

**MINUTES
BOARD OF TRUSTEES
THE SMITHTOWN LIBRARY
November 19, 2024**

A regular meeting of the Board of Trustees of The Smithtown Library was held at the Commack building, Commack, New York, on the 19th day of November, 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: Mildred Bernstein, Barbara Deal, Annette Galarza, Howard Knispel, Christopher Sarvis and Theresa Stabile. Trustee Brianna Baker-Stines was absent with prior notice.

Also present were Library Director Robert Lusak, Library Counsel Kevin Seaman, Assistant Library Director Eileen Caulfield, Assistant Library Director Patricia Thomson, Clerk Lauren Gunderson, Treasurer Kevin Miller and Secretary Linda Taurassi.

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 October 22, 2024 be approved as presented:*

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

FOR—Bernstein, Deal, Galarza, Knispel, Sarvis, Stabile; 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 October 31, 2024 be approved for filing (copy of report appended to the original of these minutes).

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

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

b. WARRANTS

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

RESOLVED, that the following WARRANTS be approved for payment:

| | |
|--|----------------|
| i. Warrant #24 - November (“L” fund) PREPAYS | \$ 21,247.68 |
| ii. Warrant #24 - November (“L” fund) WARRANT | \$1,408,937.88 |
| iii. Warrant #24 - November (PAYROLL #22 – 10/22/24) | \$ 278,941.51 |
| iv. Warrant #24 - November (PAYROLL #23 – 11/8/24) | \$ 276,932.57 |

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

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

c. PREPAYMENT – NYS RETIREMENT ANNUAL INVOICE

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

RESOLVED, that the Board of Trustees of The Smithtown Library authorizes the Business Manager to prepay the 2025 NYS Retirement annual invoice, due December 15, 2024, in the amount of \$951,408.00 (NOTE: the prepayment amount recognizes a discount of \$7,204.00).

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

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

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

a. PERSONNEL CHANGES

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

Full-Time Appointment:

- i. Permanent full-time promotional appointment of **Carmine Aro** to the position of Custodial Worker II, all buildings, at an annual base rate of pay of \$67,511.00, effective November 25, 2024 (to fill the vacancy created by the retirement of Christopher Hussey, effective 8/28/24).

Resignations:

- ii. Resignation of **Carrie L. George**, Library Assistant, Adult Reference Department and LearnLab, Smithtown building, effective November 5, 2024.
- iii. Resignation of **Erin Matura**, Library Clerk, Circulation Department, Nesconset building, effective November 9, 2024.
- iv. Resignation of **Reno Serrentino**, Call-In Custodial Worker I, effective November 15, 2024.

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

FOR—Bernstein, Deal, Galarza, Knispel, Sarvis, Stabile; 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 requests set forth hereinafter are hereby approved:

- i. That Library Director **Robert Lusak**, Administration Department, Nesconset building, be authorized to attend, on paid release time, the annual ALA 2025 LibLearnX Conference, sponsored by the American Library Association, to be held in Phoenix, AZ, from, January 22, 2025 through January 27, 2025, with reimbursement for reasonable expenses incurred with the display of certified receipts.*
- ii. That **Colleen Navins**, Librarian III, Teen Services, Smithtown/Nesconset buildings, be authorized to attend, on paid release time, the “YASD (Young Adult Services Division) Annual Luncheon”, sponsored by the Suffolk County Library Association (SCLA) and Young Adult Services Division (YASD), on December 10, 2024, to be held at the Half Hollow Hills Community Library, Dix Hills, NY, with reimbursement for registration fee of \$35.00.*
- iii. That **Kaitlin Brand**, Librarian II, Teen Services, Commack building, be authorized to attend, on paid release time, the “YASD (Young Adult Services Division) Annual Luncheon”, sponsored by the Suffolk County Library Association (SCLA) and Young Adult Services Division (YASD), on December 10, 2024, to be held at the Half Hollow Hills Community Library, Dix Hills, NY, with reimbursement for registration fee of \$35.00.*

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

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

4. The BUILDINGS & GROUNDS COMMITTEE report was presented by Library Board President Annette Galarza.

- a. PRESENTATION: Library Board President Annette Galarza introduced Architect John Tanzi of John Tanzi Architects, and Owner’s Representative Nicholas Amoruso of the SCC Construction Management Group and invited them to make their presentation to the Library Board.

b. SMITHTOWN BUILDING RESTORATION

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

WHEREAS, the Board of Trustees of The Smithtown Library has determined under the terms of NY General Municipal Law Section 103(4) that a “public emergency” has afflicted the Library endangering the building integrity of the Smithtown building due to the catastrophic flood/rain conditions that engulfed many areas of Suffolk County during the period August 18-19, 2024; and

WHEREAS, it is necessary to attend to immediate facility matters compromising the operation and physical status of the Smithtown building; and

WHEREAS, the Library's Procurement Policy prescribes and supports the Library's emergency attentions to preserving its physical plant;

IT IS NOW THEREFORE RESOLVED, that the Library is authorized to enter into contractual agreements/arrangements with contractors and service providers without the process of competitive bidding adhering so as to provide the necessary immediate attentions to preserve and remediate on an emergency basis the conditions existent at the Smithtown building;

AND IT IS FURTHER RESOLVED, that necessary Library funds and resources are to be appropriated to meet the emergency needs existent at the Smithtown building;

AND IT IS FURTHER RESOLVED, that the Library Director is authorized to undertake those logistical and other measures necessary to attend to the emergency conditions afflicting the Smithtown building under the terms of this Board's emergency declaration.

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

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

c. EMERGENCY SERVICES CONTRACTORS

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

WHEREAS, the Board has authorized the Library Director on an emergency basis to retain those contractors necessary to undertake services to seek to preserve the Smithtown building facility on a no-bid basis under the terms of Section 103 of the NY General Municipal Law; and

WHEREAS, the Board elects to, for the sake of accountability, to identify those contractors retained to date for the providing of such emergency services;

NOW, THEREFORE IT IS RESOLVED, that the retaining of Fidele Construction, Inc. for Phase One of the Emergency Building Restoration Project, including general construction work, plumbing work, HVAC work, electrical work, and a general contingency allowance of \$35,000.00, for the restoration of the lower level of the Smithtown building due to the torrential flooding conditions afflicting the facility at a cost estimated at \$388,350.00, is hereby authorized nunc pro tunc.

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

FOR—Bernstein, Deal, Galarza, Knispel, Sarvis, Stabile; 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. MEMORIAL DONATIONS:

i. MEMORIAL DONATION – Andrea Chadaev in memory of Michael G. Cicero

*RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank Andrea Chadaev, of Smithtown, NY, for the generous donation of **Twenty dollars (\$20.00)** in memory of Michael G. Cicero; and be it*

FURTHER RESOLVED, that said donation is to be used as necessary at the Library’s discretion.

ii. MEMORIAL DONATION – Lewis Kaem in memory of Gus Alfieri

*RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank Lewis Kaem, of Hauppauge, NY, for the generous donation of **Twenty-Five dollars (\$25.00)** in memory of Gus Alfieri; and be it*

FURTHER RESOLVED, that said donation is to be used as necessary at the Library’s discretion.

iii. MEMORIAL DONATION – Lisa Scott in memory of Sondra Irvine

*RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank Lisa Scott, of St. James, NY, for the generous donation of **Fifty dollars (\$50.00)** in memory of Sondra Irvine, who was active in the League of Women Voters and a lifelong lover of books; 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 Christopher Sarvis and adopted 6-0 by the following roll call vote:

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

Communications Committee Liaison Mildred Bernstein moved to approve the adoption of resolution “b”:

b. DONATIONS – Smithtown Building Restoration

i. *RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank Lisa Scott for her generous donation of **Two Hundred Fifty (\$250.00) 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 **One Hundred (\$100.00) dollars** for the purpose of the restoration of the Smithtown building due to the catastrophic flood of August 19, 2024:*

*Al Palumbo
Geraldine Richter
Laraine C. Shapiro*

- iii. *RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank Mary Lou Devaney for her 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.*
- iv. *RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank Kimberly Volpe-Casalino for her generous donation of **Ten (\$10.00) dollars** for the purpose of the restoration of the Smithtown building due to the catastrophic flood of August 19, 2024:*

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

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

6. The STRATEGIC PLANNING COMMITTEE.

Assistant Library Director Patricia Thomson reported that a recent committee meeting was held with staff members; sub committees have been established; work on charts that had been previously shared with the Board are nearing completion; the committee will continue to report back to the Library Board.

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

There were no public comments.

NEW BUSINESS

8. CONTRACT – Monthly Newsletter – Sterling North America

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

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby authorize the Library Director to enter into a contract, subject to verification of insurance requirements, with Sterling North America, Inc., for the purpose of printing the Library District's monthly newsletter; monthly cost to be based upon the number of issues and number of pages per issue; to commence January 1, 2025 and run through December 31, 2025, as per quotes submitted by RFP (NOTE: expenses are not to exceed \$19,999.00).

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

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

9. CONTRACT – Spotlight Publication – Sterling North America

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

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby authorize the Library Director to enter into a contract, subject to verification of insurance requirements, with Sterling North America, Inc., for the purpose of printing, folding and delivering the Library District's "Spotlight" publication for the period January 1, 2025 through December 31, 2025, as per quotes submitted by RFP (postage directly paid for by the Library). (NOTE: expenses are not to exceed \$19,999.00).

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

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

10. SCLS - 2025 Proposed Operating Budget

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

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby approve the proposed SCLS Fiscal Year 2025 Operating Budget (NOTE: The Smithtown Library's member library support for 2025 is \$163,702.00 which signifies an increase of \$614.00 over 2024's member library support).

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

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

11. DISCUSSION – Meeting Dates for 2025 Yearly Planner

a. Date for Annual Organizational meeting – January 2025

After discussion, it was determined that the date of the Annual Organizational meeting was to be held Thursday, January 2, 2025 at 6:00 pm at the Nesconset building (per Board of Trustees Bylaws, Article IV § 7, meeting is to be held during the first week of January).

b. Date for 2026 Library Budget Hearing – September 2025

After discussion, it was determined that the date of the 2025 Library Budget Hearing was to be held Tuesday, September 9, 2025 at 6:00 pm at the Nesconset building (Note: meeting to be held no later than the first week of September to meet legal notice deadlines).

12. Library Board President Annette Galarza noted that the next regular meeting of the Board of Trustees would be held on December 17, 2024 at 6:30 pm at the Kings Park building.

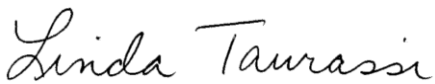
13. There being no further business, Library Board President Annette Galarza moved to adjourn the meeting at 7:55 pm. The motion was seconded by Trustee Howard Knispel and adopted 6-0 by the following roll call vote:

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

Minutes approved this 17th day of December, 2024



Annette Galarza, President
Smithtown Library Board of Trustees



Linda Taurassi
Secretary to the Board of Trustees