

**MINUTES
BOARD OF TRUSTEES
THE SMITHTOWN LIBRARY
December 16, 2025**

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 16th day of December, 2025. 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, Assistant Library Director Patricia Thomson, Clerk Lauren Gunderson, Treasurer Kevin Miller, Secretary Linda Taurassi and Library Counsel Kevin Seaman.

Library Board President Annette Galarza 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 18, 2025 be approved as presented.*

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

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 November 30, 2025 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 7-0 after discussion by the following roll call vote:

FOR—Baker-Stines, 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 #25 - December ("L" fund) PREPAYS	\$ 48,985.10
ii. Warrant #25 - December ("L" fund) WARRANT	\$ 1,353,114.31
iii. Warrant #25 - December ("M" fund) WARRANT	\$ 98,727.86
iv. Warrant #25 - December (PAYROLL #24 – 11/21/25)	\$ 273,063.06
v. Warrant #25 - December (PAYROLL #25 – 12/05/25)	\$ 272,430.88

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

c. FUND TRANSFERS AND REPAYMENTS

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

- i. Transfer of Flood-Related Expenses from the General (L) Fund to the Capital Project (M) Fund

WHEREAS, The Smithtown Library has incurred expenses associated with the bond referendum as well as expenses related to flood response, recovery, and mitigation; and

WHEREAS, these expenditures were initially paid from the General Fund; and

WHEREAS, it is appropriate and consistent with sound fiscal management practices to reallocate such bond-related and flood-related expenditures from the General Fund to the Capital Project Fund;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of The Smithtown Library hereby authorizes the Business Manager to transfer all eligible bond-related and flood-related expenses from the General Fund to the Capital Project Fund.

- ii. Repayment Between Funds

RESOLVED, that the Business Manager is hereby authorized to make a repayment of \$70,322.24 from the Capital Project (M) Fund to the General (L) Fund, restoring previously reallocated funds for bond-related and flood-related expenditures.

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

d. BUDGET TRANSFERS

Budget and Finance Committee Liaison Howard Knispel moved to approve the adoption of resolution "d":

RESOLVED, that the Business Manager is hereby authorized to execute budget transfers in the amounts and expenditure lines listed below, with no impact on the overall budget:

BUDGET TRANSFERS				
Account	Account Title	Original Budget	(FROM)/TO	Adjusted Budget
L.4375	Professional Fees - Security	250,000	(17,525)	232,475
L.4370	Professional Fees	105,000	5,000	110,000
L.4350	Travel	13,798	300	14,098
L.4330	Postage & Freight	18,350	2,500	20,850
L.4320	Computer Supplies & Services	103,500	5,000	108,500
L.4110	Lost & Paid	2,000	250	2,250
L.4000	Miscellaneous Expense	100	225	325
L.1375	Credit Card Expenses	0	4,250	4,250
		<u>492,748</u>	<u>0</u>	<u>492,748</u>

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

3. The PERSONNEL COMMITTEE report was presented by Personnel Committee Liaison Brianna Baker-Stines, who moved to approve the adoption of resolution "a":

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

Part-time Appointments:

- i. Permanent part-time appointment of **Michael Saladino** to the position of Network & Systems Specialist I, IT Department, Nesconset building, at a rate of pay of \$30.99 per hour, not to exceed 17.5 hours per week, subject to a 26-week probationary period, effective January 5, 2026.
- ii. Part-time appointment of **Krista Glisci** to the position of Page, Kings Park building, at a rate of pay of \$17.00 per hour, effective January 5, 2026 (to fill the vacancy created by the resignation of Joyce O'Hara, effective 10/10/25).

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

b. MEETING ATTENDANCE REQUESTS:

Personnel Committee Liaison Brianna Baker-Stines moved to approve the adoption of resolution "b":

RESOLVED, that the following meeting attendance requests set forth hereinafter are hereby approved:

- i. *That Library Director **Robert Lusak** be authorized to attend, on paid release time, the Public Library Association 2026 Conference sponsored by the Public Library Association, to be held in Minneapolis, MN, from, April 1, 2026 through April 3, 2026, with reimbursement for reasonable expenses incurred with the display of certified receipts.*
- ii. *That Library Director **Robert Lusak** be authorized to attend, on paid release time, the "Pre-Advocacy and Advocacy Day Programs for "Library Legislation Day", sponsored by NYLA (New York Library Association), from February 2, 2026 through February 3, 2026, to be held at the Legislative Office Buildings, Albany, NY, for the purpose of fostering support for libraries, increasing state funding, and educating legislators of the services libraries provide, with reimbursement for reasonable expenses incurred with the display of certified receipts.*
- iii. *That Assistant Library Director **Eileen Caulfield** be authorized to attend, on paid release time, the "Pre-Advocacy and Advocacy Day Programs for "Library Legislation Day", sponsored by NYLA (New York Library Association), from February 2, 2026 through February 3, 2026, to be held at the Legislative Office Buildings, Albany, NY, for the purpose of fostering support for libraries, increasing state funding, and educating legislators of the services libraries provide, with reimbursement for reasonable expenses incurred with the display of certified receipts.*
- iv. *That Assistant Library Director **Patricia Thomson** be authorized to attend, on paid release time, the "Pre-Advocacy and Advocacy Day Programs for "Library Legislation Day", sponsored by NYLA (New York Library Association), from February 2, 2026 through February 3, 2026, to be held at the Legislative Office Buildings, Albany, NY, for the purpose of fostering support for libraries, increasing state funding, and educating legislators of the services libraries provide, with reimbursement for reasonable expenses incurred with the display of certified receipts.*
- v. *That Librarian IV Building Head **Julie DeLaney** be authorized to attend, on paid release time, the "Pre-Advocacy and Advocacy Day Programs for "Library Legislation Day", sponsored by NYLA (New York Library Association), from February 2, 2026 through February 3, 2026, to be held at the Legislative Office Buildings, Albany, NY, for the purpose of fostering support for libraries, increasing state funding, and educating legislators of the services libraries provide, with reimbursement for reasonable expenses incurred not to exceed \$75 for the PLDA sponsored bus, \$200 for lodging and \$100 maximum per day for meals.*

- vi. *That Librarian IV Building Head **Sheila Worlow** be authorized to attend, on paid release time, the “Pre-Advocacy and Advocacy Day Programs for “Library Legislation Day”, sponsored by NYLA (New York Library Association), from February 2, 2026 through February 3, 2026, to be held at the Legislative Office Buildings, Albany, NY, for the purpose of fostering support for libraries, increasing state funding, and educating legislators of the services libraries provide, with reimbursement for reasonable expenses incurred not to exceed \$75 for the PLDA sponsored bus, \$200 for lodging and \$100 maximum per day for meals.*
- vii. *That Librarian II **James Hansen**, Reference Department, Smithtown building, be authorized to attend, nunc pro tunc, on paid release time, the RASD (Reference & Adult Services Division) annual luncheon “Crepes, Care, & Connection” sponsored by the Suffolk County Library Association, to be held at the Huntington Public Library Station Branch on December 2, 2025 with reimbursement for a registration fee of \$30.00.*

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

c. MANAGERIAL/CONFIDENTIAL EMPLOYMENT AGREEMENTS

A motion was made by Library Board President Annette Galarza to postpone consideration of the following motion until the end of the meeting.

*RESOLVED, that the Board of Trustees of The Smithtown Library does hereby accept the recommendation of the Library Director to approve the individual employment agreements of the following Managerial/Confidential employees as presented at the November 2025 Library Board meeting: Library Director **Robert Lusak**, Assistant Director **Eileen Caulfield**, Assistant Director **Patricia Thomson**, Associate Administrator **Lauren Gunderson**, Business Manager **Jennifer Piano**, Network and Systems Specialist II **James Buckman**, Personnel Assistant **Lori Mauceri**, Principal Account Clerk **Mindi Goonan**.*

The motion was seconded by Trustee Howard Knispel and approved by unanimous consent.

4. The BUILDINGS AND GROUNDS COMMITTEE report was presented by Library Board President Annette Galarza, who moved to approve the adoption of resolution “a”:

a. *SERVICE AGREEMENT – KINGS PARK & NESCONSET GENERATORS – Cummins, Inc.– 2025-2030*

RESOLVED, that the Board of Trustees of the Smithtown Library does hereby authorize the Library Director to enter into a contract agreement with Cummins, Inc. for the period February 19, 2026 through February 18, 2027, for year two (2) of a five (5) year contract, for the purpose of providing standard service and inspection service for the generator at the Kings Park and Nesconset Library buildings, at a total annual cost not to exceed \$4,600 for the 2025-2026 year. Subsequent renewals for a period of one (1) year at the cost projected will be considered (pending Board approval and funding) at the annual anniversary date.

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

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

b. FIRE ALARM INSPECTION - Garland Fire Systems, Inc. (2026– 2027)

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

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby authorize the Library Director to enter into a contract agreement with Garland Fire Systems, Inc. for the period March 1, 2026 through February 28, 2027, for year three (3) of a three (3) year contract, for the purpose of providing standard fire inspection service for our Commack, Kings Park, Nesconset and Smithtown buildings, at a total annual cost not to exceed \$4,550.00 per year (note: as needed, per-call fire detection equipment service at an additional hourly 'regular' rate of \$150.00 will apply).

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

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

c. FIRE ALARM MONITORING - Garland Fire System, Inc. (2026– 2027)

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

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby authorize the Library Director to enter into a contract agreement with Garland Fire Systems, Inc. for the period March 1, 2026 through February 28, 2027 for year three (3) of a three (3) year contract, for the purpose of UL Listed 24hr Supervised Central Station Monitoring for our Commack, Kings Park, Nesconset and Smithtown buildings, as per the Town of Smithtown Fire Marshal and State Building Code requirements, for the transmission of fire signals to the local Fire Department, at a total annual cost not to exceed \$3,600.00 per year.

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. **CENTRAL STATION BURGLAR ALARM AND PANIC BUTTON MONITORING – Electronix Systems**

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

RESOLVED, that the Board of Trustees of the Smithtown Library does hereby authorize the Library Director to enter into an annual renewable agreement with Electronix Systems for an annual, renewable contract, for the period January 7, 2026 through January 6, 2027 to provide repairs, maintenance and central station burglar alarm and panic button monitoring for all Library buildings, at a total annual cost not to exceed \$2,500.00. Subsequent renewals for a period of one (1) year can be considered (pending Board approval and funding) at the annual anniversary date and can be cancelled on each annual anniversary date of this agreement upon written notice to Electronix Systems.

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

5. The COMMUNICATIONS COMMITTEE report was presented by Communications Committee Liaison Christopher Sarvis, who moved to approve the adoption of resolution "a":

a. **DONATION – The Order of Colonial Lords of Manors in America - Long Island History Room**

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank The Order of Colonial Lords of Manors in America for their most generous donation of Two Thousand dollars (\$2,000.00) for the purpose of conservation of materials in the Smithtown building's Long Island History Room.

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

6. The STRATEGIC PLANNING COMMITTEE

a. **REPEALED POLICY – The Smithtown Library Long Range Plan of Service 2020-2025**
[Policy 200-20] (2nd reading)

Library Board President Annette Galarza moved to waive the reading of the repealed SMITHSTOWN LIBRARY LONG RANGE PLAN OF SERVICE 2020-2025 [Policy 200-20]. 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

Library Board President Annette Galarza moved to approve the adoption to repeal the SMITHSTOWN LIBRARY LONG RANGE PLAN OF SERVICE 2020-2025 [Policy 200-20]. 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

WHEREAS, section 90.2 of the Regulations of the Commissioner of Education requires public libraries to have a board-approved, written long-range plan of service and maintain facilities to meet community needs, including adequate space; and

WHEREAS, the Constitution and statutes of New York authorize and encourage local governments to cooperate in the interest of the public good; and

WHEREAS, the Long-Range Planning Committee has formulated a plan of service that it believes is fair and feasible;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of The Smithtown Library affirms and approves the plan of service, all as set forth in the terms stated hereinafter.

1. Library Mission Statement.

The mission of The Smithtown Library (“Library”) shall be a commitment to providing for the lifelong learning and information service needs of the community.

2. Motto.

Creating Lifelong Learners of All Ages.

3. Vision Statement.

The Smithtown Special Library District will be recognized in the community as a major contributor in the delivery of information resources, education, self-advancement, entertainment, recreation opportunities, intellectual growth, cultural vibrancy, and economic well-being.

4. Core Values – WE CARE.

Welcoming Environment
Exceptional Library Service
Committed to Intellectual Freedom
Access for All
Remain Inclusive
Empower

- **Welcoming Environment** – We are committed to being safe and welcoming. Our policies and practices ensure safety for the public and the staff, and provide a comfortable, inclusive and non-judgmental place to gather, interact and discover.
- **Exceptional Library Service** – We are committed to providing prompt, objective, confidential, and knowledgeable responses to requests for assistance.
- **Committed to Intellectual Freedom** – We are committed to intellectual freedom and the need for the library collection to represent many points of view. Individuals are responsible for making their own choices regarding appropriateness of material, and parents/guardians are responsible for the choices made for their children.
- **Access for All** – We serve all users fairly and equitably, and are committed to removing physical obstacles for all potential library users. We are committed to providing basic library services at no charge, though some optional services may carry a fee.
- **Remain Inclusive** – We honor diversity and inclusion. We seek to represent all people in our collections, programs, services, workforce and other areas.
- **Empower** – We are committed to assisting and supporting all users with all their goals and interests.

5. Library History.

The Smithtown Special Library District is an independent special library district chartered by the Board of Regents of the State of New York to serve the residents of the Town of Smithtown excluding areas served by the Sachem Public Library and the Emma S. Clark Memorial Library. The Library District is located in the Town of Smithtown, New York. The Library operates four full service library buildings located in Smithtown, Commack, Kings Park and Nesconset. The Library is a member of the Suffolk Cooperative Library System ("SCLS"), which was founded in 1961 and is one of 23 cooperative public library systems providing services to over 740 public libraries throughout New York State. The Library is Long Island's largest library in terms of population and the second largest in terms of square miles served at 53.9.

The Library was chartered as an Association Library in 1911 and the Library's first permanent building opened on August 12, 1912. That building was moved to its present location in 1950. In 1952, the Library was re-chartered as a municipal library. Chapter 193 of the Laws of 2001 authorized the independent establishment of a special public library district, subject to referendum. On November 6, 2001, Town residents voted in a town-wide referendum to establish The Smithtown Special Library District. Accordingly, the Library operates as an independent tax district. On April 30, 2002, the Library held its first Budget Vote and Trustee Election.

The Library offers Town residents a full program of public library services. In addition to traditional resources, the Library has integrated modern technologies into every aspect of its services. The Library is also noted for its wide range of Adult, Teen, and Children's programming and an outstanding electronic media collection. The Library serves approximately 115,000 Town residents including the hamlets of Commack, Fort Salonga, Hauppauge, Kings Park, Nesconset, Saint James, and Smithtown.

6. Goals and Objectives.

Goal #1: PATRON SERVICES – *The Library commits to constantly supporting and assisting Children, Teens, and Adult users with all their Library needs.*

- **Objective 1** – *Developing lifelong readers and prepare children for school.*
- **Objective 2** – *Encouraging reading through innovative and exciting programs from birth to teens.*
- **Objective 3** – *Engaging adult readers through book discussions, age appropriate reading programs, and other interactive and instructional services.*
- **Objective 4** – *Staff happily assisting users with locating materials, using finding resources, and checking out materials.*
- **Objective 5** – *Create and support unique and innovative collections and services, such as the Patent and Trademark Resource Collection, Passport Acceptance Facility and Notary Services.*
- **Objective 6** – *Evaluate and create relevant, timely plans to assess and/or reassess hours of operations for our community in order to provide the highest level of patron access to services, while being fiscally responsible.*
- **Objective 7** – *Assist staff to offer the best possible service to our users by allowing staff opportunities for professional development.*

Goal #2: PROGRAMS – *Residents will have access to a variety of innovative programs for all age groups that will meet the needs and interests of all members of the Smithtown Community.*

- **Objective 1** – Create and offer literacy based programs that support reading fundamentals.
- **Objective 2** – Contract with specialists to provide cultural and educational programs that members of the community may not otherwise have an opportunity to experience.
- **Objective 3** – Offer relevant technology-based programs to assist patrons with training and instruction of devices, software, websites, programs, etc.
- **Objective 4** – Offer entertainment and craft programs for people's recreational interests.
- **Objective 5** – Volunteer programs and activities to give back and support our community.

Goal #3: COLLECTIONS – Maintain and enhance our collections, resources and information with an emphasis on reading materials and research services.

- **Objective 1** – Maintain the integrity of our collections by providing a quality collection of materials in current and emerging formats that reflect borrowing trends, interests, changing habits and the use patterns of the community.
- **Objective 2** – Evaluate allocations of funds for all resource formats.
- **Objective 3** – Acquire new formats as appropriate.
- **Objective 4** – Continually evaluate print, audio-visual, and digital collections to determine usefulness, timeliness, accuracy and other criteria for keeping, adding to or withdrawing from the collection.
- **Objective 5** – Provide access to resources that support genealogy and local history research, specifically with our Long Island Room Local History Collection.
- **Objective 6** – Maintain integrity of catalog database.
- **Objective 7** – Promote the use of interlibrary loan services as needed to enhance the collections.
- **Objective 8** – Create and support literacy and authorship by creating space and cataloging items for a Local Author Collection.

Goal #4: TECHNOLOGY – Library patrons will have access to a broad range of technology. Ensure Smithtown residents have access to established and emerging information technologies as well as opportunities to achieve technological literacy.

- **Objective 1** – Maintain a network of public computers that meets the essential technology needs of our patrons, including but not limited to software, online catalog, databases and the Internet.
- **Objective 2** – Provide the necessary peripheral equipment such as printers and scanners for public use to meet the needs and desires of patrons.
- **Objective 3** – Provide wireless access to the Internet both within our physical buildings and by loaning out mobile WiFi hotspots to Library cardholders.
- **Objective 4** – Update the Library's website to offer the latest information about services, and links to Library resources and catalog.
- **Objective 5** – Provide relevant technology training opportunities that meet patron needs.
- **Objective 6** – Continually assess the condition of computers, printers, and related equipment and replace/update as necessary.
- **Objective 7** – Spark creativity and discovery by designating space for new technologies such as 3-D printers.

Goal #5: PUBLIC RELATIONS AND MARKETING – The Library will develop a comprehensive public relations strategy to increase visibility in the community and raise the public's awareness of the many services that the Library has to offer.

- **Objective 1** – Create flyers, newsletters, seasonal mailings (Spotlight) to highlight Library programs and services.
- **Objective 2** – Attend PTA meetings, offer class visits and other related activities to support educational goals and objectives.
- **Objective 3** – Attend local fairs, Town days, parades and other community-based events to connect with our community.
- **Objective 4** – Provide delivery of library materials and services to homebound patrons and residents of nursing homes.
- **Objective 5** – Create content for social media and the Library's website to engage the community in a non-traditional method of publicity.
- **Objective 6** – Issue timely press releases of Library activities, special events and programs.

Goal #6: FACILITIES MANAGEMENT – The Library strives to create and maintain safe physical locations for all staff and Library users.

- **Objective 1** – Offer relevant, appropriate in-person and digital trainings on topics that relate to health, safety, wellness and a healthy work environment.
- **Objective 2** – Review regularly all policies and procedures related to patron behavior, order, safety and security.
- **Objective 3** – Work with local police department to develop active shooter and workplace violence plans and training sessions.
- **Objective 4** – Coordinate necessary inspections, maintenance services and testing for equipment in a timely manner.
- **Objective 5** – Partner with others, such as local government agencies via inter-municipal agreements, submitting for grant monies from the State and local businesses, and utilizing cooperative programs coordinated by entities such as SCLS and Suffolk County Government (SuffolkShare) to take advantage of cooperative and competitive pricing opportunities that save our community significant tax dollars on their purchases.
- **Objective 6** – Maintain interior spaces by providing ongoing maintenance and repairs such as cleaning, painting, upgrading and replacing as needed.
- **Objective 7** – Maintain exterior grounds with appropriate staff and/or outside vendors to address lawns, parking lots, roofs, snow removal, and repairs of sidewalks and asphalt.
- **Objective 8** – Periodically review space and function allocations to reflect community needs and demands.

7. Amendments.

This resolution may be amended at any regular business meeting of the Board of Trustees by a two-thirds vote of the entire membership, provided the amendment has been submitted in writing at the previous regular business meeting.

b. ADOPT POLICY – The Smithtown Special Library District Long Range Plan of Service 2026-2030 [Policy 200-20] (2nd reading)

Library Board President Annette Galarza moved to waive the reading of the SMITHTOWN SPECIAL LIBRARY DISTRICT LONG RANGE PLAN OF SERVICE 2026-2030 [Policy 200-20]. 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

Library Board President Annette Galarza moved to approve the adoption of the SMITHTOWN SPECIAL LIBRARY DISTRICT LONG RANGE PLAN OF SERVICE 2026-2030 [Policy 200-20]. 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

1. Mission Statement

“The Smithtown Special Library District is dedicated to providing access to diverse information, lifelong learning and entertainment resources through outstanding service for all residents of the Library District via multiple facilities consisting of the Smithtown Main Library and three full-service branches: The Commack Branch Library, the Kings Park Branch Library, and the Nesconset Branch Library.”

2. Motto / Tagline

Enriching Our Community

3. Vision Statement

The Library strives to be recognized in the community as a major contributor in the delivery of information resources that encourage and promote education, self-advancement, entertainment, recreation opportunities, intellectual growth, cultural vibrancy, and economic well-being.

4. Library History

The Library is an independent “special library district” chartered by the Board of Regents of the State of New York to serve the residents of the Town of Smithtown (excluding areas served by the Sachem Public Library and the Emma S. Clark Memorial Library). The Library District is located in the Town of Smithtown, County of Suffolk, State of New York. The Library operates four full service library buildings located in Smithtown, Commack, Kings Park and Nesconset. The Library is a member of the Suffolk Cooperative Library System (“SCLS”), which was founded in 1961 and is one of 23 cooperative public library systems providing services to over 740 public libraries throughout New York State. The Library is Long Island’s largest library in terms of population served and the second largest in terms of square miles at 53.9.

The Library was chartered as an Association Library in 1911 and the Library’s first permanent building opened on August 12, 1912. That building was moved to its present location on North Country Road in 1950. In 1952, the Library was re-chartered as a municipal town library. Chapter 193 of the Laws of 2001 authorized the statutory establishment of a special public library district, subject to referendum. On November 6, 2001, Town residents voted in a town-wide referendum to establish The Smithtown Special Library District. Accordingly, the Library operates as an independent tax district. On April 30, 2002, the Library held its first Budget Vote and Trustee Election.

The Library offers Town residents a full complement of public library services. In addition to availing its patrons of traditional resources, the Library has integrated modern technologies into every facet of its services. The Library is also noted for its broad range of Adult, Teen, and Children's programming and an outstanding electronic media archive. The Library serves approximately 115,000 Town residents, including the hamlets of Commack, Fort Salonga, Hauppauge, Kings Park, Nesconset, Saint James and Smithtown.

5. Collections

Goal: Establish and maintain fresh, eclectic collections that include both traditional and novel items.

Actions:

- Regularly evaluate, expand and adjust the Library collection to include books, digital media, audiobooks, e-books, graphic novels, and emergent and noteworthy additions.
- Maintain and enhance unique collections such as the Library's local history and archival collection (Long Island Room), local author collection, "Library of Things" collection and world languages collection.
- Consider new formats and technologies to provide cutting-edge offerings.

6. Programming:

Goal: Assist patrons of all ages to stay engaged with enjoyable, entertaining, informative and relevant materials and programs.

Actions:

- Create and display additional materials evidencing how reading can promote learning, provide entertainment and advance literacy.
- Offer a variety of reading / literacy programs and fun activities.
- Offer more special library events for broad consumption by patrons.
- Review and adjust programs based on community input.

7. Patron Services:

Goal: Cultivate a considerate and supportive environment in order that Library users and staff may feel confident, comfortable, welcome and safe.

Actions:

- Encourage the community to share ideas through surveys, suggestion forms, social media, email, and open conversations concerning programs, collections, and other aspects of the Library experience.
- Strengthen communication among staff, library administrators, board members and the community.
- Provide ongoing training and support for Trustees and Library staff to acquire new skills, improve customer service, and better connect the community and Library.
- Maintain and expand unique services such as notary services, the Federal Depository Library (FDLP), the Government Services Department and the Seed Library.

Goal: Be budget-conscious while offering the highest quality collections and services to meet the needs of the community.

Actions:

- Ongoing review of the budget in line with offerings.
- Seek successful methods to build partnerships with the Library's constituency that optimize the Library's resources.
- Actively search to identify, evaluate and solicit grant opportunities.

8. Technology:

Goal: Provide current and useful technologies.

Actions:

- Add, remove and/or update network equipment and software.
- Provide new technologies and devices in the public areas.
- Invest in the foremost technology for the LearnLab and podcast studio.
- Upgrade the community room's A/V systems.
- Maintain policies relating to technologies the Library utilizes and/or provides.
- Provide learning opportunities to users of technologies offered by the Library.
- Provide network and cybersecurity training to staff.

9. Public Relations & Marketing:

Goal: Improve communications and public relations with the community.

Actions:

- Redesign and continuously evaluate the monthly newsletter to more effectively promote Library programs and services.
- Connect with the community to inform of the various events the Library will be staging.
- Provide the community with a clear and consistent message regarding the Library, its services and offerings throughout all four library buildings.
- Provide marketing and information packets in various formats to inform patrons of the services and activities the Library offers.
- Continue the use and exploration of new and emerging social media platforms.

Goal: Improve and develop communications and relationships with local organizations and groups.

Actions:

- Share a clear, consistent message with local organizations and groups regarding the Library and its offerings within all four locations.
- Make marketing materials available in different formats to connect with both new and established organizations and groups.
- Reach out to local organizations to partner in programs and services that benefit the community.
- Provide services to seniors located in nursing homes, senior centers, and senior living communities.
- Offer outreach to schools (public and private) from preschool to 12th grade, and encourage local schools to visit the Library by way of tours and programs.

10. Facilities Management:

Goal: Establish a comfortable, efficient, and safe library environment through ongoing reviews of building structures and systems, staff and patron workspaces, security systems, and maintain the cleanliness, functionality and sustainability of the Library facilities.

Actions:

- Review building systems, such as climate control and air quality.
- Assess the comfort and ergonomics of furniture for patrons and staff.
- Improve the design of service desks and assure that all desks are accessible, and that organization, storage and workspaces are well-utilized.
- Evaluate and review security measures.
- Where possible, create private study areas.
- Assure that cleaning and maintenance maintains the efficiency, safety, and appearance of the facilities.

11. Staff Development:

Goal: Maximize the potential of each employee by providing development and training opportunities, fostering teamwork, improving communication, responding to employee input, needs and morale.

Actions:

- Identify training opportunities for staff; improve cross-training between Library departments.
- Promote a positive work culture through meetings, team building exercises and improved communication.
- Continue to provide customer service and safety training for new employees and refresher training opportunities for incumbent employees.

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. There was no unfinished business.

PUBLIC COMMENTS

9. There were no public comments.

NEW BUSINESS

10. CONTRACT – MONTHLY NEWSLETTER – Sterling North America

Communications Liaison Christopher Sarvis 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, 2026 and run through December 31, 2026 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 7-0 by the following roll call vote:

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

11. CONTRACT – SPOTLIGHT PUBLICATION – R & J Graphics, Inc.

Communications Liaison Christopher Sarvis 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 R & J Graphics, Inc., for the purpose of printing, folding and delivering the Library District's "Spotlight" publication for the period January 1, 2026 through December 31, 2026, 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 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

12. 2026 YEARLY PLANNER

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

RESOLVED, that the 2026 YEARLY PLANNER be approved as presented (appended).

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

13. At 6:59 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 employment history of particular persons. 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.

14. At 9:47 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 7-0 by the following roll call vote:

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

15. Library Board President Annette Galarza moved that item 3.c. "Managerial/Confidential Employment Agreements," that was postponed earlier in the meeting, be tabled until the January 6, 2026 Special Board Meeting, scheduled to follow immediately after the Annual Organizational meeting. The motion was seconded by Trustee Theresa Stabile and approved 7-0 by the following roll call vote:

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

NO ACTION WAS TAKEN ON ITEM 3c

3c. MANAGERIAL/CONFIDENTIAL EMPLOYMENT AGREEMENTS

*RESOLVED, that the Board of Trustees of The Smithtown Library does hereby accept the recommendation of the Library Director to approve the individual employment agreements of the following Managerial/Confidential employees as presented at the November 2025 Library Board meeting: Library Director **Robert Lusak**, Assistant Director **Eileen Caulfield**, Assistant Director **Patricia Thomson**, Associate Administrator **Lauren Gunderson**, Business Manager **Jennifer Piano**, Network and Systems Specialist II **James Buckman**, Personnel Assistant **Lori Mauceri**, Principal Account Clerk **Mindi Goonan**.*

16. Library Board President Annette Galarza noted that the Library Board's annual Organizational meeting is scheduled to be held January 6, 2026 at 6:00 pm at the Nesconset building and the next "regular" meeting of the Board of Trustees is scheduled to be held January 20, 2026 at 6:30 pm at the Nesconset building.

17. There being no further business, Library Board President Annette Galarza moved to adjourn the meeting at 9:49 pm. 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 20th day of January 2026.

Annette Galarza, President
Smithtown Library Board of Trustees

Linda Taurassi
Secretary to the Board of Trustees

(This is a draft of the December 16, 2025 Board of Trustees meeting; to be voted on for approval at the January 20, 2026 Board of Trustees meeting).

12/16/25