

**MINUTES  
BOARD OF TRUSTEES  
THE SMITHTOWN LIBRARY  
December 17, 2024**

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 17<sup>th</sup> day of December, 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, Christopher Sarvis and Theresa Stabile.

Also present were Library Director Robert Lusak, Assistant Library Director Eileen Caulfield, Clerk Lauren Gunderson, Treasurer Kevin Miller and Secretary Linda Taurassi. Assistant Library Director Patricia Thomson 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 November 19, 2024 be approved as presented:*

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

**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 November 30, 2024 be approved for filing (copy of report appended to the original of these minutes).*

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

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 - December (“L” fund) PREPAYS	\$ 27,353.79
ii. Warrant #24 - December (“L” fund) WARRANT	\$ 448,826.59
iii. Warrant #24 - December (PAYROLL #24 – 11/22/24)	\$ 270,557.74
iv. Warrant #24 - December (PAYROLL #25 – 12/6/24)	\$ 271,236.71

The motion was seconded by Trustee Brianna Baker-Stines and adopted 7-0 after discussion by the following roll call vote:

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

c. CAPITAL PROJECTS – COMMIT FUNDS

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

*RESOLVED, that the Board of Trustees of The Smithtown Library does hereby approve to uncommit funds in the amount of \$550,000.00 previously committed for the library-wide EV Charging Station project in the "M" fund; and be it*

*FURTHER RESOLVED, that the Board of Trustees of The Smithtown Library does hereby approve to uncommit funds in the amount of \$150,000.00 previously committed for the Smithtown Building Lower Level Renovation & Podcast Studio project in the "M" fund; and be it*

*FURTHER RESOLVED, that the Board of Trustees of The Smithtown Library does hereby approve to commit funds in the amount of \$700,000.00 to the Smithtown Building Lower Level Emergency Building Restoration and Lower Level Reconstruction project in the "M" fund.*

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

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

d. UNASSIGNED FUND BALANCE - TRANSFERS FROM RESERVES

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 approve the transfer of \$125,000.00 from the Retirement & Future Benefit Payments Reserve to the unassigned fund balance in the "L" fund.*

The motion was seconded by Trustee Brianna Baker-Stines and adopted 7-0 after discussion by the following roll call vote:

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

e. BUDGET TRANSFERS

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

*RESOLVED, that the Business Manager be authorized to execute budget transfers in the dollar amounts and expenditure lines as follows:*

BUDGET TRANSFERS				
Account	Account Title	Current Budget	(FROM)/TO	Adjusted Budget
L.1411	Librarian - PT	539,700	(75,000)	464,700
L.1421	Clerical - PT	684,500	75,000	759,500
L.1410	Cert Librarians	4,084,800	(25,000)	4,059,800
L.1440	Custodial Salaries	143,300	25,000	168,300
L.8100	Retirement System Contribution	1,013,000	(44,850)	968,150
L.1375	Credit Card Expenses	0	5,000	5,000
L.4000	Miscellaneous Expense	100	100	200
L.4320	Computer Supplies & Services	98,227	20,000	118,227
L.4350	Travel	9,000	3,250	12,250
L.4390	Shared Network Maintenance	81,000	500	81,500
L.4510	Custodial Supplies	15,000	6,000	21,000
L.4520	Building Repairs & Maintenance	281,000	10,000	291,000
L.4375	Professional Fees - Security	425,000	(25,000)	400,000
L.4370	Professional Fees	100,000	25,000	125,000

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

FOR—Baker-Stines, 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:*

Part-time Appointments:

- i. Part-time appointment of **Rachael DiLeo** to the position of Account Clerk, Business Office, Nesconset building, at an hourly rate of pay of \$24.33, effective January 6, 2025 (to fill the vacancy created by the resignation of Hayley Blake, effective 9/20/24).

Leave of Absence:

- ii. Leave of absence without pay, nunc pro tunc, for **Employee #1245** from November 15, 2024 through January 8, 2025.

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

b. CONFERENCE ATTENDANCE REQUESTS

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

*RESOLVED, that the following WEBINAR ATTENDANCE requests set forth hereinafter are hereby approved:*

- i. *That the following staff members be authorized to attend, nunc pro tunc, on paid release time, the “If You Bought It, Flaunt It! How to Promote Your Collections to Increase Usage” webinar, sponsored by LibraryWorks, on December 12, 2024, to be paid for by the Library at \$25 per staff member: Librarian IV Jessica Quenzer, Librarian III Amanda Lentino, Librarian II Rachel Cecchini, Librarian II Margaret Lopez, Librarian II Jessica Weber, Librarian I Ana Walsh.*

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. The BUILDINGS & GROUNDS COMMITTEE report was presented by Buildings & Grounds Committee Liaison Brianna Baker-Stines who moved to approve the adoption of resolution “a”:
  - a. Smithtown Building Project Oversight and Management.

*RESOLVED, that the Board of Trustees of The Smithtown Library does hereby authorize the Library Director to enter into a contract agreement with SCC Construction Management Group to oversee the following professional services as a result of the August 19, 2024 flood in the Smithtown Building: Preconstruction Phase of six months part-time at a cost of \$6,500.00 per month for a total of \$39,000.00; Construction Phase Project Manager on site full-time for twelve months at a cost of \$19,500.00 per month for a total of \$234,000.00. If the project extends past the durations outlined above, the following hourly rates can be utilized, if authorized by the Library Board: Project Executive - \$190.00/hour; Project Manager - \$110.00/hour. If the project is completed earlier than the durations outlined above, only the months (or prorated portion thereof) will be invoiced.*

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

FOR—Baker-Stines, 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 items “a” and “b”:
  - a. FRIENDS OF THE LIBRARY FUNDRAISER

Trustee Mildred Bernstein noted that the Friends fund raiser on November 15<sup>th</sup> had raised a total of \$2,033 for the Library’s Smithtown building restoration.

b. DONATIONS – Miscellaneous

i. DONATION - Eisenberg Margolis & Maldonado, PLLC

*RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank Eisenberg Margolis & Maldonado, PLLC for their most generous donation of multiple pieces of office furniture, art work and a refrigerator; and be it*

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

ii. DONATION - Donna Montemurro (including Students and Parents)

*RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank Donna Montemurro, her students, and parents for the most generous donation of **Five Hundred dollars** (\$500.00) raised from proceeds of their yard sale; and be it*

*FURTHER RESOLVED, that said donation will be put toward the Library's future Summer Reading Program Finale.*

iii. DONATION - Eileen Caulfield, Assistant Library Director

*RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank Assistant Library Director **Eileen Caulfield** for her generous donation of **Fifty dollars** (\$50.00); for the purpose of the Smithtown Library's participation in the Smithtown Historical Society's "Holiday Tree Contest"; and be it*

*FURTHER RESOLVED, that the Library's participation would include signage, an artificial or real tree, all decorations, and transportation of tree; and be it*

*FURTHER RESOLVED, that said tree must be decorated no later than December 18, 2024.*

c. DONATIONS – Smithtown Building Restoration

i. *RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank **Kenneth Donato** for the most generous donation of **Five Hundred dollars** (\$500.00) for the purpose of the restoration of the Smithtown building's Long Island History Room 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 **Macdonald Family** for their generous donation of **One Hundred dollars** (\$100.00) for the purpose of the restoration of the Smithtown building due to the catastrophic flood of August 19, 2024.*

iii. *RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank **Ivy Berg** for the generous donation of **Forty dollars** (\$40.00) 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 **Monica A. Timothy**, of Hauppauge, NY, for the generous donation of **Ten dollars** (\$10.00) for the purpose of the restoration of the Smithtown building due to the catastrophic flood of August 19, 2024.*
- v. *RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously and thankfully accept the donation of **Five dollars** (\$5.00) made by an **anonymous donor** 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 7-0 by the following roll call vote:

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

6. The STRATEGIC PLANNING COMMITTEE.

Library Director Robert Lusak reported that point people were assigned to the following objectives for the Library's Long Range Plan at a recent committee meeting: Patron Services, Programs, Collections, Technology, Facilities, Public Relations & Marketing. The Committee will be meeting again in January.

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**

8. DISCUSSION – Sunday Service Schedule

There was discussion pertaining to the extension of the Library's Sunday opening schedule from mid-May until mid-June. At this time the Library Board was in agreement to keep the present schedule of closing on Sundays in May, but will readdress the issue in the future if the need arises.

**PUBLIC COMMENTS**

There were no public comments.

**NEW BUSINESS**

9. 2025 YEARLY PLANNER

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

*RESOLVED, that the 2025 YEARLY PLANNER be approved as presented (appended).*

Please Note:

1) due to the Library's budget and trustee election in October, the October regular board meeting is held on the fourth Tuesday of the month instead of the third Tuesday as per Library Board of Trustees resolution dated September 27, 2007.

2) The January, May and September Regular Meetings of the Board (usually held in the Smithtown Building) have been relocated until the rebuild of the lower level Community Room is completed.

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

10. At 7:02 pm Library Board President Annette Galarza moved to enter executive session pursuant to Article 7, Section 105 (F) of the Public Officer's Law to discuss the history/evaluation of a particular person. The motion was seconded by Trustee Brianna Baker-Stines and adopted 7-0 by the following roll call vote:

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

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

Also in attendance were Library Director Robert Lusak and Personnel Assistant Lori Mauceri.

11. At 7:50 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 by general consent.
12. Library Board President Annette Galarza noted that the Library Board's annual Organizational meeting is scheduled to be held January 2, 2025 at 6:00 pm at the Kings Park building and the next "Regular" meeting of the Board of Trustees is scheduled to be held January 21, 2025 at 6:30 pm at the Nesconset building.
13. There being no further business, Library Board President Annette Galarza moved to adjourn the meeting at 7:51 pm. 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

Minutes approved this 21<sup>st</sup> day of January, 2025.

Annette Galarza, President  
Smithtown Library Board of Trustees

Linda Taurassi  
Secretary to the Board of Trustees

(This is a draft of the December 17, 2024 Board of Trustees meeting; to be voted on for approval at the January 21, 2025 Board of Trustees meeting).

12/17/24