

**MINUTES
BOARD OF TRUSTEES
THE SMITHTOWN LIBRARY
January 20, 2026**

A regular meeting of the Board of Trustees of The Smithtown Library was held at the Nesconset building, Nesconset, New York, on the 20th day of January, 2026. 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 and Secretary Linda Taurassi.

Library Board President Annette Galarza 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:

- a. Budget & Finance Committee Liaisons – Christopher Sarvis, Howard Knispel
- b. Buildings & Grounds Committee Liaisons – Mildred Bernstein, Christopher Sarvis
- c. Communications & Friends Committee Liaisons – Mildred Bernstein, Theresa Stabile
- d. Personnel Committee Liaisons – Brianna Baker-Stines, Barbara Deal
- e. Policy and Bylaws Committee Liaisons – Barbara Deal, Howard Knispel, Theresa Stabile
- f. Strategic Planning – Brianna Baker-Stines, 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 16, 2025, the ORGANIZATIONAL MEETING MINUTES of January 6, 2026, and the SPECIAL MEETING MINUTES of January 6, 2026 be approved as presented (appended).*

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

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

3. The BUDGET AND FINANCE COMMITTEE report was presented by Budget and Finance Committee Liaison Christopher Sarvis, who moved to approve the adoption of resolutions "a" and "b":

a. TREASURER'S REPORT

RESOLVED, that the TREASURER'S REPORT for the month ended December 31, 2025 be approved for filing (copy of report appended to the original of these minutes).

b. WARRANTS

RESOLVED, that the following WARRANTS be approved for payment:

| | | |
|-------|--|---------------|
| i. | Warrant #25 - December ("L" fund) PREPAY MINI Warrant | \$ 31,638.54 |
| ii. | Warrant #25 - December ("L" fund) MINI Warrant | \$ 126,276.15 |
| iii. | Warrant #25 - December ("M" fund) MINI Warrant | \$ 119,775.68 |
| iv. | Warrant #26 - January ("L" fund) PREPAY Warrant | \$ 25,672.20 |
| v. | Warrant #26 - January ("L" fund) Warrant | \$ 271,914.58 |
| vi. | Warrant #26 - January ("M" fund) Warrant | \$ 1,042.00 |
| vii. | Warrant #25 - December (PAYROLL #26 – 12/19/25) | \$ 276,057.59 |
| viii. | Warrant #25 - December (SPEC PAYROLL - Health Waiver - 12-31-25) | \$ 69,203.15 |
| ix. | Warrant #26 - January (PAYROLL #1 – 1/2/26) | \$ 267,686.03 |
| x. | Warrant #26 - January (PAYROLL #2 – 1/16/26) | \$ 278,950.24 |

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

4. 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 Appointment:

- i. Release of **Erica Howland**, Children's Department, Nesconset building, from a part-time Librarian Trainee position into a part-time Librarian I Children's Services position, at an hourly rate of pay of \$36.04, retroactive to and effective January 15, 2026, as per Suffolk County Department of Civil Service.

Resignation:

- ii. Resignation of **Kenneth C. Miller**, Custodian, Kings Park building, effective January 2, 2026.

Leave of Absence:

- iii. Leave of absence without pay for **Employee #1261**, effective February 24, 2026 through April 27, 2026.

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

b. MEETING ATTENDANCE REQUEST:

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

RESOLVED, that the following meeting attendance request set forth hereinafter is hereby approved:

- i. *That Library Director Robert Lusak be authorized to attend, on paid release time, the “2026 Annual Long Island Library Conference” to be held at the Melville Marriott, located at 1350 Old Walt Whitman Road, Melville, NY on May 14, 2026, with reimbursement for reasonable expenses incurred with the display of certified receipts.*

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

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

5. The BUILDINGS AND GROUNDS COMMITTEE - Library Board President Annette Galarza invited Owner's Representative Nicholas Amoruso, Sr. and Project Manager Nicholas Amoruso, Jr., of the SCC Construction Management Group, to make their presentation to the Library Board. The Library Board was given an update on the progress of the Smithtown building's restoration project.

- Electricians, general contractor and plumbers working every day
- Underground piping for future bathrooms have been completed
- Studs are going up on the foundation walls
- Main ductwork lines are in for the majority of the basement
- Electricians have completed the power and data wiring for lighting
- Framing and interior drywalls are expected to be completed within the next one to two months
- Patron and staff patience is appreciated
- Crack in foundation wall has been repaired

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

a. DONATION – Norman Keil Nurseries – Pointsettia Plants

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank Norman Keil Nurseries for their generous donation of one hundred (100) 4½” poinsettia plants and forty-eight (48) 6½” poinsettia plants, to be divided among all Library buildings; and be it

FURTHER RESOLVED, that the Board of Trustees of The Smithtown Library extends their appreciation for the past support and donations received from Norman Keil Nurseries that enhance all Library buildings during the holidays.

b. DONATION – Atlantic Business Systems - Keyboards

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank Atlantic Business Systems for their generous donation of forty (40) keyboards to be used at the Library's discretion.

c. MEMORIAL DONATION – Ivy Michelle Berg (in memory of Pearl & Eric Soloff)

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank Ivy Michelle Berg for the generous donation of SEVENTY-FIVE DOLLARS & SIXTY CENTS (\$75.60), in memory of Pearl & Eric Soloff, and be it

FURTHER RESOLVED, that said donation is to be used as necessary at the Library's discretion.

d. MEMORIAL DONATION – Jyoti Pandit (in memory of Mona Chawla)

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank Jyoti Pandit for the generous donation of FIFTY-TWO DOLLARS & FIFTY CENTS (\$52.50), in memory of Mona Chawla, former staff member, and be it

FURTHER RESOLVED, that said donation is to be used as necessary at the Library's discretion.

e. MEMORIAL DONATION – Val Sundal (in memory of Mona Chawla)

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank Val Sundal for the generous donation of ONE HUNDRED DOLLARS (\$100.00), in memory of Mona Chawla, former staff member, and be it

FURTHER RESOLVED, that said donation is to be used as necessary at the Library's discretion.

f. MEMORIAL DONATION – Premjit Singh (in memory of Mona Chawla)

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank Premjit Singh for the generous donation of ONE HUNDRED DOLLARS (\$100.00), in memory of Mona Chawla, former staff member, and be it

FURTHER RESOLVED, that said donation is to be used as necessary at the Library's discretion.

g. *MEMORIAL DONATION – Tamra Kernen (in memory of Mona Chawla)*

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank Tamra Kernen for the generous donation of ONE HUNDRED FIVE DOLLARS (\$105.00), in memory of Mona Chawla, former staff member, and be it

FURTHER RESOLVED, that said donation is to be used as necessary at the Library's discretion.

h. *MEMORIAL DONATION – Oliver Cohen (in memory of Mona Chawla)*

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank Oliver Cohen for the generous donation of FIFTY DOLLARS (\$50.00), in memory of Mona Chawla, former staff member, and be it

FURTHER RESOLVED, that said donation is to be used as necessary at the Library's discretion.

i. *MEMORIAL DONATION – Arun Kanwar (in memory of Mona Chawla)*

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank Arun Kanwar for the generous donation of ONE HUNDRED DOLLARS (\$100.00), in memory of Mona Chawla, former staff member, 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 7-0 after discussion by the following roll call vote:

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

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. Library Board President Annette Galarza noted that the next “regular” meeting of the Board of Trustees is scheduled to be held February 17, 2026 at 6:30 pm at the Nesconset building.
11. There being no further business, Library Board President Annette Galarza moved to adjourn the meeting at 6:46 pm. 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

Minutes approved this 17th day of February 2026.

Annette Galarza, President
Smithtown Library Board of Trustees

Linda Taurassi
Secretary to the Board of Trustees

(This is a draft of the January 20, 2026 Board of Trustees meeting; to be voted on for approval at the February 17, 2026 Board of Trustees meeting).