

**MINUTES  
ORGANIZATIONAL MEETING  
BOARD OF TRUSTEES  
SMITHTOWN LIBRARY  
January 4, 2024**

An annual organizational meeting of the Board of Trustees of The Smithtown Library was held at the Nesconset building, Nesconset, New York, on the 4th day of January, 2024. The meeting was called to order at 6:00 p.m. As per Bylaws Policy 100-10, Article IV, no general business was discussed and no public comments were heard at this meeting.

The following trustees were present and participating at the meeting: Brianna Baker-Stines, Mildred Bernstein, Barbara Deal, Annette Galarza, Howard Knispel, Christopher Sarvis and Theresa Stabile.

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

**1. OATH OF OFFICE**

The oath of office was administered by Library District Clerk Lauren Gunderson to newly elected Trustees Brianna Baker-Stines and Barbara Deal.

**2. NOMINATION AND ELECTION OF OFFICERS**

**a. Nomination of President**

Trustee Brianna Baker-Stines nominated Trustee Annette Galarza for the office of President. The motion to accept the nomination was seconded by Trustee Howard Knispel.

There were no other nominations for the office of President. The nomination for President resulted in the following roll call vote:

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

**b. Nomination of Vice President**

Trustee Brianna Baker-Stines nominated Trustee Mildred Bernstein for the office of Vice-President. The motion to accept the nomination was seconded by Trustee Christopher Sarvis.

There were no other nominations for the office of Vice-President. The nomination for Vice-President resulted in the following roll call vote:

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

3. APPOINTMENT OF CLERK

Trustee Brianna Baker-Stines moved to approve the adoption of the following resolution:

*RESOLVED. that the Board of Trustees of The Smithtown Library does hereby extend the appointment of **Lauren Gunderson**, effective January 1, 2024, to serve as Clerk for a period of one year, upon the same compensation and terms as presently in effect.*

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

4. APPOINTMENT OF TREASURER

Trustee Brianna Baker-Stines moved to approve the adoption of the following resolution:

*RESOLVED, that the Board of Trustees of The Smithtown Library does hereby extend the appointment of **Kevin Miller**, effective January 1, 2024, to serve as Treasurer for a period of one year, upon the same compensation and terms as presently in effect.*

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

5. APPOINTMENT OF SECRETARY

Trustee Brianna Baker-Stines moved to approve the adoption of the following resolution:

*RESOLVED, that the Board of Trustees of The Smithtown Library does hereby extend the appointment of **Linda Taurassi**, effective January 1, 2024, to serve as Secretary to the Board for a period of one year, upon the same compensation and terms as presently in effect.*

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

6. APPOINTMENT OF LIBRARY DIRECTOR AS FINANCIAL CLERK

Trustee Brianna Baker-Stines moved to approve the adoption of the following resolution:

*RESOLVED, that the Board of Trustees of The Smithtown Library does hereby extend the appointment of Library Director **Robert Lusak** to serve as financial clerk in accordance with the Library's Financial Management Policy (Section 900-10).*

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

7. ESTABLISHMENT OF BANK DEPOSITORIES AND FUNDS AS NECESSARY

Trustee Brianna Baker-Stines moved to approve the adoption of resolution "a":

- a. *RESOLVED, that the Business Manager and/or Treasurer is hereby authorized to establish a petty cash fund and exchange boxes in the total amount of \$1,400.00.*

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

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

Trustee Brianna Baker-Stines moved to approve the adoption of resolution "b":

- b. *RESOLVED, that the Business Manager and/or Treasurer is hereby authorized to deposit moneys in the depositories set forth hereinafter in accordance with the Library's Investment Policy (Section 900-40), provided that the total amount deposited in any one of the following depositories listed shall not exceed \$15,000,000.00:*

*M & T Bank  
Wilmington Trust  
U.S. Bank  
First National Bank of Long Island  
J.P. Morgan Chase Bank*

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

8. AFFIRMATION OF PROCUREMENT POLICY

Trustee Brianna Baker-Stines moved to approve the adoption of the following resolution:

*RESOLVED, that the Board of Trustees of The Smithtown Library does hereby affirm the Library's current Procurement Policy (Section 900-30).*

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

9. AFFIRMATION OF INVESTMENT POLICY

Trustee Brianna Baker-Stines moved to approve the adoption of the following resolution:

*RESOLVED, that the Board of Trustees of The Smithtown Library does hereby affirm the Library's Investment Policy (section 900-40).*

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

10. APPOINTMENT OF PROFESSIONALS

Trustee Brianna Baker-Stines moved to approve the adoption of resolution “a”:

- a. *RESOLVED, that the Board of Trustees of The Smithtown Library does hereby renew an annual contract with the **Epic Insurance Brokers & Consultants** for 2024 to provide property and liability insurance, business, automobile, umbrella, Treasurer’s Bond, Notary Bond, and Worker’s Compensation coverage, at a fee not to exceed \$202,739.00.*

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

Trustee Brianna Baker-Stines moved to approve the adoption of resolution “b”:

- b. *RESOLVED, that the Board of Trustees of The Smithtown Library does hereby affirm that attorney **Kevin A. Seaman** be retained to serve as General Counsel and Labor Counsel to The Smithtown Library, effective January 1, 2024 through December 31, 2024 (with the Library’s option to renew into the 2025 calendar year), at the annual retainer amount of \$33,000.00, pursuant to the terms of a Letter of Engagement.*

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

11. APPOINTMENT OF ACCOUNTING FIRM

Trustee Brianna Baker-Stines moved to approve the adoption of the following resolution:

*RESOLVED, that the Board of Trustees of The Smithtown Library does hereby approve the services of **Baldessari & Coster, LLP**, Certified Public Accountants, to prepare financial statements and Federal Form 990, and to provide audit and related services, in accordance with generally accepted accounting principles, to The Smithtown Library for the fiscal year beginning January 1, 2024 and ending December 31, 2024 at a fee not to exceed \$24,300.00, as per the submitted proposal.*

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

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

13. APPOINTMENT OF DISTRICT NEWSPAPERS FOR PUBLIC NOTICE OF MEETINGS AND OFFICIAL NEWSPAPERS OF THE DISTRICT

Trustee Brianna Baker-Stines moved to approve the adoption of the following resolution:

*RESOLVED, that the Board of Trustees of The Smithtown Library does hereby approve that the following district newspapers/media be utilized for public notice of meetings under the Open Meetings Law and as official newspapers/media, with two (2) publications being used as a minimum, at the district’s discretion:*

- i. *Times of Smithtown*
- ii. *The Smithtown News*
- iii. [www.SmithtownMatters.com](http://www.SmithtownMatters.com) (online publication)

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

14. Trustee Brianna Baker-Stines noted that the next “regular” meeting of the Board of Trustees is scheduled to take place on Tuesday, January 16, 2024 at 6:30 p.m. at the Smithtown building.
15. There being no further business, Trustee Brianna Baker-Stines moved to adjourn the meeting at 6:12 p.m. 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

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



Annette Galarza, President  
Smithtown Library Board of Trustees



Linda Taurassi  
Secretary to the Board of Trustees