

**MINUTES  
BOARD OF TRUSTEES  
THE SMITHTOWN LIBRARY  
March 19, 2024**

A regular meeting of the Board of Trustees of The Smithtown Library was held at the Commack building, Commack, New York, on the 19<sup>th</sup> day of March, 2024. 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.

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

Annette Galarza, President of the Board of Trustees, 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 20, 2024 be approved as presented.*

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

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

2. The BUDGET AND FINANCE COMMITTEE report was presented by Budget and Finance Committee Liaison Barbara Deal, who moved to approve the adoption of resolution "a":

- a. TREASURER'S REPORT

*RESOLVED, that the TREASURER'S REPORT for the month ended February 29, 2024 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 7-0 by the following roll call vote:

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

b. WARRANTS

Budget and Finance Committee Liaison Barbara Deal moved to approve the adoption of resolution “b”:

*RESOLVED, that the following WARRANTS be approved for payment:*

i. Warrant #24 - March (“L” fund) PREPAYS	\$ 24,927.41
ii. Warrant #24 - March (“L” fund) WARRANT	\$ 401,760.73
iii. Warrant #24 - March (PAYROLL #5 – 3/1/24)	\$ 268,264.88
iv. Warrant #24 - March (PAYROLL #6 – 3/15/24)	\$ 274,197.26

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

3. The PERSONNEL COMMITTEE report was presented by Personnel Committee Liaison Christopher Sarvis who moved to approve the adoption of resolution “a”:

a. PERSONNEL CHANGES

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

Temporary Full-Time Promotional Appointment:

- i. Temporary full-time promotional appointment of **Wendy Johnson** to the position of Librarian II, Children’s Department Head, Commack building, at an annual rate of pay of \$93,567.00, not to exceed a six-month period, subject to Civil Service approval, effective March 20, 2024 (Immediate need due to medical leave for employee #1012.)

Part-time Appointment:

- ii. Release of **Grace Gutmann** from a part-time Page position into a part-time appointment of Library Clerk, Circulation Department, Smithtown building, at an hourly rate of pay of \$19.20, effective March 25, 2024 (to fill the vacancy created by the resignation of Jacqueline Steinmeyer effective 2/2/24).

Leave of Absence:

- iii. Child care leave of absence without pay for **Employee #1312**, Groundskeeper I, all buildings, effective March 13, 2024 through September 2, 2024.

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

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

Personnel Committee Liaison Christopher Sarvis moved to approve the adoption of resolution “b”:

b. CONFERENCE ATTENDANCE REQUESTS

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

- i. That the following staff members be authorized to attend, on paid release time, the “CLASC Membership Meeting and Dinner”, sponsored by CLASC (Children’s Librarians Association of Suffolk County), on April 18, 2024 to be held at the Garden Grill restaurant, located in Smithtown, with reimbursement for actual and necessary expenses not to exceed \$85.00 per person: Librarian II **Nicole Rossano**, Librarian I **Jacquelyn Lam**, Librarian I **Jessica Mudano**, Librarian I **Sharon Van Dyke**.*

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

Personnel Committee Liaison Christopher Sarvis moved to approve the adoption of resolution “c”:

c. SEASONAL INCREASE TO EMPLOYEE HOURS

*RESOLVED, that the Board of Trustees of The Smithtown Library approves increased seasonal hours for staff, approved 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, 2024 through September 1, 2024, not to exceed \$38,000.00.*

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

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

a. RESOLUTION – Library Cargo Van

*WHEREAS, an aging cargo van owned by The Smithtown Library has been replaced and is no longer suitable for library operations; now therefore be it*

*RESOLVED, that the Board of Trustees of The Smithtown Library does hereby authorize the Library Director to auction off a white 2009 Ford E250 Cargo Van, VIN No #...3227, in "As-Is" condition, and be it*

*FURTHER RESOLVED, that the Library Director is authorized to enter into a contract agreement with Auctions International, Inc. to facilitate auction services at no cost to the Library, and to accept and award the bid to the highest bidder as per said contract.*

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

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

- a. DONATION – UK Online Giving Foundation

*RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank the UK Online Giving Foundation for a check in the amount of \$25.93 received 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 Brianna Baker-Stines and adopted 7-0 by the following roll call vote:

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

6. There was no report of the STRATEGIC PLANNING COMMITTEE.

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**

There was no unfinished business.

## **PUBLIC COMMENTS**

In the time allotted for public comments one member of the public spoke.

## **NEW BUSINESS**

8. 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, 2023 be accepted for filing as presented (appended).*

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

9. REVISED POLICY – **Board of Trustees Bylaws** [Policy 100-10] (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 Board of Trustees Bylaws [Policy 100-10]. 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

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

*Preamble*

*The Board of Trustees of The Smithtown Special Library District, created by Absolute Charter Number 23424 granted by the Regents of the University of the State of New York on September 13, 2002 according to in accordance with the provisions of Section 255 of the New York State Education Law to provide non-partisan public library service free of political influence to the residents of the Township of Smithtown, excluding areas currently served by the Sachem Public Library and by the Emma S. Clark Memorial Library, hereby enact the following Bylaws:*

**ARTICLE I - Board of Trustees**

1. *The Library shall be governed by a Board of Trustees, hereinafter referred to as the “Board”, consisting of seven (7) members duly elected by the ~~voting residents~~ qualified voters within The Smithtown Special Library District.*
2. *Tenure of Office*
  - a. *Term of Office. Pursuant to Section 3 of Chapter 193, Laws of 2001 the term of office of trustees shall be (3) years.*
  - b. *If a trustee does not complete his/her term a replacement may be chosen, by a majority vote of the remaining Trustees, to serve until the next regularly scheduled Trustee election. At that time a replacement will be elected to fill the remainder of the departed Trustee’s term.*
3. *Candidates for the position of Library Trustee shall have their ~~primary~~ domicile within the Library District and shall be eligible to vote in Town of Smithtown elections. No salaried employee of The Smithtown Library shall be eligible for candidacy.*
4. *A Trustee must be present at a meeting to have his/her vote counted, absent the Board having adopted videoconferencing protocols under the NY Open Meeting Law.*
5. *Trustees are required to attend all meetings of the Board (general and executive sessions). A Trustee who, after being duly notified, fails to attend ~~three~~ two consecutive meetings of the Board may, according to the provisions of Section 226 of New York State Education Law, be declared to have vacated his/her seat. The Trustees, after review of a written explanation by the absentee Trustee, shall vote, at the next Regular Monthly Meeting of the Board, whether to excuse any or all of such absences and retain the Trustee or to declare the seat vacant. Such vacancies shall be filled according to Article 1, Section 2B of these Bylaws.*

6. After a Code of Ethics violation has been determined by a majority of the Board, a Trustee's seat may be declared vacant upon another majority vote of the Board.

## ARTICLE II – Officers

1. **Number**

Pursuant to Section 3 of Chapter 193, Laws of 2001 the officers of the Board of Trustees shall be a President, Vice-President, Clerk, and Treasurer and such other officers as the Board deems necessary.

2. **Election**

Officers shall be elected at the annual organizational meeting **to be** held during the first week of January by a majority vote of the Board of Trustees, and serve for one year.

3. **The President shall:**

- a. ~~Be the chief executive officer and~~ **designated the** official spokesman **spokesperson** for the Board of Trustees;
- b. Preside, when present, at all meetings of the Board of Trustees;
- c. Designate a trustee to perform his/her duties should the Vice-President be unable to do so;
- d. **Co-sign**, with the Treasurer or any other proper officer of the Library thereunto authorized by the Board of Trustees, any contracts, agreements, or other instruments which the Board of Trustees has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by law or **by** the Board of Trustees to some other officer or agent of the Library;
- e. Appoint the liaison(s) of each standing committee; **and be an ex-officio member thereof;**
- f. Appoint the liaison(s) of each special committee; **and be an ex-officio member thereof.**

4. **The Vice-President shall** preside at all regular and special meetings of the Board of Trustees in the absence of the President and perform all duties of the President in his/her absence.

## ARTICLE III - Duties of the Board of Trustees

1. The Board shall hire a qualified Library Director who shall be the Chief Executive and Administrative Officer of The Smithtown Library acting on behalf of the Board and under its review and direction. He/she shall be responsible for those duties ~~contained~~ **set forth** in Article VI, Sections 1 to 28 inclusive.
2. The Board, in consultation with the Library Director, shall consider, formulate and ~~decide on~~ **recommend** all policies affecting the operation of the Library.
3. The Board shall assure the general efficiency and progress of the Library by maintaining good relations with local government; representing the interests of the Library in local community planning; and ~~enlarging~~ **enhancing** public and official understanding of the Library, its purposes, ~~problems~~ **concerns** and progress.
4. The Board may appoint special ad hoc committees from among the residents **and employees and contractors** of the Library District as defined in Article I, Section 1.

5. ~~The President shall preside at all Regular Monthly Meetings of the Board, appoint the "liaisons" of all Board Committees and be an ex-officio member of said committees.~~
5. The Board of Trustees shall make the following appointments **of Clerk, Secretary and Treasurer** at the annual organizational meeting; those appointed shall serve at the pleasure of the Board:
6. **The Clerk shall:**
  - a. See that all notices are duly promulgated as required by law;
  - b. Be the custodian of Library records and of the seal of the Library and see **assure** that the seal is affixed to all **legal** documents, the execution of which on behalf of the Library under its seal ~~is~~ **are** to be authorized;
  - c. ~~Keep~~ **Maintain** a register of the post office address **and electronic address** of each member of the Board of Trustees, which shall be furnished to the Clerk by such member.
  - d. ~~Serve the Board as Clerk of the Election.~~ **Oversee and coordinate the Library's Budget Vote and Trustee Election.**
  - e. Assume the duties of the Secretary to the Board in his/her absence.
  - f. By resolution of the Board of Trustees, the Clerk may be paid a stated salary or a fixed sum for his/her respective services. No such payment shall preclude the Clerk from being employed by the Library in any other capacity and receiving compensation therefore.
7. **The Treasurer shall:**
  - a. Be custodian of all Library funds;
  - b. Receive and give receipts for moneys due and payable to the Library from any source whatsoever, and deposit all such moneys in the name of the Library in such banks or other depositories as shall be selected in accordance with Library policy.
  - c. Make a financial report to the Board of Trustees at each meeting and at other times when requested by the President or the Board of Trustees;
  - d. Establish and invest in accounts of any type as need or opportunity arises in accordance with State law and Library policy pursuant to approval of the Board of Trustees.
  - e. By resolution of the Board of Trustees, the Treasurer may be paid a stated salary or a fixed sum for his/her respective services. No such payment shall preclude the Treasurer from being employed by the Library in any other capacity and receiving compensation therefore.
8. **The Secretary shall:**
  - a. Record the minutes of all meetings of the Board of Trustees
  - b. **Co-sign** with the President the approved minutes of all meetings of the Board of Trustees.
  - c. Accept for filing the petitions for Trustee candidates.
  - d. Assume the duties of the Clerk in his/her absence.
  - e. By resolution of the Board of Trustees, the secretary may be paid a stated salary or a fixed sum for his/her respective services. No such payment shall preclude the secretary from being employed by the Library in any other capacity and receiving compensation therefore.
9. The Board shall be authorized to contract with outside professional advisors or consultants, ~~not included~~ **cited** in Article 3, Section 11, on an annual retainer, hourly or per diem basis.

10. The Board hereby agrees that no trustee, including the President, may act or speak on behalf of the Library unless the entire Board specifically bestows that authority.
11. The Board shall be independent of political influence and shall avoid all actions and policies that are in fact or public perception deemed **may be perceived** to be partisan. ~~in nature. Pursuant to its non-partisan policy statement,~~ The Board shall appoint a member to serve as liaison to the Friends of the Smithtown Library, and to any other organization created to support the Library.

#### **ARTICLE IV - Meetings**

1. **Regular Meeting**

Regular meetings **of the Board** shall be held each month, at dates and times to be established by the Board of Trustees at the annual organizational meeting and shall be open to the public as required by Section 103 of the Open Meetings Law of the State of New York.

2. **Special Meeting**

Special meetings of the Board of Trustees may be called at any time by ~~or at the request of~~ the President or upon the request of three (3) trustees. The person or persons authorized to call special meetings of the Board of Trustees may fix the location for holding any special meeting of the Board of Trustees at a public place **within the Library District**. Notice of any special meeting shall be in accordance with Section 103 of the Open Meetings Law of the State of New York.

3. **Manner of Acting**

The act of the majority of the "whole number" of (7) Trustees at a meeting at which a quorum is present shall be deemed to be the act of the Board of Trustees.

4. **Electronic Meetings**

Members of the Board of Trustees, standing committees, and special committees are authorized to provide by telephone or through other electronic communications ~~media~~ information pertaining to the Library; provided that, such communications between or among individual trustees is not to constitute a collective decision regarding Library business.

5. **Quorum**

A majority of the designated number of the Board shall constitute a quorum.

6. **Order of Business**

The Order of Business for the Regular Monthly Meeting of the Board shall include, but not be limited to, the following items, which shall be ~~covered~~ **considered** in the sequence shown so far as circumstances will permit:

- a. Reading and Approval of Minutes
- b. Reports of Officers, Board, Standing Committees and Director's Report
- c. Reports of Special Committees
- d. Unfinished Business
- e. Public Comments
- f. New Business

7. **Annual Organizational Meeting**

An annual organizational meeting shall be held by the Board of Trustees at the beginning of the Library's administrative year, during the first week of January (day & time to be determined), and shall be open to the public as required by Section 103 of the Open Meetings Law of the State of New York. No general business will be discussed and no public comments will be heard at this meeting.



- a. *Administer the oath of office to newly elected trustees*
- b. *Nomination and election of officers*
- c. *Appointment of Clerk*
- d. *Appointment of Treasurer*
- e. *Appointment of Secretary*
- f. *Appointment of Library Director as financial clerk*
- g. *Establishment of bank depositories and funds as necessary*
- h. *Affirmation of Procurement Policy*
- i. *Affirmation of Investment Policy*
- j. *Appointment of legal professional*
- k. *Appointment of accounting firm*
- l. *Selection of district newspapers and/or news websites to be utilized for public notices of meetings*

#### **ARTICLE V - Committees**

##### **1. The following general rules shall apply to all Standing Committees:**

- a. *Unless otherwise specified in these by-laws, the term of membership on any committee shall be one year.*
- b. *All committees report to the Board of Trustees. A copy of any committee report shall be furnished to the Board of Trustees prior to the meeting at which the report is to be presented. Committees may report as frequently as needed.*
- c. *No one Board Member may be a member of the majority of committees.*
- d. *In an appropriate case, a liaison of a committee may submit a written request to the Board of Trustees to be relieved of duties. The Board may, in its discretion, accept such request and thereupon it shall appoint a replacement on such committee for the stated period.*
- e. *The Library Director or his/her designee shall attend all committee meetings and may take part in deliberations but shall have no vote.*

##### **2. Standing Committees. The following will be standing committees:**

###### **a. Budget and Finance Committee**

- i. *Composition: a maximum of two Board members may serve as liaison*
- ii. *Responsibilities*
  1. *Acts as Library Board's liaison with the Director on fiscal matters.*
  2. *To acquire and disseminate budgetary information to the Board and to interact on a continuous basis with the Library Director on budgetary formulation, budgetary developments, and the utilization of available funds;*
  3. *Audit and monitor the financial condition of the Library to ensure that it is carrying out its purpose without extravagance or waste; and*
  4. *Ensure that financial records are complete and accurate, and required financial reports are filed with federal and state agencies.*

b. **Buildings and Grounds Committee**

- i. *Composition: a maximum of two Board members may serve as liaisons*
- ii. *Responsibilities*
  1. *Acts as Library Board's liaison with the Director on Building and Grounds matters.*
  2. *Inspect all Library buildings on an "as-required basis", at least once every five (5) years, to ensure compliance with provisions of Building Codes, ADA requirements, safety regulations, and minimum state standards;*
  3. *Assess the need for major repairs, capital equipment, alterations and new construction; and*
  4. *Make certain that the Library continues to provide adequate equipment and connections for access to electronic and digital information.*

c. **Communications Committee**

- i. *Composition: a maximum of two Board members may serve as liaison*
- ii. *Responsibilities*
  1. *Acts as the Library Board's liaison with the Director on Communications matters.*
  2. *Assess the need for new methods of acquainting the general public with the programs and services of the Library; and*
  3. *Reviews plans for promoting library services, materials, and programs.*
  4. **May develop public statements and responses on behalf of the Board as necessary and approved by the majority of the Committee.**
  5. **May be a liaison to the Friends of the Library.**

d. **Personnel Committee**

- i. *Composition: a maximum of two Board members may serve as liaison*
- ii. *Responsibilities*
  1. *Acts as Library Board's liaison with the Director on personnel matters.*
  2. *Review all personnel actions to ensure compliance with Suffolk County Department of Civil Service rules and regulations;*
  3. *To establish, with Board approval, a document on all personnel procedures;*
  4. *To review the written recommendations submitted by the Library Director and to forward its own written recommendation to the Board;*
  5. *Represent the Board of Trustees along with the Library Director during collective negotiations.*

e. **Policy Committee**

- i. *Composition: three Board Member liaisons, one librarian consultant, one union/personnel representative*
- ii. *Responsibilities*
  1. *Acts as Library Board's liaisons with the Director on policy matters.*

2. Regularly reads, reviews and makes recommendations for additions to or changes to Library policies & bylaws.
3. **Ensure that all policies are reviewed by appropriate personnel.**

f. **Strategic Planning Committee**

- i. **Composition: a maximum of three Board members may serve as liaisons**
- ii. **Responsibilities**
  1. **Reviews Library's Long Range Plan of Service and advises the Board as to the fulfillment of its goals.**

**ARTICLE VI - Duties of the Library Director**

A. Library Director

Administrative

1. The Library Director shall be the Chief Administrative **and Executive** Officer of The Smithtown Library acting on behalf of the Board and under its review and direction.
2. The Library Director shall ensure compliance with all laws relating to public libraries.
3. The Library Director shall represent The Smithtown Library at all state, regional and national Library Symposiums, whenever possible.
4. The Library Director, in consultation with and subject to the approval of the Board, may hire a qualified Assistant Library Director(s).
5. The Assistant Library Director(s) shall be authorized to perform all the duties of the Library Director in his/her absence.
6. The Library Director shall designate a Librarian who shall be authorized to perform his/her duties, should the Assistant Library Director(s) be unable to do so.
7. The Library Director shall oversee the care and maintenance of the library buildings and grounds, vehicles and equipment.
8. The Library Director shall have the flexibility to adjust goals as necessary.

Board Relations

9. The Library Director shall carry out the policies of The Smithtown Library as adopted by the Board.
10. The Library Director shall attend all meetings of the Board and may take part in deliberations but shall have no vote.
11. The Library Director shall keep the Trustees informed as to the Library's current progress and future needs through regular monthly reports.
12. The Library Director shall submit to the Trustees Monthly Statistical Reports at the Meetings of the Board.
13. The agenda for the Regular Monthly Meeting of the Board shall be prepared by the Library Director and be distributed to the Trustees in a timely manner.
14. **The Library Director shall assist in ensuring that policies and procedures remain non-partisan.**

### Personnel

15. *The Library Director shall fill all new positions and vacancies according to the provisions of New York State Civil Service Law and the Rules and Regulations of the Suffolk County Department of Civil Service. All appointments are subject to the approval of the Board.*

### Budget and Finance

16. *The Library Director shall coordinate the preparation of the Annual Budget in conjunction with the Treasurer and Budget and Finance Liaison for the ensuing year to be presented to the Trustees for approval not later than the August/September Meeting of the Board.*
17. *The Library Director shall have control of the funds set forth pursuant to the Library's Procurement Policy.*
18. *The Library Director will determine the most cost-effective manner for purchase and maintenance of library equipment and supplies.*
19. *The Library Director will ensure that all purchases are in accordance with the competitive bidding provisions of Section 100, et seq. of New York State General Municipal Law.*
20. *The Director shall actively pursue grants and alternative funding for the Library.*

### Professional Development

21. *The Library Director shall keep current with knowledge, skills and trends relevant to public libraries and librarianship in general.*
22. *The Library Director shall maintain an active role in professional organizations.*

### Community Relations

23. *The Library Director shall serve as the Board's liaison to the community.*
24. *The Library Director shall communicate effectively with the media and receive **assure** adequate media coverage.*
25. *The Library Director shall see **assure** that news releases, notices, library publications, both print and electronic, are continuously produced and updated.*
26. *The Library Director shall respond to public inquires and complaints.*
27. *The Library Director shall promote the Library to enhance the respect and support of the community. He/she shall be available for speaking engagements and perform this public relations function.*
28. *The Library Director shall make recommendations to the Trustees for action which will improve the Library's effectiveness and visibility in the community.*

### **B. Procedures for the Library Director Evaluation**

*The Director's confidential evaluation shall be completed annually.*

1. *The Library Board will agree upon the evaluation tools.*
2. *Upon receipt of the Library Director's report of the past year's highlights, achievements and recommendations, the Board of Trustees shall evaluate the Library Director's performance and present the Library Director's evaluation **at the August board meeting no later than the December Regular Board meeting**. The evaluation is to be written by the Board President or his/her designee and submitted in narrative format; every member of the Library Board will have the opportunity to review the Library Director's Evaluation; the evaluation is to be signed by each board member and returned in a timely manner. **The evaluation may be reviewed for fairness and objectivity by a confidential Library staff member the Personnel Assistant prior to being submitted to the Director.***

3. The Library Board and the Director shall orally discuss the Director's evaluation confidentially at ~~the August~~ **a Regular** Board meeting. The Library Director will sign the evaluations to acknowledge his/her reading of them prior to their placement in his/her personnel folder. The Library Director will be permitted to rebut in writing all or any parts of the evaluations submitted to him/her prior to the ~~August meeting~~ **end of the year**.

#### **ARTICLE VII - Fiscal Matters**

1. The fiscal year of The Smithtown Library shall be January 1 to December 31.
2. A motion to borrow money shall require the affirmative vote of at least 5 members of the 7-member Board.
3. The Treasurer appointed according to Article III, Section 7 shall be authorized to sign all payroll checks and all checks prepared for disbursements. All checks issued for an amount equal to five-thousand dollars (\$5,000.00) or more shall require a second signature by a member of the Board of Trustees of the Smithtown Special Library District who has been designated as a signatory for that account with the exception of routine gross payroll and deduction checks which require only one signature. The Board will receive disbursement and payroll warrants on a monthly basis for review and approval.

#### **ARTICLE VIII - Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the proceedings of the Board of Trustees in all cases to which they are applicable and ~~in which~~ **when** they are not inconsistent with these bylaws.

#### **ARTICLE IX – Amendments**

These bylaws may be repealed, amended, or added to by a 2/3 vote of the whole Board at a regular meeting. Such action may be taken, however, only after the substance of the proposed repeal, amendment, or addition has been presented in writing at a prior regular meeting and notice thereof has been given in the notice of the meeting at which it is to be considered. Bylaws should be reviewed for possible revision every three (3) years by a bylaws committee. Bylaws can be reviewed at any time if ~~determined~~ **recommended** by a simple majority of the Board.

#### 10. REVISED POLICY – **Public Communications Policy** [Policy 700-120] (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 Public Communications Policy [Policy 700-120]. 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

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

##### 1. **Object**

~~This policy is hereby enacted by The Board of Trustees ("Board") of The Smithtown Library ("Library") for the following purposes~~ **hereby adopts as the purposes guiding the Library's public communications:**

- a. to inform ~~citizen's~~ **residents** so that they ~~can~~ **may** make use of ~~and support~~ the Library's services and programs;

- b. to build a positive library image in the community that will encourage residents to ~~use and~~ support the Library's programs and services;
- c. to establish a ~~reputation~~ **foundation** as a nonpartisan, nonsectarian, **and** nonbiased meeting ground for ~~all ideas~~ **the dissemination and discussion of topics**;
- d. to ensure accurate, **accountable and** professional communication of ~~library services and programs,~~ **of library information; and**
- e. to ensure timely ~~and accurate two-way communication between the Library and its public~~ **dialogue between the Library and its constituents**.

## 2. **Policy**

The Library's ~~policy~~ **intention** is to establish and maintain open, two-way communication between the Library and ~~various publics~~ **the communities** the Library serves. The Library will adopt and carry-out a planned public communications program that will inform its ~~citizens~~ **residents** of the Library's programs and services, promote all ~~citizens'~~ **residents'** use of the Library and establish the Library as a ~~nonpartisan~~ **functioning, engaging and receptive** meeting ground for all ideas.

## 3. **Goals**

Public communication goals of the ~~Smithtown~~ Library are: (1) to promote a ~~good~~ **sound** understanding of the Library's objectives and services among ~~governing~~ **governmental** officials, civic leaders and the general public; (2) to promote active participation in the varied programs and services offered by the Library to ~~people~~ **residents** of all ages.

## 4. **Responsibilities**

The Board recognizes that public communications ~~involves~~ **should respect** every person who has a connection with the Library. The Board urges its own members and all library employees to realize that they represent the Library in every **each** public contact **within which they engage**.

## 5. **Outreach**

The Library Director shall designate **community** outreach staff to ~~make~~ **conduct** presentations to promote Library programs and services. A reasonable amount of library time will be allowed for preparation and speaking **to community members**.

Materials to be used by press, radio, **digital marketing** or television must be approved by the Library Director or his/her designee.

## 6. **Coordination of Speaking Engagements**

Speaking engagements ~~made~~ **engaged in** by library trustees and staff on behalf of the Library will be coordinated by the Library Director or his/her designee.

## 7. **Publications**

The Board will establish a publications budget to ~~cover~~ **absorb** costs related to printing, publication, supplies and miscellaneous needs related to the public communications effort. Bulletins, brochures and other promotional materials shall be produced and distributed through regular mailings, **digital marketing** and other effective methods of reaching the public.

8. **Standards of Quality**

Promotional and informational materials designed to be disseminated to the public will meet standards of quality established by the Library. Library managers will be responsible to ~~see~~ **assure** that such promotional and informational materials produced by or for their respective departments meet Library standards. All such materials are subject to approval by the Library Director or his/her designee.

9. **Requests for Information**

Responses to requests for information from the public and/or media regarding library policies or procedures should be limited to **those within** the scope of the respondent's job duties. All requests for information beyond the scope of those duties should be referred to the Library Director or his/her designee.

11. REVISED POLICY – **Photographing, Videotaping and Use of Other Recording Devices Policy**  
[Policy 700-200] (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 Photographing, Videotaping and Use of Other Recording Devices Policy [Policy 700-200]. 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

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

*The Library's primary mission is to provide Library services to the residents of The Smithtown Library. Photographing, videotaping, or use of other recording devices ~~may not~~ **are not to** interfere with the provision of Library services. Staff may terminate any photographing, videotaping, or recording sessions that may compromise public safety or security, or interfere with the Library's operations. All photographing, videotaping or use of other recording devices will require the prior approval of the Library Director.*

**INDIVIDUAL PHOTOGRAPHY/VIDEOTAPING**

Persons photographing, videotaping, or recording on Library premises must obtain the necessary releases and permissions from ~~persons~~ **individuals** who are to be photographed, videotaped, or recorded. Taking photographs or videotaping of a minor requires the permission of the minor's parent or guardian. The Library undertakes no responsibility for obtaining these releases. **Persons undertaking such photographing, videotaping or recording will hold the Library harmless from any claims or actions made against the Library alleging illicit activities.**

**MEDIA OR COMMERCIAL PHOTOGRAPHY/VIDEOTAPING**

The Library ~~does not permit~~ **prohibits media or** commercial photography or filming. Any exception requires the express written ~~permission~~ **approval** from the Library Director. **A person filming or photographing must not disturb visitors/patrons or Library staff.**

Community organizations ~~holding~~ **conducting** scheduled events or meetings in the Library's quiet rooms, conference rooms or meeting rooms may arrange for their own photographing or videotaping/recording of their event. Such photography and videotaping is restricted to the space reserved by the group, and the group is responsible for any necessary releases and permissions; **and will hold harmless the Library with regard to any claims or actions alleging illicit photographing, videotaping or recording.**

**LIBRARY STAFF PHOTOGRAPHY/VIDEOTAPING**

Library staff ~~often~~ **may** take pictures or shoot videos at Library events to utilize in Library publicity materials and on the Library website. The Library reserves the right to ~~document~~ **display** its services and the public's use of the Library. Official representatives of the Library may take photographs, videotape, or use other recording devices within the Library and at Library-related events and activities for Library purposes. These photographs and video may be ~~copied~~, displayed, published (including on the Library's website **and/or social media**), and telecast for such purposes as promotion, publicity, and news to inform the public regarding the Library. ~~All such photography/videotaping will be in accordance with Library procedures.~~

If individuals do not desire the Library to utilize a picture or video of themselves or their child(ren), they are to advise a Library staff member prior to the event; **notice of such is to be announced prior to an event.**

This policy extends to photographing and filming by Library staff at Friends of the Library events and at Library booths and programs at Library/public events in the community.

12. Library Board President Annette Galarza noted that the next regular meeting of the Board of Trustees is scheduled to be held April 16, 2024 at 6:30 pm at the Kings Park building.
13. There being no further business, Library Board President Annette Galarza moved to adjourn the meeting at 7:17 p.m. 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

Minutes approved this 16<sup>th</sup> day of April, 2024

Annette Galarza, President  
Smithtown Library Board of Trustees

Linda Taurassi  
Secretary to the Board of Trustees

*(This is a draft of the March 19, 2024 Board of Trustees meeting; to be voted on for approval at the April 16, 2024 Board of Trustees meeting).*