

**MINUTES
BOARD OF TRUSTEES
THE SMITHTOWN LIBRARY
October 22, 2024**

A regular meeting of the Board of Trustees of The Smithtown Library was held at the Nesconset building, Nesconset, New York, on the 22nd day of October, 2024. The meeting was called to order at 6:30 pm with the pledge of allegiance to the flag.

The following Library Trustees were present: Brianna Baker-Stines, Mildred Bernstein, Barbara Deal, Annette Galarza, Howard Knispel and Christopher Sarvis. Trustee Theresa Stabile was absent with prior notice.

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

Annette Galarza, President of the Board of Trustees, acted as Chairperson of the meeting.

READING AND APPROVAL OF MINUTES

1. APPROVAL OF MINUTES

Library Board President Annette Galarza moved to approve the adoption of the following resolution:

- a. *RESOLVED, that the REGULAR meeting minutes of September 17, 2024 be approved as presented:*

The motion was seconded by Trustee Barbara Deal and adopted 6-0 by the following roll call vote:

FOR—Baker-Stines, Bernstein, Deal, Galarza, Knispel, Sarvis; 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 Barbara Deal, who moved to approve the adoption of resolution "a":

- a. **TREASURER'S REPORT**

RESOLVED, that the TREASURER'S REPORT for the month ended September 30, 2024 be approved for filing (copy of report appended to the original of these minutes).

The motion was seconded by Trustee Brianna Baker-Stines and adopted 6-0 by the following roll call vote:

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

b. WARRANTS

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

RESOLVED, that the following WARRANTS be approved for payment:

i. Warrant #24 - October (“L” fund) PREPAYS	\$ 44,425.41
ii. Warrant #24 - October (“L” fund) WARRANT	\$ 884,630.04
iii. Warrant #24 - October (PAYROLL #20 – 9/27/24)	\$ 292,606.31
iv. Warrant #24 - October (PAYROLL #21 – 10/11/24)	\$ 286,209.50

The motion was seconded by Trustee Mildred Bernstein and adopted 6-0 after discussion by the following roll call vote:

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

c. BUDGET TRANSFER

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

RESOLVED, that the Business Manager is authorized to execute a budget transfer in the amount of \$3,000.00 to decrease budget line L.4120 (Recordings) and increase budget line L.4100 (Books).

The motion was seconded by Trustee Christopher Sarvis and adopted 6-0 after discussion by the following roll call vote:

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

d. CERTIFICATE OF RESULTS

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

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby accept the Library’s Budget Vote and Trustee Election results as presented (appended).

The motion was seconded by Trustee Brianna Baker-Stines and adopted 6-0 by the following roll call vote:

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

3. The PERSONNEL COMMITTEE report was presented by Personnel Committee Liaison Christopher Sarvis who moved to approve the adoption of resolution “a, item i”:

a. PERSONNEL CHANGES

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

Reclassification of Title:

- i. *RESOLVED, that the Board of Trustees of The Smithtown Library does hereby accept the Department of Civil Service decision to reclassify the position of **Mindi Goonan** from “Senior Account Clerk” to “Principal Account Clerk” based on the careful review of her duties and responsibilities, and be it*

*FURTHER RESOLVED, that the Board of Trustees of the Smithtown Library does hereby approve the permanent full-time promotional appointment of **Mindi Goonan** to the position of Principal Account Clerk, Business Office, Nesconset building, at an annual base rate of pay of \$74,565.00, effective October 21, 2024.*

The motion was seconded by Trustee Howard Knispel and adopted 6-0 after discussion by the following roll call vote:

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

Personnel Committee Liaison Christopher Sarvis moved to approve the adoption of resolution “a, items ii-vi”:

Part-Time Appointments:

- ii. *Temporary appointment of **Christopher Hussey** to the position of Custodial Worker I on a call-in basis, at an hourly rate of pay of \$21.75, effective October 23, 2024 (to fill the vacancy created by the resignation of Christopher Piazza, effective 8/14/24).*
- iii. *Release of **Amanda Bayer** from a part-time Library Clerk position, Technical Services Department, Nesconset building, and reinstatement, nunc pro tunc, into a part-time Page position, Nesconset building, at an hourly rate of pay of \$16.25, effective September 25, 2024.*

Resignation:

- iv. *Resignation of **Isabella Ragona**, Librarian Trainee, Children’s Department, Commack building, effective November 1, 2024.*

Leave Requests:

- v. *Leave of Absence without pay, nunc pro tunc, for **Employee #1354**, effective September 23, 2024, pending medical clearance.*
- vi. *Leave of Absence without pay, nunc pro tunc, for **Ina Lee**, Page, Commack building, effective September 25, 2024 through October 14, 2024.*

The motion was seconded by Trustee Barbara Deal and adopted 6-0 after discussion by the following roll call vote:

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

b. CONFERENCE ATTENDANCE REQUESTS

Personnel Committee Liaison Christopher Sarvis moved to approve the adoption of resolution “b”:

RESOLVED, that the following CONFERENCE/ATTENDANCE request set forth hereinafter is hereby approved:

- i. That **Colleen Navins**, Librarian III, Teen Services, Smithtown/Nesconset buildings, be authorized to attend, on paid release time, the “SCLA Annual Dinner and Meeting, sponsored by the Suffolk County Library Association (SCLA), on October 24, 2024, to be held at the West Sayville Country Club, West Sayville, NY, with reimbursement for a registration fee of \$80.00.

The motion was seconded by Trustee Mildred Bernstein and adopted 6-0 by the following roll call vote:

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

4. The BUILDINGS & GROUNDS COMMITTEE report was presented by Trustee Brianna Baker-Stines who moved to approve the adoption of resolution “a”:

- a. MANAGED PRINT SUPPORT/SERVICES AGREEMENT – Precision Microproducts of America, Inc.

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby authorize the Library Director to enter into a 12-month contract with Precision Microproducts of America, Inc., nunc pro tunc, to provide managed print support and services at a cost per page as dictated by contract terms, for the period beginning October 1, 2024 and ending September 30, 2025.

The motion was seconded by Trustee Howard Knispel and adopted 6-0 after discussion by the following roll call vote:

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

5. The COMMUNICATIONS COMMITTEE report was presented by Communications Committee Liaison Mildred Bernstein, who moved to approve the adoption of item “a”:

- a. DONATION – Informa Group

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank the Informa Group for their most generous donation of multiple pieces of various office furniture, computer monitors and flat screens; and be it

FURTHER RESOLVED, that said items will be utilized as needed in all four Library buildings at the Library’s discretion.

The motion was seconded by Trustee Christopher Sarvis and adopted 6-0 after discussion by the following roll call vote:

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

Communications Committee Liaison Mildred Bernstein moved to approve the adoption of resolution “b”, items i – vi:

b. DONATIONS – Smithtown Building Restoration

i. *RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank David Friedman from the Long Island Office of The New York Community Trust (aka Community Funds, Inc.) for the generous donation of **Five Thousand (\$5,000.00) dollars** for the purpose of the restoration of the Smithtown building due to the catastrophic flood of August 19, 2024.*

ii. *RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank the following donors for their generous donation of **Five Hundred (\$500.00) dollars** for the purpose of the restoration of the Smithtown building due to the catastrophic flood of August 19, 2024:*

<i>Kevin & Dena Miller</i>	<i>Erica Rinear</i>
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iii. *RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank the Commack Retired Teachers Chapter for the generous donation of **Two Hundred (\$200.00) dollars** for the purpose of the restoration of the Smithtown building due to the catastrophic flood of August 19, 2024.*

iv. *RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank the following donors for their generous donation of **One Hundred (\$100.00) dollars** for the purpose of the restoration of the Smithtown building due to the catastrophic flood of August 19, 2024:*

<i>Patricia Campbell</i>	<i>Steven Cohen</i>
<i>Diane Havern</i>	<i>Diana Schlamadin</i>

v. *RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank the following donors for their generous donation of **Fifty (\$50.00) dollars** for the purpose of the restoration of the Smithtown building due to the catastrophic flood of August 19, 2024:*

<i>Teresa Gillen</i>	<i>Evelyn Mattal</i>
<i>Laraine & Ira Shapiro</i>	<i>Jeanne Vestuto</i>
<i>Eric F. Zavadil</i>	

- vi. *RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank the following donors for their generous donation of **Twenty Five (\$25.00) dollars** for the purpose of the restoration of the Smithtown building due to the catastrophic flood of August 19, 2024:*

<i>Timothy Alford</i>	<i>Christine Martucci</i>
<i>Morgan Haberfield</i>	<i>Reka South</i>
<i>Jesse Yaginuma</i>	

The motion was seconded by Trustee Barbara Deal and adopted 6-0 after discussion by the following roll call vote:

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

6. The STRATEGIC PLANNING COMMITTEE.

Assistant Library Director Patricia Thomson reported that a recent committee meeting was held with staff members to work on objectives and goals for the Strategic Planning Committee. Another meeting is scheduled for the coming month and the Committee will report back next month.

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

The Director's Report was presented verbally to the Library Board by Library Director Robert Lusak. The following items were discussed:

- Recent invitation for the Library Director from the Assembly Standing Committee on Libraries & Education Technology to testify about emerging issues in librarianship, specifically library resiliency and disaster preparedness.
- Disaster declaration for Suffolk County, signed by President Biden, that will unlock federal funding to address flooding damage from the August 19th storm that devastated the Smithtown building.
- Library Director's interview with News 12 Long Island on today's 5:00 pm newscast.
- After today's meeting with architect John Tanzi, it has been confirmed that Phase I of the Smithtown building's restoration project is ready to begin next week.
 - Temporary partition walls to be erected at both stairwells
 - Temporary electrical power to be brought back into the building
 - Plumbing repairs
 - Elevator repairs
 - HVAC
 - Tentative reopening of the Smithtown building's main level - early 2025
 - Possibility of materials shortage due to the recent hurricanes in the south.

UNFINISHED BUSINESS

There was no unfinished business.

PUBLIC COMMENTS

In the time allotted for public comments three members of the public spoke.

10/22/24

NEW BUSINESS

There was no new business discussed.

- 8. At 7:16 pm Library Board President Annette Galarza moved to enter executive session pursuant to Article 7, Section 105 (F) to discuss the evaluation of the Library Director and asked that only the Library Board, in addition to Personnel Assistant Lori Mauceri, be present. The motion was seconded by Trustee Brianna Baker-Stines and adopted 6-0 by the following roll call vote:

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

The following Library Trustees were present and participating in executive session: Brianna Baker-Stines, Mildred Bernstein, Barbara Deal, Annette Galarza, Howard Knispel and Christopher Sarvis.

Also in attendance was Personnel Assistant Lori Mauceri.

- 9. At 7:48 pm Library Board President Annette Galarza made a motion to reconvene in open public session. The motion was seconded by Trustee Brianna Baker-Stines and adopted 6-0 by the following roll call vote:

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

- 10. Library Board President Annette Galarza noted that the next regular meeting of the Board of Trustees would be held on November 19, 2024 at 6:30 pm at the Commack building.

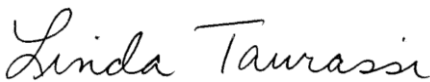
- 11. There being no further business, Library Board President Annette Galarza moved to adjourn the meeting at 7:50 pm. The motion was seconded by Trustee Barbara Deal and adopted 6-0 by the following roll call vote:

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

Minutes approved this 19th day of November, 2024



Annette Galarza, President
Smithtown Library Board of Trustees



Linda Taurassi
Secretary to the Board of Trustees