

**MINUTES  
BOARD OF TRUSTEES  
THE SMITHTOWN LIBRARY  
January 16, 2024**

A regular meeting of the Board of Trustees of The Smithtown Library was held at the Smithtown building, Smithtown, New York, on the 16<sup>th</sup> day of January, 2024. The meeting was called to order at 6:30 pm with the pledge of allegiance to the flag.

The following Library Trustees were present: Brianna Baker-Stines, Mildred Bernstein, Barbara Deal, Annette Galarza, Howard Knispel and Christopher Sarvis. Trustee Theresa Stabile was absent with prior notice.

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

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

**1. APPOINTMENT OF COMMITTEE LIAISONS**

In her capacity as President, Library Board President Annette Galarza appointed liaisons to the following committees:

Budget & Finance Committee Liaisons – Barbara Deal, Howard Knispel  
Buildings & Grounds Committee Liaisons – Brianna Baker-Stines, Annette Galarza  
Policy and Bylaws Committee Liaisons – Howard Knispel, Barbara Deal, Theresa Stabile  
Communications & Friends Committee Liaisons – Christopher Sarvis, Mildred Bernstein  
Personnel Committee Liaisons – Theresa Stabile, Christopher Sarvis

Library Board President Annette Galarza made a motion to create a new committee named “Strategic Planning”. 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

Strategic Planning Committee Liaisons – Brianna Baker-Stines, Mildred Bernstein, Annette Galarza

## READING AND APPROVAL OF MINUTES

### 2. 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 December 19, 2023 and the ORGANIZATIONAL MEETING MINUTES of January 4, 2024 be approved as presented.*

The motion was seconded by Trustee Brianna Baker-Stines and adopted 6-0 after discussion by the following roll call vote:

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

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

3. 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 December 31, 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 6-0 by the following roll call vote:

FOR—Baker-Stines, Bernstein, Deal, Galarza, Knispel, 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:*

i.	Warrant #23 - December ("L" fund) PREPAYS - MINI WARRANT	\$ 4,590.70
ii.	Warrant #23 - December ("L" fund) MINI WARRANT	\$ 147,916.25
iii.	Warrant #23 - December (PAYROLL #26 – 12/22/23)	\$ 314,135.60
iv.	Warrant #23 - December (SPEC PAYROLL - Health Benefit Waiver)	\$ 75,632.45
v.	Warrant #24 - January (PAYROLL #1 – 1/5/24)	\$ 263,479.80
vi.	Warrant #24 - January ("L" fund) PREPAYS	\$ 350.54
vii.	Warrant #24 - January ("L" fund) WARRANT	\$ 253,954.57
viii.	Warrant #24 - January ("M" fund) WARRANT	\$ 620.00

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

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

c. FIXED ASSET INVENTORY

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

*RESOLVED, that the Library Director be authorized to remove the following FIXED ASSET obsolete/broken computer, printer & miscellaneous items from the inventory of the Smithtown, Commack, Kings Park, and Nesconset buildings for the year ending December 31, 2023:*

*Inventory numbers: 71, 109, 117, 589, 1516, 1592, 1593, 1692, 1705, 1714, 2031, 2106, 2190*

The motion was seconded by Trustee Brianna Baker-Stines and adopted 6-0 after discussion by the following roll call vote:

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

4. The PERSONNEL COMMITTEE report was presented by Personnel Committee Liaison Christopher Sarvis who moved to approve the adoption of resolution “a”:

a. PERSONNEL CHANGES

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

Temporary Promotional Appointment:

- i. *Temporary full-time promotional appointment of **Anne Sancilio** to the position of Principal Library Clerk, Circulation Supervisor, Commack and Nesconset buildings, at an annual rate of pay of \$60,147.00, not to exceed a six-month period, subject to Civil Service approval, effective date, nunc pro tunc, January 8, 2024 (Immediate need due to medical leave for employee #1034).*

Retirement:

- ii. *Retirement of **Virginia Carroll**, Librarian II, Children’s Department, Commack building, effective December 31, 2023 (last day of employment – December 30, 2023).*

Leave of Absence:

- iii. *Extended child care leave of absence without pay for **Cody Beck**, Groundskeeper I, all buildings, effective February 2, 2024 through February 11, 2024.*

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

Personnel Committee Liaison Christopher Sarvis 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 Library Director **Robert Lusak**, Administration Department, Nesconset building, 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 6, 2024 through February 7, 2024, 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.
- ii. That Assistant Library Director **Eileen Caulfield**, Administration Department, Smithtown building, 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 6, 2024 through February 7, 2024, 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 **Patricia Thomson**, Administration Department, Nesconset building, 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 6, 2024 through February 7, 2024, 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 Librarian IV **Andrew Salomon**, building head, Kings Park building, 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 6, 2024 through February 7, 2024, 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 actual and necessary expenses not to exceed \$500.00.

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

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

c. RETIREMENT – Resolution of Appreciation – Virginia Carroll

*WHEREAS, Virginia Carroll has announced her retirement as of December 31, 2023; and*

*WHEREAS, Virginia Carroll began her tenure with The Smithtown Library on September 23, 1982 as a part-time Page at the Commack Building, and*

*WHEREAS, Virginia Carroll was appointed to the title of Librarian Trainee on May 3, 1986, and, upon achieving her degree in Library Sciences, she was appointed to full-time Librarian I in the Children’s Department; and*

*WHEREAS, Virginia Carroll was promoted to Librarian II on January 26, 1991, the role in which she served until her retirement; and*

*WHEREAS, during her forty-one years of faithful and dedicated service, she has earned the admiration and respect of her colleagues and co-workers; now therefore be it*

*RESOLVED, that the Board of Trustees of The Smithtown Library does hereby express their appreciation to Virginia Carroll for her years of dedicated service and contributions to the Library; and be it*

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

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 BUILDINGS & GROUNDS COMMITTEE report was presented by Buildings & Grounds Committee Liaison Brianna Baker-Stines who moved to approve the adoption of resolution “a”:
  - a. Smithtown Community Room A/V Upgrade for the Smithtown Lower Level Renovation Project (NYS Library Construction Grant #0386-24-0484)

*RESOLVED, that the Board of Trustees of The Smithtown Library does hereby authorize the Library Director to enter into a contract agreement with Adwar Video for labor and materials to upgrade the audio/visual components of the Community Room at the Smithtown building, at a total cost not to exceed \$48,789.00 (NYS Contract Group 73600 – Award 22802 and Omnia Contract #226017-02).*

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

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

Buildings and Grounds Committee Liaison Brianna Baker-Stines moved to approve the adoption of resolution “b”:

- b. GENERATOR MAINTENANCE RENEWAL: 2024 - 2025 – Kings Park & Nesconset buildings - Cummins, Inc.

*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, 2024 through February 18, 2025, for year five (5) of a five (5) year contract, for the purpose of providing standard service and inspection service for the generators at our Kings Park and Nesconset library buildings, at a total annual cost not to exceed \$3,750.00 for the 2024-2025 year.*

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

Buildings and Grounds Committee Liaison Brianna Baker-Stines moved to approve the adoption of resolution “c”:

c. FIRE ALARM INSPECTION: 2024 – 2025 - Garland Fire Systems, Inc.

*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, 2024 through February 28, 2025, for year one (1) 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 Howard Knispel and adopted 6-0 after discussion by the following roll call vote:

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

Buildings and Grounds Committee Liaison Brianna Baker-Stines moved to approve the adoption of resolution “d”:

d. FIRE ALARM MONITORING: 2024 – 2025 - Garland Fire Systems, Inc.

*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, 2024 through February 28, 2025 for year one (1) 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 Barbara Deal and adopted 6-0 by the following roll call vote:

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

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

a. MEMORIAL DONATION – Lois Andelman (in memory of Frances Kelley)

*RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank Lois Andelman, of Tewksbury, MA, for the generous donation of ONE HUNDRED DOLLARS (\$100.00), in memory of Frances Kelley, 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

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

b. ONLINE MEMORIAL DONATION – Harvard University (in memory of Frances Kelley)

*RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank Harvard University, Cambridge, MA, for the generous online donation of ONE HUNDRED DOLLARS (\$100.00), in memory of Frances Kelley, 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 Barbara Deal and adopted 6-0 by the following roll call vote:

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

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

c. ONLINE MEMORIAL DONATION – Maya Hope (in memory of Frances Kelley)

*RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank Maya Hope, of Berkeley, CA, for the generous online donation of ONE HUNDRED DOLLARS (\$100.00), in memory of Frances Kelley, 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 Howard Knispel and adopted 6-0 by the following roll call vote:

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

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

d. MEMORIAL DONATION – Eileen Hunter (in memory of Frances Kelley)

*RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank Eileen Hunter, of Milton, MA, for the generous donation of FIFTY DOLLARS (\$50.00), in memory of Frances Kelley, 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

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

- e. ONLINE MEMORIAL DONATION – Tim Kelley (in memory of Frances Kelley)

*RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank Tim Kelley, of Shirley, MA, for the generous online donation of TWO HUNDRED FIFTY DOLLARS (\$250.00), in memory of Frances Kelley, 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

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

- f. ONLINE MEMORIAL DONATION – Robert J. Kohlmeyer (in memory of Frances Kelley)

*RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank Robert J. Kohlmeyer, for the generous online donation of TWENTY-FIVE DOLLARS (\$25.00), in memory of Frances Kelley, 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 Christopher Sarvis and adopted 6-0 by the following roll call vote:

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

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

- g. ONLINE MEMORIAL DONATION – Alice Corsello and Kristen Pappacena (in memory of Frances Kelley)

*RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank Alice Corsello and Kristen Pappacena, of Palo Alto, CA, for the generous online donation of ONE HUNDRED DOLLARS (\$100.00), in memory of Frances Kelley, 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



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

h. ONLINE MEMORIAL DONATION – Andre Tessier (in memory of Frances Kelley)

*RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank Andre Tessier, of Pitt Meadows, British Columbia, for the generous online donation of FIFTY DOLLARS (\$50.00), in memory of Frances Kelley, 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 Barbara Deal and adopted 6-0 by the following roll call vote:

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

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

i. ONLINE MEMORIAL DONATION – Benjamin Torrance (in memory of Frances Kelley)

*RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank Benjamin Torrance, of Jackson Heights, NY, for the generous online donation of ONE HUNDRED DOLLARS (\$100.00), in memory of Frances Kelley, 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 Howard Knispel and adopted 6-0 by the following roll call vote:

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

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

j. ONLINE DONATION – Matthew Torres

*RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank Matthew Torres, of Nesconset, NY, for the generous online donation of twenty-five dollars (\$25.00), to be used by the Library at its discretion, and be it*

*FURTHER RESOLVED, that the Board of Trustees of The Smithtown Library extends their appreciation for past donations received from Mr. Torres.*

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

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

## PUBLIC COMMENTS

There were no public comments.

## NEW BUSINESS

### 8. RECORDS MANAGEMENT PROCEDURE MANUAL – 2024 annual update (appended)

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

*RESOLVED, that the Board of Trustees of The Smithtown Library does hereby approve the Records Management Procedure Manual, as updated for 2024 by the Library's Records Management Officer Lauren Gunderson, in accordance with the guidelines of the State of New York and in adherence to the Records Retention and Disposition Schedule LGS-1, as established by the New York State Archives Division of the State Education Department.*

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

### 9. Library Board President Annette Galarza noted that the next regular meeting of the Board of Trustees is scheduled to be held February 20, 2024 at 6:30 pm at the Nesconset building.


### 10. There being no further business, Library Board President Annette Galarza moved to adjourn the meeting at 7:06 pm. 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

Minutes approved this 20<sup>th</sup> day of February, 2024



Annette Galarza, Vice President  
Smithtown Library Board of Trustees



Linda Taurassi  
Secretary to the Board of Trustees