

**MINUTES
ORGANIZATIONAL MEETING
BOARD OF TRUSTEES
SMITHTOWN LIBRARY
January 2, 2025**

An annual organizational meeting of the Board of Trustees of The Smithtown Library was held at the Kings Park building, Kings Park, New York, on the 2nd day of January, 2025. The meeting was called to order at 6:00 p.m. As per Bylaws Policy 100-10, Article IV, no general business was discussed and no public comments were heard at this meeting.

The following trustees were present and participating at the meeting: Brianna Baker-Stines, Mildred Bernstein, Barbara Deal, Annette Galarza, 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 and Secretary Linda Taurassi.

1. OATH OF OFFICE

The oath of office was administered by Library District Clerk Lauren Gunderson to newly elected Trustees Christopher Sarvis and Theresa Stabile.

2. NOMINATION AND ELECTION OF OFFICERS

a. Nomination of President

Trustee Mildred Bernstein nominated Trustee Annette Galarza for the office of President. The motion to accept the nomination was seconded by Trustee Barbara Deal.

There were no other nominations for the office of President. The nomination for President resulted in the following roll call vote:

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

b. Nomination of Vice President

Trustee Annette Galarza nominated Trustee Mildred Bernstein for the office of Vice-President. The motion to accept the nomination was seconded by Trustee Howard Knispel.

There were no other nominations for the office of Vice-President. The nomination for Vice-President resulted in the following roll call vote:

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

3. APPOINTMENT OF CLERK

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 extend the appointment of **Lauren Gunderson**, effective January 1, 2025, to serve as Clerk for a period of one year upon the same compensation, in the amount of \$4,200.00 annually and terms as presently in effect.*

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

4. APPOINTMENT OF TREASURER

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 extend the appointment of **Kevin Miller**, effective January 1, 2025, to serve as Treasurer for a period of one year, in the amount of \$10,000.00 annually, and terms as presently in effect.*

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

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

5. APPOINTMENT OF SECRETARY

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 extend the appointment of **Linda Taurassi**, effective January 1, 2025, to serve as Secretary to the Board for a period of one year in the amount of \$18,600.00 annually (note: said salary includes an increase of \$100 per month compensation).*

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

6. APPOINTMENT OF LIBRARY DIRECTOR AS FINANCIAL CLERK

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 extend the appointment of Library Director **Robert Lusak** to serve as financial clerk in accordance with the Library's Financial Management Policy (Section 900-10).*

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

7. ESTABLISHMENT OF BANK DEPOSITORIES AND FUNDS AS NECESSARY

Library Board President Annette Galarza moved to approve the adoption of the following resolutions (items “a” and “b”):

- a. *RESOLVED, that the Business Manager and/or Treasurer is hereby authorized to establish a petty cash fund and exchange boxes in the total amount of \$1,400.00.*
- b. *RESOLVED, that the Business Manager and/or Treasurer is hereby authorized to deposit moneys in the depositories set forth hereinafter in accordance with the Library’s Investment Policy (Section 900-40), provided that the total amount deposited in any one of the following depositories listed shall not exceed \$15,000,000.00:*

*M & T Bank
Wilmington Trust
U.S. Bank
First National Bank of Long Island
J.P. Morgan Chase Bank*

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

8. AFFIRMATION OF PROCUREMENT POLICY

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 affirm the Library’s current Procurement Policy (Section 900-30).

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

9. AFFIRMATION OF INVESTMENT POLICY

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 affirm the Library’s Investment Policy (section 900-40).

The motion was seconded by Trustee Brianna Baker-Stines and adopted 7-0 by the following roll call vote:

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

10. APPOINTMENT OF PROFESSIONALS

Library Board President Annette Galarza moved to approve the adoption resolution “a”:

- a. *RESOLVED, that the Board of Trustees of The Smithtown Library does hereby renew an annual contract with the **Epic Insurance Brokers & Consultants** for 2025 to provide property and liability insurance, business, automobile, umbrella, Treasurer’s Bond, Notary Bond, and Worker’s Compensation coverage, at a total premium not to exceed \$167,500.00.*

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

Library Board President Annette Galarza moved to approve the adoption of resolution “b”:

- b. *RESOLVED, that the Board of Trustees of The Smithtown Library does hereby confirm that attorney **Kevin A. Seaman** be retained to serve as General Counsel and Labor Counsel to The Smithtown Library effective January 1, 2025 through December 31, 2025 (with the Library’s option to renew into the 2026 calendar year) for all necessary legal services provided to the Library, at the annual retainer amount of \$33,000.00, pursuant to the terms of a Letter of Engagement (note: an hourly rate of \$265.00 will apply to the representation of the Library in litigation and administrative proceedings wherein the Library is a named respondent or petitioner such as those before the Division of Human Rights, the EEOC, the Commissioner of Education, PERB, the Suffolk County Department of Civil Service and other administrative bodies to include CSL Section 72 and 75 proceedings).*

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

11. APPOINTMENT OF ACCOUNTING FIRM

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 services of **Baldessari & Coster, LLP**, Certified Public Accountants, to prepare financial statements and Federal Form 990, and to provide audit and related services, in accordance with generally accepted accounting principles, to The Smithtown Library for the fiscal year beginning January 1, 2025 and ending December 31, 2025 at a fee not to exceed \$24,600.00, as per the submitted proposal.*

The motion was seconded by Trustee Brianna Baker-Stines and adopted 7-0 by the following roll call vote:

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

12. RECORDS MANAGEMENT PROCEDURE MANUAL – 2025 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 2025 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 Theresa Stabile and adopted 7-0 by the following roll call vote:

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

13. APPOINTMENT OF DISTRICT NEWSPAPERS FOR PUBLIC NOTICE OF MEETINGS AND OFFICIAL NEWSPAPERS OF THE DISTRICT

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 that the following district newspapers/media be utilized for public notice of meetings under the Open Meetings Law and as official newspapers/media, with two (2) publications being used as a minimum, at the district's discretion:

- i. Times of Smithtown*
- ii. The Smithtown News*
- iii. www.SmithtownMatters.com (online publication)*

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

14. Library Counsel Kevin Seaman stated that Library Director Robert Lusak was a recipient of the Times Beacon Record "2024 People of the Year Award" for the Library Director's work in regard to the flooding of the Smithtown building in August. Mr. Seaman further noted that it was a compliment to both the Library and the Library Director to be given such recognition from a local newspaper.

15. Library Board President Annette Galarza noted that the next "regular" meeting of the Board of Trustees is scheduled to take place on Tuesday, January 21, 2025 at 6:30 p.m. at the Nesconset building.

16. There being no further business, Library Board President Annette Galarza moved to adjourn the meeting at 6:22 p.m. The motion was seconded by Trustee Brianna Baker-Stines and adopted 7-0 by the following roll call vote:

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

Minutes approved this 21st day of January, 2025.

Mildred Bernstein

Mildred Bernstein, Vice President
Smithtown Library Board of Trustees

Linda Taurassi

Linda Taurassi
Secretary to the Board of Trustees