

**MINUTES
BOARD OF TRUSTEES
THE SMITHTOWN LIBRARY
October 28, 2025**

A regular meeting of the Board of Trustees of The Smithtown Library was held at the Nesconset building, Nesconset, New York, on the 28th day of October, 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 and Christopher Sarvis. Trustee Theresa Stabile 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.

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 September 16, 2025 be approved as presented.*

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

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

REPORTS OF OFFICERS, BOARDS, STANDING COMMITTEES & DIRECTOR'S REPORT

2. The BUDGET AND FINANCE COMMITTEE report was presented by Budget and Finance Committee Liaison 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 September 30, 2025 be approved for filing (copy of report appended to the original of these minutes).

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

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

10/28/25

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 - October (“L” fund) PREPAYS	\$ 56,540.36
ii. Warrant #25 - October (“L” fund) WARRANT	\$ 514,257.13
iii. Warrant #25 - October (“M” fund) WARRANT	\$ 446,992.67
iv. Warrant #25 - October (PAYROLL #20 – 9/26/25)	\$ 270,387.08
v. Warrant #25 - October (PAYROLL #21 – 10/10/25)	\$ 318,935.28

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

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

c. BUDGET TRANSFERS

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 execute budget transfers for \$1,500.00 to decrease budget line L.4120 RECORDINGS, and increase budget line L.4100 BOOKS for the same amount.

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

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

d. CERTIFICATE OF RESULTS

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

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

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

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

3. The PERSONNEL COMMITTEE report was presented by Personnel Committee Liaison Barbara Deal, 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 appointment of **Patricia Botter** to the position of Library Clerk, Circulation Department, split between the Nesconset and Commack buildings, at an annual rate of pay of \$59,853.00, subject to a 26-week probationary period, effective October 29, 2025 (to partially fill the vacancy at the Nesconset building created by the retirement of Mary Anne Stevens, effective 8/16/25).*

Part-time Appointments:

- ii. Part-time appointment of **Kathleen Chiara** to the position of Library Clerk, Circulation Department, Commack building, at a rate of pay of \$20.17 per hour, not to exceed 17.5 hours per week, effective November 4, 2025 (to fill the vacancy created by the resignation of Kim Scarpulla, effective 10/31/25).
- iii. Release of **Elliot Metcalf**, from a part-time Librarian Trainee position into a part-time Librarian I position, at an hourly rate of pay of \$35.33, retroactive to September 19, 2025, as per Suffolk County Department of Civil Service regulations.
- iv. Part-time appointment of **Erin Seeley** to the position of Library Clerk, Circulation Department, Commack building, at a rate of pay of \$20.17 per hour, not to exceed 17.5 hours per week, effective October 31, 2025 (to fill the vacancy created by the resignation of Eileen Blum, effective 4/9/25).

Resignations:

- v. Resignation of **Brian Holtje**, Groundskeeper I, effective October 14, 2025.
- vi. Resignation of **Joyce O'Hara**, Page, Kings Park building, effective October 10, 2025.
- vii. Resignation of **Kim Scarpulla**, Library Clerk, Circulation Department, Commack building, effective October 31, 2025.

Leave Request:

- viii. Leave of Absence without pay for **Employee #1261**, effective October 30, 2025 through December 1, 2025.

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

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

b. MEETING ATTENDANCE REQUESTS:

Personnel Committee Liaison Barbara Deal moved to approve the adoption of resolution “b”:

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

- a. That **Maggie Moloney**, Librarian III, Children's Department, Smithtown building, be authorized to attend, on paid release time, the online asynchronous microcredential course “Science of Reading Fundamentals”, sponsored by SUNY New Paltz, with reimbursement for a registration fee of \$25.00.

- b. That **Nicole Rossano**, Librarian II, Children's Department, Kings Park building, be authorized to attend, on paid release time, the online asynchronous microcredential course "Science of Reading Fundamentals", sponsored by SUNY New Paltz, with reimbursement for a registration fee of \$25.00.

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, Knispel, Sarvis AGAINST—none

4. The BUILDINGS AND GROUNDS COMMITTEE:

- a. Architect John Tanzi of John Tanzi Architects, and Construction Manager Nicolas Amoruso of SCC Construction Management Group, presented a summary of the bid documents received and their recommendations for contract awards for the Smithtown Building Lower Level Reconstruction & Associated Work Project. After the discussion, Library Board President Annette Galarza moved to approve the adoption of the following resolutions:
 - i. Upon the recommendation of John Tanzi Architects the Board of Trustees of The Smithtown Special Library District awards to **Fortunato Sons Contracting, Inc.** its bid submitted for General Construction Contract in the amount of \$1,825,777.00.
 - ii. Upon the recommendation of John Tanzi Architects the Board of Trustees of The Smithtown Special Library District awards to **WHM Plumbing & Heating Contractors, Inc.** its bid submitted for Plumbing Contract in the amount of \$235,075.00.
 - iii. Upon the recommendation of John Tanzi Architects the Board of Trustees of The Smithtown Special Library District awards to **RMS Industries of New York, Inc. (dba) Reliance Mechanical** its bid submitted for HVAC Contract in the amount of \$380,000.00.
 - iv. Upon the recommendation of John Tanzi Architects the Board of Trustees of The Smithtown Special Library District awards to **MRJ Industries, Ltd.** its bid submitted for Electrical Contract in the amount of \$807,800.00.
 - v. Upon the recommendation of John Tanzi Architects the Board of Trustees of The Smithtown Special Library District agrees to "piggyback" upon the contract entered into between the Smithtown Central School District (Bid Award #24/25-10 HVAC Equipment Supplies & Services, expiring 3/25/26) and **Klima New York, LLC** for the purchase of an HVAC Multi-Zone Unit (Equipment Only) in the total estimated amount of \$186,875.00.

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

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

b. AMENDMENT TO SMITHTOWN BUILDING PROJECT OVERSIGHT AND MANAGEMENT

Library Trustee Brianna Baker-Stines moved to approve the adoption of resolution “b”:

WHEREAS, at the Board of Trustees meeting on December 17, 2024, the Library Director was authorized to enter into an agreement with SCC Construction Management Group to oversee professional services related to the August 19, 2024 flood at the Smithtown Building, for a total contract amount of \$273,000.00; and

WHEREAS, the original agreement included a phased fee structure, with a Pre-Construction Phase at \$39,000.00 and a Construction Phase at \$234,000.00; and

WHEREAS, the agreement was amended on August 20, 2025, to adjust the timeline and associated fees to better reflect the updated project schedule and scope;

NOW THEREFORE BE IT RESOLVED, that the fee structure is further amended as follows:

Pre-construction Phase: Extended from eight (8) to ten (10) months, at a monthly rate of \$6,500.00, totaling \$65,000.00 (reflecting the inclusion of September and October 2025).

Construction Phase: Reduced from ten (10) to eight (8) months, at a monthly rate of \$19,500.00, totaling \$156,000.00.

AND BE IT FURTHER RESOLVED, that the total contract amount is reduced by \$52,000.00, resulting in a revised total of \$221,000.00.

The motion was seconded by Buildings & Grounds Committee Liaison Christopher Sarvis and adopted 6-0 by the following roll call vote:

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

c. L.I. AUTOMATIC DOORS – Automatic Doors Preventative Maintenance & Repair Services

Trustee Brianna Baker-Stines moved to approve the adoption of resolution “c”:

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby authorize the Library to enter into a contract with Barrier-Free Access Systems, Inc. for the purpose of providing automatic doors preventative maintenance and repair services to the Smithtown, Commack, Kings Park & Nesconset library buildings; said contract to be in effect nunc pro tunc for the period October 11, 2025 through October 10, 2026 for a cost not to exceed \$4,999.60.

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

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

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

a. Donation – Blackbaud Giving Fund

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank the Blackbaud Giving Fund for the generous donation of Twenty-Five (\$25.00) dollars, 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 Brianna Baker-Stines and adopted 6-0 by the following roll call vote:

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

6. The STRATEGIC PLANNING COMMITTEE

Assistant Library Director Patricia Thomson reported that the Long Range Planning draft is now ready for review. The Library Director has received it, and it has been reviewed by the Library’s Counsel. It is anticipated that the updated Long Range Plan of Service will be included in the November board packets.

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

The Library Director’s report 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

8. In the time allotted for public comments one member of the public spoke.

NEW BUSINESS

9. DISCUSSION - Potential Insurance Claim

There was a brief discussion pertaining to an expense paid by the Library for damage on the grounds of the Commack building. It was determined that the Library’s insurance company would file a claim against the individual responsible for the damage.

10. REVISED POLICY – **Program Policy** [Policy 700-170] (1st reading)

[Note: revisions are noted in underlined bold font; deletions are noted with a strikethrough]

Library Board President Annette Galarza moved to waive the reading of the revised PROGRAM POLICY [Policy 700-170]. The motion was seconded by Trustee Howard Knispel and adopted 6-0 by the following roll call vote:

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

The policy will be reviewed and voted on at the November regular board meeting.

*Programming is offered as a Library resource. Its purpose is to ~~promote~~ **advance the well-being and knowledge of patrons who utilize** Library materials, facilities, **and/or** services, as well as **to** provide cultural, educational, and recreational enrichment to the community.*

The Smithtown Library participates in the Sustainable Libraries Initiative and will consider and promote, whenever possible, programs and planning that support environmental stewardship, economic betterment, and societal advancement.

*Selection of Library-approved program topics, speakers, courses, classes, and resource materials ~~should~~ **will** be made by Library staff on the basis of the interests and needs of Library users and the community.*

*Library programs are offered as **the** availability of staff, funds and other resources ~~allow~~ **permit**.*

*The Library may partner with another agency, community organization, or the Friends of the Library ~~when~~ **in** presenting programs.*

*Library programs will generally be provided at **on a** “no charge” ~~except~~ **basis except** as noted below.*

- The Library may charge a fee, payable to the Library, for programs to defray the expense of the presentation only in those circumstances when, in the ~~assessment~~ **determination** of the Library, such is warranted on the basis of the program’s value.*
- In a workshop situation a participant may be charged for the cost of materials used.*
- The Library may charge a fee for programs where the number of registrants is ~~restricted~~ **limited** and individual certification or instruction is provided.*
- Public programs planned for ~~Library~~ fund-raising by the Friends of the Library may include an admission charge with approval of the Library Director.*

Library programs must be non-commercial in nature. Although a businessperson or other professional expert may present a program, the information offered should always be generic in nature. No solicitation of business or sale of products is permitted except as noted below:

- Because the Library ~~wants~~ **seeks** to encourage reading, writing, and an appreciation for literature and music, exceptions are made for authors selling copies of their books and artists selling recordings of their music.*

- The Friends of the Library may sell items at Library programs they sponsor for the purpose of ~~Library~~ **Friends** fund-raising.

In the process of presenting a program, a speaker may include informational material that may be distributed; however, the material may contain only information that is ~~generic~~ **non-commercial** in nature.

Under no circumstances may a speaker/presenter solicit personal information from program attendees. All informational material distributed at a program, including press releases and other promotional material, must be approved in advance by the Library Director or Program Coordinator.

All children's programs are to be carefully planned to meet the developmental needs and interests of a particular age group. Access to programming may be limited to specific ages depending on the nature of the program, and at the discretion of the presenter or the Library staff member in charge. It is in the best interests of all ~~the children concerned~~ **attendees** that age requirements specified for each program be adhered to.

The Library Board supports the creation of reasonable rules for attendance requirements, **including limiting registration to Library district residents and requiring registration.**

The Library does not offer programs that ~~support or oppose~~ **proselytize** a specific religious conviction. Holiday programs may be offered. The Library will endeavor to provide programs that reflect the community's **religious** diversity.

The Library does not offer programs that support or oppose any political candidate or ballot ~~measure~~ **propositions**; however, election information, such as candidates' forums that include invitations to all recognized candidates, may be offered.

In conjunction with its role as an important source of community information, "Town Hall Meetings," ~~an~~ (informal public forums where everyone in a community is invited to attend, voice their opinions, and hear the responses from public figures and elected officials) may be allowed. Town Hall Meetings are not to be ~~associated~~ **held in conjunction** with an election or campaign.

~~Some~~ Programming may ~~involve~~ **provide** food or refreshments.

Library-approved programs are funded in part by the **Library's** operating budget with additional support from grants, contributions or other gifts and donations. Program coordinators may solicit donations from outside sources, in which case, ~~some type of~~ acknowledgement may be noted during the program or in publicity.

Presentation at the Library of ~~any specific idea, strategy, financial plan or investment~~ is not to constitute endorsement of the ~~group's or individual's policies or beliefs~~ **presenter's opinions or positions.** Organizational affiliation of presenters used by the Library in programs and promotions does not constitute endorsement, ~~merely acknowledgement~~ **by the Library.**

The Library welcomes recommendations from residents concerning programming. Questions or concerns should be addressed with an appropriate Library staff member. Requests for review of Library programs should be submitted on the "Request for Re-Evaluation of Library Material" (Policy 300-10a) form. Requests for review of Library programs will be considered in the same manner as requests for reconsideration of Library materials.

The Library reserves the right to cancel or postpone any program.

11. Library Board President Annette Galarza noted that the next "regular" meeting of the Board of Trustees is scheduled to be held Tuesday, November 18, 2025 at 6:30 pm at the Commack building.
12. There being no further business, Library Board President Annette Galarza moved to adjourn the meeting at 7:25 pm. The motion was seconded by Trustee Barbara Deal and adopted 6-0 by the following roll call vote:

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

Minutes approved this 18th day of November, 2025.

Mildred Bernstein

Mildred Bernstein, Vice President
Smithtown Library Board of Trustees

Linda Taurassi

Linda Taurassi
Secretary to the Board of Trustees