

**MINUTES
BOARD OF TRUSTEES
THE SMITHTOWN LIBRARY
June 18, 2024**

A regular meeting of the Board of Trustees of The Smithtown Library was held at the Nesconset building, Nesconset, New York, on the 18th day of June, 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: Brianna Baker-Stines, Mildred Bernstein, Barbara Deal, Annette Galarza, Howard Knispel, Christopher Sarvis and Theresa Stabile.

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 May 21, 2024 be approved as presented.*

The motion was seconded by Trustee Howard Knispel and adopted 7-0 by the following roll call vote:

FOR—Baker-Stines, Bernstein, Deal, Galarza, Knispel, Sarvis, 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 Howard Knispel, who moved to approve the adoption of resolution "a":

- a. **TREASURER'S REPORT**

RESOLVED, that the TREASURER'S REPORT for the month ended May 31, 2024 be approved for filing (copy of report appended to the original of these minutes).

The motion was seconded by Trustee Brianna Baker-Stines and adopted 7-0 by the following roll call vote:

FOR—Baker-Stines, Bernstein, Deal, Galarza, Knispel, Sarvis, Stabile; AGAINST—none

b. WARRANTS

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

RESOLVED, that the following WARRANTS be approved for payment:

| | | |
|-------------------------|-------------------------|---------------|
| i. Warrant #24 - June | (“L” fund) PREPAYS | \$ 45,404.71 |
| ii. Warrant #24 - June | (“L” fund) WARRANT | \$ 371,359.21 |
| iii. Warrant #24 - June | (“M” fund) WARRANT | \$ 1,950.00 |
| iv. Warrant #24 - June | (PAYROLL #11 – 5/24/24) | \$ 269,092.54 |
| v. Warrant #24 - June | (PAYROLL #12 – 6/7/24) | \$ 265,690.13 |

The motion was seconded by Trustee Chris Sarvis and adopted 7-0 after discussion by the following roll call vote:

FOR—Baker-Stines, Bernstein, Deal, Galarza, Knispel, Sarvis, Stabile; AGAINST—none

c. CERTIFICATE OF DEPOSIT – M&T Bank

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

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 open Certificates of Deposit with M&T Bank, 1 East Main Street, Smithtown, NY, in the name of The Smithtown Library, to generate a stream of revenue at a fixed rate of interest.

The motion was seconded by Trustee Mildred Bernstein and adopted 7-0 by the following roll call vote:

FOR—Baker-Stines, Bernstein, Deal, Galarza, Knispel, Sarvis, Stabile; AGAINST—none

3. The PERSONNEL COMMITTEE report was presented by Personnel Committee Liaison Christopher Sarvis who moved to approve the adoption of resolution “a”, items i. – vi.:

a. PERSONNEL CHANGES

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

Part-time Appointments:

- i. Release of **Amanda Bayer** from a Page position and appointment into the part-time position of Library Clerk, Technical Services Department, Nesconset building, at an hourly rate of pay of \$19.20, not to exceed 17.5 hours per week; effective July 9, 2024 (to fill the vacancy created by the resignation of Taylor Fox, effective 4/5/24).
- ii. Part-time appointment of **Patricia Lopez** to the position of Children’s Librarian I, Children’s Department, Commack building, at an hourly rate of pay of \$33.63, not to exceed 17.5 hours per week, effective June 24, 2024 (to fill part of the vacancy created by the reassignment of Jeannette Lynch to the Children’s Department, Nesconset building, 11/1/23).

- iii. *Part-time appointment of **Erin Matura** to the position of Library Clerk, Circulation Department, Nesconset building, at an hourly rate of pay of \$19.20, not to exceed 17.5 hours per week, effective June 22, 2024 (to fill the vacancy created by the part-time appointment of Erica Howland to the position of Librarian Trainee, Children's Department, Nesconset building, effective 1/2/24).*
- iv. *Part-time appointment of **Brian Noon** to the position of Page, Nesconset building, at an hourly rate of pay of \$16.00, effective July 9, 2024 (to fill the vacancy caused by unused designated hours).*
- v. *Temporary appointment of **Steven Richardson** to the position of Custodial Worker I on a call-in basis, at an hourly rate of pay of \$21.12, effective June 20, 2024 (to fill the vacancy created by the resignation of John Calo, effective 11/16/23).*
- vi. *Part-time appointment of **Olga Greene** to the position of Custodial Worker I, at an hourly rate of pay of \$21.12, effective June 26, 2024 (to fill the vacancy created by the resignation of Jonathan Torres, Custodial Worker I, effective 6/14/24).*

The motion was seconded by Trustee Barbara Deal and adopted 7-0 by the following roll call vote:

FOR—Baker-Stines, Bernstein, Deal, Galarza, Knispel, Sarvis, Stabile; AGAINST—none

Personnel Committee Liaison Christopher Sarvis moved to approve the adoption of resolution “a”, items vii. – viii.:

Resignations:

- vii. *Resignation of **Andrew Salomon**, Librarian IV, Building Head, Kings Park building, effective July 12, 2024.*
- viii. *Resignation of **Jonathan Torres**, Custodial Worker I, effective June 14, 2024.*

The motion was seconded by Trustee Howard Knispel and adopted 7-0 by the following roll call vote:

FOR—Baker-Stines, Bernstein, Deal, Galarza, Knispel, Sarvis, Stabile; AGAINST—none

Personnel Committee Liaison Christopher Sarvis moved to approve the adoption of resolution “b”:

b. CONFERENCE ATTENDANCE REQUESTS

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

- i. *That the following staff members be authorized to attend, on paid release time, the “2024 Fall Literature Conference,” sponsored by CLASC (Children's Librarians Association of Suffolk County), on October 17, 2024, to be held at the Courtyard Marriot Long Island, located in Ronkonkoma, NY, with reimbursement for actual and necessary expenses not to exceed \$95.00 per person:*

*Librarian I **Christine Baum**, Librarian II **Jennifer Catrano**, Librarian I **Wendy Johnson**, Librarian I **Jessica Mudano**.*

The motion was seconded by Trustee Barbara Deal and adopted 7-0 by the following roll call vote:

FOR—Baker-Stines, Bernstein, Deal, Galarza, Knispel, Sarvis, Stabile; AGAINST—none

4. There was no report of the BUILDINGS & GROUNDS COMMITTEE

Assistant Library Director Eileen Caulfield gave the Library Board an update on the status of the EV Charging Stations and noted that architect John Tanzi was looking into a competitor's more cost-effective product that has recently become available.

5. The COMMUNICATIONS COMMITTEE report was presented by Communications Committee Liaison Mildred Bernstein, who moved to approve the adoption of resolution "a":

a. DONATION – The Smithtown News

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank David Ambro, Jennifer Paley and The Smithtown News for their generous donation of approximately one-hundred-sixty (160) volumes of The Smithtown News newspaper, from 1945 to present; and be it

FURTHER RESOLVED, that the Library will gladly accept future bound editions of the newspaper.

The motion was seconded by Trustee Theresa Stabile and adopted 7-0 by the following roll call vote:

FOR—Baker-Stines, Bernstein, Deal, Galarza, Knispel, Sarvis, Stabile; AGAINST—none

6. There was no report of the STRATEGIC PLANNING COMMITTEE.

Library Director Robert Lusak reported that materials had been received that would assist in the development of the Library's strategic plan and he hoped to have documents ready for presentation to the Library Board at next month's regular meeting. The Library Director also noted that we are beginning to receive feedback from our patron survey and that suggestions received from the survey will also be used in formulating the long range plan of service. The community has been made aware of the survey through social media. In addition emails will also be utilized.

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. NEW POLICY – Environmental Sustainability Policy [Policy 200-25] (2nd 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 7-0 by the following roll call vote:

FOR—Baker-Stines, Bernstein, Deal, Galarza, Knispel, Sarvis, Stabile; AGAINST—none

Library Board President Annette Galarza moved to approve the adoption of the Environmental Sustainability Policy [Policy 200-25]. The motion was seconded by Trustee Brianna Baker-Stines and adopted 7-0 by the following roll call vote:

FOR—Baker-Stines, Bernstein, Deal, Galarza, Knispel, Sarvis, Stabile; AGAINST—none

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.

9. REVISED POLICY – Circulation of Materials [Policy 800-10] (2nd 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 7-0 by the following roll call vote:

FOR—Baker-Stines, Bernstein, Deal, Galarza, Knispel, Sarvis, Stabile; AGAINST—none

Library Board President Annette Galarza moved to approve the adoption of the Circulation of Materials Policy [Policy 800-10]. The motion was seconded by Trustee Brianna Baker-Stines and adopted 7-0 by the following roll call vote:

FOR—Baker-Stines, Bernstein, Deal, Galarza, Knispel, Sarvis, Stabile; AGAINST—none

*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 District ~~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.

PUBLIC COMMENTS

In the time allotted for public comments two members of the public spoke.

NEW BUSINESS

10. REVISED POLICY - Public Behavior On Library Property [Policy 700-10] (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 Public Behavior on Library Property Policy [Policy 700-10]. The motion was seconded by Trustee Christopher Sarvis and adopted 7-0 by the following roll call vote:

FOR—Baker-Stines, Bernstein, Deal, Galarza, Knispel, Sarvis, Stabile; AGAINST—none

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

STATUTORY AUTHORITY

The Board of Trustees of The Smithtown Library hereby adopts the following rules and regulations governing ~~public behavior~~ **and deportment** on Library property and promulgates penalties for violations under the authority of NY Education Law § 260.

RULES AND REGULATIONS

~~COVID-19 Safety. All Library patrons and visitors on Library property are to adhere to the rules and regulations outlined in the Library’s COVID-19 Re-Opening Safety Plan. The rules and regulations in the COVID-19 Re-Opening Safety Plan are to supersede those set forth in this policy and will be enforced for such period as the Board of Trustees deems necessary.~~

- 1. **Behavior and Conduct:** No person, either individually or in concert with others, shall:
 - a. fail to comply with the lawful directives of Library supervisors or staff.
 - b. behave in a manner that may be considered as harassment (sexual or otherwise). This includes **but is not limited to** engaging in unwelcome sexual advances, verbal or physical conduct of a sexual nature, and viewing material of a pornographic nature. This also includes staring at another person or following another person about the premises such that the other person could reasonably be considered to be annoyed or disturbed.
 - c. sleep for a ~~prolonged~~ period of time **deemed excessive by Library personnel!**
 - d. emanate unreasonable noise, use abusive or obscene language, make obscene gestures, or undertake an act of violence or breach of the peace on Library property.
 - e. possess, sell or use: alcohol, cannabis in any form, illicit narcotic substances, controlled substances (without a prescription) or dangerous weapons or instrumentalities on Library property.

- f. willfully misuse, mar, deface, damage or destroy Library property or equipment.
- g. disrupt, interfere with, or attempt to prevent the orderly conduct of lectures, patrons, staff, meetings, or public events conducted at the Library.
- h. engage patrons or staff in conversation which could reasonably be considered to be annoying or disturbing.
- i. make excessive noise or undertake acts that are distracting or disruptive to an environment conducive to reading and study. Normal conversational noise levels are permitted for reference and circulation services only. Headphones may be used, but noise from headphones must not be audible to others. Snoring is not permitted.
- j. talk or whisper in areas of the Library designated as "silent" study spaces. ~~no talking or whispering is allowed.~~
- k. ~~No running, dancing~~ not run, dance or engage in ~~or physical exercise is permitted~~ within the Library unless undertaken in conjunction with a Library sponsored program.
- l. ~~Unauthorized use of Library parking areas is not permitted~~ in an unauthorized manner.

2. Proper Dress, Foods and Beverages; Animals:

- a. **Dress/Hygiene.** Presence within the Library shall require acceptable foot and bodily coverings; hygiene that is not disturbing to patrons or staff is to be observed.
- b. **Foods and Beverages.** The eating and drinking of small snacks and covered drinks similar to those made available in for purchase at the Library ~~micro-market~~ is permitted, except in computer areas.
- c. **Animals.** Except for service animals, no animals shall be brought into the Library. (see policy 700-15 Service Animals)
- d. **Smoking:** No smoking of any nature is permitted in Library buildings or on Library grounds. This includes but is not limited to, e-cigarettes, e.g., vaping.

3. Loitering; Trespassing:

- a. **Loitering.** NY Penal Law Section 240.35 provides in relevant part that any person who loiters in or about a building in violation of rules and regulations is guilty of disorderly conduct. It is expected that all patrons will engage in activity that is related to Library functions.
- b. **Trespassing.** NY Penal Law Section 140.05 provides in relevant part that any person who unlawfully enters into or remains unlawfully in or upon the premises is guilty of trespass. This includes individuals who have been notified by the Library that they are prohibited from entering Library property.

4. Punitive Action: Violation of any of the Rules and Regulations, as adopted by the Trustees of The Smithtown Library, may result in the following:

- a. Immediate ejection from the Library's property.
- b. Prohibition of entry upon Library property for a stated term.
- c. ~~Civil and/or~~ Criminal prosecution.
- d. Impositions of those penalties deemed appropriate by the Library Board of Trustees.

5. Distribution of non-library materials, gathering of signatures for petitions, etc.: The following activities are permitted only when authorized by the Library's Board of Trustees or Library Director:

- Distribution of non-Library related leaflets/fliers/materials.
- Solicitation of opinions through interviews or surveys on Library property.
- Solicitation of or the gathering of signatures for petitions on Library property.
- Solicitation of donations.
- Selling products or services.

11. At 7:10 p.m. Library Board President Annette Galarza moved to enter executive session pursuant to Article 7, Section 105 (E) of the Public Officers Law to discuss matters pertaining to collective negotiations pursuant to Article 14 of the Civil Service Law. The motion was seconded by Trustee Howard Knispel and adopted 7-0 by the following roll call vote:

FOR—Baker-Stines, Bernstein, Deal, Galarza, Knispel, Sarvis, Stabile; AGAINST—none

The following Library Trustees were present and participating in executive session: Brianna Baker-Stines, Mildred Bernstein, Barbara Deal, Annette Galarza, Howard Knispel, Christopher Sarvis and Theresa Stabile.

Also present were Library Director Robert Lusak, Assistant Library Director Eileen Caulfield, Assistant Library Director Patricia Thomson, Clerk Lauren Gunderson, Business Manager Jennifer Piano, Personnel Assistant Lori Mauceri and Secretary Linda Taurassi.

12. At 7:49 p.m. Library Board President Annette Galarza made a motion to reconvene in open public session. The motion was seconded by Trustee Brianna Baker-Stines and adopted 7-0 by the following roll call vote:

FOR—Baker-Stines, Bernstein, Deal, Galarza, Knispel, Sarvis, Stabile; AGAINST—none

13. Library Board President Annette Galarza noted that the next regular meeting of the Board of Trustees is scheduled to be held July 16, 2024 at 6:30 pm at the Commack building.

14. There being no further business, Library Board President Annette Galarza moved to adjourn the meeting at 7:50 p.m. The motion was seconded by Trustee Barbara Deal and adopted 7-0 by the following roll call vote:

FOR—Baker-Stines, Bernstein, Deal, Galarza, Knispel, Sarvis, Stabile; AGAINST—none

Minutes approved this 16th day of July, 2024

Annette Galarza, President
Smithtown Library Board of Trustees

Linda Taurassi
Secretary to the Board of Trustees

(This is a draft of the June 18, 2024 Board of Trustees meeting; to be voted on for approval at the July 16, 2024 Board of Trustees meeting).