

**MINUTES  
BOARD OF TRUSTEES  
THE SMITHTOWN LIBRARY  
March 18, 2025**

A regular meeting of the Board of Trustees of The Smithtown Library was held at the Commack building, Commack, New York, on the 18<sup>th</sup> day of March, 2025. The meeting was called to order at 6:30 pm with the pledge of allegiance to the flag.

The following Library Trustees were present: Brianna Baker-Stines, Mildred Bernstein, Barbara Deal, Annette Galarza, Howard Knispel, Christopher Sarvis and Theresa Stabile (arrived 6:34 pm).

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

Library Board President Annette Galarza acted as Chairperson of the meeting.

**READING AND APPROVAL OF MINUTES**

**1. APPROVAL OF MINUTES**

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

- a. *RESOLVED, that the REGULAR meeting minutes of February 18, 2025 be approved as presented:*

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

FOR--Baker-Stines, Bernstein, Deal, Galarza, Knispel, Sarvis; AGAINST—none

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

2. The BUDGET AND FINANCE COMMITTEE report was presented by Budget and Finance Committee Liaison 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 February 28, 2025 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 6-0 by the following roll call vote:

FOR--Baker-Stines, Bernstein, Deal, Galarza, Knispel, Sarvis; 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:*

i. Warrant #25 - March (“L” fund) PREPAYS	\$ 30,567.72
ii. Warrant #25 - March (“L” fund) WARRANT	\$ 497,088.27
iii. Warrant #25 - March (“M” fund) WARRANT	\$ 286,496.25
iv. Warrant #25 - March (PAYROLL #5 – 2/28/25)	\$ 269,792.58
v. Warrant #25 - March (PAYROLL #6 – 3/14/25)	\$ 303,405.99

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

FOR--Baker-Stines, Bernstein, Deal, Galarza, Knispel, Sarvis; AGAINST—none

3. The PERSONNEL COMMITTEE report was presented by Personnel Committee Liaison Brianna Baker-Stines, who moved to approve the adoption of resolution “a”:

a. PERSONNEL CHANGES

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

Part-time appointment:

- i. Part-time appointment of **Emma Zanfardino** to the position of Librarian Trainee, Adult Reference/Government Services, temporarily located at Nesconset building (while Smithtown building is closed for flood recovery) at an hourly rate of pay of \$31.09, effective April 7, 2025 (new position for new Government Services Department).

Resignation:

- ii. Resignation of **Amanda Bayer**, Page, Nesconset building, effective March 14, 2025.

Retirements:

- iii. Retirement of **Christine Bell**, Librarian II, Reference Department, Smithtown building, effective March 1, 2025 (last day of employment – February 28, 2025).
- iv. Retirement of **Karen Conte**, Senior Library Clerk, Circulation Department, Commack building, effective February 28, 2025 (last day of employment – February 27, 2025).

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

FOR--Baker-Stines, Bernstein, Deal, Galarza, Knispel, Sarvis; AGAINST—none

**Trustee Theresa Stabile entered the meeting at 6:34 pm**

b. CONFERENCE ATTENDANCE REQUESTS

Personnel Committee Liaison Brianna Baker-Stines moved to approve the adoption of resolution “b”:

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

- i. *That Library Director **Robert Lusak** be authorized to attend, on paid release time, the “2025 Annual Long Island Library Conference” to be held at the Melville Marriot, located at 1350 Old Walt Whitman Road, Melville, NY, on May 8, 2025, with reimbursement for reasonable expenses incurred with the display of certified receipts.*
- ii. *That Library Director **Robert Lusak** be authorized to attend, on paid release time, the 2025 NYLA Spring on the Hill Conference, sponsored by the New York Public Library Association, to be held in Albany, NY, from May 19, 2025 through May 21, 2025, with reimbursement for reasonable expenses incurred with the display of certified receipts.*
- iii. *That Assistant Library Director **Eileen Caulfield** be authorized to attend, on paid release time, the ALA Annual Conference & Exhibition 2025, sponsored by the American Library Association, to be held in Philadelphia, PA, from June 26, 2025 through June 30, 2025, with reimbursement for reasonable expenses incurred with the display of certified receipts (Note: Eileen Caulfield will be a presenter at the conference).*
- iv. *That **Laura Dellova**, Librarian I, Children’s Services, Kings Park building, be authorized to attend, on paid release time, the “CLASC Membership Meeting and Dinner”, sponsored by the Children’s Librarians Association of Suffolk County, on April 24, 2025 to be held at The Bench Bar & Grill, Stony Brook, NY, with reimbursement for actual and necessary expenses not to exceed \$85.00.*
- v. *That **Kimberly McCarthy**, Librarian II, Children’s Services, Nesconset building, be authorized to attend, on paid release time, the “CLASC Membership Meeting and Dinner”, sponsored by the Children’s Librarians Association of Suffolk County, on April 24, 2025 to be held at The Bench Bar & Grill, Stony Brook, NY, with reimbursement for actual and necessary expenses not to exceed \$85.00.*

The motion was seconded by Trustee Christopher Sarvis and adopted 7-0 by the following roll call vote:

FOR--Baker-Stines, Bernstein, Deal, Galarza, Knispel, Sarvis, Stabile; AGAINST—none

c. SEASONAL INCREASE TO EMPLOYEES’ SCHEDULED HOURS

Personnel Committee Liaison Brianna Baker-Stines moved to approve the adoption of resolution “c”:

*RESOLVED, that the Board of Trustees of The Smithtown Library approves increased seasonal hours for staff, pending approval by the Suffolk County Department of Civil Service, due to increased volume at circulation desks, in addition to increased volume as a result of high participation in the summer reading programs in the Children’s, Reference and Teen Departments, during the period June 1, 2025 through September 1, 2025, not to exceed \$29,700.00.*

The motion was seconded by Trustee Howard Knispel and adopted 7-0 by the following roll call vote:

FOR--Baker-Stines, Bernstein, Deal, Galarza, Knispel, Sarvis, Stabile; AGAINST—none

d. RETIREMENT – Resolution of Appreciation – **Christine Bell**

Personnel Committee Liaison Brianna Baker-Stines moved to approve the adoption of resolution “d”:

*WHEREAS, Christine Bell has announced her retirement as of March 1, 2025, and*

*WHEREAS, having begun her tenure with The Smithtown Library on July 31, 1996 as a full-time Librarian I at our Commack Building Reference Department; and*

*WHEREAS, in September of 1997 she was reassigned to the Smithtown Building Reference Department and promoted to Librarian II in the Reference Department on March 1, 2001; now therefore be it*

*RESOLVED, that the Board of Trustees of The Smithtown Library does hereby express its appreciation to Christine Bell for her twenty-nine years of dedicated service and contributions to the Library; and be it*

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

The motion was seconded by Trustee Mildred Bernstein and adopted 7-0 by the following roll call vote:

FOR--Baker-Stines, Bernstein, Deal, Galarza, Knispel, Sarvis, Stabile; AGAINST—none

e. RETIREMENT – Resolution of Appreciation – **Karen Conte**

Personnel Committee Liaison Brianna Baker-Stines moved to approve the adoption of resolution “e”:

*WHEREAS, Karen Conte has announced her retirement as of February 28, 2025 and*

*WHEREAS, having begun her tenure with The Smithtown Library on August 16, 2006, as a Page at the Nesconset Building; and*

*WHEREAS, on May 1, 2007 she became a part-time Library Clerk in the Circulation Department, appointed to certified status on January 1, 2010, and then to full-time status on July 30, 2012, and finally being promoted to Senior Library Clerk on August 1, 2017; now therefore be it*

*RESOLVED, that the Board of Trustees of The Smithtown Library does hereby express its appreciation to Karen Conte for her nineteen years of dedicated service and contributions to the Library; and be it*

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

The motion was seconded by Trustee Howard Knispel and adopted 7-0 by the following roll call vote:

FOR--Baker-Stines, Bernstein, Deal, Galarza, Knispel, Sarvis, Stabile; AGAINST—none

4. The BUILDINGS & GROUNDS COMMITTEE report was presented by Buildings & Grounds Committee Liaison Christopher Sarvis, who moved to approve the adoption of resolution “a”:

a. ASSESSMENT OF HISTORICAL DOCUMENTS – Prism Specialists of Southeast Michigan

*Resolved, that the following staff members be authorized to attend, on paid release time, a meeting with Prism Specialists of Southeast Michigan, located in Livonia, MI, on March 24, 2025 through March 27, 2025, for the assessment of historical documents damaged in the August 2024 flood, to be paid for by the Library with reimbursement for reasonable expenses incurred with the display of certified receipts: Library Director Robert Lusak, Assistant Library Director Eileen Caulfield, Librarian III Caren Zatyk.*

The motion was seconded by Trustee Barbara Deal and adopted 7-0 after discussion by the following roll call vote:

FOR--Baker-Stines, Bernstein, Deal, Galarza, Knispel, Sarvis, Stabile; AGAINST—none

b. PRESENTATION – John Tanzi Architects – Smithtown Building - Rebuild Plan

Architect John Tanzi handed out drawings and discussed the conceptual plans pertaining to the rebuilding of the Smithtown building’s lower level and partial main level.

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

a. DONATION – Friends of the Riverhead Free Library

*Resolved, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank the Friends of the Riverhead Free Library for its most generous donation of approximately 3,000 items consisting of DVDs, Blu-Rays, CDs, books on CDs, children’s books and new adult fiction books, for the purpose of restoring the AV and book collections of the Smithtown building that was lost due to the catastrophic flood of August 19, 2024.*

The motion was seconded by Trustee Brianna Baker-Stines and adopted 7-0 by the following roll call vote:

FOR--Baker-Stines, Bernstein, Deal, Galarza, Knispel, Sarvis, Stabile; AGAINST—none

b. DONATION – Smithtown Building Restoration – Condzal Family

Communications Committee Liaison Mildred Bernstein moved to approve the adoption of resolution “b”:

*RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank the Condzal family for the generous donation of **Fifty dollars (\$50.00)** for the purpose of the restoration of the Smithtown building due to the catastrophic flood of August 19, 2024.*

The motion was seconded by Trustee Howard Knispel and adopted 7-0 by the following roll call vote:

FOR--Baker-Stines, Bernstein, Deal, Galarza, Knispel, Sarvis, Stabile; AGAINST—none

6. The STRATEGIC PLANNING COMMITTEE

Assistant Library Director Patricia Thomson reported that the committee is currently working on building and disseminating a staff survey to help measure the successes of our current strategic plan and to assist in defining new goals for the next strategic plan that will soon be created.

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

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

**UNFINISHED BUSINESS**

8. There was no unfinished business.

**PUBLIC COMMENTS**

9. There were no public comments.

**NEW BUSINESS**

10. NEW YORK STATE ANNUAL REPORT

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

*RESOLVED, that the New York State Annual Report for Public and Association Libraries for the year ending December 31, 2024 be accepted for filing as presented (appended).*

The motion was seconded by Trustee Barbara Deal and adopted 7-0 by the following roll call vote:

FOR--Baker-Stines, Bernstein, Deal, Galarza, Knispel, Sarvis, Stabile; AGAINST—none

11. REPEALED POLICY - **COVID-19 Reopening Safety Plan** [Policy 500-70] (1<sup>ST</sup> reading)

Library Board President Annette Galarza moved to waive the reading of the COVID-19 Reopening Safety Plan [Policy 500-70]. The motion was seconded by Trustee Howard Knispel and adopted 7-0 by the following roll call vote:

FOR--Baker-Stines, Bernstein, Deal, Galarza, Knispel, Sarvis, Stabile; AGAINST—none

The policy will be reviewed and voted on at the April regular board meeting.

### **Phased Reopening Time Line**

*The Smithtown Library will adhere to the following phased reopening schedule. The Library's Board of Trustees will determine when to advance from phase to phase. The determination will be based on the most current information from NYS and Suffolk County health officials.*

#### **The Smithtown Library Phase 1 (Approximately 2 weeks as deemed appropriate by the Board of Trustees)**

- *Library employees may return to work in the number approved by the Director.*
- *Social distancing will be practiced.*
- *Staff shifts may be staggered and work schedules adjusted to reduce density; supplementary cleaning protocols will be effected in Library facilities.*
- *Library employees will be assigned to enhance distance services and prepare the Library facility for onsite Library services.*

#### **The Smithtown Library Phase 2 (Approximately 2 weeks as deemed appropriate by the Board of Trustees)**

- *The Library may begin to allow the lending and returning of Library items by way of contactless curbside pickup or delivery services. Subject to guidance received from the CDC and/or the Federal Institute of Library and Museum Services, Library materials will be quarantined for a period determined to be safe by local standards prior to being handled.*
- *Social distancing will be practiced.*
- *Staff shifts may be staggered and work schedules adjusted; supplementary cleaning protocols will be effected.*
- *Employees who have contact with Library materials will be offered the option to wear gloves while handling materials. Gloves will be provided if requested.*
- *Employees who have contact with the public will be required to wear masks during times of contact. Masks will be provided.*

#### **The Smithtown Library Phase 3 (Approximately 2-10 weeks as deemed appropriate by the Board of Trustees)**

- *Library facilities may open to the public with social distancing restrictions in place.*
- *Significant modifications of facilities and service programs may be implemented including restrictions on Library hours, public access, building capacities, seating areas, computer usage, and access to Library stacks.*
- *The Library may offer in-building computer use by appointment but only with the ability to maintain safe social distances. Computers will be regularly sanitized between uses.*
- *Social distancing will be practiced*
- *Staff shifts may be staggered and work schedules adjusted; supplementary cleaning protocols will be effected.*
- *Employees who have contact with Library materials will be offered the option to wear gloves while handling materials. Gloves will be provided if requested.*
- *Employees who have contact with the public will be required to wear masks during times of contact. Masks will be provided.*

#### **The Smithtown Library Phase 4 (Approximately 4-12 months as deemed appropriate by the Board of Trustees)**

- *The Library may open to the public with social distancing protocols in place. Modifications of facilities and service programs may be necessary including restrictions on seating areas, computer usage, and access to Library stacks.*
- *Small group events may be permissible.*
- *Social distancing will be practiced.*
- *Staff shifts may be staggered and work schedules adjusted; supplementary cleaning protocols will be effected.*

- *Employees who have contact with Library materials will be offered the option to wear gloves while handling materials. Gloves will be provided if requested.*
- *Employees who have contact with the public will be required to wear masks during times of contact. Masks will be provided.*

#### **Post Phase 4**

- *Library may return to normal, pre-COVID-19 operations and reinstate regular service programs including events. The use of face coverings and observance of social distancing will be determined by the Board of Trustees based on local standards recommendations.*

*At the May 18, 2021 Regular Board meeting, the following resolution was adopted:*

*RESOLVED, that the Board of Trustees hereby acknowledges and adopts the May 19, 2021 NYS regulations which allow fully vaccinated individuals to conduct most public indoor activities without a mask, including within a Public Library, and rescinds all prior Board resolutions on this subject that are inconsistent with this new regulation and current CDC guidelines.*

#### **Communication**

*The Library will continually review and implement State and County issued guidelines regarding social distancing, protective equipment, hygiene and cleaning, screening and contact tracing, etc. for patrons and staff.*

*Employees will be notified of updated information via their smithlib.org email account.*

*All employees will be trained on new protocols and informed of all safety guidelines.*

*The Library will use social media, the Library website and signage to provide patrons with updated information.*

*Signage inside and outside of the Library will be posted to remind employees and patrons to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.*

*The Library will conspicuously post safety plans.*

*The Library will use social media, verbal communication and signage to provide patrons with instructions for ordering/pick-up of Library materials.*

#### **Social Distancing**

*The Library will adhere to State and County issued guidelines regarding social distancing for library patrons and staff. Not all of the following guidelines will be observed depending on the current guidance.*

*Employees must maintain a six (6) foot distance from each other, unless safety or the core function of the work activity performed by masked employees requires a shorter distance in which case masks are to be worn.*

*Employees will be limited to in-house presence only as scheduled for assigned tasks to be accomplished; Library hours may be adjusted to spread employee and patron traffic over a period of time.*

*Workspaces and employee seating areas will be modified and/or restricted (as to capacity) in order to maintain 6 ft. distance. If not feasible, face coverings will be required; or physical barriers (e.g. clear shielding walls) will be enacted (in accordance with governmental guidelines) in areas where they will not impair airflow, heating, cooling, or ventilation.*

*When employees are less than 6 ft. apart from each other (or a patron) and without a physical barrier (e.g. clear shielding wall); employees must wear acceptable face coverings.*



*Signs with arrows may be posted to reduce bi-directional foot traffic in narrow aisles, hallways, or spaces.*

*Tightly confined spaces (e.g. elevators, narrow aisles) should be occupied by only one individual at a time, unless all employees are wearing face coverings. If occupied by more than one person, the occupancy will be maintained at or under 50% of maximum capacity.*

*When possible patron arrivals will be staggered by advising of pick-up time “windows”; and avoiding direct hand-offs.*

*Social distancing markers that denote 6 ft. of spacing in commonly used (and other applicable) areas will be clearly designated.*

*Designated areas for pick-ups and deliveries will be established; limiting contact to the extent possible.*

*Designated patron waiting areas (e.g. lines, parking areas) will be arranged to maximize social distancing; a contactless delivery system will be implemented.*

*In-person gatherings will be limited. Tele-or-video-conferencing will be utilized whenever possible. Essential in-person gatherings (e.g. meetings) will be held in open, well-ventilated spaces with appropriate social distancing among participants.*

*Non-essential visitors will be prohibited from the Library.*

### **Protective Equipment**

*The Library will adhere to New York State guidance regarding face coverings for patrons and staff.*

*Employees will be provided with an acceptable face covering at no cost to the employee. An adequate supply of replacement coverings will be available. Acceptable face coverings include but are not limited to cloth and surgical masks, unless the nature of the work requires stricter PPE (e.g. N95, face shield).*

*Employees must clean or replace face coverings after use or when damaged or soiled. Face coverings must not be shared and should be properly stored or discarded.*

*The sharing of objects (e.g. telephones) will be limited; the touching of shared surfaces is discouraged; when employees are in contact with shared objects or frequently touched areas they will have the option to wear gloves; or sanitize or wash hands before and after contact.*

### **Hygiene & Cleaning**

*The Library will adhere to the hygiene and sanitation requirements of the Centers for Disease Control and Prevention (CDC) and State and County Departments of Health (DOH) and maintain cleaning logs on site that document the date, time, and scope of cleaning.*

*The Library will provide and maintain hand hygiene stations for employees, including accessibility for handwashing with soap, water, and paper towels or air dryers, as well as an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible.*

*The Library will provide and encourage employees to use cleaning/disinfecting supplies before and after use of shared or frequently touched surfaces, followed by hand hygiene.*

*The Library will provide adequate space for employees to observe social distancing while eating meals. The sharing of food and beverages is prohibited.*

*Employees have the option to wear gloves when handling Library materials (books, DVDs, etc.) that have not been quarantined for the period determined to be safe by local standards. Employees must wash or sanitize their hands before and after handling Library materials.*

*Regular premises cleaning and disinfection (after every shift, or more frequently as needed) and more frequent cleaning and disinfection of shared objects (e.g. telephones), shared surfaces, and high touch areas (self-checkout stations, pickup areas, restrooms, common areas) will be implemented.*

*Cleaning and disinfecting will be performed using Department of Environment Conservation (DEC) products identified by the Environmental Protection Agency (EPA) as effective against COVID-19. If cleaning or disinfection products (or the act of cleaning and disinfecting) causes safety hazards or degrades the material or machinery, employees will receive access to a hand hygiene station between use and/or be supplied with disposable gloves if requested.*

*In the event an employee tests positive COVID-19 the Library will execute a plan for cleaning and disinfecting.*

### **Screening & Contact Tracing**

*Employees who are sick or feel unwell should stay home or return home if they become sick or feel unwell at work.*

*Employees may be asked to undertake a health self-assessment test (e.g. questionnaire, temperature check) before beginning work each day. Assessment responses will be reviewed every day and documented. The need for health self-assessments will be periodically evaluated by the Director and changes will be communicated to employees via their smithlib.org email account.*

*Employees who present COVID-19 symptoms will be sent home and instructed to contact their health care provider for medical assessment and COVID-19 testing. If tested positive, employee may only return to work after completing the NY State mandated quarantine period.*

*Employees who present no symptoms but have tested positive may only return to work after completing the NY State mandated quarantine period.*

*Employees who have had close contact with a confirmed or suspected person with COVID-19 but are not experiencing symptoms should inform their supervisors and may be permitted to work with additional precautions, including regular self-monitoring for symptoms and temperature, required wearing of face covering at all times and appropriate social distancing from others.*

*The Library will maintain records of employees, who may have had close contact with other individuals at the Library. Logs for vendors and or delivery persons who have visited the Library will also be kept on record.*

*If an employee, was in close contact with another (or others) at the Library and tests positive for COVID-19, the Library will immediately notify staff, via a memorandum from the Director, the building and the date in which the employee last worked, while maintaining the confidentiality required by state and federal law and regulations.*

## **12. REPEALED POLICY – Notification and Dissemination of Information on Sex Offenders Placed Within The Community (Megan’s Law) [Policy 700-150] (1<sup>st</sup> reading)**

Library Board President Annette Galarza moved to waive the reading of the Notification and Dissemination of Information on Sex Offenders Placed Within The Community (Megan’s Law) [Policy 700-150]. The motion was seconded by Trustee Howard Knispel and adopted 7-0 by the following roll call vote:

FOR--Baker-Stines, Bernstein, Deal, Galarza, Knispel, Sarvis, Stabile; AGAINST—none

The policy will be reviewed and voted on at the April regular board meeting.

*The Smithtown Library recognizes that one of its significant responsibilities is the protection of the health and safety of adult patrons and their children who receive services or participate in programs or events sponsored by the Library. As the Suffolk County Police Department has determined that it may notify The Smithtown Library when a "sex offender" is to be released to a residence within the geographical area served by the Library, it is determined by the Board of Trustees of The Smithtown Library that it is incumbent upon it that this information be disseminated in a manner which will provide, to the greatest degree possible, the protection of the Library's adult patrons and their children who participate in Library programs and events, who avail themselves of Library services, or who utilize Library property.*

*Under the terms of the applicable statute, and the policy of the Suffolk County Police Department, the Library will receive notification (dependent upon the "class" of the offender) of information which may include the offender's exact address, a photograph of the offender, background information including the offender's crime of conviction, method of operation, type of victim targeted and a description of special conditions imposed on the offender by the authorities.*

*It is the Library's understanding that the purpose of this notification is to provide, to the greatest extent possible, for the safety of adult patrons and their children.*

*In order that the information received by the Library might be most effectively utilized to secure, to the greatest extent possible, the protection of the Library's adult patrons and their children utilizing Library programs, services, and facilities, the Library Director will immediately relay information received with the "Notification" to all pertinent Library personnel, including Library administrators, professional staff, security, or other personnel deemed by the Director to be in a position to utilize appropriately the information to protect the interests of the Library's adult patrons and their children utilizing Library facilities.*

*Notifications received by The Smithtown Library from the Suffolk County Police Department shall be considered "Government Information" and accessible to the public as such. A disclaimer regarding the accuracy of such documents shall be affixed to each notification.*

**Disclaimer:**

With respect to the attached documents made available by the Suffolk County Police Department, neither The Smithtown Library nor its Trustees nor any of its employees assume any legal liability or responsibility for the accuracy, completeness, or usefulness of any information disclosed, or represents that its use would not infringe rights of privacy.

**13. REVISED POLICY – Photocopy, Fax and Scan Services Policy [Policy 700-75] (1<sup>st</sup> reading)**

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

Library Board President Annette Galarza moved to waive the reading of the Photocopy, Fax and Scan Services Policy [Policy 700-75]. The motion was seconded by Trustee Brianna Baker-Stines and adopted 7-0 after discussion by the following roll call vote:

FOR--Baker-Stines, Bernstein, Deal, Galarza, Knispel, Sarvis, Stabile; AGAINST—none

The policy will be reviewed and voted on at the April regular board 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 machine is available at each of The Smithtown Library buildings for sending transmitting out-going documents only. The Library does not accept in-coming faxes. Faxing to international numbers is not available. A fee, determined by the cost of maintaining and operating the fax equipment, will be charged for all pages faxed (a double sided document constitutes two pages). Fees for use of the fax service will be clearly displayed.*

*The user of the fax retains the sole responsibility and duty for confirming delivery of a fax to the intended recipient. In no event will the Library, including its staff, 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. Flash drives may be available for purchase from the Circulation Desk.*

## 14. REVISED POLICY – **Freedom of Information** [Policy 700-110] (1<sup>st</sup> reading)

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

Library Board President Annette Galarza moved to waive the reading of the Freedom of Information Policy [Policy 700-110]. The motion was seconded by Trustee Howard Knispel and adopted 7-0 after discussion by the following roll call vote:

FOR--Baker-Stines, Bernstein, Deal, Galarza, Knispel, Sarvis, Stabile; AGAINST—none

The policy will be reviewed and voted on at the April regular board meeting.

*The Freedom of Information Law, provides the public the right of access to Library records.*

*The public may review official Library records such as the minutes of The Smithtown Library Board of Trustees, written policies, and Library financial records. It shall be the policy of the Library to make available for public inspection all records subject to such inspection in accordance with the provisions of Article 6 of the Public Officers Law. However, no records pertaining to the circulation of Library materials which contain names or other personally identifying details of patrons will be released for inspection to an unauthorized person.*

*The Board of Trustees has adopted regulations governing when, where, and how an individual can view public records as follows:*

### **I. Designation of Records Management Officer**

- 1. The Records Management Officer shall be the Clerk. The Records Management Officer shall ensure that Library records that are not permitted to be released are not released. He/She shall receive requests for records of the Library and make such records available for inspection or copying when such requests are granted.*

2. *The Records Management Officer shall compile and maintain a detailed current list by subject matter of all records in the possession of the Library whether or not available to the public. In addition, he/she shall develop and oversee a program for the orderly and efficient management of Library records, including maintenance of information security as it pertains to the release of Library records.*

## **II. Definition of Records**

1. *A record is defined as any information kept, held, filed, produced or reproduced by, with or for the Library in any physical form whatsoever, including but not limited to reports, statements, examinations, memoranda, opinions, folders, files, books, manuals, pamphlets, forms, papers, designs, drawings, maps, photos, letters, microfilms, storage media, rules, regulations or codes, and emails.*
2. *The Records Management Officer will have the responsibility for compiling and maintaining the following records:*
  - a. *a record of the final vote of each member of the Board on any proceeding or matter on which the member votes; and*
  - b. *a record setting forth the name, business address, title and salary of every employee of the Library;*
  - c. *a reasonably detailed current list by subject matter of all records in possession of the Library whether or not available for public inspection and copying.*
3. *No record for which there is a pending request for access may be destroyed. However, nothing in these regulations shall require the Library to create any record not possessed or maintained by it.*

## **III. Access to Records**

1. *Requests to inspect or secure printed or electronic copies of records shall be submitted in writing (or by completing the Library's Freedom of Information Application) to the Records Management Officer at 148 Smithtown Boulevard, Nesconset, NY 11767 either in person or by mail. Requests may also be submitted via e-mail at [smithlib@smithlib.org](mailto:smithlib@smithlib.org).*
2. *Records may be inspected in-person at, the Office of the Records Management Officer, located at the Nesconset building, 148 Smithtown Boulevard, Nesconset, NY, during the hours of 10:00 a.m. to 5:00 p.m. on any business day on which the Library Administration offices are open. Records may also be received via email.*
3. *The fee for documents up to 8-1/2" x 14" is 25 cents per page. To determine the actual cost of reproducing a record that is either in excess of 8 1/2" x 14" or is in a different format (i.e. storage media record), the Library will charge an amount equal to the hourly rate attributed to the lowest paid Library employee who has the necessary skill required to prepare a copy of the requested record, as well as the cost of reproduction of said record. However, no fee shall be charged for records maintained digitally and sent via email, the search for or inspection of records, certification of documents, or copies of documents which have been printed or reproduced for distribution to the public. The number of such copies given to any one organization or individual may be limited as to the discretion of the Records Management Officer.*

4. *All requests for information shall be responded to within five business days of receipt of the request. If the request cannot be fulfilled within five business days, the Records Management Officer shall acknowledge receipt of the request and advise the approximate date when the request will be granted or denied.*
5. *If a request cannot be granted within 20 business days from the date of acknowledgement of the request, the Library must state in writing both the reason the request cannot be granted within 20 business days, and a date certain within a reasonable period when it will be granted depending on the circumstances of the request.*
6. *When a request for access to a public record is denied, the Records Management Officer shall indicate in writing the reasons for such denial, and the right to appeal.*
7. *An applicant denied access to a public record may file an appeal by delivering a copy of the request and a copy of the denial to the Library Director within 30 days after the denial from which such appeal is taken.*
8. *The applicant will be informed of the Library Director's determination in writing within 10 business days of receipt of an appeal. The Library Director shall transmit to the Committee on Open Government photocopies of all appeals and determinations.*

#### **IV. Records Exempted from Public Access**

*The provisions of this regulation relating to information available for public inspection and copying shall not apply to records that:*

1. *are specifically exempted from disclosure by state and/or federal statute;*
2. *if disclosed would constitute an unwarranted invasion of personal privacy;*
3. *if disclosed would impair present or imminent contract awards or collective bargaining negotiations;*
4. *are confidentially disclosed to the Library and compiled and maintained for the regulation of commercial enterprise, including trade secrets, or for the grant or review of a license;*
5. *are compiled for law enforcement purposes and which, if disclosed, would:*
  - a. *interfere with law enforcement investigations or judicial proceedings;*
  - b. *deprive a person of a right to a fair trial or impartial adjudication;*
  - c. *identify a confidential source or disclose confidential techniques or procedures, except routine techniques or procedures; or*
  - d. *reveal criminal investigative techniques or procedures, except routine techniques and procedures;*
6. *records which if disclosed, would endanger the life or safety of any person;*
7. *records which are interagency or intra-agency communications, except to the extent that such materials consist of:*
  - a. *statistical or factual tabulations or data;*
  - b. *instructions to staff which affect the public;*
  - c. *final Board policy or determinations; or*
  - d. *external audits, including but not limited to audits performed by the comptroller and the federal government;*

8. records which, if disclosed, would jeopardize the Library's capacity to guarantee the security of its information technology assets (which encompasses both the system and the infrastructure).

## **V. Prevention of Unwarranted Invasion of Privacy**

To prevent an unwarranted invasion of personal privacy, the Records Management Officer may delete identifying details when records are made available. An unwarranted invasion of personal privacy includes but shall not be limited to:

1. disclosure of confidential personal matters reported to the Library which are not relevant or essential to the ordinary work of the Library;
2. disclosure of employment, medical or credit histories or personal references of applicants for employment, unless the applicant has provided a written release permitting such disclosures;
3. sale or release of lists of names and addresses in the possession of the Library if such lists would be used for private, commercial or fund-raising purposes;
4. disclosure of information of a personal nature when disclosure would result in economic or personal hardship to the subject party and such records are not relevant or essential to the ordinary work of the Library; or
5. disclosure of items involving the medical or personal records of a client or patient in a hospital or medical facility.

Unless otherwise deniable, disclosure shall not be construed to constitute an unwarranted invasion of privacy when identifying details are deleted, when the person to whom records pertain consents in writing to disclosure, or when upon representing reasonable proof of identity, a person seeks access to records pertaining to him or her.

## **VI. Notification of Disclosure of Employee Disciplinary Records**

**In accordance with New York State Public Officers Law § 87(6), this policy establishes a process to notify Library employees when the Library responds to a request for disciplinary records.**

**This notification will apply to all current and former employees of the Library whose disciplinary records may be subject to public disclosure under the Freedom of Information Law (FOIL).**

1. **For purposes of this policy, disciplinary records will constitute any records created in furtherance of a disciplinary proceeding, including, but not limited to:**
  - a. **the complaints, allegations, and charges against an employee;**
  - b. **the name of the employee complained of or charged;**
  - c. **the transcript of any disciplinary trial or hearing, including any exhibits introduced at such trial or hearing;**
  - d. **the disposition of any disciplinary proceeding; and**
  - e. **the final written opinion or memorandum supporting the disposition and discipline imposed including the District's complete factual findings and its analysis of the conduct and appropriate discipline of the covered employee.**

2. Notification Upon Release of Disciplinary Records

When the Library releases an employee's disciplinary records in response to a FOIL request, it will promptly provide written notification to the affected employee, unless the request is from the employee for his/her own records.

For current employees, this notification will be sent to the employee's work email address or, if unavailable, his/her home address on file with the Business Office.

For former employees, this notification will be sent to the employee's last known home address on file with the Business Office. The Library will make every reasonable effort to notify former employees, and will document the steps taken to do so.

3. Content of Notification

The notification will include a brief description of the released records. This notification is for informational purposes only and does not require employee consent. Its purpose is to ensure that employees are aware of the disclosure.

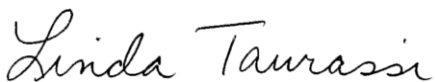
15. Library Board President Annette Galarza noted that the next "regular" meeting of the Board of Trustees is scheduled to be held April 15, 2025 at 6:30 pm at the Kings Park building.
16. There being no further business, Library Board President Annette Galarza moved to adjourn the meeting at 8:16 pm. The motion was seconded by Trustee Barbara Deal and adopted 7-0 by the following roll call vote:

FOR--Baker-Stines, Bernstein, Deal, Galarza, Knispel, Sarvis, Stabile; AGAINST—none

Minutes approved this 15<sup>th</sup> day of April, 2025.



Annette Galarza, President  
Smithtown Library Board of Trustees



Linda Taurassi  
Secretary to the Board of Trustees