

**MINUTES
BOARD OF TRUSTEES
THE SMITHTOWN LIBRARY
October 27, 2020**

Due to the Coronavirus (COVID-19) the regular meeting of the Board of Trustees of The Smithtown Library was held via teleconference on the 27th day of October, 2020. The meeting was called to order at 6:30 p.m.

The following Library Trustees were present and participating at the meeting via teleconference: Brianna Baker-Stines, Anita Dowd-Neufeld, Annette Galarza, Joseph Gregurich, Theresa Stabile (entered meeting at 6:34 p.m.), and William Zimmerman (entered meeting at 6:40 p.m.). Trustee James Hornef was absent without prior notice.

Also present were Library Director Robert Lusak, Assistant Library Director Patricia Thomson, Treasurer Joanne T. Grove, Clerk Lauren Gunderson, Secretary Linda Taurassi and Trustee elect Thomas Maher.

Anita Dowd-Neufeld, President of the Board of Trustees, acted as Chairman of the meeting.

1. OATH OF OFFICE

The oath of office was administered by Library District Clerk Lauren Gunderson to newly elected Trustee Joseph Gregurich who is replacing the unexpired term of recently deceased Trustee Joseph Vallone.

READING AND APPROVAL OF MINUTES

2. Trustee Brianna Baker-Stines moved to accept adoption of the following resolution:

RESOLVED, that the REGULAR MEETING MINUTES of September 15, 2020 be approved as presented (appended).

The motion was seconded by Trustee Annette Galarza and adopted by a unanimous 4-0 vote.

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

3. The BUDGET AND FINANCE COMMITTEE report was presented by Library Board President Anita Dowd-Neufeld.

NOTE: Trustee Theresa Stabile entered the meeting at 6:34 p.m.

a. TREASURER'S REPORT

Trustee Theresa Stabile moved to accept adoption of resolution "a":

RESOLVED, that the TREASURER'S REPORT for the month ended September 30, 2020 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 by a unanimous 5-0 vote.

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b. WARRANTS

Trustee Annette Galarza moved to accept adoption of resolution “b”:

RESOLVED, that the following WARRANTS be approved for payment:

| | |
|---|---------------|
| i. Warrant #20-October (“L” fund) PREPAYS | \$ 36,914.72 |
| ii. Warrant #20-October (“L” fund) WARRANT | \$ 381,812.69 |
| iii. Warrant #20-October (“M” fund) WARRANT | \$ 2,748.22 |
| iv. Warrant #20-October (PAYROLL # 19 – 9/18/2020) | \$ 317,915.52 |
| v. Warrant #20-October (PAYROLL # 20 – 10/2/2020) | \$ 257,140.52 |
| vi. Warrant #20-October (PAYROLL # 21 – 10/16/2020) | \$ 334,140.01 |

The motion was seconded by Trustee Theresa Stabile and adopted by a unanimous 5-0 vote.

Trustee Theresa Stabile moved to accept adoption of resolution “c”:

c. BUDGET TRANSFER

RESOLVED, that the Treasurer be authorized to execute a budget transfer in the amount of \$16,300.00 to decrease budget line L.4120 (Recordings) and increase budget line L.4100 (Books); and a budget transfer in the amount of \$65,000.00 to decrease budget line L.8500 (Hospital/Medical Insurance) and increase budget line L.4375 (Professional Services-Security).

After discussion the motion was seconded by Trustee Brianna Baker-Stines and adopted by a unanimous 5-0 vote.

Trustee Annette Galarza moved to accept adoption of resolution “d”:

d. CERTIFICATE OF RESULTS

RESOLVED: That the Board of Trustees of The Smithtown Library does hereby accept the Library’s 2021 Budget Vote and Trustee Election results as presented (appended).

The motion was seconded by Trustee Brianna Baker-Stines and adopted by a unanimous 5-0 vote.

Trustee Brianna Baker-Stines moved to accept adoption of resolution “e”:

e. EARLY RELEASE OF WARRANT PAYMENTS

RESOLVED: As per approved resolution dated September 15, 2020, pertaining to the early release of designated payments prior to the October 27, 2020 board meeting to avoid lateness, penalties and service disruption due to the rescheduling of original meeting, now therefore be it

FURTHER RESOLVED, that the designated payments for early release were as follows:

| | |
|---|-------------|
| Home Depot | \$ 196.80 |
| NY Times | \$ 429.00 |
| Postmaster, Smithtown | \$ 3,052.87 |
| Princh.com | \$ 2,396.00 |
| Toshiba Financial | \$ 216.08 |
| Universal Electrical Supply (50% deposit) | \$ 2,137.50 |
| Verizon Wireless | \$ 137.77 |

The motion was seconded by Trustee Annette Galarza and adopted by a unanimous 5-0 vote.

NOTE: Trustee William Zimmerman entered the meeting at 6:40 p.m.

Trustee William Zimmerman moved to accept adoption of resolution “f”:

f. PUBLIC LIBRARY CONSTRUCTION GRANT – Entrance Site Safety Upgrades

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby approve the submission of a Public Library Construction Grant proposal for the Smithtown building; grant to be administered in accordance with the requirements of Education Law §273-a (as amended by Chapter 57 of the Laws of 2007) and Commissioner’s Regulations §90.12; Note: such grant includes reconfiguration of roadway to the Smithtown building, widened parking, and safety walkways with additional lighting.

Library Director Robert Lusak reported that Library architect John Tanzi has been working with the Department of Transportation and we will no longer be required to install as many sidewalks along Main Street and North Country Road as originally anticipated. While partnering with the Town of Smithtown on this project, we will not be required to go out to bid and will be utilizing shared services with the Town. In addition, while work being done along North Country Road will need approval from the Department of Transportation, work being done inside the Caleb Smith property line can be started immediately as we do not need to wait for site plans.

The motion was seconded by Trustee Brianna Baker-Stines and adopted by a unanimous 6-0 vote.

4. The PERSONNEL COMMITTEE report was presented by Personnel Committee Liaison Brianna Baker-Stines.

Trustee William Zimmerman moved to accept adoption of resolution “a”:

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

Promotional Appointments:

- i. Release of **Caren Zatyk**, (nunc pro tunc) Adult Reference Department, Long Island Room, Smithtown building, from a Librarian II position and promotion into a Librarian III position as per reclassification by the Suffolk County Department of Civil Service, at an annual rate of pay of \$99,290.00, subject to a 12-week probationary period, effective October 3, 2020.

- ii. Release of **Kelly Filippone**, (nunc pro tunc) Adult Reference Department, Long Island Room, Smithtown building, from a Librarian I position and promotion into a Librarian II position as per reclassification by the Suffolk County Department of Civil Service, at an annual rate of pay of \$63,368.00, subject to a 12-week probationary period, effective October 3, 2020.
- iii. Permanent full-time promotional appointment of **Nicole Rossano** to the position of Librarian II, Children's Services, Kings Park building, at an annual rate of pay of \$71,733.00, subject to a 12-week probationary period, effective October 28, 2020 (to fill the vacancy created by the promotion of Erin Kanelos to the position of Librarian IV, Kings Park Building Head).

Full-time Appointments:

- iv. Permanent full-time appointment of **Jeanette C. Lynch** to the position of Children's Services Librarian I, Children's Department, Commack building, at an annual rate of pay of \$57,674.00, subject to a 26-week probationary period, effective November 20, 2020 (to fill the vacancy created by the resignation of Morgan Brett, effective 9/25/20).
- v. Permanent full-time appointment of **Deborah O'Leary** to the position of Principal Library Clerk, Circulation Department, Commack building, at an annual rate of pay of \$50,430.00, subject to a 26-week probationary period, effective October 28, 2020 (to fill the vacancy created by the retirement of Diana Perniciaro, effective 9/5/20).

Part-time Appointments:

- vi. Release of **Jennifer Spica** from a part-time Library Clerk position and appointment into a part-time Library Assistant position, Adult Reference Department, Nesconset building, at an hourly rate of pay of \$27.25, not to exceed 17.5 hours per week, effective November 16, 2020 (to fill the vacancy created by the full-time appointment and reassignment of Alicia Collumbell to the Kings Park building, effective 4/18/20).
- vii. Part-time appointment of **Norah Birdsall** to the position of Page, Commack building, at an hourly rate of pay of \$13.00, effective November 4, 2020 (to fill the vacancy created by the resignation of Troy Davidson, effective 2/22/20).
- viii. Part-time appointment of **Patrick Lynch** to the position of Page, Kings Park building, at an hourly rate of pay of \$13.00, effective November 3, 2020 (to fill the vacancy created by the resignation of Charity Echevarria, effective 9/23/20).

Resignation:

- ix. Resignation of **Charity Echevarria**, Page, Kings Park building, effective September 23, 2020.

Leave of Absence Requests:

- x. Leave of absence without pay, nunc pro tunc, for **Charity Echevarria**, Page, Kings Park building, effective August 21, 2020 through September 19, 2020.
- xi. Leave of absence without pay for **Roy Kindelmann**, Page, Commack building, effective October 19, 2020 until further notice, pending medical clearance.

- xii. *Leave of absence without pay for **Cecilia Markowitz**, Librarian Trainee, Children's Department, Smithtown building, effective January 16, 2021 through January 23, 2021.*

The motion was seconded by Trustee Annette Galarza and adopted by a unanimous 6-0 vote.

Trustee Annette Galarza moved to accept adoption of resolution "b":

- b. RESOLVED, that the following virtual CONFERENCE/WORKSHOP ATTENDANCE requests set forth hereinafter are hereby approved:
 - i. *That Librarian II **Lindsay Christ**, Teen/Reference Department, Kings Park building, be authorized to attend, nunc pro tunc, on paid release time, the "Virtual Fall Literature Conference", sponsored by the Children's Librarian Association of Suffolk County (CLASC) and the Suffolk Cooperative Library System (SCLS), to be held via Zoom on October 15, 2020, from 9:30 a.m. to 4:00 p.m., with reimbursement for actual and necessary expenses not to exceed \$20.00.*
 - ii. *That Librarian II **Kelly Filippone**, LI Room/Adult Reference Department, Smithtown building, be authorized to attend, nunc pro tunc, on paid release time, the virtual "25th Annual Archives Conference: Collecting and Preserving the Stories of U.S.Veterans", sponsored by the Long Island Library Resources Council (LILRC), to be held via Zoom on October 5, 2020 from 10:00 a.m. to 4:00 p.m., with reimbursement for actual and necessary expenses not to exceed \$25.00.*
 - iii. *That Librarian I **Kelsey Renz**, LI Room/Adult Reference Department, Smithtown building, be authorized to attend, nunc pro tunc, on paid release time, the virtual "25th Annual Archives Conference: Collecting and Preserving the Stories of U.S.Veterans", sponsored by the Long Island Library Resources Council (LILRC), to be held via Zoom on October 5, 2020 from 10:00 a.m. to 4:00 p.m., with reimbursement for actual and necessary expenses not to exceed \$25.00.*
 - iv. *That Librarian III **Caren Zatyk**, LI Room Department Head, Smithtown building, be authorized to attend, nunc pro tunc, on paid release time, the virtual "25th Annual Archives Conference: Collecting and Preserving the Stories of U.S.Veterans", sponsored by the Long Island Library Resources Council (LILRC), to be held via Zoom on October 5, 2020 from 10:00 a.m. to 4:00 p.m., with reimbursement for actual and necessary expenses not to exceed \$25.00.*

The motion was seconded by Trustee William Zimmerman and adopted by a unanimous 6-0 vote.

Trustee Annette Galarza moved to accept adoption of resolution "c":

- c. APPRECIATION OF SERVICE – Jean DeLauro, Administrative Assistant, Nesconset Building

WHEREAS, Jean DeLauro has announced her retirement as of September 30, 2020; and

WHEREAS, Jean DeLauro began her tenure with The Smithtown Library on March 6, 1985 as a part-time Page in the Technical Services Department at the Smithtown Building, becoming a Clerk Typist in January of 1987; and

WHEREAS, Jean DeLauro was appointed to the title of Account Clerk in the Administration and Business Office on April 1, 1993, and was promoted to the title of Senior Account Clerk in January of 2000 and then to Principal Account Clerk on September 22, 2004; and

WHEREAS, Jean DeLauro was appointed to the title of Administrative Assistant in the Business Office on February 26, 2010, the role in which she served until her retirement; and

WHEREAS, during her thirty-five years of faithful and dedicated service, she has earned the admiration and respect of her colleagues and co-workers; now therefore be it

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby express their appreciation to Jean DeLauro for her thirty-five years of dedicated service and contributions to the Library; and be it

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

The motion was seconded by Trustee Joseph Gregurich and adopted by a unanimous 6-0 vote

5. The BUILDINGS AND GROUNDS COMMITTEE report was presented by Trustee Annette Galarza.

Trustee William Zimmerman moved to accept adoption of resolution "a":

a. BRONZE SCULPTURES FOR EXTERIOR OF LIBRARY BUILDINGS

*RESOLVED, that the Board of Trustees of The Smithtown Library does hereby authorize the purchase of four (4) bronze sculptures from **Randolph Rose Collection, Inc.**, to be placed at the exterior of each of our four library buildings, using funds from the \$100,000.00 Eva Geant donation, at a total cost not to exceed \$32,700.00.*

Library Director Robert Lusak thanked Smithtown building head Eileen Caulfield for all her work on the project. Each sculpture will include a dedication plaque commemorating the donation and will be installed at the front entrance of each library building around April 2021. The family of Eva Geant will also be invited for a dedication ceremony.

The motion was seconded by Trustee Annette Galarza and adopted by a unanimous 6-0 vote

Trustee Brianna Baker-Stines moved to accept adoption of resolution “b”:

b. REPLACEMENT OF LIGHTING FIXTURE – Kings Park Building

*RESOLVED, that the Board of Trustees of The Smithtown Library does hereby approve the purchase of two complete Scott Architectural Lighting fixtures from **Universal Electrical Supply**, a sole source provider, for the purpose of replacing two obsolete/broken fixtures on the main floor of the Kings Park building, at a total cost of \$3,450.00, including freight.*

The motion was seconded by Trustee Theresa Stabile and adopted by a unanimous 6-0 vote.

Trustee William Zimmerman moved to accept adoption of resolution “c”:

c. 2-D IMAGE BARCODE SCANNERS – Service Desks

*RESOLVED, that the Board of Trustees of The Smithtown Library does hereby authorize the purchase of thirty-three (33) 2-D image barcode scanners from **Provantage LLC**, to be placed at all service desks at each of our four Library buildings, at a total cost not to exceed \$8,500.00.*

Network & Systems Specialist II James Buckman explained some of the additional features of the new barcode scanners: patrons will now be able to scan their own items which will help make them COVID-19 safe; if a patron has downloaded the appropriate APP, the new barcode scanners have the capability to scan directly from a patron’s phone making their barcodes easily accessible.

After discussion, the motion was seconded by Trustee Brianna Baker-Stines and adopted by a unanimous 6-0 vote.

Trustee Brianna Baker-Stines moved to accept adoption of resolution “d”:

d. IT SUPPORT SERVICES – Managed Technology, Inc.

*RESOLVED, that the Board of Trustees of The Smithtown Library does hereby authorize the Library Director to enter into a one-year contract with **Managed Technology, Inc.** for the purpose of IT support services (including, but not limited to firewall, switches and server support), at a total annual cost not to exceed \$9,900.00, effective November 1, 2020.*

Network & Systems Specialist II James Buckman noted that, with the reduction of IT staffing, having a company on hand that is aware of the Library’s network and needs, and is able to maintain essential services in the event our IT Department is unavailable, would be beneficial to the Library.

After discussion, the motion was seconded by Trustee Theresa Stabile and adopted by a unanimous 6-0 vote.

6. COMMUNICATIONS COMMITTEE

Librarian III Julie DeLaney reported that the Friends of The Smithtown Library held their annual elections this week and the same board will remain for 2021 with Anthony Monteleone as President, Janice Eulau as Vice President, Steve Gargiulo as Treasurer, Leslie Krieger as Secretary, and Carole Seymour as past President and chair of the Communications Committee. The Friends will not be meeting for the remainder of 2020.

7. The DIRECTOR'S REPORT was submitted previously to the Library Board by Library Director Robert Lusak (copy of report appended to the original of these minutes). The Director noted some additional items:

The Library Director welcomed Trustees Thomas Maher and Joseph Gregurich on their recent election to the Library Board of Trustees and congratulated Trustee Brianna Baker-Stines on her re-election to a second term on the Library Board.

The Library Director reported that two of the three Eagle Scout projects from Boy Scout Troop 349 of Nesconset, that were approved by the Library Board in July, have been completed. The fencing has been installed by Life Scouts Owen Cozine and Yash Merchant, and Life Scout Zachary Sanger is expected to begin installation of the stone dust path on November 21st. The path will be installed on the Caleb Smith property running from the Library's parking lot to the front entrance of the Caleb Smith House.

UNFINISHED BUSINESS

There was no unfinished business.

PUBLIC COMMENTS

Kim Seliger, Principal Library Clerk, Circulation Department, Smithtown building: Ms. Seliger reported that an increase in incidents has occurred ever since PSO security guards' hours were reduced. Staff has taken on the chore of policing the building; although many people are cooperative, many people are argumentative; when asked to leave, some have not left quietly; there have been several significant incidents (these have been documented and sent to Administration) plus several minor incidents (these have been shared with building staff members). Since the majority of the incidents occur between the hours of 10:00 a.m. and 7 p.m., Ms. Seliger asked the Library Board to consider increased hours for the PSO security guards, whose normal hours run from 4:00 p.m. to 9:00 p.m.

The Library Board concurred that they would like to see the incident reports and get the numbers involved in order to make an educated decision. The Library Director will share the incident reports with the Library Board and noted that the Library Treasurer had put together a spreadsheet showing different options possible for increased hours.

NEW BUSINESS

8. REVISED POLICY – **Procurement – Policy 900-30** (1st reading)

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

Trustee Brianna Baker-Stines moved to waive the reading of the Procurement Policy [Policy 900-30]. The motion was seconded by Trustee William Zimmerman and adopted by a unanimous 6-0 vote. The policy will be reviewed by the Library Board and voted on at the November regular board meeting.

4. Non-Bid Procurements

- a. *The Library Director, or such designee as may be appointed **by the Board of Trustees**, is authorized to enter into purchase contracts and public work contracts on behalf of the Library valued at ~~TWENTY-FIVE HUNDRED DOLLARS (\$2,500)~~ **FIVE THOUSAND DOLLARS (\$5,000)** or less without prior approval from the Board of Trustees and without the solicitation of alternative proposals or quotations.*
- b. *The Library Director, or such designee as may be appointed **by the Board of Trustees**, is authorized to enter into purchase contracts and public work contracts on behalf of the Library in excess of ~~TWENTY-FIVE HUNDRED DOLLARS (\$2,500)~~ **FIVE THOUSAND DOLLARS (\$5,000)** but less than ~~FIVE THOUSAND DOLLARS (\$5,000)~~ **TEN THOUSAND DOLLARS (\$10,000)** without prior approval from the Board of Trustees, ~~from~~ **with** the lowest dollar offerer or best value offerer provided at least one (1) other documented quotation is received.*
- c. *The Library Director, or such designee as may be appointed **by the Board of Trustees**, is authorized to enter into purchase contracts and public work contracts on behalf of the Library valued at ~~FIVE THOUSAND DOLLARS (\$5,000)~~ **TEN THOUSAND DOLLARS (\$10,000)** or more but less than ~~TEN THOUSAND DOLLARS (\$10,000)~~ **TWENTY THOUSAND DOLLARS (\$20,000)** with the prior approval of the Board of Trustees, from the lowest dollar offerer or best value offerer provided at least two (2) other documented quotations are received.*
- d. *~~The Library Director, or such designee as may be appointed, is authorized to enter into purchase contracts and public work contracts on behalf of the Library valued at TEN THOUSAND DOLLARS (\$10,000) with the prior approval of the Board of Trustees, from the lowest responsible dollar offerer (as to public work contracts) or best value offerer (as to commodity purchases) provided at least three (3) other documented quotations are received.~~*
- e. *~~The Library Director is authorized to make purchases on behalf of the library for commodities and services related to the library expansion and renovation project, valued no greater than TWENTY THOUSAND DOLLARS (\$20,000), without the prior approval of the Board of Trustees of The Smithtown Library; however, said authorization will require two (2) signatures, one being that of the Library Director or Assistant Library Director and one being that of the Chairperson of the Buildings and Grounds Committee or Library Board President; said addendum to terminate at completion of project (Sunsets 12/31/2013).~~*

9. NEW POLICY – Long Range Plan of Service - Policy 200-20 (1st reading)

Trustee Brianna Baker-Stines moved to waive the reading of the Long Range Plan of Service [Policy 200-20].

Library Director Robert Lusak explained that all public and association libraries in New York State must meet certain minimum standards of service according to Section 90.2 of the Regulations of the Commissioner of Education. The Library Director gave a brief history of how The Smithtown Library separated from the Town of Smithtown. At that time the Library did not meet the minimum standards because of several building deficiencies. The Long Range Plan of Service that was established in 2003 to aid in the building project was abolished in 2018 after the building project was completed. After our latest plan has been approved by the Library Board it will be submitted to the Suffolk Cooperative Library System (SCLS) who will then send it to Albany.

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The Library Director noted that the policy would be periodically updated and input from Library staff and the community would be welcome. He suggested that a meeting of the Long Range Planning Committee be scheduled in the New Year.

After discussion the motion was seconded by Trustee Annette Galarza and adopted by a unanimous 6-0 vote. The policy will be reviewed by the Library Board and voted on at the November regular board meeting.

LONG RANGE PLAN OF SERVICE - 2020-2025

WHEREAS, section 90.2 of the Regulations of the Commissioner of Education requires public libraries to have a board-approved, written long-range plan of service and maintain facilities to meet community needs, including adequate space; and

WHEREAS, the Constitution and statutes of New York authorize and encourage local governments to cooperate in the interest of the public good; and

WHEREAS, the Long-Range Planning Committee has formulated a plan of service that it believes is fair and feasible;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of The Smithtown Library affirms and approves the plan of service, all as set forth in the terms stated hereinafter.

1. Library Mission Statement.

The mission of The Smithtown Library (“Library”) shall be a commitment to providing for the lifelong learning and information service needs of the community.

2. Motto.

Creating Lifelong Learners of All Ages.

3. Vision Statement.

The Smithtown Special Library District will be recognized in the community as a major contributor in the delivery of information resources, education, self-advancement, entertainment, recreation opportunities, intellectual growth, cultural vibrancy, and economic well-being.

4. Core Values – WE CARE.

*Welcoming Environment
Exceptional Library Service
Committed to Intellectual Freedom
Access for All
Remain Inclusive
Empower*

- *Welcoming Environment – We are committed to being safe and welcoming. Our policies and practices ensure safety for the public and the staff, and provide a comfortable, inclusive and non-judgmental place to gather, interact and discover.*
- *Exceptional Library Service – We are committed to providing prompt, objective, confidential, and knowledgeable responses to requests for assistance.*
- *Committed to Intellectual Freedom – We are committed to intellectual freedom and the need for the library collection to represent many points of view. Individuals are responsible for making their own choices regarding appropriateness of material, and parents/guardians are responsible for the choices made for their children.*

- **Access for All** – We serve all users fairly and equitably, and are committed to removing physical obstacles for all potential library users. We are committed to providing basic library services at no charge, though some optional services may carry a fee.
- **Remain Inclusive** – We honor diversity and inclusion. We seek to represent all people in our collections, programs, services, workforce and other areas.
- **Empower** – We are committed to assisting and supporting all users with all their goals and interests.

5. Library History.

The Smithtown Special Library District is an independent special library district chartered by the Board of Regents of the State of New York to serve the residents of the Town of Smithtown excluding areas served by the Sachem Public Library and the Emma S. Clark Memorial Library. The Library District is located in the Town of Smithtown, New York. The Library operates four full service library buildings located in Smithtown, Commack, Kings Park and Nesconset. The Library is a member of the Suffolk Cooperative Library System (“SCLS”), which was founded in 1961 and is one of 23 cooperative public library systems providing services to over 740 public libraries throughout New York State. The Library is Long Island’s largest library in terms of population and the second largest in terms of square miles served at 53.9.

The Library was chartered as an Association Library in 1911 and the Library’s first permanent building opened on August 12, 1912. That building was moved to its present location in 1950. In 1952, the Library was re-chartered as a municipal library. Chapter 193 of the Laws of 2001 authorized the independent establishment of a special public library district, subject to referendum. On November 6, 2001, Town residents voted in a town-wide referendum to establish The Smithtown Special Library District. Accordingly, the Library operates as an independent tax district. On April 30, 2002, the Library held its first Budget Vote and Trustee Election.

The Library offers Town residents a full program of public library services. In addition to traditional resources, the Library has integrated modern technologies into every aspect of its services. The Library is also noted for its wide range of Adult, Teen, and Children’s programming and an outstanding electronic media collection. The Library serves approximately 115,000 Town residents including the hamlets of Commack, Fort Salonga, Hauppauge, Kings Park, Nesconset, Saint James, and Smithtown.

6. Goals and Objectives.

Goal #1: PATRON SERVICES – The Library commits to constantly supporting and assisting Children, Teens, and Adult users with all their Library needs.

- **Objective 1** – Developing lifelong readers and prepare children for school.
- **Objective 2** – Encouraging reading through innovative and exciting programs from birth to teens.
- **Objective 3** – Engaging adult readers through book discussions, age appropriate reading programs, and other interactive and instructional services.
- **Objective 4** – Staff happily assisting users with locating materials, using finding resources, and checking out materials.
- **Objective 5** – Create and support unique and innovative collections and services, such as the Patent and Trademark Resource Collection, Passport Acceptance Facility and Notary Services.
- **Objective 6** – Evaluate and create relevant, timely plans to assess and/or reassess hours of operations for our community in order to provide the highest level of patron access to services, while being fiscally responsible.

- **Objective 7** – Assist staff to offer the best possible service to our users by allowing staff opportunities for professional development.

Goal #2: PROGRAMS – Residents will have access to a variety of innovative programs for all age groups that will meet the needs and interests of all members of the Smithtown Community.

- **Objective 1** – Create and offer literacy based programs that support reading fundamentals.
- **Objective 2** – Contract with specialists to provide cultural and educational programs that members of the community may not otherwise have an opportunity to experience.
- **Objective 3** – Offer relevant technology-based programs to assist patrons with training and instruction of devices, software, websites, programs, etc.
- **Objective 4** – Offer entertainment and craft programs for people’s recreational interests.
- **Objective 5** – Volunteer programs and activities to give back and support our community.

Goal #3: COLLECTIONS – Maintain and enhance our collections, resources and information with an emphasis on reading materials and research services.

- **Objective 1** – Maintain the integrity of our collections by providing a quality collection of materials in current and emerging formats that reflect borrowing trends, interests, changing habits and the use patterns of the community.
- **Objective 2** – Evaluate allocations of funds for all resource formats.
- **Objective 3** – Acquire new formats as appropriate.
- **Objective 4** – Continually evaluate print, audio-visual, and digital collections to determine usefulness, timeliness, accuracy and other criteria for keeping, adding to or withdrawing from the collection.
- **Objective 5** – Provide access to resources that support genealogy and local history research, specifically with our Long Island Room Local History Collection.
- **Objective 6** – Maintain integrity of catalog database.
- **Objective 7** – Promote the use of interlibrary loan services as needed to enhance the collections.
- **Objective 8** – Create and support literacy and authorship by creating space and cataloging items for a Local Author Collection.

Goal #4: TECHNOLOGY – Library patrons will have access to a broad range of technology. Ensure Smithtown residents have access to established and emerging information technologies as well as opportunities to achieve technological literacy.

- **Objective 1** – Maintain a network of public computers that meets the essential technology needs of our patrons, including but not limited to software, online catalog, databases and the Internet.
- **Objective 2** – Provide the necessary peripheral equipment such as printers and scanners for public use to meet the needs and desires of patrons.
- **Objective 3** – Provide wireless access to the Internet both within our physical buildings and by loaning out mobile WiFi hotspots to Library cardholders.
- **Objective 4** – Update the Library’s website to offer the latest information about services, and links to Library resources and catalog.
- **Objective 5** – Provide relevant technology training opportunities that meet patron needs.
- **Objective 6** – Continually assess the condition of computers, printers, and related equipment and replace/update as necessary.

- **Objective 7** – Spark creativity and discovery by designating space for new technologies such as 3-D printers.

Goal #5: PUBLIC RELATIONS AND MARKETING – The Library will develop a comprehensive public relations strategy to increase visibility in the community and raise the public's awareness of the many services that the Library has to offer.

- **Objective 1** – Create flyers, newsletters, seasonal mailings (Spotlight) to highlight Library programs and services.
- **Objective 2** – Attend PTA meetings, offer class visits and other related activities to support educational goals and objectives.
- **Objective 3** – Attend local fairs, Town days, parades and other community-based events to connect with our community.
- **Objective 4** – Provide delivery of library materials and services to homebound patrons and residents of nursing homes.
- **Objective 5** – Create content for social media and the Library's website to engage the community in a non-traditional method of publicity.
- **Objective 6** – Issue timely press releases of Library activities, special events and programs.

Goal #6: FACILITES MANAGEMENT – The Library strives to create and maintain safe physical locations for all staff and Library users.

- **Objective 1** – Offer relevant, appropriate in-person and digital trainings on topics that relate to health, safety, wellness and a healthy work environment.
- **Objective 2** – Review regularly all policies and procedures related to patron behavior, order, safety and security.
- **Objective 3** – Work with local police department to develop active shooter and workplace violence plans and training sessions.
- **Objective 4** – Coordinate necessary inspections, maintenance services and testing for equipment in a timely manner.
- **Objective 5** – Partner with others, such as local government agencies via inter-municipal agreements, submitting for grant monies from the State and local businesses, and utilizing cooperative programs coordinated by entities such as SCLS and Suffolk County Government (SuffolkShare) to take advantage of cooperative and competitive pricing opportunities that save our community significant tax dollars on their purchases.
- **Objective 6** – Maintain interior spaces by providing ongoing maintenance and repairs such as cleaning, painting, upgrading and replacing as needed.
- **Objective 7** – Maintain exterior grounds with appropriate staff and/or outside vendors to address lawns, parking lots, roofs, snow removal, and repairs of sidewalks and asphalt.
- **Objective 8** – Periodically review space and function allocations to reflect community needs and demands.

7. Amendments.

This resolution may be amended at any regular business meeting of the Board of Trustees by a two-thirds vote of the entire membership, provided the amendment has been submitted in writing at the previous regular business meeting.

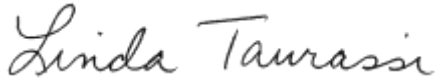
10. Library Board President Anita Dowd-Neufeld noted that the next “regular” meeting of the Board of Trustees is scheduled to take place on Tuesday, November 17, 2020 at 6:30 p.m. at the Commack building. Details of the meeting, whether via teleconference, or in person, will be determined prior to that date subject to the New York State Executive Order regarding Open Meetings Law due to COVID-19.

11. There being no further business, Trustee Annette Galarza moved to adjourn the meeting at 7:35 p.m. The motion was seconded by Trustee Joseph Gregurich and adopted by a unanimous 6-0 vote.

Minutes approved this 17th day of November, 2020.



Anita Dowd-Neufeld, President
Smithtown Library Board of Trustees



Linda Taurassi
Secretary to the Board of Trustees