

**MINUTES  
BOARD OF TRUSTEES  
THE SMITHTOWN LIBRARY  
April 18, 2023**

A regular meeting of the Board of Trustees of The Smithtown Library was held at the Kings Park building, Kings Park, New York, on the 18<sup>th</sup> day of April, 2023. The meeting was called to order at 6:30 p.m. with the pledge of allegiance to the flag.

The following Library Trustees were present: Brianna Baker-Stines, Mildred Bernstein, Barbara Deal, Anita Dowd-Neufeld, Annette Galarza, Howard Knispel and Thomas Maher.

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

Brianna Baker-Stines, President of the Board of Trustees, acted as Chairperson of the meeting.

**READING AND APPROVAL OF MINUTES**

1. APPROVAL OF MINUTES

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

- a. *RESOLVED, that the REGULAR MEETING MINUTES of March 21, 2023 be approved as presented.*

The motion was seconded by Trustee Anita Dowd-Neufeld and adopted 7-0 by the following roll call vote:

FOR—Baker-Stines, Bernstein, Deal, Dowd-Neufeld, Galarza, Knispel, Maher; 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 March 31, 2023 be approved for filing (copy of report appended to the original of these minutes).*

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

FOR—Baker-Stines, 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>i. Warrant #23 - April (“L” fund) PREPAYS</i>	<i>\$ 4,318.20</i>
<i>ii. Warrant #23 - April (“L” fund) WARRANT</i>	<i>\$ 569,487.52</i>
<i>iii. Warrant #23 - April (“M” fund) WARRANT</i>	<i>\$ 2,000.00</i>
<i>iv. Warrant #23 - Payroll (#7 – 3/31/23)</i>	<i>\$ 292,804.03</i>
<i>v. Warrant #23 - Payroll (#8 – 4/14/23)</i>	<i>\$ 275,271.38</i>

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

FOR—Baker-Stines, 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 is authorized to execute budget transfers of \$90,825.00 from expenditure account L.2000 (Computer Equipment) to fund the expenditure account L.4320 (Computer Supplies & Services).*

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

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

d. INDEPENDENT AUDIT REPORT – Baldessari & Coster, Certified Public Accountants

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

*RESOLVED, that the independent audit report for the fiscal year beginning January 1, 2022 and ending December 31, 2022, prepared by Baldessari & Coster, Certified Public Accountants, including financial statements and supplementary schedules, be accepted as presented.*

Mr. Al Coster, of Baldessari & Coster, Certified Public Accountants, presented the Library’s 2022 independent audit report and answered questions from the Library Board. Mr. Coster congratulated the Library and noted that, once again, the Library had received the best report it could possibly get. The Library has been issued the highest opinion that the financial statements and underlying internal controls present fairly, in all material respects, the financial position of The Smithtown Library as of December 31, 2022 in accordance with generally accepted accounting principles.

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

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

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

PERSONNEL CHANGES

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

Promotional Appointment:

- i. *Permanent full-time promotional appointment of **Rachel Cecchini** to the position of Librarian II, Head of Teen Services, Commack building, at an annual rate of pay of \$69,964.00, subject to a 12-week probationary period, effective April 19, 2023 (to reflect increased job responsibilities).*

Full-time Appointment:

- ii. *Permanent full-time appointment of **Carrie George** to the position of Library Assistant, Adult Reference Department/LearnLab, Smithtown building, at an annual rate of pay of \$52,635.00, subject to a 26-week probationary period, effective May 8, 2023 (to fill the vacancy created by the resignation of Lauren Lewonka, effective 12/27/22).*

Resignations:

- iii. *Resignation of **Carolyn Annis**, Page, Reference/Circulation Departments, Smithtown building, effective March 27, 2023.*
- iv. *Resignation of **Vishala Swami**, Page, Reference/Circulation Departments, Smithtown building, effective April 5, 2023.*

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

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

4. The BUILDINGS AND GROUNDS COMMITTEE

There was no report of the Buildings and Grounds Committee

5. The COMMUNICATIONS COMMITTEE report was presented by Communications Committee Liaison Barbara Deal, who moved to approve adoption of the following resolution:

*RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank Anton Prokopenko, of Kings Park, NY, for this most generous online donation of \$1,050.00; 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 7-0 by the following roll call vote:

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

6. 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).

**UNFINISHED BUSINESS**

7. NEW POLICY – **Photocopy, Fax and Scan Services Policy** [Policy 700-75] (3<sup>rd</sup> reading)

Library Board President Brianna Baker-Stines 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 7-0 by the following roll call vote:

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

The policy as revised will be voted on for approval at the May 16, 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. **Flash drives may be available for purchase from the Circulation Desk.***

8. NEW POLICY - **Unattended Vulnerable Adults** [Policy 700-40] (2<sup>nd</sup> reading)

NOTE: The section number of the Refreshment Policy [Policy 700-40] has been changed to 700-55

Library Board President Brianna Baker-Stines moved to waive the reading of the Unattended Vulnerable Adults Policy [Policy 700-40]. The motion was seconded by Trustee Annette Galarza and adopted 7-0 by the following roll call vote:

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

Library Board President Brianna Baker-Stines moved to adopt the Unattended Vulnerable Adults Policy [Policy 700-40]. The motion was seconded by Trustee Howard Knispel and adopted 7-0 by the following roll call vote:

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

*The Smithtown Library seeks to provide a welcoming and safe environment for all community members, including those vulnerable adults who require assistance in utilizing the Library's offerings.*

*A vulnerable adult is an individual over the age of 18 who is mentally or physically challenged to a degree that significantly impairs the individual's ability to provide adequately for his/her own care or manage his/her own behavior without assistance.*

*Staff cannot be expected to monitor or prevent vulnerable adults from leaving the building/grounds or to assume responsibility for monitoring their behavior. Nor will they transport vulnerable adults to any location, even by request of the family member, caregiver, or guardian.*

*The Library will adhere to the following guidelines concerning the care and behavior of vulnerable adults:*

- *Vulnerable adults, who are able to abide by the rules of conduct and who are able to care for themselves, are welcomed to be in the Library unattended. Vulnerable adults will be expected to follow the rules of conduct outlined in Library policy 700-10 Public Behavior On Library Property. They are expected to possess contact information for a parent/guardian or caregiver who can assist them in an emergency.*
- *Vulnerable adults who are unable to care for themselves must be accompanied and possess adequate supervision at all times. A parent/guardian or caregiver 18 years of age or older must be responsible for monitoring the activities and managing the behavior of vulnerable adults during their Library visits.*
- *Staff will attempt to contact a parent/guardian or caregiver when a vulnerable adult's:*
  - *health or safety is in doubt*
  - *behavior disturbs other Library users*
  - *actions violate policy 700-10 Public Behavior On Library Property*
  - *parent/guardian or caregiver is not present at closing time.*

*Every reasonable effort will be made by library staff to assist the vulnerable adult in contacting the appropriate responsible adult. If no responsible adult is reached, or the vulnerable adult is not picked up within 15 minutes of Library closing, staff may notify the police and/or an appropriate County agency. Such agencies include, but are not limited to Suffolk County Adult Protective Services, New York State Office of Children and Family Services.*

## PUBLIC COMMENTS

There were no public comments.

4/18/23

NEW BUSINESS

9. REVISED POLICY – **Public Participation at Board Meetings Policy [Policy 700-20]** (1<sup>st</sup> reading)

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

Library Board President Brianna Baker-Stines moved to waive the reading of the Public Participation at Board Meetings Policy [Policy 700-20]. The motion was seconded by Trustee Anita Dowd-Neufeld and adopted 7-0 by the following roll call vote:

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

Revisions pertaining to the policy were discussed. Revisions will be made and presented for review at the May, 16, 2023 regular board meeting.

~~The Smithtown Special-Library District Board of Trustees encourages public comment at Board meetings. One (1) period for public expression is provided at each regular meeting of the Board. During this period, the Board President will solicit brief comments from the public. and will set a time limit on such public participation period. Individual presentations shall be limited to no more than five (5) minutes.~~

**The Board President will set a time limit on such public participation period. The time limit will be no less than thirty (30) minutes, but no more than ninety (90) minutes. Individual presentations shall be limited to three (3) minutes, but may be extended to five (5) minutes by the Board President in his/her discretion.**

Pursuant to Article IV, Section 6 of the Bylaws of the Board of Trustees, the public shall be recognized immediately after “Unfinished Business” on the agenda. **“Public Comments” may be placed earlier on the agenda at the discretion of the Board President.**

Persons wishing to speak will identify themselves **and their town of residence**; any organizations they may be representing at the meeting and; where applicable, the agenda topic they wish **elect** to discuss. **While all members of the public are able to comment, sequence preference may be given to Smithtown residents and Smithtown Library card holders.**

Comments should be kept as brief as possible and relate to public library matters. **The public will follow department guidelines as set forth in Policy 700-10 Public Behavior On Library Property. This includes, but is not limited to, restriction of:**

- **abusive and/or obscene language or images,**
- **violence in any form,**
- **distribution of unauthorized print materials, and**
- **any attempts to prevent orderly conduct.**

~~Members of The Board of Trustees are not obligated to respond to questions or comments from the public., but may do so at their own discretion, according to~~ **Any responses from the Board must follow** the rules of parliamentary procedure adopted in the Bylaws.

~~The Board President is responsible for the orderly conduct of the meeting. and shall rule on such matters as: the time to be allowed for public expression; the appropriateness of the subject matter being presented; and the “timeliness” of such presentation.~~ Undue interruption or other interference with the orderly conduct of Board business will not be allowed. Defamatory or abusive remarks are out of order and will not be condoned. The presiding officer may terminate a speaker’s privilege of address if, after being called to order, ~~he or she~~ **the speaker** persists in improper conduct or remarks.

*At a public meeting of the Board, no persons shall verbally initiate charges or complaints against individual employees of the Library. All such charges and or complaints shall be presented to ~~the Library Director~~ **any of the Designated Contact Persons as outlined in Policy 500-85 Anti-Bullying** in writing, signed by the complainant. All such charges, if properly presented and warranting investigation, shall be ~~handled~~ **reviewed** by ~~Library Director~~ **Library administration** for investigation and report.*

10. DISCUSSION – Policy 100-10: Article V - Committees

The Library Board discussed the possibility of changing committees that may no longer be relevant, in addition to the possibility of adding new committees in the future.

11. At 7:45 p.m. Library Board President Brianna Baker-Stines 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 Anita Dowd-Neufeld and adopted 7-0 by the following roll call vote:

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

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

Also present were Library Director Robert Lusak, Assistant Library Director Patricia Thomson, Clerk Lauren Gunderson, Treasurer Kevin Miller, Business Manager Jennifer Piano, Personnel Assistant Lori Mauceri and Secretary Linda Taurassi.

At 8:17 p.m. Library Board President Brianna Baker-Stines made a motion to reconvene in open public session. The motion was seconded by Trustee Annette Galarza and adopted by a unanimous 7-0 vote.

12. Library Board President Brianna Baker-Stines noted that the next “regular” meeting of the Board of Trustees would be held May 16, 2023 at 6:30 p.m. at the Smithtown building.
13. There being no further business, Library Board President Brianna Baker-Stines moved to adjourn the meeting at 8:18 p.m. The motion was seconded by Trustee Thomas Maher and adopted by a unanimous 7-0 vote

Minutes approved this 16<sup>th</sup> day of May, 2023.



Brianna Baker-Stines, President  
Smithtown Library Board of Trustees



Linda Taurassi  
Secretary to the Board of Trustees