

**MINUTES
BOARD OF TRUSTEES
THE SMITHTOWN LIBRARY
August 16, 2022**

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 16th day of August, 2022. 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, Anita Dowd-Neufeld, Marie Gergenti, Joseph Gregurich, Theresa Grisafi and Thomas Maher. Trustee Marilyn LoPresti was absent with prior notice.

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

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

1. REORGANIZATION OF COMMITTEES

Library Board President Brianna Baker-Stines announced the reorganization of the Library's committees as follows:

- Budget & Finance Committee – Anita Dowd-Neufeld, Marie Gergenti
- Buildings & Grounds Committee – Theresa Grisafi
- Communications Committee (Friends of the Library Liaison) – Joseph Gregurich
- Personnel Committee – Marilyn LoPresti
- By-Laws & Policy Committee – Brianna Baker-Stines, Anita Dowd-Neufeld, Thomas Maher

READING AND APPROVAL OF MINUTES

2. APPROVAL OF MINUTES

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

RESOLVED, that the REGULAR MEETING MINUTES of July 19, 2022 be approved as presented.

The motion was seconded by Trustee Joseph Gregurich and adopted by a unanimous 6-0 vote.

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

3. The BUDGET AND FINANCE COMMITTEE report was presented by Budget and Finance Committee Liaison Anita Dowd-Neufeld, 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, 2022 be approved for filing (copy of report appended to the original of these minutes).

The motion was seconded by Trustee Marie Gergenti and adopted by a unanimous 6-0 vote.

b. WARRANTS

Trustee Anita Dowd-Neufeld 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 #22 - August</i>	<i>("L" fund) PREPAYS</i>	<i>\$ 10,513.69</i>
<i>ii. Warrant #22 - August</i>	<i>("L" fund) WARRANT</i>	<i>\$ 409,805.73</i>
<i>iii. Warrant #22 - August</i>	<i>("M" fund) WARRANT</i>	<i>\$ 157,835.95</i>
<i>iv. Warrant #22 - August</i>	<i>(PAYROLL #15 - 7/22/22)</i>	<i>\$ 279,782.20</i>
<i>v. Warrant #22 - August</i>	<i>(PAYROLL #16 - 8/5/22)</i>	<i>\$ 300,637.61</i>

The motion was seconded by Trustee Thomas Maher and adopted by a unanimous 6-0 vote.

4. In the absence of PERSONNEL COMMITTEE Liaison Marilyn LoPresti, the Personnel Committee Report was presented by Library Board President Brianna Baker-Stines, who moved to approve the adoption of resolution "a":

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

Full-time appointment:

- i. Release of **James Hansen** from a full-time Principal Library Clerk position, Technical Services Department, Nesconset building, into a permanent full-time Librarian I position, Technical Services/Reference Departments, Nesconset building, at an annual rate of pay of \$80,967.00, subject to a 26-week probationary period, effective September 17, 2022.*

Part-time Appointments:

- ii. Release of **Jacquelyn Lam**, Kings Park building, from a part-time Librarian Trainee Children's Services position into a part-time Librarian I Children's Services position, at an hourly rate of pay of \$32.97, not to exceed 17.5 hours per week, retroactive to August 3, 2022, as per Suffolk County Department of Civil Service regulations.*
- iii. Part-time appointment of **Gregory Thayer** to the position of Librarian I, Reference Department, Commack building, at an hourly rate of pay of \$32.97, not to exceed 17.5 hours per week, effective August 30, 2022 (to fill the vacancy created by the resignation of Adam Zoffranieri, effective 6/9/22).*

- iv. Part-time appointment of **Madeline Gaudy** to the position of Page, Nesconset building, at an hourly rate of pay of \$15.00, effective September 8, 2022 (to fill the vacancy created by the resignation of Emily Garry, effective 8/23/22).

Resignation:

- v. Resignation of **William Amendolia**, Driver-Messenger, effective September 7, 2022.

Retirements:

- vi. Retirement of **Carolyn Capobianco**, Library Clerk, Circulation Department, Commack building, effective August 21, 2022 (last day of employment - August 20, 2022).
- vii. Retirement of **Donna Grebosz**, Library Clerk, Technical Services Department, Nesconset building, effective July 28, 2022 (last day of employment - July 27, 2022).
- viii. Retirement of **Susan Mathews**, Library Clerk, Circulation Department, Kings Park building, effective August 1, 2022 (last day of employment - July 30, 2022).

The motion was seconded by Trustee Anita Dowd-Neufeld and adopted by a unanimous 6-0 vote.

Library Board President Brianna Baker-Stines moved to approve the adoption of resolution “b”:

- b. *RESOLVED, that the following CONFERENCE ATTENDANCE requests set forth hereinafter are hereby approved:*
 - i. *That Children’s Librarian I **Jacquelyn Lam**, Children’s Department, Kings Park building, be authorized to attend, on paid release time, the “Stories For All Ages” Fall Literature Conference, sponsored by the Children’s Librarian Association of Suffolk County (CLASC) and the Suffolk Cooperative Library System Youth Services Department (SCLS-YS), to be held October 13, 2022, at the Radisson Hotel, Hauppauge, NY, with reimbursement for actual and necessary expenses not to exceed \$85.00.*
 - ii. *That Librarian II **Colleen Navins**, Teen Services Department, Nesconset building, be authorized to attend, on paid release time, the “Stories For All Ages” Fall Literature Conference, sponsored by the Children’s Librarian Association of Suffolk County (CLASC) and the Suffolk Cooperative Library System Youth Services Department (SCLS-YS), to be held October 13, 2022, at the Radisson Hotel, Hauppauge, NY, with reimbursement for actual and necessary expenses not to exceed \$85.00.*
 - iii. *That Children’s Librarian I **Jessica Park**, Children’s Department, Smithtown building, be authorized to attend, on paid release time, the “Stories For All Ages” Fall Literature Conference, sponsored by the Children’s Librarian Association of Suffolk County (CLASC) and the Suffolk Cooperative Library System Youth Services Department (SCLS-YS), to be held October 13, 2022, at the Radisson Hotel, Hauppauge, NY, with reimbursement for actual and necessary expenses not to exceed \$92.00.*

- iv. *That Librarian II **Nicole Rossano**, Children's Department, Kings Park building, be authorized to attend, on paid release time, the "Stories For All Ages" Fall Literature Conference, sponsored by the Children's Librarian Association of Suffolk County (CLASC) and the Suffolk Cooperative Library System Youth Services Department (SCLS-YS), to be held October 13, 2022, at the Radisson Hotel, Hauppauge, NY, with reimbursement for actual and necessary expenses not to exceed \$85.00.*

The motion was seconded by Trustee Thomas Maher and adopted by a unanimous 6-0 vote.

5. Report of the BUILDINGS AND GROUNDS COMMITTEE

The BUILDINGS AND GROUNDS COMMITTEE report was presented by Buildings and Grounds Committee Liaison Theresa Grisafi, who moved to approve the adoption of the following resolution:

a. Contract Renewal – **GXC, Inc.**

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby authorize the Library Director to renew a contract agreement with GXC, Inc. for the period October 1, 2022 through September 30, 2023, for the first renewal of a four-year optional ordering period, for the purpose of providing protective security services for all Library buildings, at a total annual cost not to exceed \$403,500.00 subject to NYS prevailing wages; subsequent renewals for a period of one year will be considered (pending Board approval and funding) at the end of this contract period at the annual anniversary date.

The motion was seconded by Trustee Thomas Maher and adopted after discussion by a unanimous 6-0 vote.

6. Report of the COMMUNICATIONS COMMITTEE

The COMMUNICATIONS COMMITTEE report was presented by Communications Committee Liaison Marie Gergenti, who moved to approve the adoption of the following resolution:

a. Donation – **Stop & Shop** – Community Bag Program

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank the Stop & Shop Community Bag Program for their generous donation of eighty dollars (\$80.00), to be used as necessary at the Library's discretion.

The motion was seconded by Trustee Thomas Maher and adopted by a unanimous 6-0 vote.

7. 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).

Following the Library Director's Report, Librarian IV/Kings Park building head Erin Kanelos offered a presentation on the collection development process of The Smithtown Library. The presentation was a general overview of how the library's collection is curated and maintained. Information was given on the materials used to discover and choose items, how they are processed, their circulation life, and their eventual removal from the collection. The presentation also included how librarians continually engage in critical review of items with their colleagues throughout the county, and how personnel in each department may switch ordering responsibilities from time to time to prevent unconscious bias. A brief question and answer session was hosted afterwards.

UNFINISHED BUSINESS

8. BMS System Replacement Project – Thermal Solutions

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 accepts the recommendation of Library Architect John Tanzi to award the BMS System (HVAC) Replacement Projects to Thermal Solutions as follows - Commack Building (\$23,600.00), Kings Park Building (\$23,600.00), Nesconset Building (\$32,000.00) and Smithtown Building (\$32,000.00).

The motion was seconded by Trustee Thomas Maher and adopted by a unanimous 6-0 vote.

PUBLIC COMMENTS

9. At this time, Library Board President Brianna Baker-Stines noted that the public comments portion of the meeting would be held for ninety minutes with each speaker being allowed five minutes to make their comments. In addition, no heckling or harassment from the audience was permitted. In the time allotted for public comments twenty-one members of the public were able to speak.

NEW BUSINESS

10. Statement from the Smithtown Library Board of Trustees

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 approves the following statement for posting on the Library website/social media:

A Message from the Library Board of Trustees:

It has come to our attention that there is misinformation regarding the title Gender Queer: A Memoir by Maia Kobabe being part of our library collection. This title is not, and has never been, part of our Children's collection. It has never been on display in our Children's section.

Titles in our collection are chosen by our librarians, based on our Materials Selection Policy. Section 4 of that policy reads:

Criteria of Selection

These basic principles are applied as guidelines for selection. Every item should meet each of the following criteria as are applied to inclusion in the collection:

- 1. The degree and accomplishment of purpose;*
- 2. Authority and competency of the author, composer, filmmaker, etc.*
- 3. Comprehensiveness in breadth and scope;*
- 4. Sincerity and fundamental objectivity;*
- 5. Clarity and accuracy of presentation;*
- 6. Appropriateness to the interests and skills of the interested users;*
- 7. Relation to the existing collection;*
- 8. Relative importance in comparison with other materials on the subject;*
- 9. Importance as a record of the times for present and future use;*
- 10. Technical quality of the material.*

Comics and graphic novels written for adults have been ubiquitous in popular media for quite some time. See titles such as: The Walking Dead (GN KIRK), Deadpool (GN THOM), and Watchmen (GN MOOR).

Gender Queer (GN B KOBABE, M.) is currently one of our most sought after adult titles, and remains available for Library patrons upon request.

The Smithtown Library continues to abide by its mission to promote knowledge, understanding, and wisdom among the community.

*Thank you,
The Smithtown Library Board of Trustees
trustee@smithlib.org*

The motion was seconded by Trustee Thomas Maher and adopted after discussion by a unanimous 6-0 vote.

11. NEW POLICY – **Library-Initiated Exhibits and Displays Policy** [Policy 700-65] (1st reading)

Library Board President Brianna Baker-Stines moved to waive the reading of the Library-Initiated Exhibits and Displays Policy [Policy 700-65]. The motion was seconded by Trustee Theresa Grisafi and adopted by a unanimous 6-0 vote. The policy will be reviewed and voted on at the September regular board meeting.

Basic Policy Statement

The Smithtown Library provides exhibits and displays in order to highlight the Library's collection. The exhibits and displays are to be planned, organized and implemented by professional Library staff. Displays are considered a collective effort by all professional staff members.

The purpose of this policy is to educate and celebrate diverse interests and to set reasonable standards. All exhibits and displays must be consistent with the Library's Mission Statement which states, "The Smithtown Library is dedicated to providing access to diverse information, lifelong learning and entertainment resources through outstanding service for all residents of the Library district." Items on display must be legally compliant with state and federal laws pertaining to protected classes of persons and individuals.

Guidelines for Displays

Library staff are to utilize the following criteria in making decisions regarding topics of exhibits and displays:

- *Current needs of community members*
- *Popularity of items within the collection*
- *Age appropriateness of displays (determined by one or all of the following: academic journals which have been peer reviewed, National Library Associations, trade publications, and the Library's Material Selection Policy 300-10)*
- *Availability and location of display space*
- *Select materials for display in accordance with Library's Materials Selection Policy*
- *Historical or educational significance of content*
- *Support community and national recognitions, exhibitions and events*
- *Relationship to current Library trends*
- *Align with the Library's mission statement*

The Library may draw upon community resources in developing displays, and may partner with other community agencies, organizations and educational institutions in displaying exhibits fostering the initiatives of such other entities. Other such entities must have goals concurrent with the Library's mission.

The Library will strive to include a wide spectrum of interests in Library- initiated exhibits and displays that appeal to a wide range of ages, interests and information needs.

Library-initiated displays should not exclude topics, book, media, realia and other resources solely because they may be considered to be controversial. The presence of an exhibit or display in the Library is not to constitute an endorsement by the Library of the content of the display, or the views expressed in the materials on display. The Library must, and will, adopt a viewpoint neutral stance with regard to all exhibits and displays within its facilities. The Library seeks to avoid displaying materials that are considered to promote discrimination toward protected groups of people, as per state and federal laws.

Items on display are to be considered individually. A request for reevaluation of materials can be made in accordance with the Materials Selection Policy 300-10 and 300-10a.

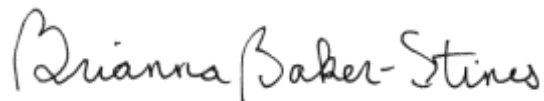
Topics and material selection is at the discretion of professional Library staff, as to be overseen by the Director. Any and all protocols pertaining to exhibits and displays are to be reviewed by the office of the Director.

12. Library Board President Brianna Baker-Stines noted that a "SPECIAL" meeting for the 2023 Smithtown Library Budget Hearing would be held on Wednesday, September 7, 2022 at 9:30 a.m. at the Nesconset Building, immediately followed by another "SPECIAL" meeting with a presentation of websites for the Library.
13. Library Board President Brianna Baker-Stines noted that the next "Regular" meeting of the Board of Trustees would be held September 20, 2022 at 6:30 p.m. at the Smithtown building.

ADJOURNMENT

14. There being no further business, Library Board President Brianna Baker-Stines moved to adjourn the meeting at 9:11 p.m. The motion was seconded by Trustee Anita Dowd-Neufeld and adopted by a unanimous 6-0 vote.

Minutes approved this 20th day of September, 2022.



Brianna Baker-Stines, President
Smithtown Library Board of Trustees



Linda Taurassi
Secretary to the Board of Trustees