

**MINUTES  
BOARD OF TRUSTEES  
THE SMITHTOWN LIBRARY  
May 19, 2020**

Due to the Coronavirus (COVID-19) the regular meeting of the Board of Trustees of The Smithtown Library was held via telephone conference on the 19<sup>th</sup> day of May, 2020 at 6:30 p.m.

The following Library Trustees were present and participating at the meeting via conference call: Brianna Baker-Stines, Anita Dowd-Neufeld, Annette Galarza, James Hornef (entered the meeting at 7:03 p.m.), Joseph Vallone and William Zimmerman. Trustee Theresa M. Stabile was absent without prior notice.

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

Anita Dowd-Neufeld, President of the Board of Trustees, acted as Chairman of the meeting.

**READING AND APPROVAL OF MINUTES**

1. Library Board President Anita Dowd-Neufeld moved to accept adoption of the following resolution:

*RESOLVED, that the REGULAR MEETING MINUTES of April 21, 2020 be approved as presented.*

The motion was seconded by Trustee Brianna Baker-Stines and adopted 5-0 by the following roll call vote: FOR—Baker-Stines, Dowd-Neufeld, Galarza, Vallone, Zimmerman; AGAINST—none

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

2. The BUDGET AND FINANCE COMMITTEE report was presented by Trustee Joseph Vallone in the absence of Budget and Finance Committee Liaison Theresa Stabile.

- a. TREASURER'S REPORT

Trustee Joseph Vallone moved to accept adoption of resolution "a":

*RESOLVED, that the TREASURER'S REPORT for the month ended April 30, 2020 be approved for filing (copy of report appended to the original of these minutes).*

The motion was seconded by Trustee William Zimmerman and adopted 5-0 by the following roll call vote: FOR—Baker-Stines, Dowd-Neufeld, Galarza, Vallone, Zimmerman; AGAINST—none

b. WARRANTS

Trustee Joseph Vallone moved to accept adoption of resolution “b”:

RESOLVED, that the following WARRANTS be approved for payment:

i. Warrant #20-May ("L" fund) PREPAYS	\$ 42,725.51
ii. Warrant #20-May ("L" fund) WARRANT	\$ 376,046.97
iii. Warrant #20-May (PAYROLL # 9 – 5/01/2020)	\$ 260,109.19
iv. Warrant #20-May (PAYROLL #10 – 5/15/2020)	\$ 258,176.42

The motion was seconded by Trustee Annette Galarza and adopted 5-0 by the following roll call vote: FOR—Baker-Stines, Dowd-Neufeld, Galarza, Vallone, Zimmerman; AGAINST—none

c. PAYMENT OF PAYROLLS #11 (5/29/2020) and #12 (6/12/2020)

Trustee Joseph Vallone moved to accept adoption of resolution “c”:

*RESOLVED, that the Board of Trustees of The Smithtown Library approves the payment of payroll #11, dated May 29, 2020, and payroll #12, dated June 12, 2020, for employees scheduled hours, during the closure of the Library due to the Coronavirus (COVID-19).*

The motion was seconded by Trustee William Zimmerman and adopted 5-0 by the following roll call vote: FOR—Baker-Stines, Dowd-Neufeld, Galarza, Vallone, Zimmerman; AGAINST—none

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

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

Resignation:

- i. Resignation of Lorraine Guerriere, Page, Technical Services Department, Nesconset building, effective April 28, 2020.

Leave of Absence:

- ii. Medical leave of absence without pay for William Amendolia, Custodial Worker I, Smithtown building, effective May 30, 2020 through July 1, 2020.

The motion was seconded by Trustee Annette Galarza and adopted 5-0 by the following roll call vote: FOR—Baker-Stines, Dowd-Neufeld, Galarza, Vallone, Zimmerman; AGAINST—none

4. The BUILDINGS AND GROUNDS COMMITTEE report was presented by Buildings and Grounds Committee Liaison Joseph Vallone who moved to accept adoption of resolution “a”:

a. CONTRACT RENEWAL – Automatic Doors Preventative Maintenance & Repair Services – MacKenzie Automatic Doors

*RESOLVED: That the Board of Trustees of The Smithtown Library does hereby authorize the Library Director to renew the contract with MacKenzie Automatic Doors for the purpose of providing automatic doors preventative maintenance and repair services to the Smithtown, Commack, Kings Park & Nesconset Library buildings; said contract to be in effect for the period July 1, 2020 through June 30, 2021, at a cost not to exceed \$4,980.00.*

The motion was seconded by Trustee William Zimmerman and adopted 5-0 by the following roll call vote: FOR—Baker-Stines, Dowd-Neufeld, Galarza, Vallone, Zimmerman; AGAINST—none

5. The COMMUNICATIONS COMMITTEE report was presented by Trustee William Zimmerman who read into the minutes a letter received from Gray/Robinson Attorneys at Law pertaining to a donation made to The Smithtown Library.

Trustee William Zimmerman moved to accept adoption of the following resolution:

- a. Donation – Administration of the Eva E. Geant Revocable Trust

*RESOLVED: That the Board of Trustees of The Smithtown Library does hereby graciously accept the Eva E. Geant Revocable Trust in the amount of one hundred thousand dollars (\$100,000.00), administred by Gray/Robinson Attorneys at Law in full satisfaction of the Library's entitlement.*

The motion was seconded by Trustee Annette Galarza and adopted 5-0 by the following roll call vote: FOR—Baker-Stines, Dowd-Neufeld, Galarza, Vallone, Zimmerman; AGAINST—none

6. The DIRECTOR'S REPORT was presented verbally to the Library Board by Library Director Robert Lusak. Items included:

- a. Staff have started to report to the buildings in small numbers, beginning with our Building Heads in order to assess the buildings
- b. The Director thanked staff for processing huge amounts of magazines, newspapers and mail
- c. Custodial staff have been busy maintaining the lawns, as well as undertaking spring clean up
- d. A Health and Safety Committee has been formed in order to begin the planning process of reopening our buildings. Items being discussed are:
  - o Return of materials – possibility of returning items to book drops, rather than circulation desks.
  - o Community Rooms – since there will be no programming upon reopening, the community rooms may be used as quarantine areas; materials may be collected from book drops and stored in community rooms for 3 days – with each day's collections labeled and separated to cover the 72-hour quarantine necessary before shelving of materials.
  - o Social distancing – discussion of ways to physically provide services, while maintaining social distancing at circulation, adult and children's service desks.
  - o Meeting with Signarama to plan designs for acrylic barriers for the safety of staff and patrons; since the materials for these barriers are in high demand at the present time and there is a three to four- week delivery time, the Director requested the Library Board allow permission in this emergency situation to purchase without going out to bid. These acrylic structures will not be permanent.
  - o Curbside delivery is an option for the delivery of patron held materials.
  - o Staff will be trained for a seamless reopening to the public.

- Possible administration of temperature testing of patrons entering the buildings.
- Security guards – possibility of adding an extra security guard in each building; one to monitor the entrance to ensure that patrons are wearing face masks, the other to patrol the premises.

**NOTE: Trustee James Hornef entered the meeting at 7:03 p.m.**

- Flyers are being developed, that will be laminated and on display throughout the building, to notify patrons of the Library's new guidelines. They will also be on our website.
- e. As per SCLS Director Kevin Verbese, NYLA has been advocating for libraries to be included in phase two of the Governor's plan to reopen NYS. The state of New Jersey has specifically listed libraries as something to open in phase two. Since the states of New York, New Jersey and Connecticut have been working closely together, we are hopeful that our state will follow suit.
  - f. The Library Director noted that the Public Library Director's Association (PLDA) Long Range Planning Committee timeline will be shared with the staff.
  - g. The Library Director reported that he contacted our insurance agent, Joseph Price, to discern possible liabilities the Library might be subject to upon reopening. The following options are under consideration:
    - Installation of acrylic barriers at circulation and reference desks
    - Floor markers for social distancing
    - Limiting the number of people in our buildings
    - Possible reduction of operating hours
    - Staggered employee work shifts
    - No programming or public meetings
    - 6 feet minimum social distancing separation in work zones
    - Mandatory face masks for employees
    - Hand sanitizing stations
    - Continuous sanitizing of facilities

Trustee Joseph Vallone moved to accept adoption of the following resolution:

*Resolved, that an expenditure of no greater than \$75,000.00 to Signarama is to be authorized to provide and install plexiglass units within each of the system's four library buildings under the terms of the emergency procurement permitted under General Municipal Law, Section 103, on the basis that the health, safety and welfare of staff and patrons can be met by way of such emergency purchase.*

The motion was seconded by Trustee Annette Galarza and adopted 6-0 by the following roll call vote: FOR—Baker-Stines, Dowd-Neufeld, Galarza, Hornef, Vallone, Zimmerman; AGAINST—none

5/19/20

## UNFINISHED BUSINESS

7. It was noted by Network & Systems Specialist II James Buckman that the Library's 3D printers on loan to Stony Brook University, for the purpose of making face shields, have been returned. Because more face shields were made than needed, our Library has now received fifty face shields that may be utilized for staff working at the public service desks.

### **PUBLIC COMMENTS** - There were no public comments

8. At 7:33 p.m. Trustee Joseph Vallone moved to enter executive session pursuant to Article 7, Section 105 "F" of the Public Officer's Law to discuss the employment history of particular persons. The motion was seconded by Trustee Annette Galarza and adopted 6-0 by the following roll call vote: FOR—Baker-Stines, Dowd-Neufeld, Galarza, Hornef, Vallone, Zimmerman; AGAINST—none

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

Also present were Library Director Robert Lusak, Assistant Library Director Patricia Thomson, Attorney Kevin Seaman, and Systems and Specialist II James Buckman.

9. At 8:15 p.m. Trustee Brianna Baker-Stines made a motion to reconvene in open public session via conference call. The motion was seconded by Trustee Joseph Vallone and adopted 4-0 by the following roll call vote: FOR—Baker-Stines, Dowd-Neufeld, Galarza, Vallone, AGAINST—none.

**NOTE: Due to telephone connection issues Trustee James Hornef was delayed in reconnecting to the conference call and entered the meeting at 8:21 p.m.**

**NOTE: Due to telephone connection issues Trustee William Zimmerman was disconnected during executive session and was unable to successfully reconnect to the conference call.**

10. Trustee Annette Galarza moved to accept adoption of the following resolution:

*RESOLVED, that the Board of Trustees of The Smithtown Library extends a retirement/resignation incentive to all full and part-time staff members possessing ten (10) years of service to the Library; such incentive to constitute three (3) months of salary payment provided that the employee resigns or retires effective June 30, 2020, and provides the Library Director, no later than June 1, 2020, notification of such retirement or resignation.*

The motion was seconded by Trustee Brianna Baker-Stines and adopted 5-0 by the following roll call vote: FOR—Baker-Stines, Dowd-Neufeld, Galarza, Hornef, Vallone; AGAINST—none

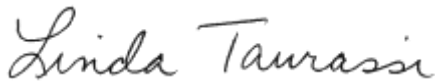
**NEW BUSINESS**

- 11. Library Board President Anita Dowd-Neufeld noted that the next “regular” meeting of the Board of Trustees is scheduled to take place on Tuesday, June 16, 2020 at 6:30 p.m. Details of the meeting, whether via telephone conference call or in person, will be determined prior to that date subject to the reopening of the library.
- 12. There being no further business, Library Board President Anita Dowd-Neufeld moved to adjourn the meeting at 8:25 p.m. The motion was seconded by Trustee Brianna Baker-Stines and adopted 5-0 by the following roll call vote: FOR—Baker-Stines, Dowd-Neufeld, Galarza, Hornef, Vallone; AGAINST—none

Minutes approved this 16<sup>th</sup> day of June, 2020.



Anita Dowd-Neufeld, President  
Smithtown Library Board of Trustees



Linda Taurassi  
Secretary to the Board of Trustees