

**MINUTES
BOARD OF TRUSTEES
THE SMITHTOWN LIBRARY
February 21, 2023**

A regular meeting of the Board of Trustees of The Smithtown Library was held at the Nesconset building, Nesconset, New York, on the 21st day of February, 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: Mildred Bernstein, Barbara Deal (appointed 2/21/23), Anita Dowd-Neufeld, Annette Galarza, Howard Knispel and Thomas Maher. Brianna Baker-Stines was absent with prior notice.

Also present were Library Director Robert Lusak, Library Counsel Kevin Seaman, Clerk Lauren Gunderson and Secretary Linda Taurassi. Assistant Library Director Patricia Thomson and Treasurer Kevin Miller were absent with prior notice.

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

READING AND APPROVAL OF MINUTES

1. APPOINTMENT OF LIBRARY TRUSTEE & OATH OF OFFICE

Library Board Vice President Annette Galarza moved to approve the adoption of the following resolution to appoint Barbara Deal as Library Trustee:

*RESOLVED, that the Board of Trustees of The Smithtown Library hereby appoints **Barbara Deal** as Library Trustee, effective February 21, 2023, to fulfill the vacancy on the Library Board of Trustees caused by the resignation of Theresa Grisafi, effective 12/30/22; pursuant to state legislation, such term to be in effect until the next annual election of library trustees (October 10, 2023).*

The motion was seconded by Trustee Howard Knispel and adopted 5-0 by the following roll call vote:

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

After the vote was taken the oath of office was administered to newly appointed Library Trustee Barbara Deal by Library District Clerk Lauren Gunderson.

2. APPROVAL OF MINUTES

Library Board Vice President Annette Galarza moved to approve the adoption of the following resolution:

- a. RESOLVED, that the REGULAR MEETING MINUTES of January 17, 2023 and the SPECIAL MEETING MINUTES of January 24, 2023 be approved as presented.

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

FOR—Bernstein, Deal, 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 January 31, 2023 be approved for filing (copy of report appended to the original of these minutes).

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

FOR—Bernstein, Deal, 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. Warrant #23 - January (“L” fund) PREPAYS	\$ 22,108.78
ii. Warrant #23 - January (“L” fund) WARRANT	\$ 986,857.24
iii. Warrant #23 - January (“M” fund) WARRANT	\$ 37,917.56
iv. Warrant #23 - Payroll (#2 - 1/20/23)	\$ 276,265.74
v. Warrant #23 - Payroll (#3 - 2/3/23)	\$ 279,799.70
vi. Warrant #23 - Payroll (#4 - 2/17/23)	\$ 277,633.02

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

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

c. BUDGET TRANSFERS

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

RESOLVED, that the Business Manager be authorized to execute budget transfers in the dollar amounts and expenditure lines as follows:

BUDGET TRANSFERS				
Account	Account Title	Current Budget	(FROM)/TO	Adjusted Budget
L.1410	Cert Librarians Salaries	3,636,163	210,000	3,846,163
L.1420	Clerical Staff Salaries	1,632,905	58,900	1,691,805
L.1430	Pages Salaries	285,369	2,000	287,369
L.1440	Custodial Salaries	173,630	6,200	179,830
L.4000	Miscellaneous Expense	100	25	125
L.4291	Staff Development	6,500	150	6,650
L.4350	Travel	8,000	1,250	9,250
L.4500	Fuel and Utilities	257,300	10,000	267,300
L.4540	Insurance	104,000	725	104,725
L.1449	Accrued P/R Compensation	125,000	(50,000)	75,000
L.4300	Office and Library Supplies	85,500	(25,500)	60,000
L.8500	Hospital/Medical Insurance	2,250,000	(213,750)	2,036,250
	TOTAL	8,568,158	0	8,568,158

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

FOR—Bernstein, Deal, 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 Librarian II **Jessica Newmark**, Reference Department, Smithtown building, be authorized to attend, on paid release time, the “Trends and Strategies to Support Yourself and Other Library Workers” workshop, sponsored by the Long Island Library Resources Council (LILRC) on April 24, 2023, to be held at the Half Hollow Hills Community Library, Dix Hills, NY, with reimbursement for actual and necessary expenses not to exceed \$40.00.*

- ii. *That the following staff members 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 \$285.00 per person: Librarian IV **Eileen Caulfield**, Librarian III **Julie DeLaney**, Librarian III **Andrew Salomon**, Librarian II **Colleen Navins**, Librarian I **Rachel Cecchini**, Librarian I **Alicia Collumbell**.*

- iii. *That the following staff members be authorized to attend, on paid release time, the “2023 Annual Fran Romer Memorial Booktalk Workshop”, sponsored by the Young Adult Services Division of the Suffolk County Library Association (YASD) on March 23, 2023, to be held at the Smithtown building of The Smithtown Library, with reimbursement for actual and necessary expenses not to exceed \$35.00 per person: Librarian IV **Sheila Worlow**, Librarian II **Kaitlin Brand**, Librarian II **Lindsay Christ**, Librarian II **Colleen Navins**.*

- iv. *That the following staff members be authorized to attend, on paid release time, the “2023 Annual Long Island Library Conference” to be held at the Melville Marriot, located at 1350 Old Walt Whitman Road, Melville, NY on May 11, 2023, with reimbursement for conference registration not to exceed \$75.00: **Robert Lusak, Patricia Thomson, Kaitlin Brand, Carolyn Brooks, Jennifer Catrano, Eileen Caulfield, Rachel Cecchini, Julie DeLaney, Laura Dellova, Kelly Filippone, Nanci Helmle, Erin Kanelos, Lisa Kroitor, Amanda Lentino, Colleen Navins, Jessica Newmark, Jessica Quenzer, Sheila Worlow, Caren Zatyk** (NOTE: amount noted above does not include mileage reimbursement).*

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

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

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

- a. SERVICE AGREEMENT – Winters Bros. Waste Systems

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby authorize the Library Director to enter into a one-year contract agreement with Winters Bros. Waste Systems for the period April 15, 2023 through April 14, 2024, for the purpose of providing waste and recycling management service for all Library buildings, at a total annual cost not to exceed \$5,500.00 (note: as needed, additional pickups can be arranged for an additional charge; Winters Bros. Waste Systems is on NY State Contract, Award #22760).

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

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

2/21/23

6. The COMMUNICATIONS COMMITTEE report was presented by Communications Committee Liaison Mildred Bernstein

a. Communications Committee Liaison Mildred Bernstein gave a verbal report pertaining to the Friends of the Smithtown Library's February board meeting. Items discussed at the Friends meeting included:

- 11 new members
- \$700 received from book sales
- Discussion of Kings Park playground signs
- Collection of new or slightly used sneaker collection in March
- Spring book sale tentatively scheduled for May 6, 2023
- Scratch-off raffle tickets fundraiser at all Library buildings
- High school scholarship amount to be increased
- \$200 profit received from the LearnLab

Communications Committee Liaison Mildred Bernstein moved to approve adoption of the following resolution:

b. DONATION – Macy's (American Online Giving Foundation, Inc.)

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank MACY'S INC. for a check in the amount of \$48.55 received from the American Online Giving Foundation, Inc., through the "Benevity Giving Platform"; 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 Howard Knispel and adopted 6-0 by the following roll call vote:

FOR—Bernstein, Deal, 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). The Director added the following to his report:

- The Library Director reminded the Library Board that the New York State law requiring two-hour mandatory trustee training annually for all Library Board members had gone into effect as of January 1, 2023 and Suffolk Cooperative Library System (SCLS) Director Kevin Verbesey would be conducting the training via zoom in March. It was noted that building heads and Business Office staff would be included in the training.
- The Smithtown Library will be participating in the collection of paperback book donations for distribution to Long Island's county jail facilities.
- LILRC has approved further funding for the Library's ongoing digitization of The Smithtown News.

UNFINISHED BUSINESS

8. REVISED POLICY – **Materials Selection Policy** [Policy 300-10] (2nd reading)

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

Trustee Anita Dowd-Neufeld 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—Bernstein, Deal, Dowd-Neufeld, Galarza, Knispel, Maher; AGAINST—none

Trustee Howard Knispel moved to approve the adoption of the Materials Selection Policy [Policy 300-10]. The motion was seconded by Trustee Thomas Maher and adopted 6-0 by the following roll call vote:

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

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~~ **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.

PUBLIC COMMENTS

There were no public comments

NEW BUSINESS

9. DISCUSSION – Trustee Workshop Training

After discussion, the date for the training of the Trustee Workshop was scheduled for Monday, March 20, 2023 at 7:00 p.m. via zoom.

10. FRIENDS OF THE SMITHTOWN LIBRARY - Museum Passes

Trustee Barbara Deal moved to approve the adoption of the following resolution:

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank the Friends of the Smithtown Library for the purchase of one-year memberships to nineteen (19) local museums/venues, for use by Library patrons, at a total value of \$10,495.00, and be it

FURTHER RESOLVED, that the Library Board of Trustees is grateful for the continuing support of the Friends of the Smithtown Library.

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

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

11. REVISED POLICY - **Public Access to Computers and Internet Policy** [Policy 700-80]

(1st reading)

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

Trustee Howard Knispel moved to waive the reading of the Public Access to Computers and Internet Policy [Policy 700-80]. The motion was seconded by Trustee Thomas Maher and adopted 6-0 after discussion by the following roll call vote:

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

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

*Public access ~~to~~ computers ~~are~~ **is** made available to all patrons with preference given to Smithtown Library District cardholders ~~on a first-come, first-served basis~~. The equipment may not be utilized for commercial or profit-making purposes. To fulfill the Library's mission, The Smithtown Library provides access to a broad range of information resources, including those available through the Internet. The Internet offers access to many ~~valuable~~ **useful** local, national and international sources of information. However, not all sources on the Internet provide accurate, complete, or current information. An astute information consumer should evaluate the validity and accuracy of information gleaned from resources obtained ~~browsing~~ **by way of accessing** the Internet.*

PROCEDURES

1. *An individual who wishes to utilize a computer may sign-on to a computer utilizing his/her Smithtown Library card possessing an existing password. A password may be assigned to a Library card through the catalog or at a public service desk. If a person does not possess a Smithtown Library card, he/she can obtain a guest pass by displaying proof of identification at a public service desk.*
2. *Use of a computer is limited to one-hour sessions. These may be extended in one-hour increments provided no other individual is seeking to use the computer.*
3. *Computers are automatically turned-off ten (10) minutes prior to the closing of the Library. The Library assumes no responsibility for ~~lost~~ work **lost** due to the automatic shutting off of equipment, or due to any other scheduled or unscheduled event.*
4. *Flash drives are available for purchase from the Circulation Desk. Work cannot be saved to the computer. All information will be automatically erased at the end of the work session when one logs off.*
5. *The first ~~fifty cents (\$.50) of printing costs~~ **four (4) black and white or two (2) color printed pages** per day are complimentary for Smithtown Library cardholders who use their Library card to sign on. **A fee, determined by the cost of maintaining and operating the printing equipment, will be charged for additional pages and pages for those utilizing a guest pass .** ~~cost ten cents (\$.10) per page for black and white, and twenty five cents (\$.25) per page for color.~~ Patrons may not supply their own paper.*
6. *The Library provides formal instruction on the use of computers by appointment ("Book A Librarian"), and in technology programs that are offered at the Library.*
7. *Any malfunctions of the computer and/or printer are to be reported to the appropriate department immediately.*
8. *Patrons are not permitted to alter or to attach equipment to a Library computer, with the exception of flash drives or external hard drives. Patrons may not install programs or software on Library computers.*
9. *Users must respect other users' privacy.*
10. *Users must utilize headphones whenever viewing content that produces sound in the Library.*

Users may not:

1. *Damage computer equipment or software.*
2. *Alter software or hardware configurations.*
3. *Submit, publish, or display on Library computers any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or illegal material.*
4. *Cause degradation of system performance.*
5. *Use any Library Internet access computer for any illegal or criminal purpose.*

6. Violate copyright laws or software licensing agreements.
7. Engage in any activity which is offensive, libelous, or slanderous.
8. Upload or install any software onto Library computers.
9. Download any information to Library Internet access computers' hard disks or any diskettes other than that which occurs during the normal course of "browsing" the Web.

Copyright

U.S. Copyright Law (Title 17, U.S. Code) prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by the principle of "fair use." Users may not copy or distribute electronic materials (including electronic mail, text, images, programs or data) without the explicit permission of the copyright holder. Responsibility for any consequences of copyright infringement lies with the user; the Library expressly disclaims any liability or responsibility resulting from such use; and will hold accountable any user who is found to have infringed upon copyright entitlements. A user will indemnify the Library as to any damages assessed against it by way of a copyright infringement.

Filtering Software

The Internet is a global entity with a highly diverse user population and information content. It offers unlimited global access to all types of information. Not all sources are accurate, complete, current, legal or philosophically acceptable to all people. Some information may be offensive, inappropriate, controversial, illegal, erroneous, etc. It is the responsibility of the user to select or reject online information based on good judgment and discretion.

The Library cannot protect users from materials that are inaccurate or that may be deemed offensive. However, in order to seek to facilitate ~~preventing~~ **precluding** certain types of material from being viewed in the Library, filtering software is utilized on all Internet access computers.

Filtering seeks to ~~by blocking access to a vendor's~~ **avoid access to a** predetermined list of sites and keywords **deemed inappropriate**. As a result, it is possible that some sites that may not contain offensive material may be ~~blocked~~ **filtered** by the software. Due to the diverse and dynamic nature of the Internet it is not possible to block access to all sites that may be considered objectionable. If a site that you are seeking to access is being blocked ~~and it does not violate our policy~~, you may ~~put in~~ **submit** a request to have the site unblocked at the reference desk. Your request will be reviewed and granted if it doesn't conflict with this policy.

It is to be the sole responsibility of the parent(s) or guardian(s) to monitor the use of the computers and Internet by their minor children.

Notice

Violations of this policy will result in loss of access; the user will be liable for any damages resulting from **computer** misuse. Unlawful activities found to have been committed will lead to the suspension or permanent banning of computer use and the reporting of such to outside authorities as warranted.

The Library assumes no responsibility for the content of external sites on the Internet; Library patrons view them at their own risk. The Library assumes no responsibility or liability for any programs ~~used~~ **accessed** on Library computers, or for any loss of information. Users of public access computers **as a condition of use** will hold harmless and indemnify the Library as to all claims, actions and judgments which accrue against the Library as related to such use.

12. REVISED POLICY - **Notary Service Policy** [Policy 700-420] (1st reading)

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

Trustee Mildred Bernstein moved to waive the reading of the Notary Service Policy [Policy 700-420]. The motion was seconded by Trustee Howard Knispel and adopted 6-0 by the following roll call vote:

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

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

Employees of The Smithtown Library who possess a valid New York State Notary License are available to provide free on-site notary services.

Notary services are available during regular operating hours with the exception of the 30 minutes prior to closing. Appointments are recommended, but walk-ins are welcome subject to the availability of a licensed notary.

- *The Library does not charge for notary services.*
- *Signers must appear at the Library in-person and present a valid, non-expired, driver's license or other government issued photo ID **that includes a signature.***
- *Library notaries will not notarize wills, trusts, living wills, codicils or any similar documents establishing terms for the disposition of one's property to take effect after death. (Note: a "consent to probate" or "waiver of process" may be notarized by a Library notary.)*
- *Library notaries will not notarize a marriage certificate or any related documents.*
- *Library notaries will not verify that a document is a true and accurate copy of an existing record or document.*
- *Library notaries will not notarize depositions.*
- ***Library notaries will not notarize USCIS Form 1-9: Employment Eligibility Verification***
- *The complete document must be present at time of notarization.*
- *If a document requires ~~an~~ additional witness(es) to a signature, the Library will not provide additional witnesses nor may witnesses be solicited from other library patrons or staff.*
 - *The signer of the document must provide his/her own witness(es), as required.*
 - *Witnesses must be able to produce their own identification, as required.*
 - *Witnesses must be present at time of notarization.*
- *Each patron is limited to 10 notarizations per day. A 'notarization' is defined as both a signature and a corresponding notarial stamp.*
- *Library notaries are not attorneys licensed to practice law and ~~may~~ **will** not provide legal advice.*
- *Documents in a language other than English are not eligible for notarization ~~at the Library.~~*
- *Library notaries must be able to communicate directly with the signers without the use of translators.*
- *The Library reserves the right to refuse notary services at its discretion.*

13. NEW POLICY – **Photocopy, Fax and Scan Services Policy** [Policy 700-75] (1st reading)

Trustee Thomas Maher moved to waive the reading of the Photocopy, Fax and Scan Services Policy [Policy 700-75]. The motion was seconded by Trustee Howard Knispel and adopted 6-0 by the following roll call vote:

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

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

In accordance with New York State Division of Library Development “Minimum Standards for Public Libraries”, The Smithtown Library affords photocopy, fax and scan services for patrons.

The Library’s photocopy, fax and scan services may be utilized only for lawful purposes.

The copyright laws of the United States govern the making of photocopies or other reproductions of copyrighted material. A notice of copyright restrictions will be prominently displayed adjacent to the copier equipment. The person using the equipment is liable for any infringement.

Photocopy

Each Smithtown Library building will provide at least one self-service photocopier for patron use.

A fee, determined by the cost of maintaining and operating the copier equipment, will be charged for all copies. Fees for use of the copier will be clearly displayed.

The use of paper from an outside source is not permitted.

Fax

A free self-service public fax is available at each of The Smithtown Library buildings for sending outgoing documents only. The Library does not accept in-coming faxes. Faxing to international numbers is not available.

The user of the fax retains the sole responsibility and duty for confirming delivery of a fax to the intended recipient. In no event shall the Library, including its employees, be liable for losses or damages of any kind suffered by the sender of the fax or any third party resulting from delays, non-deliveries, wrong deliveries, service interruptions, performance or failure of the fax service.

Scan

Free self-service scanners are available at each of the Library’s buildings for scanning and saving documents to a USB (flash) drive or sending via email. Users must provide their own USB storage device.

14. At 7:25 p.m. Library Board Vice President Annette Galarza moved to enter executive session to discuss matters pertaining to collective negotiations pursuant to Article 14 of the Civil Service Law. The motion was seconded by Trustee Mildred Bernstein and adopted 6-0 by the following roll call vote:

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

The following Library Trustees were present and participating in executive session: Mildred Bernstein, Barbara Deal, Anita Dowd-Neufeld, Annette Galarza, Howard Knispel and Thomas Maher.

Also present were Library Director Robert Lusak, Library Counsel Kevin Seaman, Clerk Lauren Gunderson, Personnel Assistant Lori Mauceri and Secretary Linda Taurassi.

At 8:14 p.m. Library Board Vice President Annette Galarza 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.

15. There being no further business, Library Board Vice President Annette Galarza moved to adjourn the meeting at 8:15 p.m. The motion was seconded by Trustee Mildred Bernstein and adopted 6-0 by the following roll call vote:

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

(Note: the next “Regular” meeting of the Board of Trustees is to be held March 21, 2023 at 6:30 p.m. at the Commack building).

Minutes approved this 21st day of March, 2023.



Brianna Baker-Stines, President
Smithtown Library Board of Trustees



Linda Taurassi
Secretary to the Board of Trustees