

**MINUTES
BOARD OF TRUSTEES
THE SMITHTOWN LIBRARY
October 24, 2023**

A regular meeting of the Board of Trustees of The Smithtown Library was held at the Nesconset building, Nesconset, New York, on the 24th day of October, 2023. The meeting was called to order at 6:30 pm with the pledge of allegiance to the flag.

The following Library Trustees were present: Mildred Bernstein, Annette Galarza, Howard Knispel, Thomas Maher, Christopher Sarvis and Theresa Stabile (entered the meeting at 6:42 pm). Library Board President Brianna Baker-Stines was absent with prior notice.

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

Annette Galarza, Vice President of the Board of Trustees, acted as Chairperson of the meeting.

1. OATH OF OFFICE

The oath of office was administered by Library District Clerk Lauren Gunderson to newly elected Trustee Christopher Sarvis, who is filling the remaining term of a seat previously held by Anita Dowd-Neufeld (who was appointed to fill the vacant seat of Marilyn LoPresti, whose resignation was effective 9/12/22); Mr. Sarvis' term to expire 12/31/24.

2. COMMITTEE APPOINTMENTS

Vice President Annette Galarza noted that President Brianna Baker-Stines had updated the Committee Liaisons. Christopher Sarvis has been appointed as liaison to the Communications Committee and Theresa Stabile has been appointed as liaison to the Personnel Committee.

READING AND APPROVAL OF MINUTES

3. APPROVAL OF MINUTES

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

- a. *RESOLVED, that the REGULAR MEETING MINUTES of September 19, 2023 be approved as presented.*

The motion was seconded by Trustee Howard Knispel and adopted 5-0 by the following roll call vote:

FOR—Bernstein, Galarza, Knispel, Maher, Sarvis; AGAINST—none

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

4. 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, 2023 be approved for filing (copy of report appended to the original of these minutes).

The motion was seconded by Trustee Christopher Sarvis and adopted 5-0 by the following roll call vote:

FOR—Bernstein, Galarza, Knispel, Maher, Sarvis; 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 (copy of warrants appended to the original of these minutes):

<i>i. Warrant #23 - October (“L” fund) PREPAYS</i>	<i>\$ 28,672.15</i>
<i>ii. Warrant #23 - October (“L” fund) WARRANT</i>	<i>\$ 525,118.43</i>
<i>iii. Warrant #23 - October (“M” fund) WARRANT</i>	<i>\$ 806.43</i>
<i>iv. Warrant #23 - Payroll #20 (9/29/23)</i>	<i>\$ 285,972.13</i>
<i>v. Warrant #23 - Payroll #21 (10/13/23)</i>	<i>\$ 273,097.55</i>

The motion was seconded by Trustee Thomas Maher and adopted 5-0 by the following roll call vote:

FOR—Bernstein, Galarza, Knispel, Maher, Sarvis; AGAINST—none

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

c. BUDGET TRANSFERS

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	Original Budget	(FROM)/TO	Adjusted Budget
L.4120	Recordings	89,300	(2,100)	87,200
L.4100	Books	273,100	2,100	275,200
L.2030	Building Equipment	150,000	(5,000)	145,000
L.2000	Computer Equipment	20,000	5,000	25,000
L.4300	Office & Library Supplies	76,500	(25,000)	51,500
L.4320	Computer Supplies & Services	90,825	25,000	115,825
L.8300	Workman’s Compensation	101,000	(9,250)	91,750
L.1375	Credit Card Expenses	0	9,250	9,250

The motion was seconded by Trustee Christopher Sarvis and adopted 5-0 by the following roll call vote:

FOR—Bernstein, Galarza, Knispel, Maher, Sarvis; AGAINST—none

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

d. TRANSFER OF FUNDS - Library-wide Capital Improvements and Equipment Replacement

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby approve to uncommit funds in the amount of \$37,010 previously committed for LI Room HVAC project in the "M" fund; and be it

FURTHER RESOLVED, that the Board of Trustees of The Smithtown Library does hereby approve the transfer of \$37,010 from "M" fund into "L" fund; and be it

FURTHER RESOLVED, that the Board of Trustees of The Smithtown Library does hereby approve to commit \$37,010 to Library-wide Capital Improvements and Equipment Replacement.

The motion was seconded by Trustee Thomas Maher and adopted 5-0 by the following roll call vote:

FOR—Bernstein, Galarza, Knispel, Maher, Sarvis; AGAINST—none

5. The PERSONNEL COMMITTEE report was presented by Personnel Committee Liaison Thomas Maher, 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. Release of **Lynn Cappelmann** from a Library Clerk position, Circulation Department, Nesconset building, and appointment into an entry-level permanent full-time Library Assistant position, Technical Services Department, Nesconset building, at an annual rate of pay of \$52,635.00, subject to a 26-week probationary period, effective November 11, 2023 (to fill the vacancy created by the appointment of Ana Walsh from a Library Assistant position into a Librarian I position, effective 9/27/23).

Part-time Appointments:

- ii. Part-time appointment of **Grace Gutmann** to the position of Page, Reference/Circulation Departments, Smithtown building, at an hourly rate of pay of \$15.00, effective November 6, 2023 (to fill the vacancy created by unused hours).
- iii. Part-time appointment of **Marla Levine** to the position of Page, Kings Park building, at an hourly rate of pay of \$15.00, effective October 30, 2023 (to fill the vacancy created by the resignation of Allison Yablonski, effective 7/31/23).

Resignation:

- iv. Resignation of **Maria Torquato**, Library Clerk, Circulation Department, Kings Park building, effective October 20, 2023.

Leave of Absence:

- v. *Leave of absence without pay for **Madeline Cairns**, Page, Children's Department, Smithtown building, effective November 16, 2023 through December 20, 2023.*

The motion was seconded by Trustee Howard Knispel and adopted 5-0 after discussion by the following roll call vote:

FOR—Bernstein, Galarza, Knispel, Maher, Sarvis; AGAINST—none

Personnel Committee Liaison Thomas Maher moved to approve the adoption of resolution “b”:

b. CONFERENCE ATTENDANCE REQUESTS

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

- i. *That Assistant Library Director **Eileen Caulfield**, Administration Department, Smithtown building, be authorized to attend, nunc pro tunc, on paid release time, the “Long Island Energy Conference”, sponsored by the Long Island Press, to be held at Suffolk Y JCC, Hauppauge, NY on October 12, 2023, with reimbursement for actual and necessary expenses not to exceed \$13.00.*
- ii. *That Librarian II **Kelly Filippone**, Reference Department/LI Room, Smithtown building, be authorized to attend, on paid release time, the “Suffolk County Library Association Annual Dinner”, sponsored by the Suffolk County Library Association (SCLA), on October 26, 2023, to be held at the Meadow Edge, West Sayville Country Club, with reimbursement for actual and necessary expenses not to exceed \$70.00.*

The motion was seconded by Trustee Christopher Sarvis and adopted 5-0 by the following roll call vote:

FOR—Bernstein, Galarza, Knispel, Maher, Sarvis; AGAINST—none

6. There was no report of the BUILDINGS AND GROUNDS COMMITTEE.

Library Director Robert Lusak and Library Trustee Howard Knispel together noted that the Smithtown Breakfast Rotary Club was happy to have their new sign erected on the property of the Smithtown building over the past week. The Library Director thanked staff members Assistant Library Director Eileen Caulfield, Librarian III Julie DeLaney, Custodial Worker III Christopher Hussey and Custodial Worker I Carmine Aro for their assistance.

Trustee Theresa Stabile entered the meeting at 6:42 pm.

- 7. The oath of office was administered by Library District Clerk Lauren Gunderson to newly elected Trustee Theresa Stabile, who is filling the remaining term of a seat previously held by Barbara Deal (who was appointed to fill the vacant seat of Theresa Grisafi, whose resignation was effective 12/30/22); Ms. Stabile’s term to expire 12/31/24.

8. The COMMUNICATIONS COMMITTEE report was presented by Communications Committee Liaison Mildred Bernstein who moved to approve the adoption of resolution “a”:

a. MEMORIAL DONATION – Evelyn Saal

*RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank Mr. John Saal for his generous memorial donation of two book carts in memory of his beloved mother **Evelyn Saal** who is a former Library staff member at the Commack building; and be it*

FURTHER RESOLVED, that said book carts are to be placed, as requested, at the Commack building to benefit the Commack Community.

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

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

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

b. MEMORIAL DONATION – Jennifer McNally Malm

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank Ms. Justine Hoffmann, of Smithtown, NY, for her generous memorial donation of fifty dollars (\$50.00) in memory of Jennifer McNally Malm; and be it

FURTHER RESOLVED, that said donation is to be used, as requested, to purchase books of loss or pending loss, geared toward children with a parent battling cancer.

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

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

9. 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).

Library Director Robert Lusak introduced Arielle Hessler, Library Director of the Amagansett Library, who was attending the Library board meeting as part of a Director’s course she is currently enrolled in.

The Library Director noted that staff members could be seen wearing jeans today as part of “Jeans Day at the Library” wherein staff members donate \$5.00 to wear jeans; the proceeds go towards LI Against Domestic Violence, in honor of Domestic Violence Awareness month.

UNFINISHED BUSINESS

There was no unfinished business.

PUBLIC COMMENTS

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

NEW BUSINESS

10. Library Board Vice President Annette Galarza noted that the next “regular” meeting of the Board of Trustees will be held November 21, 2023 at 6:30 pm at the Commack building.

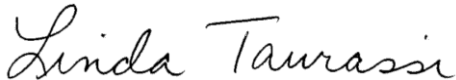
11. There being no further business, Library Board Vice President Annette Galarza moved to adjourn the meeting at 7:02 pm. The motion was seconded by Trustee Howard Knispel and adopted 6-0 by the following roll call vote:

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

Minutes approved this 24th day of October, 2023.



Brianna Baker-Stines, President
Smithtown Library Board of Trustees



Linda Taurassi
Secretary to the Board of Trustees