

**MINUTES
BOARD OF TRUSTEES
THE SMITHTOWN LIBRARY
August 15, 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 15th day of August, 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, Assistant Library Director Eileen Caulfield, 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 July 18, 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 July 31, 2023 be approved for filing (copy of report appended to the original of these minutes).*

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

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

b. WARRANTS

RESOLVED, that the following WARRANTS be approved for payment (copy of warrants appended to the original of these minutes):

<i>i. Warrant #23 - August (“L” fund) PREPAYS</i>	<i>\$ 1,480.93</i>
<i>ii. Warrant #23 - August (“L” fund) WARRANT</i>	<i>\$ 406,052.99</i>
<i>iii. Warrant #23 - Payroll (#15 – 7/21/23)</i>	<i>\$ 279,618.38</i>
<i>iv. Warrant #23 - Payroll (#16 – 8/4/23)</i>	<i>\$ 272,880.17</i>

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

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

c. BANK ACCOUNT CLOSURE – M & T Bank

RESOLVED, that the current account bearing number XXXXXX7979 maintained with M&T Bank, 1 East Main Street, Smithtown, NY, be closed, and that said Bank is hereby instructed to return any amount lying in the said Bank account to the company by way of transfer to another current account of the company bearing number XXXXXX9351, maintained with M&T Bank, 1 East Main Street, Smithtown, NY; and be it

FURTHER RESOLVED, that Robert Lusak, Director of The Smithtown Library, be and is hereby authorized to sign and execute all such forms, documents, and instruments and do all such acts, deeds, and things as may be required in connection with the closure of said account; and be it

FURTHER RESOLVED, that a certified true copy of the foregoing resolution be submitted to the Bank for necessary action at their end.

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

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

a. PERSONNEL CHANGES

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

Full-time Promotional Appointments:

- i. Permanent full-time promotional appointment of **Margaret Moloney** to the position of Librarian III, Head of Children’s Services, Smithtown building, at an annual rate of pay of \$104,458.00, subject to a 12-week probationary period, effective August 26, 2023 (to fill the vacancy created by the reassignment of Eileen Caulfield as Assistant Library Director).*

- ii. *Permanent full-time promotional appointment of **Colleen Navins** to the position of Librarian III, Head of Teen’s Services, Smithtown building, at an annual rate of pay of \$96,551.00, subject to a 12-week probationary period, effective August 21, 2023 (this is a new position as coordinator of the Library district).*

Reinstatement of Position:

- iii. *Release of **James DeGaray** from a part-time Librarian Trainee position and reinstatement into the part-time position of Library Clerk, Circulation Department, Kings Park building, at an hourly rate of pay of \$19.97, not to exceed 17.5 hours per week, effective September 1, 2023 (reinstatement requested by staff member per vacancy created by the resignation of Patrick Lynch, effective 8/24/23).*

Part-time Appointments:

- iv. *Part-time appointment of **Salvatore Civitello** to the position of Custodial Worker I, all buildings, at an hourly rate of pay of \$21.12, effective August 17, 2023 (to fill part of the vacancy created by the voluntary release of a full-time custodian (employee #1283) into a part-time position, effective 12/31/22).*
- v. *Part-time appointment of **Sara Conquet** to the position of Page, Nesconset building, at an hourly rate of pay of \$15.00, effective August 18, 2023 (to fill the vacancy created by the resignation of Emerson Cozine, effective 8/22/23).*
- vi. *Part-time appointment of **Kenneth C. Miller** to the position of Custodial Worker I, all buildings, at an hourly rate of pay of \$21.12, effective August 17, 2023 (to fill the vacancy created by the resignation of Louis Rossi, effective 8/11/23).*
- vii. *Part-time appointment of **Sofia Munno** to the position of Page, Children’s Department, Smithtown building, at an hourly rate of pay of \$15.00, effective August 29, 2023 (to fill the vacancy created by the resignation of Kelly Seeley, effective 7/3/23).*
- viii. *Part-time appointment of **Aidan Quinn** to the position of Page, Reference/Circulation Departments, Smithtown building, at an hourly rate of pay of \$15.00, effective August 16, 2023 (to fill the vacancy created by the release of Lena O’Brien from a Page position into a Library Clerk position, effective 7/31/23).*
- ix. *Release of **Kyle Tilden** from a part-time Driver Messenger position and appointment into the part-time position of Library Assistant, LearnLab, Smithtown building, at an hourly rate of pay of \$28.92, not to exceed 17.5 hours per week, effective September 5, 2023 (this is a new position).*

Resignations:

- x. *Resignation of **Alicia J. Collumbell**, Librarian I, Reference Department, Kings Park building, effective August 18, 2023.*
- xi. *Resignation of **Patrick Lynch**, Library Clerk, Circulation Department, Kings Park building, effective August 24, 2023.*
- xii. *Resignation of **Louis Rossi**, Custodial Worker I, Smithtown building, effective August 11, 2023.*

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

Personnel Committee Liaison Anita Dowd-Neufeld 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 Library Director **Robert Lusak** be authorized to attend the NYLA 2023 Conference, sponsored by the New York Library Association, to be held in Saratoga Springs, NY, from November 1, 2023 through November 4, 2023, with reimbursement for reasonable expenses incurred with the display of certified receipts.*
- II. That Assistant Library Director **Patricia Thomson**, Administration Department, Nesconset building, be authorized to attend the NYLA 2023 Conference, sponsored by the New York Library Association, to be held in Saratoga Springs, NY, from November 1, 2023 through November 4, 2023, with reimbursement for reasonable expenses incurred with the display of certified receipts.*
- III. That Assistant Library Director **Eileen Caulfield**, Administration Department, Smithtown building, be authorized to attend the NYLA 2023 Conference, sponsored by the New York Library Association, to be held in Saratoga Springs, NY, from November 1, 2023 through November 4, 2023, with reimbursement for reasonable expenses incurred with the display of certified receipts.*
- iv. That Librarian I **Jesse Lemke**, Reference Department, Kings Park building be authorized to attend, on paid release time, the “2023 NYLA Annual Conference”, sponsored by the New York Library Association, to be held in Saratoga Springs, NY, from November 2, 2023 through November 4, 2023, with reimbursement for actual and necessary expenses not to exceed \$500.00.*
- v. That Librarian IV **Andrew Salomon**, Building Head, Kings Park building, be authorized to attend, on paid release time, the “32nd Annual Conference on Libraries and the Future: AI in Libraries, sponsored by the Long Island Library Resources Council (LILRC) on October 6, 2023, to be held at the Heritage Club, Bethpage, NY, with reimbursement for actual and necessary expenses not to exceed \$99.00.*
- vi. That Librarian III **Margaret Moloney**, Head of Children’s Services, Smithtown building, be authorized to attend, on paid release time, the “Banned Books: A Reimagined Lit-Fest” (A Celebration of Books for Children and Young Adults) workshop, sponsored by the Nassau Library System on October 20, 2023, to be held at the Nassau Library System, Uniondale, NY, with reimbursement for actual and necessary expenses not to exceed \$75.00.*

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 report was presented by Buildings and Grounds Committee Liaison Thomas Maher, who moved to approve the adoption of resolution “a”:

a. PURCHASE OF NEW CARGO VAN - 2023 Chevrolet Express Cargo Van 2500

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby approve the Library's purchase of a 2023 Chevrolet Express Cargo Van 2500, VIN#xxxxxxxxxxxx5004 from Chevrolet of Smithtown for the purchase price of \$41,385.00 via the competitive bid process of NYS Vehicle Marketplace; and it is

FURTHER RESOLVED, that Robert Lusak, Director of The Smithtown Library, be and is hereby authorized to execute all such forms, documents, and instruments and do all such acts, deeds, and things as may be required in relation to the acquisition of the subject vehicle.

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

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

Buildings and Grounds Committee Liaison Thomas Maher moved to approve the adoption of resolution “b”:

b. PUBLIC LIBRARY CONSTRUCTION GRANT – Smithtown Building Lower Level Renovation Project including Podcast Studio, New Community AV System, and New Quiet Study Room

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby approve the submission of a Public Library Construction Grant proposal for the Smithtown building; grants to be administered in accordance with the requirements of Education Law §273-a (as amended by Chapter 57 of the Laws of 2007) and Commissioner’s Regulations §90.12; the grant includes the Smithtown Building Lower Level Renovation including Podcast Studio, New Community AV System, and New Quiet Study Room.

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

Buildings and Grounds Committee Liaison Thomas Maher moved to approve the adoption of resolution “c”:

c. ELEVATOR PREVENTIVE MAINTENANCE/SERVICE AGREEMENT – Island Elevator

*RESOLVED, that the Board of Trustees of The Smithtown Library does hereby authorize the Library Director to enter into a one-year contract, with an option for Board renewal, for a period of one year for each of four subsequent years, for the elevator preventative maintenance/service agreement, for the Smithtown, Commack, Kings Park and Nesconset buildings with **Island Elevator** (NYS Contract PS70072SB – Award 23271, Contract Period July 20, 2023 -- July 19, 2028), for the period beginning October 1, 2023 and ending September 30, 2024; the total annual cost for basic inspection services covered under the 2023-2024 term shall not*

exceed \$11,000.00 (note: as needed, "per-call" service calls outside of normal business hours, "due to" issues and other services outside of the preventative maintenance/service agreement, and additional NYS Required Periodic Inspection & Testing may incur an additional expense). Subsequent renewals for a period of one year at the cost projected will be considered (pending Board approval and funding) at the annual anniversary date.

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

Buildings and Grounds Committee Liaison Thomas Maher moved to approve the adoption of resolution "d":

d. MANAGED PRINT SUPPORT/SERVICES AGREEMENT – Hewlett-Packard

*RESOLVED, that the Board of Trustees of The Smithtown Library does hereby authorize the Library Director to enter into a 12-month contract with **Hewlett Packard** (Sourcewell-Office & Technology: HP Inc. #030321-HPC, Expiration Date: 4/19/2025) for the purpose of providing managed print support and services at a cost per page as dictated by contract terms, for the period beginning October 1, 2023 and ending September 30, 2024.*

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

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

Buildings and Grounds Committee Liaison Thomas Maher moved to approve the adoption of resolution "e":

e. SNOW PLOWING & SALT SANDING OPERATIONS – Sonnenberg Nursery

*RESOLVED, that the Board of Trustees of The Smithtown Library does hereby authorize the Library Director to enter into a one-year contract with **Sonnenberg Nursery, Inc.**, with an option for Board renewal for a period of one year for each of two subsequent years, at a cost as dictated by contract terms, for the purpose of providing snow plowing and salt sanding operations for driving surfaces in the parking lots of the Smithtown, Commack, Kings Park & Nesconset buildings; said contract to be in effect for the period September 15, 2023 through May 15, 2024.*

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

Meeting taken out of order:

5. The meeting was taken out of order at this time by Library Board President Brianna Baker-Stines to allow for discussion with Architect John Tanzi pertaining to EV Charging Stations. The Library Board discussed the possibility of having EV charging stations in two buildings instead of all four buildings as previously proposed. There was also discussion pertaining to the installation of an outdoor environmental learning area for children and parents.

8/15/23

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

RESOLVED, that the resolutions dated July 18, 2023 providing for the acceptance of the recommendation of Architect John Tanzi, on the matter of the construction of Charging Stations, and the authorization to enter into a contract with Architect John Tanzi to perform architectural and engineering services related thereto, are hereby rescinded.

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

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

RESOLVED, that the Board of Trustees of The Smithtown Library authorizes the Library Director to enter into a contract agreement with John Tanzi Architects to perform architectural and engineering services relating to EV Charging Stations in two buildings.

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

After additional discussion it was decided that Trustee Thomas Maher would conduct more extensive research on level 3 fast chargers and would report back to the Library Board at a “special” meeting that is scheduled to be held Tuesday, August 22, 2023 at 7:00 p.m. at the Nesconset building.

6. The meeting returned to order and the COMMUNICATIONS COMMITTEE report was presented by Communications Committee Liaison Barbara Deal who moved to approve the adoption of the following resolution:

- a. DONATION – Margaret Bollon

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank Margaret Bollon, of Smithtown, NY, for the generous donation of ten dollars (\$10.00); 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 Annette Galarza and adopted 7-0 by the following roll call vote:

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

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

The Library Director had nothing further to add to his report that 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. RESCIND POLICY - **3D Printer Use [Policy 700-85]** (1st reading)
(Note: policy regarding the use of the Library's 3D printers are included in Policy 700-600)

Library Board President Brianna Baker-Stines read the following resolution:

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby rescind the 3D Printer Use Policy [Policy 700-85] adopted 1/19/2016.

(Note: the above policy will remain in effect until the Library Board has voted to rescind policy after the second reading of policy at the September regular board meeting).

9. REVISED POLICY – **LearnLab and Maker Services Policy [Policy 700-600]** (1st 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 LearnLab and Maker Services Policy [Policy 700-600]. 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

A revision pertaining to the policy was requested. The revision will be made and presented for review and adoption at the September 19, 2023 regular board meeting. [revision noted in red underlined bold font].

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

LEARNLAB AND MAKER SERVICES POLICY

PURPOSE

*The Smithtown Library and the Friends of The Smithtown Library **collaborate to** provide the Library's community access to new and emerging technologies. It is the Library's ~~hope~~ **intention** to inspire an interest in design as well as to assist the community in transforming creations to life through the technology provided ~~in the LearnLab~~ **by the Library and its Friend's group**.*

POLICY

Appropriate Use

*The use of the LearnLab is available for **The LearnLab and other maker services are available for use by** all Smithtown Library cardholders in good standing. Equipment may only be used for lawful purposes. Use of ~~the space~~ **these services** does not ~~equate~~ **constitute** endorsement by the Library of the creations made. The views and opinions expressed by patrons using ~~the LearnLab~~ **these services** do not necessarily reflect the views and opinions of the Library or any of its officers or employees. Unacceptable use of ~~the LearnLab~~ **maker services** includes but is not limited to:*

1. Creating materials prohibited by local, state, or federal law;
2. Creating materials that are unsafe, harmful, dangerous, or pose an immediate a threat to the well-being of others; ~~such use may violate the terms of use of the manufacturer;~~
3. Creating obscene materials or otherwise inappropriate for the library environment;
4. Creating materials in violation of intellectual property rights; objects that would violate patents, copyrights, trademarks, registered designs, or other proprietary objects;
5. Operating an on-going business or using the room to promote any **commercial** product, service, business, or pecuniary interests.

The Library reserves the right to review, refuse, or confiscate projects ~~requested~~ **created in** or brought into the ~~LearnLab~~ **Library**. Use of ~~the LearnLab~~ **maker services** not consistent with the Library's policies and procedures may result in loss of privileges.

OPERATION OF TECHNOLOGY

Patrons should be familiar with the technology they intend to use and are required to review any related training videos and modules. Staff is available to explain how to use equipment and will make instructional materials, such as manuals, ~~accessible~~ **available** upon request.

Certain equipment ~~in the LearnLab~~ is limited to staff operation only. Equipment designated for patron use may necessitate staff supervision, instruction, or training prior to or during use. General usage and safety guidelines are posted ~~in the LearnLab~~ **with the equipment**; strict adherence is required. Any issues or accidents ~~in the room~~ **with regard to the operation of these technologies** should be reported to Library staff immediately. Patrons may be held responsible for the repair or replacement cost of missing or damaged equipment.

Library staff manage all **maker service** hardware and software ~~in the LearnLab~~. Staff will consider modification requests, but reserve the right to refuse requests. Users are not permitted to modify hardware or software, or install new programs onto equipment. Any work saved on the computers in the ~~LearnLab~~ **or connected to any maker equipment offered by the Library** will be deleted when logged off and cannot be recovered. Users must provide their own external storage devices **or cloud service to save their project files**. Library staff will have the right to examine and approve patron external storage devices and materials.

HOLD HARMLESS

The Library holds no responsibility for damage to patron materials, or for any loss of data or information. Users of the ~~LearnLab~~ **and other maker services** will hold harmless and indemnify the Library as to all claims, actions, and judgments which accrue against the Library related to the use of Library software or hardware.

LEARNLAB PROCEDURES

Appointments may be required for use of certain equipment and must be made at least 24 hours in advance with a limit of five 1-hour appointments in a month. The ~~LearnLab~~ is a shared space; an appointment for one piece of equipment is not to be considered an appointment for all of the technology, nor a reservation of the entire room for private use. The Library reserves the right to photograph or record any works created in the space for promotional purposes.

The ~~LearnLab~~ is open to ~~everyone~~ **all Smithtown Library cardholders in good standing**; however, with the exception of program attendance, patrons under the age of 12 must have a parent or guardian present who will be responsible for that child while in the space. Every patron that uses equipment in the ~~LearnLab~~, no matter how brief, must sign this policy. Patrons under the age of 18 must arrive to their appointment with this policy signed by a parent or guardian.

Food and drink are not permitted in the ~~LearnLab~~. ~~The LearnLab closes one hour before the Library's closing.~~ Patrons are expected to leave the space in the condition existent when they entered it. **Fees may be charged for some materials and services, as posted in the LearnLab, while certain stations may require patrons to procure their own materials.**

Submission Projects

Please note that there is no guarantee of anonymity. Projects may be observed by Library staff and patrons utilizing the Library or LearnLab while being developed. Staff may review projects and advise patrons to make changes if any problems are foreseen anticipated. ~~No refunds or credits will be given for unsatisfactory results.~~

The post-processing of project submissions is the responsibility of the patron requesting such. This includes the removal of support structures, sanding or polishing prints, taking off protective masking, or otherwise re-configuring projects after print completion.

No refunds or credits will be provided for unsatisfactory results. Submissions that require a fee of \$20 or more will require prepayment. For submissions requiring a fee of under \$20, patrons may have the cost billed to their library records. Projects that are not retrieved within 90 days of completion may be deemed property of the Library or discarded.

Costs

~~Fees may be charged for some materials and services, as posted in the LearnLab.~~

DEFINITIONS

Maker services: Any services that utilize Library software, equipment, tools, and materials to create virtual and/or physical projects. Examples may include but are not limited to: 3D printers, 3D modeling, laser cutters, die cutters, sewing machines, textile/fiber arts, design software, coding, engineering, and electronics.

By signing executing below, you are agreeing to the policies and procedures of the LearnLab as ~~listed~~ **presented** above.

Name: _____ Barcode: _____
Please Print

Signature: _____ Date: _____
If under the age of 18, signature of parent/guardian

10. REVISED POLICY – **Use of Library Meeting Rooms [Policy 700-50]** (1st 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 Use of Library Meeting Rooms [Policy 700-50]. 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

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

USE OF LIBRARY MEETING ROOMS

1. ~~Object~~Purpose

The Smithtown Library provides meeting rooms for use by **non-commercial**, nonprofit organizations and community groups within its chartered service area ~~regardless of the~~ **without regard to** viewpoints adopted by such organizations and groups.

2. Regulations

Each applicant requesting use of ~~the a~~ meeting room must observe the terms of use set forth ~~hereinafter~~ **herein**:

- a. Admission fees (**not to include an organizations dues payments**) may not be charged, nor may a collection or donation be solicited or taken during the meeting; **payment may be requested for materials pertinent to the group's presentation.**
- ~~b. Products and/or services may not be sold or advertised. except in the case of payment for materials required to advance the group's presentation.~~
- c. No printed materials (other than those utilized within a presentation) may be distributed on Library property.
- d. Meetings shall be non-exclusive and shall be open to the public.
- e. Meeting rooms are not available for social affairs, commercial or profit-making enterprises. The rooms may not be utilized by political parties or representatives of political parties when the purpose of such is to promote a political agenda **or proselytize.**
- f. Physical activities are prohibited.
- g. Applicants requiring audiovisual equipment must ~~make their own arrangements for all~~ **provide** such equipment.
- h. All publicity must cite the name of the applicant sponsoring the meeting. The Library may not be identified as a sponsor. Announcements of the meetings may only ~~state~~ **cite** the Library as a location of the meeting. The Library's telephone number is not to be ~~given~~ **provided** as a source to obtain more information ~~about~~ **regarding** the non-library sponsored event. Use of the Library's logo is prohibited.
- i. Neither the name nor the address of the Library may be used as the official address or headquarters of the applicant.
- j. Youth organizations using meeting rooms must ~~have~~ **provide** at least one person 21 or over, present at all times.
- k. If a meeting is cancelled, the Library must be notified as soon as possible regarding such.
- l. No meeting or program in the Library may be broadcast or televised **or streamed** without the Library's permission.
- m. Meetings may not be scheduled during hours the Library is not open to the public. All meetings must end by the time the Library closes. A ~~\$20.00~~ **\$65.00** custodial service fee per hour will be charged for meetings that extend beyond closing time.
- n. If a hearing-impaired person so requests, ~~at least one week before a meeting,~~ the applicant using the meeting room must provide a sign-language interpreter.
- o. The Library reserves the prerogative of canceling a meeting should it be determined that it is in the Library's best interest to do so.
- p. The Library reserves the authority to require that the applicant name the Library as an ~~additional~~ insured on a policy of insurance required as a condition of meeting room utilization.

- q. *In any event the applicant agrees to hold harmless the Library, its Board of Trustees, agents and employees from liability of any nature related to any loss or damage to property or to personal injury.*

3. **Liability**

- a. *The applicant shall bear full responsibility for loss of, or injury or damage to, any property of the Library or attendee of a meeting as may be caused or inflicted by the applicant and/or affiliated persons, guests, or invitees.*
- b. *The applicant is responsible for the proper clean-up of the room. A ~~\$20.00~~ **\$65.00** Custodial Service Fee per hour or any fraction thereof will be charged for cleaning other than routine cleaning.*
- c. *The Library is not responsible for the safekeeping of any supplies, equipment, or other items brought by the applicant or by persons attending the meeting. Applicant must provide its/his/her own supplies.*

4. **Library Sponsored Programs**

- a. *Library-sponsored programs will be given preference for use of the meeting rooms.*
- b. *The Library reserves the right to revoke its permission for an applicant to use a meeting room should there be a conflict with Library-related services, programs, or activities, or in the case of an emergency.*

5. **Reservations**

*Requests for use of the meeting rooms must be **submitted by utilizing the Library's online application located on the Library's website www.smithlib.org** submitted to the Library as much in advance as possible, but not more than six (6) months in advance of the meeting date. ~~on an form prescribed by the Library Director.~~ **There will be a limit of one reservation per month per applicant.***

11. At 8:13 p.m. Library Board President Brianna Baker-Stines moved to enter executive session to discuss the employment history of particular persons.

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 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.

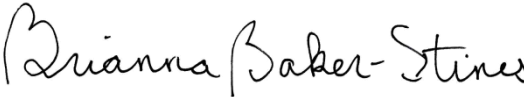
Also present were Library Director Robert Lusak, Assistant Library Director Patricia Thomson, Assistant Library Director Eileen Caulfield, Clerk Lauren Gunderson, Business Manager Jennifer Piano, Personnel Assistant Lori Mauceri and Secretary Linda Taurassi.

12. At 8:37 p.m. Library Board President Brianna Baker-Stines made a motion to reconvene in open public session. The motion was seconded by Trustee Thomas Maher and adopted by a unanimous 7-0 vote.

13. Library Board President Brianna Baker-Stines noted that there would be a “SPECIAL” meeting for the 2024 Smithtown Library Budget Hearing on Wednesday, September 6, 2023 at 6:30 p.m. at the Nesconset building. The next “regular” meeting of the Board of Trustees will be held September 19, 2023 at 6:30 p.m. at the Smithtown building.

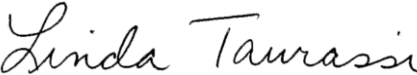
14. There being no further business, Library Board President Brianna Baker-Stines moved to adjourn the meeting at 8:38 p.m. The motion was seconded by Trustee Annette Galarza and adopted by a unanimous 7-0 vote.

Minutes approved this 19th day of September, 2023.


Brianna Baker-Stines, President
Smithtown Library Board of Trustees



Lauren Gunderson
Secretary Pro-Tempore



Linda Taurassi
Secretary to the Board of Trustees