

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

A regular meeting of the Board of Trustees of The Smithtown Library was held at the Nesconset building, Nesconset, New York, on the 17<sup>th</sup> day of September, 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, Christopher Sarvis and Theresa Stabile. Trustee Howard Knispel 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, 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 following "REGULAR" and "SPECIAL" meeting minutes be approved as presented:*
  - i. *"REGULAR" meeting of August 20, 2024*
  - ii. *"SPECIAL" 2025 Budget meeting of September 10, 2024*
  - iii. *"SPECIAL" meeting of September 10, 2024*

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

FOR—Baker-Stines, Bernstein, Deal, Galarza, 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 August 31, 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 after discussion by the following roll call vote:

FOR—Baker-Stines, Bernstein, Deal, Galarza, 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 - September	(“L” fund) PREPAYS	\$ 53,805.23
ii. Warrant #24 - September	(“L” fund) WARRANT	\$ 509,867.23
iii. Warrant #24 - September	(“M” fund) WARRANT	\$ 569.36
iv. Warrant #24 - September	(PAYROLL #18 – 8/30/24)	\$ 292,606.31
v. Warrant #24 - September	(PAYROLL #19 – 9/13/24)	\$ 286,209.50

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, Sarvis, Stabile; AGAINST—none

c. WARRANT PAYMENTS – EARLY RELEASE

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 the early release of designated warrant payments prior to the October 22, 2024 board meeting to avoid lateness and penalties (note: such meeting is scheduled late in the month due to the Library Budget Vote and Trustee Election); and be it*

*FURTHER RESOLVED, that any bill that would incur a penalty and/or interest fee can be released by the Treasurer prior to the October 22, 2024 board meeting pending approval by the Board of Trustees Budget & Finance Committee Liaison or Library Board President before payment is made.*

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

FOR—Baker-Stines, Bernstein, Deal, Galarza, 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/Promotional Appointments:

- i. *Permanent full-time promotional appointment of **Jessica Quenzer** to the position of Librarian IV, Building Head, Kings Park building, at an annual base rate of pay of \$114,740.00, subject to a 12-week probationary period, effective September 18, 2024 (to fill the vacancy created by the resignation of Andrew Salomon, effective 7/12/024).*

- ii. *Permanent full-time promotional appointment of **Wendy Johnson** to the position of Librarian II, Children’s Services Outreach, Commack building, at an annual base rate of pay of \$98,782.00, subject to a 12-week probationary period, effective September 18, 2024.*
- iii. *Permanent full-time promotional appointment of **Jessica Park** to the position of Librarian II, Children’s Services Outreach, Smithtown building, at an annual rate of pay of \$74,974.00, subject to a 12-week probationary period, effective September 18, 2024.*

Resignations:

- iv. *Resignation of **Hayley Blake**, Account Clerk, Business Office, Nesconset building, effective September 20, 2024.*
- v. *Resignation of **Madeline Gaudy**, Page, Nesconset building, effective August 31, 2024.*

Retirement:

- vi. *Retirement of **Christopher Hussey**, Custodial Worker III, Nesconset building, effective August 28, 2024 (last day of employment August 27, 2024).*

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

FOR—Baker-Stines, Bernstein, Deal, Galarza, 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 request set forth hereinafter is hereby approved:*

- i. *That **Maggie Moloney**, Librarian III, Children’s Services, Smithtown/Nesconset building, be authorized to attend, on paid release time, the “2024 Fall Literature Conference,” sponsored by CLASC (Children’s Librarians Association of Suffolk County), on October 17, 2024, to be held at the Courtyard Marriot Long Island, located in Ronkonkoma, NY, with reimbursement for a registration fee of \$105.00.*

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, Sarvis, Stabile; AGAINST—none

c. RETIREMENT – Resolution of Appreciation – **Christopher Hussey**

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

*WHEREAS, Christopher Hussey has announced his retirement as of August 28, 2024, and*

*WHEREAS, having begun his tenure with The Smithtown Library on March 28, 1991, as a full-time Custodial Worker I; and*

*WHEREAS, on January 22, 2003 he was promoted to Custodial Worker II and then to Custodial Worker III on September 22, 2004; now therefore be it*

*RESOLVED, that the Board of Trustees of The Smithtown Library does hereby express its appreciation to Christopher Hussey for his thirty-three years of dedicated service and contributions to the Library; and be it*

*FURTHER RESOLVED, that the Board of Trustees of The Smithtown Library extends to Christopher Hussey their best wishes for many years of health and happiness during his retirement.*

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, Sarvis, Stabile; AGAINST—none

#### 4. BUILDINGS & GROUNDS COMMITTEE

Library Director Robert Lusak gave the Library Board an update on the status of the Smithtown building's cleanup project, in addition to preparations for the building's restoration and reconstruction after the devastating damage caused by the catastrophic flooding of the basement of the Smithtown building on Sunday evening, August 18-19. The Library Director noted that a Flood Evaluation and Cost Estimate (prepared by John Tanzi Architects) had been submitted to the Suffolk County Office of Emergency Management and the Division of Homeland Security & Emergency Services.

#### **Trustee Theresa Stabile left the meeting at 7:17 p.m.**

5. The COMMUNICATIONS COMMITTEE report was presented by Communications Committee Liaison Mildred Bernstein, who moved to approve the adoption of items "a" through "j":

- a. MEMORIAL DONATION – Catherine Bocard – In memory of Genevieve Swahn

*RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank Catherine Bocard, of Severn, Maryland, for the generous donation of **Five Hundred dollars (\$500.00)** in memory of Genevieve Swahn; and be it*

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

b. MEMORIAL DONATION – Jennifer Dirmack – In memory of Jennifer Dormack

*RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank Jennifer Dirmack for the generous donation of **Twenty-Five dollars (\$25.00)** in memory of Jennifer Dormack; and be it*

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

c. MEMORIAL DONATION – John Floren – In memory of Pauline Floren

*RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank John Floren, of Portland, Maine, for the generous donation of **One Hundred dollars (\$100.00)** in memory of Pauline Floren; and be it*

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

d. MEMORIAL DONATION – Judith Schechter – In memory of Herman & Irving Schechter

*RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank Judith Schechter for the generous donation of **Two Hundred Fifty dollars (\$250.00)** in memory of Herman and Irving Schechter; and be it*

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

e. DONATION – Cecelia A. Sinclair

*RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank Cecelia A. Sinclair, of Hudson, NY, for the generous donation of **Ten dollars (\$10.00)**; and be it*

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

f. DONATION – Marcy & Jeff Kaiser – In honor of Susan Scherr

*RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank Marcy and Jeff Kaiser for their generous donation of **Two Hundred dollars (\$200.00)** in honor of Susan Scherr; and be it*

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

g. DONATION – Marion Knott – In honor of Nesconset building's staff

*RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank Marion Knott for the generous donation of **One Hundred dollars (\$100.00)** in honor of Nesconset building's staff; and be it*

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

h. DONATION – Maureen Smilow – In honor of Bradley Harris

*RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank Maureen Smilow for the generous donation of **Fifty dollars (\$50.00)** in honor of Bradley Harris; and be it*

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

i. DONATION – Brian Whipple – In honor of Alice Whipple

*RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank Brian Whipple for the generous donation of **Twenty Five dollars (\$25.00)** in honor of Alice Whipple; and be it*

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

j. DONATIONS – Smithtown Building Restoration

i. *RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank the following donors for their 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:*

<i>Amanda Birro</i>	<i>Viktoriiia Evstafieva</i>	<i>Teri Hatred</i>
<i>Joseph Petrachi</i>	<i>Kristen Rice</i>	<i>Julia Wells</i>
<i>Dana Yasso</i>		

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 **Twenty Five dollars (\$25.00)** for the purpose of the restoration of the Smithtown building due to the catastrophic flood of August 19, 2024:*

<i>Jennet Atabayeva</i>	<i>Sara Bradshaw</i>	<i>John Bravo</i>
<i>Martha Conley</i>	<i>Stefani Coulton</i>	<i>Wells Farnham</i>
<i>Fred Gitner</i>	<i>Margaret Hartmann</i>	<i>Irene Hubenko</i>
<i>Judy Hurwitz</i>	<i>Janet Kupfer</i>	<i>Chrissie Ongaco</i>
<i>Kate Scimone</i>	<i>JoAnne Svendsen</i>	<i>Susan Wiggs</i>

iii. *RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank Simone Marcus for the generous donation of **Thirty dollars (\$30.00)** 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 Caitlynn Schare for the generous donation of **Thirty Five dollars (\$35.00)** 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 accept and thank the following donors for their generous donation of **Fifty dollars (\$50.00)** for the purpose of the restoration of the Smithtown building due to the catastrophic flood of August 19, 2024:*

<i>Olivia Baric</i>	<i>Jean Bifano</i>	<i>Lauren Castellane</i>
<i>Madeline Coluccio</i>	<i>Heidi Contreras</i>	<i>Sheila Cotrone</i>
<i>Claire DiSpirito</i>	<i>Louise Graham</i>	<i>Pauline Herr</i>
<i>Patty Jackman</i>	<i>Bee Jaworski</i>	<i>Nina Karner</i>
<i>Susan Kirsch</i>	<i>Dan Mudano</i>	<i>Ralph Tamburro</i>
<i>Margaret Van Patten</i>	<i>Diane Marie Vestuto</i>	<i>Paul &amp; Gretchen Wiener</i>
<i>William Wyatt</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 **One Hundred dollars (\$100.00)** for the purpose of the restoration of the Smithtown building due to the catastrophic flood of August 19, 2024:*

<i>Joanne Adam</i>	<i>Melissa Arrigo</i>	<i>Yuko Beck</i>
<i>Jan Rugh Bromberg</i>	<i>Robert Bugliarelli</i>	<i>Debra DiPaolo</i>
<i>James Fleet</i>	<i>Sandi Gill</i>	<i>Fern Gutman</i>
<i>Cynthia Guzzo</i>	<i>Karen Homer</i>	<i>J. A.</i>
<i>Lisa Kropp</i>	<i>Alexandra Leong</i>	<i>Amanda Leuck</i>
<i>Stacey Mathis</i>	<i>Barbara Anne Miller</i>	<i>Elizabeth Murphy</i>
<i>Julie Murray</i>	<i>Philip Palmedo</i>	<i>Carolyn Prego</i>
<i>Stephan &amp; Nathalie Putegnat</i>	<i>Elizabeth Ramos</i>	<i>Kathleen Richardson</i>
<i>Donna Ringer</i>	<i>Karen Smith</i>	<i>Jeannine Sturm</i>
<i>Mark Waldron</i>		

- vii. *RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank Anita Dowd-Neufeld for the generous donation of **Two Hundred dollars (\$200.00)** for the purpose of the restoration of the Smithtown building due to the catastrophic flood of August 19, 2024.*

- viii. *RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank the following donors for their generous donation of **Two Hundred Fifty dollars (\$250.00)** for the purpose of the restoration of the Smithtown building due to the catastrophic flood of August 19, 2024:*

<i>Kenneth Donato</i>	<i>M.I. Reiser</i>	<i>Linda &amp; Peter Taurassi</i>
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- ix. *RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank Christine Martucci for the generous donation of **Three Hundred dollars (\$300.00)**, to be paid in 12 monthly installments @ \$25 per month, 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 5-0 by the following roll call vote:

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

6. The STRATEGIC PLANNING COMMITTEE.

Library Director Robert Lusak stated that he was planning to set up a committee with staff members to work on key aspects for the Strategic Planning Committee.

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**

**PUBLIC COMMENTS**

There were no public comments.

**NEW BUSINESS**

There was no new business.

8. At 7:24 pm Library Board President Annette Galarza moved to enter executive session to discuss the employment history of a particular person or corporation and asked that only the Library Board be present. The motion was seconded by Trustee Mildred Bernstein and adopted 5-0 by the following roll call vote:

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

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

9. At 7:49 the following staff members were invited to join executive session: Robert Lusak, Eileen Caulfield, Patricia Thomson, Lauren Gunderson, Jennifer Piano, Lori Mauceri and Linda Taurassi.

10. At 8:02 pm Library Board President Annette Galarza made a motion to reconvene in open public session. The motion was seconded by Trustee Barbara Deal and adopted 5-0 by the following roll call vote:

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

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

*RESOLVED, that the Board of Trustees of The Smithtown Library authorizes the Library Director to enter into a contract with GXC, Inc. for the purpose of providing security services to the Library's four buildings, for a term of one year, for the period October 1, 2024 through September 30, 2025, at a rate of \$38.99 per hour, not to exceed \$250,000.00, subject to NYS prevailing wages.*

The motion was seconded by Trustee Brianna Baker-Stines and adopted 5-0 by the following roll call vote:

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



12. Upcoming Meetings:

- a. Next "regular" meeting of the Board of Trustees – October 22, 2024 – 6:30 pm at the Nesconset building.

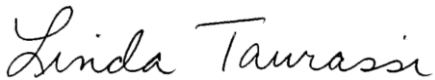
13. There being no further business, Library Board President Annette Galarza moved to adjourn the meeting at 8:05 pm. The motion was seconded by Trustee Barbara Deal and adopted 5-0 by the following roll call vote:

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

Minutes approved this 22<sup>nd</sup> day of October, 2024



Annette Galarza, President  
Smithtown Library Board of Trustees



Linda Taurassi  
Secretary to the Board of Trustees