

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

A regular meeting of the Board of Trustees of The Smithtown Library was held at the Kings Park building, Kings Park, New York, on the 20th day of December, 2022. The meeting was called to order at 6:30 p.m. with the pledge of allegiance to the flag.

The following Library Trustees were present: Brianna Baker-Stines, Anita Dowd-Neufeld, Marie Gergenti, Joseph Gregurich, Theresa Grisafi and Thomas Maher (note: at the present time there is an open seat on the Library Board created by the resignation of Marilyn LoPresti, effective 9/20/22).

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

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

READING AND APPROVAL OF MINUTES

1. APPROVAL OF MINUTES

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

RESOLVED, that the INFORMAL DISCUSSION MEETING MINUTES of November 15, 2022, and the SPECIAL MEETING MINUTES of November 21, 2022 be approved as presented.

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

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

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

2. The BUDGET AND FINANCE COMMITTEE report was presented by Budget and Finance Committee Liaison Anita Dowd-Neufeld, who moved to approve the adoption of resolution “a”:

a. TREASURER’S REPORT

RESOLVED, that the TREASURER’S REPORT for the month ended November 30, 2022 be approved for filing (copy of report appended to the original of these minutes).

The motion was seconded by Trustee Marie Gergenti and adopted by a unanimous 6-0 vote.

b. WARRANTS

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

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

<i>i. Warrant #22 - December (“L” fund) PREPAYS</i>	<i>\$ 987,609.82</i>
<i>ii. Warrant #22 - December (“L” fund) WARRANT</i>	<i>\$ 409,521.02</i>
<i>iii. Warrant #22 - December (PAYROLL #24 – 11/25/22)</i>	<i>\$ 280,240.99</i>
<i>iv. Warrant #22 - December (PAYROLL #25 – 12/09/22)</i>	<i>\$ 279,245.05</i>

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

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

3. In the absence of a PERSONNEL COMMITTEE Liaison, the Personnel Committee Report was presented by Library Board President Brianna Baker-Stines, who moved to approve the adoption of resolution “a”:

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

Resignations:

- i. Resignation of **Lauren Lewonka**, Library Assistant, Adult Reference Department, Smithtown building, effective December 27, 2022.*
- ii. Resignation of **Yuko Beck**, Library Clerk, Circulation Department, Smithtown building, effective December 3, 2022.*

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

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

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

b. *RESOLVED, that the following CONFERENCE ATTENDANCE requests set forth hereinafter are hereby approved:*

- i. That Librarian I **Rachel Cecchini** be authorized to attend, nunc pro tunc, on paid release time, the “YASD Annual December Luncheon”, sponsored by the Young Adult Services Division (YASD) of the Suffolk County Library Association (SCLA), to be held at the Irish Coffee Pub, East Islip, NY, on December 8, 2022, with reimbursement for actual and necessary expenses not to exceed \$59.00.*
- ii. That Librarian I **Rachel Cecchini** be authorized to attend, nunc pro tunc, on paid release time, the “RASD Annual Luncheon”, sponsored by the Reference & Adult Services Division (RASD) of the Suffolk County Library Association (SCLA), to be held at the Bayport-Blue Point Public Library, Blue Point, NY, on December 6, 2022, with reimbursement for actual and necessary expenses not to exceed \$24.00.*

- iii. *That Librarian II **Lindsay Christ** be authorized to attend, nunc pro tunc, on paid release time, the “YASD Annual December Luncheon”, sponsored by the Young Adult Services Division (YASD) of the Suffolk County Library Association (SCLA), to be held at the Irish Coffee Pub, East Islip, NY, on December 8, 2022, with reimbursement for actual and necessary expenses not to exceed \$45.00.*
- iv. *That Librarian III **Caren Zatyk** be authorized to attend, nunc pro tunc, on paid release time, the “RASD Annual Luncheon”, sponsored by the Reference & Adult Services Division (RASD) of the Suffolk County Library Association (SCLA), to be held at the Bayport-Blue Point Public Library, Blue Point, NY, on December 6, 2022, with reimbursement for actual and necessary expenses not to exceed \$25.00.*

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

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

4. Report of the BUILDINGS AND GROUNDS COMMITTEE

There was no report of the Buildings and Grounds Committee.

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

a. MEMORIAL DONATION – Barbara Scherr Trenk

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank Mr. Robert Scherr for his generous donation of ONE HUNDRED DOLLARS (\$100.00) to The Smithtown Library in memory of his beloved sister Barbara Scherr Trenk,

NOW THEREFORE BE IT RESOLVED, that the funds will be used, as requested, to support the collection pertaining to “women’s issues” or adding the works of lesser known female writers to the collection at the Library’s discretion; and be it

FURTHER RESOLVED, that the Board of Trustees extends their appreciation to Mr. Scherr for past donations received in memory of his sister Barbara Scherr Trenk.

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

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

Trustee Joseph Gregurich moved to approve the adoption of resolution “b”:

b. DONATION – Poinsettia Plants – Norman Keil Nurseries

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank Norman Keil Nurseries for their generous donation of one hundred eighteen (118) poinsettia plants to be divided among all Library buildings; and be it

FURTHER RESOLVED, that the Board of Trustees of The Smithtown Library extends their appreciation for the past support and donations received from Norman Keil Nurseries.

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

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

Trustee Joseph Gregurich moved to approve the adoption of resolution “c”:

c. ONLINE DONATION – Stuart Michaels

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank Mr. Stuart Michaels, Commack, NY, for his generous online donation of fifty dollars (\$50.00); and be it

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

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

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

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

The Director’s Report had been submitted previously to the Library Board (copy of report appended to the original of these minutes).

UNFINISHED BUSINESS

7. REVISED POLICY – **Sexual Harassment** [Policy 500-90] Section #1 only (2nd reading)
[Note: revisions are noted in underlined bold font; deletions are noted with a strikethrough]

Library Board President Brianna Baker-Stines moved to waive the reading of the Sexual Harassment Policy [Policy 500-90]. The motion was seconded by Trustee Thomas Maher and adopted 5-1 by the following roll call vote:

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

Library Board President Brianna Baker-Stines moved to approve the adoption of the Sexual Harassment Policy [Policy 500-90]. The motion was seconded by Trustee Anita Dowd-Neufeld and adopted 5-1 by the following roll call vote:

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

1. Statement of Policy

The Board of Trustees of The Smithtown Library is steadfastly committed to safeguarding the right of all of its employees to a working environment that is free from sexual harassment. The Board requires all Library staff to view an interactive sexual harassment training video within the first week of their employment and annually thereafter for the duration of their employment. The Board recognizes that sexual harassment may originate from a person of either sex against a person of the opposite or same sex and from peers as well as supervisory personnel. The Board further recognizes that sexual harassment does not only emanate from the intention of the one who harasses an employee, but also upon how the person who is the victim of harassment perceives the behavior or is affected by it.

The Board prohibits unwelcome behavior of a sexual nature which is either designed to extort sexual favors from an employee as a term or condition of employment, or which has the purpose or effect of creating an intimidating or hostile employment environment. The Board will not tolerate any retaliatory actions against complainants or any witnesses to such sexual harassment.

Any library employee who believes that he or she has been subjected to sexual harassment should report the alleged misconduct immediately so that the library may take appropriate corrective action, up to and including discharge of the offender (pursuant to the applicable provisions of the State Education Law and the Civil Service Law of the State of New York), at once. In the absence of a victim's complaint, the Board, upon learning of or having reason to suspect, the occurrence of any sexual misconduct, will ensure that an investigation is promptly commenced by the Library Director.

This policy includes specific procedures on reporting, investigating, and remedying allegations of sexual harassment. Such procedures are to be consistent with any applicable provisions contained in the collective bargaining agreement, as well as the applicable provisions of the Education Law and the Civil Service Law and shall be implemented by the Director.

The New York State Division of Human Rights toll-free confidential hotline provides counsel and assistance to individuals experiencing workplace sexual harassment.

You can call DHR's toll-free sexual harassment hotline at 1-800-HARASS-3 Monday through Friday, 9:00 AM to 5:00 PM.

PUBLIC COMMENTS

Public comments were given by one member of the public.

NEW BUSINESS

8. CONTRACT - Monthly Newsletter - Sterling North America

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

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby authorize the Library Director to enter into a contract with Sterling North America, Inc., for the purpose of printing the Library District's monthly newsletter; monthly cost will be based on the number of pages per issue with annual costs not to exceed \$19,999.00; the newsletter contract will be for the period commencing January 1, 2023 (embracing the February 2023 edition) and terminating December 31, 2023 (embracing the January 2024 edition).

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

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

9. CONTRACT - Spotlight Publication - Sterling North America

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

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby authorize the Library Director to enter into a contract with Sterling North America, Inc., for the purpose of printing, folding and delivering the Library District's "Spotlight" publication, for the period January 1, 2023 through December 31, 2023, with annual costs not to exceed \$19,999.00 (NOTE: postage is directly paid for by the Library).

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

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

10. SCLS - 2023 Proposed Operating Budget

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

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby APPROVE the proposed SCLS Fiscal Year 2023 Operating Budget.

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

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

11. NEW POLICY - **Unattended Adults In Outdoor Youth Services Areas** [Policy 700-35] (1st reading)

Library Board President Brianna Baker-Stines moved to waive the reading of the Unattended Adults in Outdoor Youth Services Areas [Policy 700-35]. The motion was seconded by Trustee Thomas Maher and adopted 6-0 after discussion by the following roll call vote:

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

The policy will be reviewed and voted on at the January 2023 regular meeting.

Outdoor areas including, but not limited to, playgrounds, sensory gardens, and outdoor classroom spaces are intended for the dedicated use of children and teens (birth through 12th grade). Parents and caregivers are invited to accompany their children to these outdoor areas; however, adults (18 and over) who are not accompanied by children or teens are NOT permitted to use these areas. This also extends to any area of The Smithtown Library grounds used for youth services programming during the course of any such programming.

12. 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 Brianna Baker-Stines moved to waive the reading of the Circulation of Materials Policy [Policy 800-10]. The motion was seconded by Trustee Anita Dowd-Neufeld and adopted 6-0 by the following roll call vote:

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

The policy will be reviewed and voted on at the January 2023 regular meeting.

In order to make library materials available to all library users on an equal basis, The Smithtown Library will set policies for length of loan period, renewals, reserves, and fees. The Library will determine 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 Library.*
 - a. *The Library reserves the right to stop a patron's Smithtown 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 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 Library. Proof of ownership is required at the time of initial application and renewal.*

- b. Own assessable property in The Smithtown Library. 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 Library. 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 Library 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 to the Library for them. Disabilities may require professional verification. Residents of nursing homes within The Smithtown Library that apply for our Homebound Mail Service can use the nursing home in which they reside as their address. A special application must be filled out to get 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 material 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 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 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. Museum passes* owned by the Library shall have a loan period of three (3) days.
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 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.*

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 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.*
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 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. *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 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*
 - *Extra Small (1-6 discs) \$5.00*
 - *Small (7-12 discs) \$7.00*
 - *Medium (13-22 discs) \$8.00*
 - *Large (23-44 discs) \$13.00*
 - 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. ~~*New magazines.*~~
 - c. *All newspapers.*
 - d. *Mobile Hotspots or other wireless communication system.*
 - e. *Museum passes.*
 - f. *The "Library of Things" collection*
 - g. *Microform material.*
 - h. *Reference material.*
 - i. *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. ~~*New magazines.*~~
 - f. *All newspapers.*
 - g. *Mobile hotspots or other wireless communication system.*
 - h. *Museum passes.*
 - i. *The "Library of Things" collection.*
 - j. *Storytime Kits*
 - k. *Microform material.*
 - l. *Reference material.*
 - m. *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 not own the material. Upon a patron's request, the library will try 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.

13. REVISED POLICY – **Pages – Personnel Policy** [Policy 500-10] (1st reading)

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

Library Board President Brianna Baker-Stines moved to waive the reading of the Pages – Personnel Policy [Policy 500-10]. The motion was seconded by Trustee Thomas Maher and adopted 6-0 by the following roll call vote:

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

The policy will be reviewed and voted on at the January 2023 regular meeting.

1. **Nature of Employment**

*Employment with the Library is ~~voluntarily entered into~~ **“at will”**. and Pages are free to resign **or be released** at will at any time, with or without cause. Similarly, the Library may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.*

*Policies ~~The provisions~~ set forth herein are not intended to create **establish** a contract. ~~nor are they to be construed to constitute contractual obligations of any kind or a contract of employment.~~ The provisions of this policy have been ~~developed~~ **established** at the discretion of the Library and may be amended or ~~cancelled~~ **revoked** at any time, at the Library's sole discretion. These provisions supersede all existing policies and practices and may not be amended ~~or added to~~ without the express approval of the Board of Trustees.*

2. **Salary**

The initial salary for Pages shall be the New York State Minimum Wage. In years where the Minimum Wage is increased by law, all pages will receive the Minimum Wage increase added to their current salary. These provisions are effective December 31, 2016.

The initial salary for Pages shall be set at the then New York State Minimum Wage. Pages will receive an increase of \$.25 to their hourly wages on a Page's employment anniversary. In years where the Minimum Wage is increased by law, all Pages will receive the Minimum Wage Increase added to their current salary. In years where there is no increase to Page salaries as a result of changes to Minimum Wage, hourly wages will be increased \$.25 on a Page's employment anniversary, subject to a satisfactory performance evaluation. These provisions are effective December 31, 2022.

3. **Work Schedules**

*Supervisors will ~~advise~~ **assign** Pages of their individual work schedules. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.*

4. **Attendance and Punctuality**

*To maintain a safe and productive work environment, the Library expects ~~employees~~ **Pages** to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the Library. In the ~~rare~~ instances when ~~employees~~ **Pages** cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisors as soon as possible in advance of the anticipated tardiness or absence. Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.*

5. **Workers' Compensation Insurance**

The Library provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment.

6. **Personal Appearance**

*Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affects the image the Library presents to the community. During work hours, employees **Pages** are expected to present a clean and neat appearance. Pages who appear for work inappropriately dressed will be sent home and directed to return to work in proper attire. Under such circumstances, employees **Pages** will not be compensated for the time away from work. ~~Consult your~~ Supervisors or Department Heads if you **are to be consulted if Pages** have questions as to what constitutes appropriate attire.*

7. **Emergency Closings**

*At times, emergencies such as severe weather, fires, or power failures disrupt Library operations. In extreme cases, these circumstances may require the closing of a Library facility. When operations are officially closed due to emergency conditions, the time-off from scheduled work will be paid **compensated**.*

14. DISCUSSION – Trustee Vacancy

After a discussion pertaining to the present vacancy on the Library Board of Trustees, Trustee Marie Gergenti made a motion to elect someone for the vacant trustee seat immediately and to appoint Miss Joanne Lynch.

The motion was seconded by Trustee Theresa Grisafi and resulted in the following roll call vote:

FOR: Gergenti, Grisafi; AGAINST: Baker-Stines, Dowd-Neufeld, Maher; ABSTENTION: Gregurich
MOTION FAILED.

15. PRESENTATION: Resolution of Appreciation – **Anita Dowd-Neufeld**

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

WHEREAS, Anita Dowd-Neufeld has been a member of the Board of Trustees (“Board”) of The Smithtown Library (“Library”) from January 1, 2017 through December 31, 2022; and

WHEREAS, during her six years serving on the Board of Trustees of The Smithtown Library, she served two years as President of the Board and two years as Vice President of the Board, and

WHEREAS, the Board recognizes the excellent and dedicated service that Anita Dowd-Neufeld has rendered the Library during that time; now therefore be it

RESOLVED, that the Board of Trustees of The Smithtown Library extends a unanimous vote of thanks to Anita Dowd-Neufeld for service to the community; and be it

FURTHER RESOLVED, that this resolution become a part of the permanent record of the minutes of this meeting.

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

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

16. PRESENTATION: Resolution of Appreciation – **Marie Gergenti**

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

WHEREAS, Marie Gergenti has been a member of the Board of Trustees (“Board”) of The Smithtown Library (“Library”) from October 26, 2021 through December 31, 2022; and

WHEREAS, the Board recognizes the dedicated service that Marie Gergenti has rendered the Library during that time; now therefore be it

RESOLVED, that the Board of Trustees of The Smithtown Library extends a unanimous vote of thanks to Marie Gergenti for her service to the community; and be it

FURTHER RESOLVED, that this resolution become a part of the permanent record of the minutes of this meeting.

The motion was seconded by Trustee Thomas Maher and adopted by a unanimous 6-0 vote:

17. PRESENTATION: Resolution of Appreciation – **Joseph Gregurich**

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

WHEREAS, Joseph Gregurich has been a member of the Board of Trustees (“Board”) of The Smithtown Library (“Library”) from October 27, 2020 through December 31, 2022; and

WHEREAS, the Board recognizes the dedicated service that Joseph Gregurich has rendered the Library during that time; now therefore be it

RESOLVED, that the Board of Trustees of The Smithtown Library extends a unanimous vote of thanks to Joseph Gregurich for his service to the community; and be it

FURTHER RESOLVED, that this resolution become a part of the permanent record of the minutes of this meeting.

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

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

18. MEETING DATES FOR 2023 YEARLY PLANNER:

a. After discussion, the date of the Annual Organizational meeting was scheduled for Wednesday, January 4, 2023 at 6:30 p.m. at the Smithtown building.

b. After discussion, the date of the 2024 Library Budget Hearing was scheduled for Tuesday, September 6, 2023 at 6:30 p.m. at the Nesconset building.

19. At 7:51 p.m. Library Board President Brianna Baker-Stines moved to enter executive session pursuant to Article 7, Section 105 "F" of the Public Officer's Law, to discuss the employment history of a particular person. The motion was seconded by Trustee Anita Dowd-Neufeld and adopted 6-0 by the following roll call vote:

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

The following trustees were present and participating in executive session: Brianna Baker-Stines, Anita Dowd-Neufeld, Marie Gergenti, Joseph Gregurich, Theresa Grisafi, and Thomas Maher.

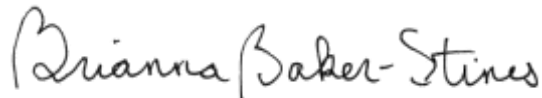
Also present were Library Director Robert Lusak, Assistant Library Director Patricia Thomson, and Personnel Assistant Lori Mauceri.

At 8:40 p.m. Library Board President Brianna Baker-Stines made a motion to reconvene in open public session. The motion was seconded by Trustee Thomas Maher and adopted by a unanimous 6-0 vote.

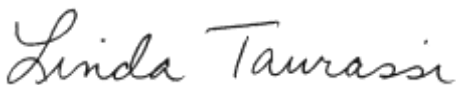
20. Library Board President Brianna Baker-Stines noted that the next "regular" meeting of the Board of Trustees would be held January 17, 2023 at 6:30 p.m. at the Smithtown building.
21. There being no further business, Library Board President Brianna Baker-Stines moved to adjourn the meeting at 8:41 p.m. The motion was seconded by Trustee Joseph Gregurich and adopted 6-0 by the following roll call vote:

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

Minutes approved this 17th day of January, 2023.



Brianna Baker-Stines, President
Smithtown Library Board of Trustees



Linda Taurassi
Secretary to the Board of Trustees