

**MINUTES  
BOARD OF TRUSTEES  
THE SMITHTOWN LIBRARY  
January 21, 2025**

A regular meeting of the Board of Trustees of The Smithtown Library was held at the Nesconset building, Nesconset, New York, on the 21<sup>st</sup> day of January, 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: Mildred Bernstein, Barbara Deal, Howard Knispel, Christopher Sarvis and Theresa Stabile. Trustees Brianna Baker-Stines and Annette Galarza 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.

In the absence of Library Board President Annette Galarza, Library Board Vice President Mildred Bernstein acted as Chairperson of the meeting.

**READING AND APPROVAL OF MINUTES**

**1. APPROVAL OF MINUTES**

Library Board Vice President Mildred Bernstein moved to approve the adoption of the following resolution:

- a. *RESOLVED, that the REGULAR meeting minutes of December 17, 2024 and the ORGANIZATIONAL meeting minutes of January 2, 2025 be approved as presented:*

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

FOR—Bernstein, Deal, Knispel, Sarvis, 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 Barbara Deal, 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, 2024 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, Deal, Knispel, Sarvis, Stabile; AGAINST—none

b. WARRANTS

Budget and Finance Committee Liaison Barbara Deal moved to approve the adoption of resolution “b”:

*RESOLVED, that the following WARRANTS be approved for payment:*

i.	Warrant #24 - December (“L” fund) PREPAYS - MINI WARRANT	\$ 42,268.52
ii.	Warrant #24 - December (“L” fund) MINI WARRANT	\$ 103,588.53
iii.	Warrant #24 - December (PAYROLL #26 – 12/20/24)	\$ 272,719.86
iv.	Warrant #24 - December (SPEC PAYROLL- Health Benefit Waiver)	\$ 73,493.23
v.	Warrant #25 - January (PAYROLL #1 – 1/3/25)	\$ 269,867.86
vi.	Warrant #25 - January (PAYROLL #2 – 1/17/25)	\$ 277,854.89
vii.	Warrant #25 - January (“L” fund) PREPAYS	\$ 22,975.36
viii.	Warrant #25 - January (“L” fund) WARRANT	\$ 414,924.60

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

FOR—Bernstein, Deal, Knispel, Sarvis, Stabile; AGAINST—none

3. The PERSONNEL COMMITTEE report was presented by Personnel Committee Liaison Theresa Stabile, who moved to approve the adoption of resolution “a”:

a. PERSONNEL CHANGES

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

*Leave of Absence:*

- i. *Extended leave of absence without pay for **Employee #1245** from January 9, 2025 through February 6, 2025.*
- ii. *Leave of absence without pay, nunc pro tunc, for **Employee #1026** from January 16, 2025 through February 26, 2025.*
- iii. *Child care leave of absence without pay, nunc pro tunc, for **Gina Ferreira**, Public Relations Specialist, Community Relations Department, Nesconset building, effective January 11, 2025 through March 3, 2025.*

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

FOR—Bernstein, Deal, Knispel, Sarvis, Stabile; AGAINST—none

b. CONFERENCE/WEBINAR ATTENDANCE REQUESTS

Personnel Committee Liaison Theresa Stabile moved to approve the adoption of resolution “b”:

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

- i. *That Library Director **Robert Lusak** 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 4, 2025 through February 5, 2025, 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** 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 4, 2025 through February 5, 2025, 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 Librarian IV Building Head **Julie DeLaney** 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 4, 2025 through February 5, 2025, 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 not to exceed \$75 for the PLDA sponsored bus, \$169 for lodging and \$100 maximum per day for meals.
- iv. That the following staff members be authorized to attend, *nunc pro tunc*, on paid release time, the webinar titled “The Library Does That?” sponsored by LibraryWorks, on January 16, 2025, to be paid for by the Library at \$25 per staff member: Librarian IV **Julie DeLaney**, Librarian IV **Jessica Quenzer**, Librarian IV **Sheila Worlow**, Librarian III **Amanda Lentino**, Librarian III **Maggie Moloney**, Librarian III **Colleen Navins**, Librarian II **Jessica Park**.

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

FOR—Bernstein, Deal, Knispel, Sarvis, Stabile; AGAINST—none

- 4. In the absence of BUILDINGS & GROUNDS COMMITTEE Liaison Brianna Baker-Stines, the Buildings & Grounds Committee report was presented by Library Board Vice President Mildred Bernstein, who moved to approve the adoption of resolution “a”:
- a. SERVICE AGREEMENT – KINGS PARK & NESCONSET GENERATORS – Cummins, Inc. (2025-2030)

*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, 2025 through February 18, 2026, for year one (1) of a five (5) year contract, for the purpose of providing standard service and inspection service for the generator at our Kings Park and Nesconset Library buildings, at a total annual cost not to exceed \$4,600 for the 2025-2026 year; subsequent renewals for a period of one (1) year at the cost projected will be considered (pending Board approval and funding) at the annual anniversary date.*

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

FOR—Bernstein, Deal, Knispel, Sarvis, Stabile; AGAINST—none

Library Board Vice President Mildred Bernstein moved to approve the adoption of resolution “b”:

b. CENTRAL STATION BURGLAR ALARM AND PANIC BUTTON MONITORING – Electronix Systems

*RESOLVED, that the Board of Trustees of the Smithtown Library does hereby authorize the Library Director to enter into an annual renewable agreement, nunc pro tunc, with Electronix Systems, for the first year of an annual, renewable contract, effective January 7, 2025, to provide repairs, maintenance and central station burglar alarm and panic button monitoring for all Library buildings, at a total annual cost not to exceed \$2,500.00; subsequent renewals for a period of one (1) year can be considered (pending Board approval and funding) at the annual anniversary date and can be cancelled on each annual anniversary date of this agreement upon written notice to Electronix Systems.*

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

FOR—Bernstein, Deal, Knispel, Sarvis, Stabile; AGAINST—none

Library Board Vice-President Mildred Bernstein moved to approve the adoption of resolution “c”:

c. IT SUPPORT SERVICES - Managed Technology. Inc.

*RESOLVED, that the Board of Trustees of The Smithtown Library does hereby authorize the Library Director to enter into a one-year contract, nunc pro tunc, effective November 1, 2024, with Managed Technology, Inc. for the purpose of IT support services (including, but not limited to firewall, switches and server support), at a total annual cost not to exceed \$9,900.00.*

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

FOR—Bernstein, Deal, Knispel, Sarvis, Stabile; AGAINST—none

Library Board Vice-President Mildred Bernstein moved to approve the adoption of resolution “d”:

d. TELEPHONE SYSTEM SUPPORT & MAINTENANCE – RingCentral

*RESOLVED, that the Board of Trustees of The Smithtown Library does hereby authorize the Library Director to enter into a contract agreement, nunc pro tunc, with RingCentral (NYS Contract PM68236) for telephone system support and maintenance (cloud-based telephone service) for all four Library buildings, effective December 1, 2024 for a 12-month contract period, with a monthly cost not to exceed \$2,500 (note: as needed, “per-call” service calls outside of normal business hours or “due to” issues outside contract agreement, and/or purchase of new phones/licenses can incur an additional expense. Cancellation is permitted at any time with cause).*

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

FOR—Bernstein, Deal, Knispel, Sarvis, Stabile; AGAINST—none

Library Board Vice-President Mildred Bernstein moved to approve the adoption of resolution “e”:

e. FIRE ALARM INSPECTION - Garland Fire Systems, Inc. (2025 – 2026)

*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, 2025 through February 28, 2026, for year two (2) 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 Theresa Stabile and adopted 5-0 by the following roll call vote:

FOR—Bernstein, Deal, Knispel, Sarvis, Stabile; AGAINST—none

Library Board Vice-President Mildred Bernstein moved to approve the adoption of resolution “f”:

f. FIRE ALARM MONITORING - Garland Fire Systems, Inc. (2025 – 2026)

*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, 2025 through February 28, 2026 for year two (2) 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 Christopher Sarvis and adopted 5-0 by the following roll call vote:

FOR—Bernstein, Deal, Knispel, Sarvis, Stabile; AGAINST—none

Library Board Vice-President Mildred Bernstein moved to approve the adoption of resolution “g”:

g. EMERGENCY SERVICES CONTRACTORS - Fidele Construction, Inc.

*WHEREAS, the Board has authorized the Library Director, on an emergency basis, to retain those contractors necessary to undertake services to seek to preserve the Smithtown building facility on a no-bid basis under the terms of Section 103 of the NY General Municipal Law; and*

*WHEREAS, the Board elects to, for the sake of accountability, to identify those contractors retained to date for the providing of such emergency services, now therefore be it*

*RESOLVED, that it is authorized to retain Fidele Construction, Inc. for Phase Two of the Emergency Building Restoration Project, to supply prevailing wage labor, material, and equipment to perform the necessary work for the lump sum of \$1,357,900.00; said amount includes a scope of work consisting of the following:*

*Temporary work at a cost of \$165,550.00 for general construction work, HVAC work, electrical work, general requirements (note: a general contingency allowance of \$10,000 is included in temporary work total);*

*Permanent work at a cost of \$1,192,350.00 for general construction work, HVAC work, plumbing work, electrical work, general requirements (note: a general contingency allowance of \$85,000 is included in permanent work total).*

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

FOR—Bernstein, Deal, Knispel, Sarvis, Stabile; AGAINST—none

At this time Library Director Robert Lusak gave the Library Board an update on the Emergency Building Restoration Project at the Smithtown building. Topics included were:

- The boiler room on the lower level of the Smithtown building has been completely gutted by the HVAC company.
- The Library is currently waiting for building supplies in order to begin the restoration project of the Smithtown building, in addition to the restoration of power to the building.
- Administration is hopeful for an early spring reopening of the main and upper levels of the building.
- Library Administration has had numerous meetings with representatives from FEMA.
- Library personnel will be flying to Michigan in March to meet with the company handling the restoration of the Long Island Room's historical documents (Business Manager Jennifer Piano noted that we are working with FEMA to determine if they will cover the digitization expenses of our historical collection).
- Architect John Tanzi's redesign of the lower level of the Smithtown building is in the works and he will be giving a presentation of the redesign for the Library Board within the next one or two months.

Library Director Robert Lusak further reported that a bullet grant had been received from Assemblyman Michael Fitzpatrick in the amount of \$20,000.00. Mr. Lusak noted that we are hoping to use this grant for the purchase of equipment for the new Government Services Department in the lower level of the Smithtown building.

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

a. DONATIONS - Smithtown Building Restoration

- i. *RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank **Jessica Gallone of Rock-N-Roll U** for the most generous donation of **One Thousand dollars** (\$1,000.00) for the purpose of the restoration of the Smithtown building due to the catastrophic flood of August 19, 2024.*
- ii. *RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank **Gregory Vilardi**, of Commack, NY, for the generous donation of **Two Hundred Fifty dollars** (\$250.00) for the purpose of the restoration of the Smithtown building due to the catastrophic flood of August 19, 2024.*

- iii. *RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank **Michelle Routi**, of St. James, NY, for the generous donation of **Two Hundred dollars** (\$200.00) for the purpose of the restoration of the Smithtown building due to the catastrophic flood of August 19,*
- iv. *RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank **John Avlon** for the generous donation of **One Hundred Fifty dollars** (\$150.00) for the purpose of the restoration of the Smithtown building due to the catastrophic flood of August 19, 2024.*
- v. *RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank **Donna Castellone** for the generous donation of **Fifty dollars** (\$50.00) for the purpose of the restoration of the Smithtown building due to the catastrophic flood of August 19, 2024.*
- vi. *RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank **Christine Martucci**, of St. James, NY, for the generous donation of **Twenty Five dollars** (\$25.00) for the purpose of the restoration of the Smithtown building due to the catastrophic flood of August 19, 2024.*
- vii. *RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank **Michael Stein** for the generous donation of **Twenty Five dollars** (\$25.00) for the purpose of the restoration of the Smithtown building due to the catastrophic flood of August 19, 2024.*
- viii. *RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank **Matthew Torres**, of Nesconset, NY, for the generous donation of **Twenty Five dollars** (\$25.00) for the purpose of the restoration of the Smithtown building due to the catastrophic flood of August 19, 2024.*

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

FOR—Bernstein, Deal, Knispel, Sarvis, Stabile; AGAINST—none

Communications Committee Liaison Christopher Sarvis moved to approve the adoption of resolution “b”:

b. DONATIONS – Long Island Room Restoration

- i. *RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank **The Order of Colonial Lords of Manors in America, Inc.** for the most generous donation of **Two Thousand dollars** (\$2,000.00) for the purpose of the restoration of the Smithtown building's Long Island History Room due to the catastrophic flood of August 19, 2024.*
- ii. *RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank the **Smithtown Historical Society**. for the most generous donation of **Five Hundred dollars** (\$500.00) for the purpose of the restoration of the Smithtown building's Long Island History Room due to the catastrophic flood of August 19, 2024.*

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

FOR—Bernstein, Deal, Knispel, Sarvis, Stabile; AGAINST—none

6. The STRATEGIC PLANNING COMMITTEE

The Library Director reported that the group and sub groups have been meeting and a presentation is planned for the Library Board at the February meeting.

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

## PUBLIC COMMENTS

There were no public comments.

## NEW BUSINESS

8. RESOLUTION OF CONGRATULATIONS – Library Director Robert Lusak

Library Board Vice-President Mildred Bernstein moved to approve the adoption of the following resolution which was presented to Library Director Robert Lusak:

***WHEREAS***, Library Director Robert Lusak has been named as one of the “2024 People of the Year” by the Times Beacon Record news media outlet for his consistent consideration for his fellow community members; and

***WHEREAS***, the Library’s Smithtown Building suffered catastrophic damage to its lower level due to the storm that occurred during the early morning hours of August 19, 2024, which caused torrential flooding; and

***WHEREAS***, Library Director Robert Lusak immediately put into action plans to remediate the damages, preserve invaluable historical items, and restore and rebuild what was lost during the flood; and

***WHEREAS***, Robert Lusak serves as President of the Rotary Club of Smithtown Sunrise, giving back to the community by organizing donation events and partnering with local charities; and

***WHEREAS***, Robert Lusak serves as Major with the 11<sup>th</sup> New York Infantry Regiment, a volunteer honor guard program that performs services to honor veterans and their families; now therefore be it

***RESOLVED***, that the Board of Trustees of the Smithtown Special Library District extends a unanimous vote of congratulations and thanks to Library Director Robert Lusak for his dedicated service to the Library and to the community at large; and be it

***FURTHER RESOLVED***, that this resolution become a part of the permanent record of the minutes of this meeting.



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

FOR—Bernstein, Deal, Knispel, Sarvis, Stabile; AGAINST—none

9. At 7:14 pm Library Board Vice President Mildred Bernstein moved to enter executive session pursuant to Article 7, Section 105 (H) of the Public Officer's Law to discuss matters pertaining to the proposed acquisition, sale, or lease of real property. The motion was seconded by Trustee Howard Knispel and adopted 5-0 by the following roll call vote:

FOR—Bernstein, Deal, Knispel, Sarvis, Stabile; AGAINST—none

The following Library Trustees were present and participating in executive session: Mildred Bernstein, Barbara Deal, Howard Knispel, Christopher Sarvis and Theresa Stabile.

Also in attendance were Library Director Robert Lusak, Library Counsel Kevin Seaman, Assistant Library Director Eileen Caulfield, Assistant Library Director Patricia Thomson, Treasurer Kevin Miller, Clerk Lauren Gunderson, Business Manager Jennifer Piano, Commack Building Head Sheila Worlow, Kings Park Building Head Jessica Quenzer, Nesconset Building Head Julie DeLaney, Personnel Assistant Lori Mauceri and Secretary Linda Taurassi.

10. At 7:39 pm Library Board Vice President Mildred Bernstein made a motion to reconvene in open public session. The motion was seconded by Trustee Barbara Deal and adopted by general consent.
11. Library Board Vice President Mildred Bernstein moved to approve the adoption of the following resolution:

*RESOLVED, that the Board of Trustees of The Smithtown Library authorizes a property exchange between The Smithtown Library and the Diocese of Rockville Centre, as referenced within the attached site plan with overlays, subject to terms and conditions of such exchange being negotiated by Library counsel.*

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

FOR—Bernstein, Deal, Knispel, Sarvis, Stabile; AGAINST—none

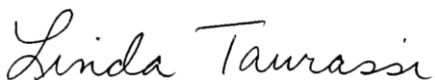
12. Library Board Vice President Mildred Bernstein noted that the next "Regular" meeting of the Board of Trustees is scheduled to be held February 18, 2025 at 6:30 pm at the Nesconset building.
13. There being no further business, Library Board Vice President Mildred Bernstein moved to adjourn the meeting at 7:41 pm. The motion was seconded by Trustee Howard Knispel and adopted 5-0 by the following roll call vote:

FOR—Bernstein, Deal, Knispel, Sarvis, Stabile; AGAINST—none

Minutes approved this 18<sup>th</sup> day of February, 2025.



Annette Galarza, President  
Smithtown Library Board of Trustees



Linda Taurassi  
Secretary to the Board of Trustees

1/21/25