHIP

- i. *RESOLVED, that the Board of Trustees of The Smithtown Library does hereby authorize the purchase of a two-month membership from May 2024 through June 2024, to the Rotary Club of Commack–Kings Park, at a total amount not to exceed \$55.00, and be it*

*FURTHER RESOLVED, that said membership will be in the name of Kings Park Building Head, **Andrew Salomon**.*

The motion was seconded by Trustee Howard Knispel and adopted 5-0 after discussion by the following roll call vote:

FOR—Bernstein, Deal, Galarza, Knispel, Stabile; AGAINST—none

4. In the absence of Buildings & Grounds Committee Liaison Brianna Baker-Stines, the BUILDINGS & GROUNDS COMMITTEE report was presented by Library Board President Annette Galarza, who moved to approve the adoption of resolution “a”:

a. HVAC SERVICE AGREEMENT

RESOLVED, that the Board of Trustees of The Smithtown Library authorizes the Library Director to solicit bids for an HVAC Service Agreement for all library buildings.

The motion was seconded by Trustee Theresa Stabile and adopted 5-0 after discussion by the following roll call vote:

FOR—Bernstein, Deal, Galarza, Knispel, Stabile; AGAINST—none

5. The COMMUNICATIONS COMMITTEE report was presented by Communications Committee Liaison Mildred Bernstein, who moved to approve the adoption of resolutions “i.” and “ii”:

a. DONATIONS

- i. Online Donation – Anton Prokopenko

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank Anton Prokopenko, of Kings Park, NY, for this most generous online donation of \$1,050.00; and be it

FURTHER RESOLVED, that said donation is to be used as necessary at the Library’s discretion.

- ii. Memorial Donation – Maria Riley

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank Carol A. Kelly for the generous donation of FIFTY DOLLARS (\$50.00) in memory of Maria Riley; 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 Theresa Stabile and adopted 5-0 by the following roll call vote:

FOR—Bernstein, Deal, Galarza, Knispel, Stabile; AGAINST—none

6. The STRATEGIC PLANNING COMMITTEE report was presented by Library Board President Annette Galarza who noted that the committee had met earlier in the month to review the service plan. It is the hope of the committee to have an action plan going forward pertaining to events and activities of the Library, and that the Library Board be kept aware of the progress. There was discussion pertaining to the role that both the staff and the community play in determining future plans, in addition to a discussion of an upcoming patron survey.
7. DIRECTOR'S REPORT – Robert Lusak, Library Director

The Library Director had nothing further to add to his report that had been submitted previously to the Library Board (copy of report appended to the original of these minutes).

UNFINISHED BUSINESS

8. REVISED POLICY – **Board of Trustees Bylaws** [Policy 100-10] (3rd Reading)

[Note: revisions are noted in underlined bold font; deletions are noted with a strikethrough; revisions from the meeting of 4/16/24 are noted in red font]

Library Board President Annette Galarza moved to waive the reading of the Board of Trustees Bylaws [Policy 100-10]. The motion was seconded by Trustee Mildred Bernstein and adopted 5-0 by the following roll call vote:

FOR—Bernstein, Deal, Galarza, Knispel, Stabile; AGAINST—none

Library Board President Annette Galarza moved to approve the adoption of the Board of Trustees Bylaws [Policy 100-10]. The motion was seconded by Trustee Theresa Stabile and adopted 5-0 as amended after discussion by the following roll call vote:

FOR—Bernstein, Deal, Galarza, Knispel, Stabile; AGAINST—none

Preamble

*The Board of Trustees of The Smithtown Special Library District, 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~~ **in accordance with** 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 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 **seven** (7) members duly elected by the ~~voting residents~~ **qualified voters** within The Smithtown Special Library District.*
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 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 Town of Smithtown elections. No salaried employee of The Smithtown Library shall be eligible for candidacy.~~
- Candidates for the position of Library Trustee shall be qualified voters of the Smithtown Special Library District. No salaried employees of The Smithtown Library shall be eligible for candidacy.**
4. A Trustee must be present at a meeting to have his/her vote counted, **absent the Board having adopted videoconferencing protocols under the NY Open Meeting Law.**
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 unexcused** ~~two~~ 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 such absences and retain the Trustee or to declare the seat vacant. Such vacancies shall be filled according to Article 1, Section 2B **of these Bylaws.**
6. **After a Code of Ethics violation has been determined by a majority of the Board, a Trustee's seat may be declared vacant upon another majority vote of the Board.**

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 **to be** 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:**
- ~~Be the chief executive officer and~~ **designated the** official spokesman **spokesperson** for the Board of Trustees;
 - Preside, when present, at all meetings of the Board of Trustees;
 - Designate a trustee to perform his/her duties should the Vice-President be unable to do so;
 - Co-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 **by** the Board of Trustees to some other officer or agent of the Library;
 - Appoint the liaison(s) of each standing committee; **and be an ex-officio member thereof;**
 - Appoint the liaison(s) of each special committee; **and be an ex-officio member thereof.**
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~~ **set forth** in Article VI, Sections 1 to 28 inclusive.
2. The Board, in consultation with the Library Director, shall consider, formulate and ~~decide on~~ **recommend** 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~~ **enhancing** public and official understanding of the Library, its purposes, ~~problems~~ **concerns** and progress.
4. The Board may appoint special ad hoc committees from among the qualified voters as defined in Article I, Section 1, **and employees and contractors** of the Library District.
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.~~
5. The Board of Trustees shall make the ~~following~~ appointments **of Clerk, Secretary and Treasurer** at the annual organizational meeting; those appointed shall serve at the pleasure of the Board:
6. **The Clerk shall:**
 - a. See that all notices are duly promulgated as required by law;
 - b. Be the custodian of Library records and of the seal of the Library and see **assure** that the seal is affixed to all **legal** documents, the execution of which on behalf of the Library under its seal ~~is duly~~ are to be authorized;
 - c. ~~Keep~~ **Maintain** a register of the post office address **and electronic 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.~~ **Oversee and coordinate the Library's Budget Vote and Trustee 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.
7. **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.
8. **The Secretary shall:**
 - a. Record the minutes of all meetings of the Board of Trustees
 - b. **Co-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.
9. The Board shall be authorized to contract with outside professional advisors or consultants, not ~~included~~ **cited** in Article 3, Section 11, on an annual retainer, hourly or per diem basis.
 10. 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.
 11. The Board shall be independent of political influence and shall avoid all actions and policies that are in fact or public perception deemed **may be perceived** 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, and to any other organization created to support the Library.

ARTICLE IV - Meetings

1. Regular Meeting

Regular meetings **of the Board** shall be held each month, at dates and times to be established by the Board of Trustees at the annual organizational meeting 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 Meeting

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 **within the Library District**. 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 "whole number" of (7) Trustees at a meeting at which a quorum is present shall be deemed to 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 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~~ **considered** 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 **and/or news websites** 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. 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. 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: 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: a maximum of two Board members may serve as liaisons*
- 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: 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. *Reviews plans for promoting library services, materials, and programs.*
 4. ***May develop public statements and responses on behalf of the Board as necessary and approved by the majority of the Committee Board.***
 5. ***May be a liaison to the Friends of the Library.***

d. ***Personnel Committee***

- i. *Composition: 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.*
 3. **Ensure that all policies are reviewed by appropriate personnel.**

f. **Strategic Planning Committee**

- i. **Composition: a maximum of three Board members may serve as liaisons**
- ii. **Responsibilities**
 1. **Reviews Library's Long Range Plan of Service and advises the Board as to the fulfillment of its goals.**

ARTICLE VI - Duties of the Library Director

A. *Library Director*

Administrative

1. *The Library Director shall be the Chief Administrative **and Executive** 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.*
14. **The Library Director shall assist in ensuring that policies and procedures remain non-partisan.**

Personnel

15. *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

16. *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.*
17. *The Library Director shall have control of the funds set forth pursuant to the Library's Procurement Policy.*
18. *The Library Director will determine the most cost-effective manner for purchase and maintenance of library equipment and supplies.*
19. *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.*
20. *The Director shall actively pursue grants and alternative funding for the Library.*

Professional Development

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

Community Relations

23. *The Library Director shall serve as the Board's liaison to the community.*
24. *The Library Director shall communicate effectively with the media and receive **assure** adequate media coverage.*
25. *The Library Director shall see **assure** that news releases, notices, library publications, both print and electronic, are continuously produced and updated.*
26. *The Library Director shall respond to public inquires and complaints.*
27. *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.*
28. *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~~ **no later than the December Regular 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

Evaluation; the evaluation is to be signed by each board member and returned in a timely manner. **The evaluation may be reviewed for fairness and objectivity by a confidential Library staff member the Personnel Assistant prior to being submitted to the Director.**

3. The Library Board and the Director shall orally discuss the Director's evaluation confidentially at ~~the August~~ **a Regular** 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~~ **end of the year.**

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~~ **when** 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~~ **recommended** by a simple majority of the Board.

PUBLIC COMMENTS

In the time allotted for public comments one member of the public spoke.

NEW BUSINESS

9. NEW POLICY – Environmental Sustainability Policy [Policy 200-25] (1st reading)

Library Board President Annette Galarza moved to waive the reading of the Environmental Sustainability Policy [Policy 200-25]. The motion was seconded by Trustee Howard Knispel and adopted 5-0 by the following roll call vote:

FOR—Bernstein, Deal, Galarza, Knispel, Stabile; AGAINST—none

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

The Smithtown Library commits to reducing its impact on the environment. The Library will strive to improve its environmental performance over time by way of participating in projects, activities, and practices that will further reduce environmental impacts. The Library's commitment to environmental sustainability extends to its patrons, administration, employees and the community at large.

The Library will:

- *Observe all applicable environmental laws and regulations*
- *Prevent pollution whenever possible*
- *Train all staff on the Library's environmental sustainability program, empowering employees to participate*
- *Communicate the Library's environmental commitment to patrons, administration, staff and the general community*
- *Continue to measure the Library's environmental impacts and setting goals to annually reduce them*

All employees will receive a copy of this policy upon hire, and be educated regarding the Library's efforts to continue to strive to meet the "triple bottom line" definition of sustainability, which states that to be truly sustainable, an organization must embody practices that are environmentally sound, economically feasible, and socially equitable.

Energy Management

The Library will strive to attain energy efficiency, working to identify and utilize, whenever practical, products and equipment that are the most energy-efficient. Methods such as Energy Star and CEE rating systems will be used whenever practical to identify and select products that are the most energy-efficient and which meet the Library's needs.

The Library will seek to reduce its overall use of energy, optimizing equipment settings and schedules to meet the needs of the community, staff, and service programs while achieving the highest energy efficiency.

Materials Management

The Library will endeavor to donate deaccessioned materials to not-for-profit organizations whenever practicable, purchase supplies only as-needed, and purchase sustainably-produced, recyclable materials whenever practicable.

Transportation

The Library will encourage efficient travel practices when travel is required. Best practices, such as carpooling and using technology to remotely hold and attend meetings, will be employed whenever practicable.

Land Use

The Library will strictly observe all laws pertaining to land use, as well as practice general conservation stewardship regarding its policies and practices.

Water Reduction/Conservation

The Library will endeavor to reduce its use of water in the buildings and on the grounds and keep waters clean. This will be achieved through a combined approach involving equipment selection, policy, and practices.

Solid Waste Management

The Library will follow its written waste disposal procedures, developed in partnership with the appropriate vendors and pertaining to garbage and recyclable materials. The Library will endeavor, whenever practicable, to dispose of equipment and supplies that have reached the end of their useful lives by either donating them to a not-for-profit organization(s) or recycling them through the services of the Town or of an appropriate vendor.

10. REVISED POLICY – Circulation of Materials [Policy 800-10] (1st reading)

[Note: revisions are noted in underlined bold font; deletions are noted with a strikethrough]

Library Board President Annette Galarza moved to waive the reading of the Circulation of Materials Policy [Policy 800-10]. The motion was seconded by Trustee Barbara Deal and adopted 5-0 by the following roll call vote:

FOR—Bernstein, Deal, Galarza, Knispel, Stabile; AGAINST—none

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

*In order to ~~make~~ **assure that** library materials **are** available to all Library users on an equal basis, The Smithtown Library ~~will sets~~ **policies** for ~~lengths~~ of loan ~~periods~~, renewals, reserves, and fees. The Library will ~~determine~~ **set forth** who is eligible to borrow materials and establish procedures for the return or replacement of such materials.*

A. LIBRARY CARDS

1. *The Smithtown Library issues a full-access library card without charge to any resident of The Smithtown **Special** Library **District**.*
 - a. *The Library reserves the right to ~~stop~~ **suspend** a patron's Smithtown **Library** card if monies are owed by that patron to other libraries within the Suffolk Cooperative Library System.*
2. *Proof of residence is required at the time of initial application and renewal. Acceptable forms of proof must include the applicant's name and current address, and must be presented in person. For the purposes of this section, a post office box is not sufficient proof of residency.*
3. *Library cards are issued for a ~~period~~ **term** of three (3) years.*
4. *Library cardholders are responsible for all materials borrowed with their library cards.*
5. *The Smithtown Library issues a full-access library card without charge to nonresidents who:*
 - a. *Own a business located in The Smithtown **Special** Library **District**. Proof of ownership is required at the time of initial application and renewal.*
 - b. *Own assessable **taxable** property in The Smithtown **Special** Library **District**. Proof of property ownership in the Town of Smithtown is required at the time of initial application and renewal.*

- c. Are current employees of The Smithtown Library. Proof of employment with The Smithtown Library is required at the time of initial application and renewal.
6. Library cards are issued to minors without charge who reside in The Smithtown **Special Library District**. For the purposes of this section, a minor's residency shall be presumed to be that of his or her parents or legal guardian. Where a minor's parents are divorced the Library will allow each parent that resides within The Smithtown **Special Library District** to obtain a library card for the child. A parent or legal guardian must be present with their minor child through grade five (5) at the time of initial application. Students in grades six (6) through twelve (12) may present their school ID as an acceptable form of identification.
 7. The Smithtown Library provides Homebound Mail Service to those eligible for Smithtown Special Library District cards who are eligible for National Library Service for the Blind and Physically Handicapped services and/or who meet the criteria of having a permanent or temporary disability that prevents them from leaving their home and do not have a representative who can ~~go~~ **travel** to the Library for them. Disabilities may require professional verification. Residents of nursing homes within The Smithtown Library ~~that~~ **who** apply for ~~our~~ **the** Homebound Mail Service can ~~use~~ **designate** the nursing home in which they reside as their address. A special application must be filled out to ~~get~~ **obtain** these services. A Library card will be issued to the individual whose name is on the Homebound Mail Service application. That individual will be responsible for all materials checked out on that library card.
 8. In order to check-out library material, Smithtown Library cardholders must present either their Library card or acceptable identification that includes their name and current address. Students in grades six (6) through twelve (12) that ~~have~~ **possess** a Smithtown library card may present their school ID as an acceptable form of identification.
 9. At its sole discretion, the Library may limit the number of items that may be charged-out on one Library card.

B. CONFIDENTIALITY OF CIRCULATION RECORDS

1. Pursuant to Section 4509 of New York State Civil Practice and Rules, all circulation records identifying the names of Library users ~~with specific materials~~ are confidential and shall not be disclosed except that such records may be disclosed to the extent necessary for the proper operation of the Library and upon request or consent of the library user.
2. Circulation records shall not be made available to any agency of state, federal, or local government except pursuant to such process, order, or subpoena as may be authorized under the authority of and pursuant to federal, state, or local law.

C. LOAN PERIODS

1. Fiction and nonfiction books, audiobooks and Blood Pressure Loaner Kits owned by the Library shall ~~have~~ **possess** a loan period of twenty-eight (28) days.
2. Storytime Kits owned by the Library shall have a loan period of twenty-one (21) days.
3. New fiction books (300 pages or more in length), new nonfiction books, new large print books, compact disc recordings, DVDs or Blu-Ray discs of television series with multiple episodes that circulate together in one case owned by the Library, mobile hotspots* (or wireless communication system) shall have a loan period of fourteen (14) days.
4. New fiction (less than 300 pages), automotive repair manuals, study notes, all magazines (adult, young adult, and children's), test preparation books, and video recordings (excluding those indicated in section C-3) owned by the library shall have a loan period of seven (7) days.
5. **Physical museum passes*** owned by the Library shall have a loan period of three (3) days. **Digital "printable" museum passes are loaned for one (1) specific date, based on reservation.**

6. The "Library of Things" collection owned by the Library shall have a loan period of seven (7) days. A maximum of two (2) "Library of Things" items may be borrowed at one time.
7. Reference material may not be checked-out of the Library.
8. The Library is not responsible for damages that may occur to equipment in the ~~playing~~ **utilizing** of Library audio/visual materials.
9. At its sole discretion, the Library reserves the right to change the loan periods of materials owned by the Library, or to restrict items to in-house use only.

**Patrons who borrow any item from the "Library of Things" collection, hotspots or a museum pass must be 18 years of age or older and sign a borrower's agreement.*

***Patrons who borrow any item from the "Library of Things" collection, hotspots or a museum pass must be 18 years of age or older. Patrons who borrow any item from the "Library of Things" collection or hotspots must sign a borrower's agreement.**

D. RENEWALS

1. Circulating materials owned by the Library with loan periods of twenty-eight (28) days may be renewed for up to six (6) additional loan periods of twenty-eight (28) days.
2. Circulation materials owned by the Library with loan periods of fourteen (14) days may be renewed for up to six (6) additional loan periods of fourteen (14) days.
3. Circulating materials owned by the Library with loan periods of seven (7) days may be renewed for up to six (6) additional periods of seven (7) days.
4. The "Library of Things" collection, **Hotspots** and Storytime Kits owned by the Library will have one (1) renewal for Smithtown Library card holders. Storytime Kits borrowed by non-residents will have zero (0) renewals.
5. Book Club Kits, museum passes and Blood Pressure Loaner Kits owned by the Library will have zero (0) renewals.
6. The loan periods of materials borrowed from other libraries are controlled by the policies of the lending libraries.
7. Materials with holds may not be renewed.

E. HOLDS AND RESERVES

1. Items which may be placed on hold in the online catalog include new fiction and nonfiction books, automotive repair manuals, study notes, children's holiday books, adult magazines, young adult magazines, children's magazines, test preparation books, mobile hotspots (or wireless communication systems), "Library of Things" items, Storytime Kits, audio recordings, and video recordings.
2. Reference materials, museum passes and Blood Pressure Loaner Kits cannot be placed on hold **in the online catalog.**
3. Museum Passes may be reserved in the Children's Department at the Smithtown building or through the Museum Pass links on the Library's webpage, dates are subject to availability.
4. Cardholders shall have a reasonable period of time to claim reserved items after being notified that such items are available.

F. EXTENDED USE

1. On the day after **subsequent to** the due date indicated on the date due receipt, all library materials shall be considered past due if such materials have not been either renewed or returned.

2. *Cardholders with past due materials shall accrue an extended use charge per item until such materials are either renewed or returned.*
 - a. *Mobile hotspots (or wireless communication system) and the "Library of Things" collection owned by the Library shall accrue an extended use fee of \$1.00 per day. The maximum fee for such materials shall not exceed \$10.00 per item. ("Library of Things" items must be returned in person to the Reference Department at any Smithtown Library building.)*
 - b. **Physical** *museum passes owned by the Library shall accrue an extended use fee of \$20.00 per day. The maximum fee for such materials shall not exceed \$200.00 per item. (Must be returned in person to the Smithtown Building Children's Department.)*
 - c. *Book Club Kits owned by the Library shall accrue an extended use fee of \$10.00 per day. The maximum fee for such materials shall not exceed \$100.00 per item. (Must be returned in person to the Reference Department at any Smithtown Library building.)*
 - d. *All other Library materials shall not accrue extended use fees. However, the replacement cost of past due materials will be billed to the cardholder after 28 days. If billed material is returned within a reasonable period of time, the bill will be removed.*
3. *At its sole discretion, the Library may ~~ask~~ **require** cardholders with extended use charges to clear all or a portion of all such charges before being allowed to borrow any additional library materials.*
4. *The extended use fees of materials borrowed from other libraries are controlled by the policies of the lending libraries.*
5. *Items can be returned in person or via the drop box located outside each Smithtown Library building, as well as at any public library in Suffolk County. An item returned in the drop box during hours the Library is closed will be processed the next morning that the Library is open, and will be considered returned as of the previous day that the Library was open.*
 - a. *Drop boxes are maintained as a convenience for the patron, and the patron remains liable for all materials deposited in drop boxes until such items are checked in by Library staff. The Library cannot guarantee the security of items deposited in drop boxes and will not waive charges on items claimed to have been returned in the drop boxes.*

G. DAMAGED AND LOST MATERIALS

1. *Borrowers are liable for all lost and damaged Library materials checked out on their Library cards.*
2. *The Library will notify the cardholder of payment due for the replacement of all lost and damaged items.*
3. *For the purpose of ISBN integrity and re-processing cost, replacement material for lost or damaged items cannot be accepted in lieu of payment due.*
4. *Once payment has been received for lost items, no refunds will be issued by the library for items subsequently found by the cardholder.*
5. *Charges for lost or damaged audio visual cases will be charged accordingly.*
 - a. *Audio Books*

• <i>Extra Small (1-6 discs)</i>	<i>\$5.00</i>
• <i>Small (7-12 discs)</i>	<i>\$7.00</i>
• <i>Medium (13-22 discs)</i>	<i>\$8.00</i>
• <i>Large (23-44 discs)</i>	<i>\$13.00</i>
 - b. *Blu Ray/DVD* *\$4.00*
 - c. *Music CD* *\$4.00*
 - d. *Plastic Inserts* *\$0.45*

The Library reserves the right to change these fees without notice.

6. *Items in the “Library of Things” collection that are damaged or lost will be charged at the value listed in the borrower’s agreement.*

H. DIRECT ACCESS

1. *For purposes of this section:*
 - a. *Direct access shall mean the ability of an individual, who resides within the boundaries of the Suffolk Cooperative Library System (SCLS) and who has a valid borrower’s card issued by SCLS or any member library in SCLS, to borrow materials for home use directly from the premises of The Smithtown Library.*
 - b. *Non-resident borrower shall mean an individual who resides outside the boundaries of the chartered service area of The Smithtown Library and who is a library cardholder at another SCLS member library or who has a borrower’s card issued by SCLS.*
2. *Non-resident borrowers are prohibited from borrowing by direct access certain materials and equipment. Such materials shall include but not be limited to:*
 - a. *Materials in heavy local demand.*
 - b. *All newspapers.*
 - c. *Mobile Hotspots or other wireless communication system.*
 - d. *Museum passes.*
 - e. *The “Library of Things” collection*
 - f. *Microform material.*
 - g. *Reference material.*
 - h. *Special collections as determined by the Library.*

I. NON-RESIDENT INTERLIBRARY LOAN

1. *For purposes of this section:*
 - a. *Interlibrary loan shall mean the ability of an individual, who resides within the boundaries of the Suffolk Cooperative Library System (SCLS) and who has a valid borrower’s card issued by SCLS, or any member library in SCLS, to borrow The Smithtown Library’s materials indirectly through another library.*
 - b. *Non-resident borrower shall mean an individual who resides outside the boundaries of the chartered service area of The Smithtown Library and who is a library cardholder at another SCLS member library or who has a borrower’s card issued by SCLS.*
2. *Non-resident borrowers are prohibited from borrowing through interlibrary loan certain materials and equipment. Such materials shall include but not be limited to:*
 - a. *Materials in heavy local demand.*
 - b. *New fiction and nonfiction books less than 4 months old.*
 - c. *New release Digital Video Discs less than 4 months old.*
 - d. *New release Blu-ray Discs less than 4 months old.*
 - e. *All newspapers.*
 - f. *Mobile hotspots or other wireless communication system.*
 - g. *Museum passes.*
 - h. *The “Library of Things” collection.*

- i. Storytime Kits
- j. Microform material.
- k. Reference material.
- l. Special collections as determined by the Library.

J. INTERLIBRARY LOAN FOR SMITHTOWN CARD HOLDERS

*The Library will make reasonable efforts to locate material in other libraries when ~~we do~~ **the Library does** not own the material. Upon a patron's request, the Library will ~~try~~ **attempt** to borrow the material for the patron's use. The selection of the lending library will be at the sole discretion of the Library. The borrowing patron is responsible to abide by the usage policies and procedures of the lending library. Any fees incurred by The Smithtown Library (including but not limited to shipping, patron damage and late fees) for the use of material borrowed from another library are the responsibility of the patron.*

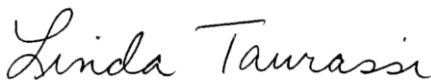
- 11. Library Board President Annette Galarza noted that the next regular meeting of the Board of Trustees is scheduled to be held June 18, 2024 at 6:30 pm at the Nesconset building.
- 12. The Library Director thanked the Library Board and staff members for the support his family received over the loss of his father.
- 13. There being no further business, Library Board President Annette Galarza moved to adjourn the meeting at 8:16 p.m. The motion was seconded by Trustee Barbara Deal and adopted 5-0 by the following roll call vote:

FOR—Bernstein, Deal, Galarza, Knispel, Stabile; AGAINST—none

Minutes approved this 18th day of June, 2024



Annette Galarza, Vice President
Smithtown Library Board of Trustees



Linda Taurassi
Secretary to the Board of Trustees