

**MINUTES  
BOARD OF TRUSTEES  
THE SMITHTOWN LIBRARY  
January 19, 2021**

Due to the Coronavirus (COVID-19), the regular meeting of the Board of Trustees of The Smithtown Library was held via teleconference on the 19<sup>th</sup> day of January, 2021. 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, James Hornef, Thomas Maher and \*Theresa Stabile (\*Trustee Theresa Stabile was present at the meeting; however, due to a technical misfeasance she did not formally participate in voting upon motions presented to the Library Board in open session).

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

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

**READING AND APPROVAL OF MINUTES**

1. Trustee Brianna Baker-Stines moved to amend the following resolution, previously adopted at the December 15, 2020 board meeting, by inserting the words “an additional” to the amount of vacation days:

*RESOLVED, that the Board of Trustees of The Smithtown Library offers employee #1002 in consideration of the tendering of a resignation/retirement, effective June 30, 2021, to provide for spousal medical coverage into the employee's retirement and to further provide payment of an additional five (5) vacation days.*

The motion was seconded by Trustee James Hornef and adopted by a unanimous 6-0 vote.

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

*RESOLVED, that the REGULAR MEETING MINUTES of December 15, 2020, the annual ORGANIZATIONAL MEETING MINUTES of January 5, 2021 and the SPECIAL MEETING MINUTES of January 5, 2021 be approved as amended.*

The motion was seconded by Trustee James Hornef and adopted by a unanimous 6-0 vote.

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

3. The BUDGET AND FINANCE COMMITTEE report was presented by Budget and Finance Committee Liaison Thomas Maher.

### a. TREASURER'S REPORT

Trustee Anita Dowd-Neufeld moved to accept adoption of resolution "a":

*RESOLVED, that the TREASURER'S REPORT for the month ended December 31, 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 6-0 vote.

### b. WARRANTS

Trustee James Hornef moved to accept adoption of resolution "b":

RESOLVED, that the following WARRANTS be approved for payment:

<i>i. Warrant #20-December ("L" fund) PREPAYS</i>	<i>\$ 968,891.57</i>
<i>ii. Warrant #20-December ("L" fund) WARRANT</i>	<i>\$ 104,112.78</i>
<i>iii. Warrant #20-December ("M" fund) WARRANT</i>	<i>\$ 286.28</i>
<i>iv. Warrant #20-December (PAYROLL #26 – 12/25/20)</i>	<i>\$ 253,507.56</i>
<i>v. Warrant #20-December (SPEC PAYROLL-Health Waivers)</i>	<i>\$ 68,415.40</i>
<i>vi. Warrant #21-January ("L" fund) (Medicare Part B)</i>	<i>\$ 30,132.21</i>
<i>vii. Warrant #21-January ("L" fund) WARRANT</i>	<i>\$ 428,167.45</i>
<i>viii. Warrant #21-January (PAYROLL #1 – 1/8/21)</i>	<i>\$ 253,768.17</i>

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 Thomas Maher moved to accept adoption of resolution "a":

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

#### Part-Time Appointment:

- i. Release of **James DeGaray** from Page position and appointment to the part-time position of Library Clerk, Circulation Department, Kings Park building, at an hourly rate of pay of \$18.45, not to exceed 17.5 hours per week, effective February 8, 2021 (to fill the vacancy created by the resignation of Sarah Feder, effective 9/5/20).*

#### Leave Request:

- ii. Leave of absence without pay, nunc pro tunc, for **Employee #1239**, Nesconset building, effective January 6, 2021 until further notice, pending medical clearance.*

Retirement:

- iii. Retirement of **Joan Mizrahi**, Library Clerk, Circulation Department, Smithtown building, effective December 28, 2020 (1<sup>st</sup> day of retirement – 12/29/2020).

The motion was seconded by Trustee Anita Dowd-Neufeld and adopted by a unanimous 6-0 vote.

Trustee Thomas Maher 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 the following Library Board members and Library staff members be authorized to attend, via ZOOM, a Municipal Finance Training program in conjunction with SuffolkShare, to be presented by the New York Government Finance Officers' Association, on January 27, 2021, from 10:00 am to 12:00 noon, with reimbursement for actual and necessary expenses not to exceed \$360.00 (\$60 per person): (Trustees) Brianna Baker-Stines, Anita Dowd-Neufeld, Annette Galarza, Theresa Stabile; (Staff) Joanne T. Grove, Jenny Tepper.

The motion was seconded by Trustee Anita Dowd-Neufeld and adopted by a unanimous 6-0 vote.

5. The BUILDINGS AND GROUNDS COMMITTEE report was presented by Trustee Anita Dowd-Neufeld.

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

- a. Windstream – Telecommunication Connectivity Services: 2021—2022

*RESOLVED*, that the Board of Trustees of The Smithtown Library does hereby authorize the Library to enter into the first year of a three (3) year contract with Windstream Services, LLC, to begin January 20, 2021, 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 \$2,688.84 per month before taxes and surcharges (NYS Contract Group 77017 – Award 23100). Subsequent renewals for a period of one year will be considered (pending Board approval and funding) at the annual anniversary date.

It was noted by Network & Systems Specialist II James Buckman that the cost is a reduction in price of approximately \$1,500 per month; however this contract does not include land lines.

The motion was seconded by Trustee James Hornef and adopted by a unanimous 6-0 vote.

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

- b. Cummins, Inc. - Service Agreement Renewal – Kings Park & Nesconset Generators: 2021—2022

*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, 2021 through February 18, 2022, for the second year 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 \$3,630.97 for the 2021-2022 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 James Hornef and adopted by a unanimous 6-0 vote.

6. The COMMUNICATIONS COMMITTEE report was presented by President Annette Galarza:

Trustee James Hornef moved to accept adoption of the following resolution:

- a. DONATION – Yash Merchant, Eagle Scout Candidate

*RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank Eagle Scout Candidate Yash Merchant for his donation of \$221.83; 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 Thomas Maher and adopted by a unanimous 6-0 vote.

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

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). Additionally the Library Director reported that Mr. Jack Hessel of Kings Park had passed away. Mr. Hessel was an avid Library advocate who had worked tirelessly in support of the Library’s independence from the Town of Smithtown, and had also assisted the Library with a public relations video in support of our second bond referendum in 2008.

## **UNFINISHED BUSINESS**

There was no unfinished business.

## **PUBLIC COMMENTS**

There were no public comments.

## NEW BUSINESS

There was no new business.

- At 6:49 p.m. Trustee 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 particular people. The motion was seconded by Trustee James Hornef and adopted by a unanimous 6-0 vote.

The following trustees were present and participating in executive session: Brianna Baker-Stines, Anita Dowd-Neufeld, Annette Galarza, Joseph Gregurich, James Hornef and Thomas Maher.

Also present were: Library Director Robert Lusak and Assistant Library Director Patricia Thomson.

- At 7:20 p.m. Trustee Brianna Baker-Stines made a motion to reconvene in open public session via teleconference. The motion was seconded by Trustee James Hornef and adopted by a unanimous 6-0 vote.
- At this point in the meeting Trustee Theresa Stabile stated that she was unable to attend executive session because she had been shut out. After discussion it was determined that Trustee Stabile had been inadvertently locked out of executive session because the Library Board and Administration were unaware of Trustee Stabile's presence at the meeting; there had been no communication during roll call nor formal participation in voting upon motions.
- Library Board President Annette Galarza noted that the next "regular" meeting of the Board of Trustees is scheduled to take place on Tuesday, February 16, 2021 at 6:30 p.m. at the Nesconset building (details of the meeting, whether via teleconference, or in person, will be determined prior to the meeting subject to the NYS Executive Order regarding Open Meetings Law due to COVID-19).
- There being no further business, Trustee Anita Dowd-Neufeld moved to adjourn the meeting at 7:26 p.m. The motion was seconded by Trustee Brianna Baker-Stines and adopted by a unanimous 7-0 vote.

Minutes approved this 16<sup>th</sup> day of February, 2021.



Annette Galarza, President  
Smithtown Library Board of Trustees

*Linda Taurassi*  
Secretary to the Board of Trustees