

**MINUTES  
BOARD OF TRUSTEES  
THE SMITHTOWN LIBRARY  
November 18, 2025**

A regular meeting of the Board of Trustees of The Smithtown Library was held at the Commack building, Commack, New York, on the 18<sup>th</sup> day of November, 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, Howard Knispel and Theresa Stabile. Trustees Annette Galarza and Christopher Sarvis were 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.

Library Board Vice President Mildred Bernstein acted as Chairperson of the meeting.

**READING AND APPROVAL OF MINUTES**

**1. APPROVAL OF MINUTES**

Trustee Brianna Baker-Stines moved to approve the adoption of the following resolution:

- a. *RESOLVED, that the REGULAR meeting minutes of October 28, 2025 be approved as presented.*

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

FOR—Baker-Stines, Bernstein, Deal, Knispel, 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 October 31, 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 5-0 by the following roll call vote:

FOR—Baker-Stines, Bernstein, Deal, Knispel, 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 - November (“L” fund) PREPAYS	\$ 78,875.54
ii. Warrant #25 - November (“L” fund) WARRANT	\$ 308,782.31
iii. Warrant #25 - November (“M” fund) WARRANT	\$ 7,135.30
iv. Warrant #25 - November (PAYROLL #22 – 10/24/25)	\$ 274,003.60
v. Warrant #25 - November (PAYROLL #23 – 11/7/25)	\$ 276,987.18

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

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

c. PREPAYMENT – NYS Retirement Annual Invoice

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 prepay the 2026 NYS Retirement annual invoice, due December 15, 2025, for \$1,036,856.00 (NOTE: the prepayment amount recognizes a discount of \$7,980.00).*

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

FOR—Baker-Stines, Bernstein, Deal, Knispel, Stabile 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. RESOLUTION TO ESTABLISH THE TERMS OF EMPLOYMENT OF PART-TIME GUARDS

*WHEREAS, on December 18, 2018, a Memorandum of Agreement between the Library and CSEA 1000, AFSCME, AFL-CIO, Suffolk County Local 852, Unit 8349 was executed to exclude the position of “Guard” (Non-Competitive Civil Service Title) from the unit; and*

*WHEREAS, on March 19, 2019 the Board of Trustees of The Smithtown Library approved the establishment of the part-time position of (the Civil Service title of) Guard; and*

*NOW THEREFORE BE IT RESOLVED, that it is the Board’s intent to appoint no more than 20 part-time Guards to serve, not to exceed twenty-five (25) hours per week, at a salary based upon the New York Wage rate for Unarmed Security Guards in Suffolk County, as published and updated by the New York State Department of Labor (the current hourly rate is set at \$22.62); and*

*BE IT FURTHER RESOLVED, that each part-time Guard will be reported to the New York Department of State, Division of Licensing Services under the Library's Unique ID number, together with the set fee per Guard, as required by the New York State General Business Law; and*

*BE IT FURTHER RESOLVED, that each Guard appointed will execute a Memorandum of Agreement setting forth the terms and conditions of their employment (appended).*

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

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

4. The BUILDINGS AND GROUNDS COMMITTEE:

Library Director Robert Lusak reported that the Village of the Branch had approved the building permit for the Smithtown building's Lower Level Reconstruction & Associated Work Project, and that the work was beginning the following day (Wednesday, November 19<sup>th</sup>). The Library Director noted that the Library would be reaching out to the media -- Newsday, News 12 Long Island, and The Smithtown News.

5. There was no report of the COMMUNICATIONS COMMITTEE

6. The STRATEGIC PLANNING COMMITTEE

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

Strategic Planning Liaison Brianna Baker-Stines moved to waive the reading of the repealed SMITHTOWN LIBRARY LONG RANGE PLAN OF SERVICE 2020-2025 [Policy 200-20]. The motion was seconded by Trustee Howard Knispel and adopted 5-0 by the following roll call vote:

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

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

*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: FACILITES 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] (1<sup>st</sup> reading)

Strategic Planning Liaison Brianna Baker-Stines 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 Howard Knispel and adopted 5-0 by the following roll call vote:

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

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

#### 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. REVISED POLICY – **Program Policy** [Policy 700-170] (2<sup>nd</sup> reading)

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

Library Board Vice President Mildred Bernstein moved to waive the reading of the revised PROGRAM POLICY [Policy 700-170]. The motion was seconded by Trustee Brianna Baker-Stines and adopted 5-0 by the following roll call vote:

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

Library Board Vice President Mildred Bernstein moved to approve the adoption of the revised PROGRAM POLICY [Policy 700-170]. The motion was seconded by Trustee Barbara Deal and adopted 5-0 by the following roll call vote:

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

*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.*

## **PUBLIC COMMENTS**

9. There were no public comments

## **NEW BUSINESS**

10. Meeting Dates for 2026 Yearly Planner

- a. Date for Annual Organizational meeting – January 2026

After discussion, it was determined that the date of the Annual Organizational meeting was to be held Tuesday, January 6, 2026 at 6:00 pm. The location of the meeting is to be determined pending the availability of a meeting room in one of the Library buildings (per Board of Trustees Bylaws, Article IV § 7, meeting is to be held during the first week of January).

- b. Date for 2027 Library Budget Hearing – September 2026

After discussion, it was determined that the date of the 2027 Library Budget Hearing was to be held Tuesday, September 1, 2026 at 6:00 pm. The location of the meeting is to be determined pending the availability of a meeting room in one of the Library buildings (Note: meeting to be held no later than the first week of September to meet legal notice deadlines).

11. SCLS - 2026 Proposed Operating Budget

Trustee Brianna Baker-Stines moved to approve the adoption of the following resolution:

*RESOLVED, that the Board of Trustees of The Smithtown Library does hereby approve the proposed SCLS Fiscal Year 2026 Operating Budget (appended).*

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

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

12. Library Board Vice President Mildred Bernstein noted that the next regular meeting of the Board of Trustees was to be held on December 16, 2025 at 6:30 pm at the Kings Park building.

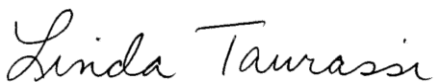
13. There being no further business, Trustee Barbara Deal moved to adjourn the meeting at 7:20 pm. The motion was seconded by Trustee Howard Knispel and adopted 5-0 by the following roll call vote:

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

Minutes approved this 16<sup>th</sup> day of December, 2025.



Annette Galarza, President  
Smithtown Library Board of Trustees



Linda Taurassi  
Secretary to the Board of Trustees