

**MINUTES
BOARD OF TRUSTEES
THE SMITHTOWN LIBRARY
January 17, 2023**

A regular meeting of the Board of Trustees of The Smithtown Library was held at the Smithtown building, Smithtown, New York, on the 17th day of January, 2023. 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, Mildred Bernstein, Anita Dowd-Neufeld, Annette Galarza, Howard Knispel and Thomas Maher (note: at the present time there is one open seat on the Library Board created by the resignation of Theresa Grisafi, effective 12/30/22) .

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. APPOINTMENT OF COMMITTEE LIAISONS

In her capacity as President, Library Board President Brianna Baker-Stines appointed liaisons to the following committees:

- Budget & Finance Committee Liaison – Howard Knispel, Annette Galarza
- Buildings & Grounds Committee Liaison – Thomas Maher, Brianna Baker-Stines
- Personnel Committee Liaison – Anita Dowd-Neufeld, Thomas Maher
- Communications Committee Liaison – Mildred Bernstein, Howard Knispel
- Policy and Bylaws – Mildred Bernstein, Annette Galarza, Brianna Baker-Stines

2. APPROVAL OF MINUTES

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

RESOLVED, that the REGULAR MEETING MINUTES of December 20, 2022; the ORGANIZATIONAL MEETING MINUTES of January 4, 2023 and the SPECIAL MEETING MINUTES of January 4, 2023 be approved as presented.

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

FOR—Baker-Stines, Bernstein, Dowd-Neufeld, Galarza, Knispel, Maher; AGAINST—none

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

3. 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 December 31, 2022 be approved for filing (copy of report appended to the original of these minutes).

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

FOR—Baker-Stines, Bernstein, Dowd-Neufeld, Galarza, Knispel, Maher; 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 (copy of warrants appended to the original of these minutes):

<i>i. Warrant #22 - December ("L" fund) PREPAYS - MINI WARRANT</i>	<i>\$ 10,616.89</i>
<i>ii. Warrant #22 - December ("L" fund) MINI WARRANT</i>	<i>\$ 144,661.34</i>
<i>iii. Warrant #22 - December (PAYROLL #26 – 12/23/22)</i>	<i>\$ 285,170.63</i>
<i>iv. Warrant #22 - December (SPEC PAYROLL-Health Waivers-Vac Buyout)</i>	<i>\$ 80,042.86</i>
<i>v. Warrant #23 - January (PAYROLL #1 – 1/6/23)</i>	<i>\$ 270,940.34</i>
<i>vi. Warrant #23 - January ("L" fund) PREPAYS</i>	<i>\$ 351.60</i>
<i>vii. Warrant #23 - January ("L" fund) WARRANT</i>	<i>\$ 270,775.08</i>

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

FOR—Baker-Stines, Bernstein, Dowd-Neufeld, Galarza, Knispel, Maher; AGAINST—none

c. FIXED ASSET INVENTORY

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

RESOLVED, that the Library Director be authorized to remove the following FIXED ASSET obsolete/broken computer, printer & miscellaneous items from the inventory of the Smithtown, Commack, Kings Park and Nesconset buildings for the year ending December 31, 2022 – Inventory numbers: 1578, 1202, 1516, 2031, 1705, 1593, 589, 1714, 1692, 1592, 2106, 2190, 2158, 71, 117, 1696, 900080, 2196, 900081, 900117, 900152, 2198, 2117, 2118, 21, 900161, 900162

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

FOR—Baker-Stines, Bernstein, Dowd-Neufeld, Galarza, Knispel, Maher; AGAINST—none

d. BUDGET TRANSFERS

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

RESOLVED, that the Business Manager is authorized to execute budget transfers of \$19,300.00 from expenditure account L.4100 (Books), and \$5,700.00 from expenditure account L.4120 (Recordings), to increase expenditure account L.4290 (Programs), for the total amount of \$25,000.00.

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

FOR—Baker-Stines, Bernstein, Dowd-Neufeld, Galarza, Knispel, Maher; AGAINST—none

4. The PERSONNEL COMMITTEE report was presented by Personnel Committee Liaison Anita Dowd-Neufeld, who moved to approve the adoption of resolution “a”:

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

- i. *That Library Director **Robert Lusak**, Administration Department, Nesconset building, be authorized to attend, on paid release time, the “Pre-Advocacy and Advocacy Day Programs for “Library Legislation Day”, sponsored by the New York Library Association (NYLA), from February 27, 2023 through February 28, 2023, to be held at the Legislative Office Buildings, Albany, NY, for the purpose of fostering support for libraries, increasing state funding, and educating legislators of the services libraries provide, with reimbursement for reasonable expenses incurred with the display of certified receipts.*
- ii. *That Librarian IV **Erin Kanelos**, Kings Park building head, be authorized to attend, on paid release time, the “Pre-Advocacy and Advocacy Day Programs for “Library Legislation Day”, sponsored by the New York Library Association (NYLA), from February 27, 2023 through February 28, 2023, to be held at the Legislative Office Buildings, Albany, NY, for the purpose of fostering support for libraries, increasing state funding, and educating legislators of the services libraries provide, with reimbursement for actual and necessary expenses not to exceed \$236.00.*

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

FOR—Baker-Stines, Bernstein, Dowd-Neufeld, Galarza, Knispel, Maher; AGAINST—none

5. The BUILDINGS AND GROUNDS COMMITTEE report was presented by Buildings and Grounds Liaison Thomas Maher, who moved to approve the adoption of resolution “a”:

a. TELECOMMUNICATION CONNECTIVITY SERVICES RENEWAL: 2023 -2024 **Windstream Services, LLC**

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby authorize the Library Director to enter into a contract agreement with Windstream Services, LLC, for the period January 20, 2023 through January 19, 2024, for year three (3) of a three (3) year contract, for the purpose of providing telecommunication connectivity services to our Commack, Kings Park, Nesconset and Smithtown buildings, at a total annual cost not to exceed \$3,000.00 per month before taxes and surcharges (NYS Contract Group 77017 – Award 23100).

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

FOR—Baker-Stines, Bernstein, Dowd-Neufeld, Galarza, Knispel, Maher; AGAINST—none

b. GENERATOR MAINTENANCE RENEWAL: 2023 - 2024 – Generators - Kings Park & Nesconset buildings - **Cummins, Inc.**

Buildings and Grounds Committee Liaison Thomas Maher moved to approve the adoption of resolution “b”:

RESOLVED, that the Board of Trustees of the Smithtown Library does hereby authorize the Library Director to enter into a contract agreement with Cummins, Inc. for the period February 19, 2023 through February 18, 2024, for year four (4) of a five (5) year contract, for the purpose of providing standard service and inspection service for the generators at our Kings Park and Nesconset library buildings, at a total annual cost not to exceed \$3,750.00 for the 2023-2024 year. Subsequent renewals for a period of one year at the cost projected will be considered (pending Board approval and funding) at the annual anniversary date.

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

FOR—Baker-Stines, Bernstein, Dowd-Neufeld, Galarza, Knispel, Maher; AGAINST—none

c. FIRE ALARM INSPECTION RENEWAL: 2023 – 2024 - **Garland Fire Systems, Inc.**

Buildings and Grounds Committee Liaison Thomas Maher moved to approve the adoption of resolution “c”:

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby authorize the Library Director to enter into a contract agreement with Garland Fire Systems, Inc. for the period March 1, 2023 through February 28, 2024, for year three (3) of a three (3) year contract, for the purpose of providing standard fire inspection service for our Commack, Kings Park, Nesconset and Smithtown buildings, at a total annual cost not to exceed \$4,550.00 per year (Note: as needed, per-call fire detection equipment service at an additional hourly ‘regular’ rate of \$105.00 will apply).

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

FOR—Baker-Stines, Bernstein, Dowd-Neufeld, Galarza, Knispel, Maher; AGAINST—none

d. FIRE ALARM MONITORING RENEWAL: 2023 – 2024 - **Garland Fire Systems, Inc.**

Buildings and Grounds Committee Liaison Thomas Maher moved to approve the adoption of resolution “d”:

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby authorize the Library Director to enter into a contract agreement with Garland Fire Systems, Inc. for the period March 1, 2023 through February 28, 2024 for year three (3) of a three (3) year contract, for the purpose of UL Listed 24hr Supervised Central Station Monitoring for our Commack, Kings Park, Nesconset and Smithtown buildings, as per the Town of Smithtown Fire Marshal and State Building Code requirements, at a total annual cost, for the transmission of fire signals to the local Fire Department, not to exceed \$3,120.00 per year.

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

FOR—Baker-Stines, Bernstein, Dowd-Neufeld, Galarza, Knispel, Maher; AGAINST—none

6. The COMMUNICATIONS COMMITTEE report was presented by Trustee Thomas Maher, who moved to approve the adoption of resolution “a”:

a. ONLINE DONATION – Matthew Torres

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank Mr. Matthew Torres, of Nesconset, NY, for his generous donation of forty dollars (\$40.00) to be used by the Library at its discretion, and be it

FURTHER RESOLVED, that the Board of Trustees of The Smithtown Library extends their appreciation for past donations received from Mr. Torres.

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

FOR—Baker-Stines, Bernstein, Dowd-Neufeld, Galarza, Knispel, Maher; AGAINST—none

7. 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). In addition, the Library Director reported that The Smithtown Library was this year’s winner of the Smithtown Historical Society’s “Festival of Trees” and congratulated the Library’s Community Relations Department for their assistance. The Director also noted that the \$100 prize received was returned to the Smithtown Historical Society in appreciation for all the work the Society does in preserving our Town’s history.

UNFINISHED BUSINESS

8. NEW POLICY - **Unattended Adults In Outdoor Youth Services Areas** [Policy 700-35] (2nd reading)

Library Board President Brianna Baker-Stines read the Unattended Adults in Outdoor Youth Services Areas Policy [Policy 700-35].

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.

Library Board President Brianna Baker-Stines moved to approve the adoption of the Unattended Adults in Outdoor Youth Services Areas Policy [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, Bernstein, Dowd-Neufeld, Galarza, Knispel, Maher; AGAINST—none

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

FOR—Baker-Stines, Bernstein, Dowd-Neufeld, Galarza, Knispel, Maher; AGAINST—none

Library Board President Brianna Baker-Stines moved to approve the adoption of the Circulation of Materials Policy [Policy 800-10]. The motion was seconded by Trustee Thomas Maher and adopted 6-0 by the following roll call vote:

FOR—Baker-Stines, Bernstein, Dowd-Neufeld, Galarza, Knispel, Maher; AGAINST—none

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.

10. REVISED POLICY – **Pages – Personnel Policy** [Policy 500-10] (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 Pages – Personnel Policy [Policy 500-10]. The motion was seconded by Trustee Howard Knispel and adopted 6-0 by the following roll call vote:

FOR—Baker-Stines, Bernstein, Dowd-Neufeld, Galarza, Knispel, Maher; AGAINST—none

Library Board President Brianna Baker-Stines moved to approve the adoption of the Pages – Personnel Policy [Policy 500-10]. The motion was seconded by Trustee Anita Dowd-Neufeld and adopted 6-0 by the following roll call vote:

FOR—Baker-Stines, Bernstein, Dowd-Neufeld, Galarza, Knispel, Maher; AGAINST—none

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**.

PUBLIC COMMENTS

There were no public comments

NEW BUSINESS

11. REVISED POLICY – **Materials Selection Policy** [Policy 300-10] (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 Materials Selection Policy [Policy 300-10]. The motion was seconded by Trustee Howard Knispel and adopted 6-0 by the following roll call vote:

FOR—Baker-Stines, Bernstein, Dowd-Neufeld, Galarza, Knispel, Maher; AGAINST—none

The policy will be reviewed and voted on at the February 21, 2023 regular meeting.

MATERIALS SELECTION & **RECONSIDERATION OF LIBRARY MATERIALS** POLICY

The Mission Statement

1. *Purpose*

The ~~purpose~~ **intent** of the Smithtown Special Library District's materials selection policy is to guide librarians and to inform the public ~~about~~ **regarding** the ~~principles~~ **bases** upon which selections are made **determined**.

The Library ~~sets~~ **establishes** as its major goal in materials selection ~~to secure~~ **the securing** for all residents of the community ~~the informational, educational, cultural and recreational materials suited to the needs of the populace~~ **serve the desires and needs of the Library's constituency**.

The Library does not endorse any particular viewpoint or belief represented in its collection.

2. Definitions

The word 'materials' ~~used for the specific forms of media, has~~ **under the policy's terms is to have** the widest possible meaning. It ~~may~~ includes (but is not limited to) books (hardbound and paperbound), pamphlets, maps, magazines and journals, newspapers, manuscripts, films, sound and video recordings, and electronic resources.

3. Responsibility for Materials Selection

The ultimate responsibility for selection rests with the Library Director who operates within the framework of the policies **and directives generated** approved by the Board of Trustees. The Director ~~may~~ authorizes other staff to apply this policy in building **and maintaining** the Library collection.

4. Criteria of Selection

The **following** basic principles are **to be** applied as guidelines for **materials** selection. ~~Every item should meet each of the following criteria as are applied to its inclusion in the collection:~~ **Each standard should be respected in considering materials' inclusion in the Library's collection:**

1. ~~The degree and~~ Accomplishment of **this policy's intent** purpose;
2. Authority and competency of the author, composer, filmmaker, etc.
3. Comprehensiveness in breadth and scope;
4. ~~Sincerity~~ **Integrity** and fundamental objectivity;
5. Clarity and ~~accuracy~~ **forthrightness** of presentation;
6. Appropriateness to the interests ~~and skills of the interested users~~ **of patrons**;
7. ~~Relation~~ **Synchronicity** to the existing collection;
8. Relative ~~importance~~ **significance** in comparison with other materials on the subject;
9. Importance as a ~~record~~ **reflection** of the times for present and future use;
10. Technical quality of the material.

5. Use of Library Material

The Library recognizes that many materials are controversial and that any given item may have the potential to be objectionable to ~~some~~ **certain** library users. Selections will not be made on the basis of any anticipated approval or disapproval, but solely on the merits of the works in relation to building the collection and to serving the interests of ~~the community~~ **a community possessing diverse perspectives**.

Library materials will not be ~~marked or~~ identified to show **in any manner to suggest** approval or disapproval of the contents, and no item will be sequestered except for the express purpose of protecting it from injury or theft.

The use **inclusion** of rare and scarce items of great **significant** value may be controlled to the extent required to preserve them from harm.

The responsibility for the reading, listening, and/or viewing of library materials by children rests with their parents or legal guardians. Selection will not be inhibited by the possibility that materials may inadvertently come into the **view or** possession of children **absent parental oversight**.

6. Guidelines for Selection

1. The Library adheres to the principles contained in the American Library Association Bill of Rights and the American Library Association statement on "Freedom to Read." ~~A copy of the American Library Association Bill of Rights is appended to this policy.~~
2. The Library recognizes the ~~purpose and~~ **existence of** resources of other libraries and shall ~~not needlessly~~ **seek to avoid** duplicating functions and materials. Through mutually agreed-upon cooperative ventures, the resources of these libraries ~~may~~ **will** be made available to the community.

3. The Library ~~acknowledges the purposes of~~ **recognizes the** educational programs for students of all ages provided by the educational institutions in the ~~area~~ **community**. Textbooks and curriculum-related materials for these programs are provided only where the materials also serve the general public or where they provide information not otherwise readily available.
4. Legal and medical works will be acquired to the extent they are useful to the informed layman. The public library collection is not intended to be a specialized ~~professional~~ collection **servicing the professions**.
5. The Library acknowledges ~~a particular~~ **general** interest in local history. Therefore, it **will** seek to acquire related materials.
6. Because the Library serves a public embracing a wide range of ages, educational backgrounds, and reading abilities, it will always seek to select materials of varying **levels of** complexity.
7. In selecting materials for the collection, the Library will consider the special, commercial, industrial, cultural, and civic enterprises of the community.
8. **Criteria for consideration will also include pertinent professional reviews, popular demand, literary merit and critical acclaim.**

7. Gifts

The Library **may** accept gifts of materials, but reserves the right to evaluate and dispose of them as it deems appropriate. ~~No other considerations may~~ **specific conditions are to** be imposed relating to any gift either before or after its acceptance by the Library. Upon request, the Library will provide an acknowledgment of a donation but the Library does not provide ~~evaluations~~ **valuations** of gifts for tax deductions or other purposes.

8. Local Author Collection

The Library supports and seeks to cultivate the literary expression of ~~our~~ **the** community by way of the establishment of the "Local Author Collection". Authors who reside ~~in,~~ **or** work in, (or who originate from the Town of Smithtown) may donate one physical copy per title of their published work (up to three titles per calendar year) to be considered for inclusion in the collection. Materials included in the "Local Author Collection" will be considered under the same selection and retention guidelines as are applicable to the Library's current print collections.

9. Reconsideration of Material

Procedures have been developed for the reconsideration of materials to assure that objections or complaints are ~~handled~~ **processed** in an attentive **objective** and consistent manner. Once an item has been accepted for purchase, based on the Materials Selection Policy of the Library Board of Trustees and the criteria for selection, it will ~~not be automatically removed upon request~~ **only be removed pursuant to this policy's procedure set forth below.**

10. Reconsideration of Library Materials Procedure

~~The choice of~~ **Utilizing** library materials by patrons is an individual matter. While a person may reject materials for himself/**herself, he/she/they**, may not **seek to effectively** exercise censorship to restrict access to materials by others.

~~Recognizing that a diversity of materials may result in some requests for reconsideration,~~ **Individuals who reside in the Smithtown Special Library District may formally question the appropriateness of a particular item in the Library's collection through the submission to the Library Director of a Request for Reevaluation of Library Material form, available in each of the Library's buildings and at smithlib.org.**

The following procedures have been developed to assure that objections or complaints are ~~handled~~ **processed** in an ~~attentive~~ **objective** and consistent manner:

~~The patron with the request for reconsideration should be referred immediately to the Library Director or to the person in charge in absence of the Library Director. The person in charge should explain to the patron that selections are made in accordance with the Materials Selections Policy of the Board of Trustees of The Smithtown Library, a copy of which should be given to the patron if requested. Should a patron wish to pursue the matter:~~

1. The patron making the request for reconsideration must complete a Request for Reevaluation of Library Material form. [Appended to this policy.]
2. A request for reevaluation will be referred to a committee consisting of the Library Director and **at least** two professionals on the Library staff of the director's choosing, who ~~would have~~ **possess** knowledge of the disputed item.
3. The committee will reconsider the item in question using ~~the~~ **referring to its procurement under the** Materials Selection Policy and reviews from recognized sources. **They will then recommend one of several actions: (a)retain the material, (b)retain the material but move it to another location or (c)withdraw the material.**
4. The Library Director will **review the recommendation of the Review Committee and** then communicate to the patron regarding the committee's **Director's** determination.
5. **The Director will keep the Board of Trustees informed of the receipt of the Reevaluation of Library Material form, the committee's recommendation and the Director's determination.**

If so desired, the patron may appeal **the Director's determination** in writing to The Smithtown Library Board of Trustees after the Director level; **the Board will provide the ultimate determination and will determine if such requires an oral presentation by the patron seeking reconsideration.**

11. Maintaining the Collection

Materials which no longer serve a **purpose** need ~~will be removed from the collection.~~ Decisions for ~~removal will be based on circulation, physical condition, usefulness, age, and accuracy~~ **will be removed from the collection.**

12. At 7:01 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 matters leading to the potential appointment of a particular person. The motion was seconded by Trustee Howard Knispel and adopted 6-0 by the following roll call vote:

FOR—Baker-Stines, Bernstein, Dowd-Neufeld, Galarza, Knispel, Maher; AGAINST—none

The following trustees were present and participating in executive session: Brianna Baker-Stines, Mildred Bernstein, Anita Dowd-Neufeld, Annette Galarza, Howard Knispel and Thomas Maher.

Also present were Library Director Robert Lusak, Clerk Lauren Gunderson and Secretary Linda Taurassi.

At 8:27 p.m. Library Board President Brianna Baker-Stines made a motion to reconvene in open public session. The motion was seconded by Trustee Annette Galarza and adopted by a unanimous 6-0 vote.

13. Library Board President Brianna Baker-Stines noted that the Library Board had reviewed all trustee applicants' letters and would interview the following three applicants for the vacant Library Trustee position:

Barbara Deal
Christopher Sarvis
Robert Sayers

The applicants will be contacted and a "special" meeting of the Board is to be held Tuesday, January 24, 2023 at 7:00 p.m. at the Smithtown building for the purpose of interviewing the three applicants for the vacant Library Trustee position.

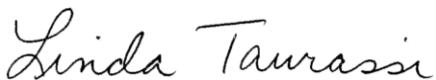
14. The next "Regular" meeting of the Board of Trustees is to be held February 21, 2023 at 6:30 p.m. at the Nesconset building.
15. There being no further business, Library Board President Brianna Baker-Stines moved to adjourn the meeting at 8:29 p.m. The motion was seconded by Trustee Howard Knispel and adopted 6-0 by the following roll call vote:

FOR—Baker-Stines, Bernstein, Dowd-Neufeld, Galarza, Knispel, Maher; AGAINST—none

Minutes approved this 21st day of February, 2023.



Annette Galarza, Vice President
Smithtown Library Board of Trustees



Linda Taurassi
Secretary to the Board of Trustees