

**MINUTES
BOARD OF TRUSTEES
THE SMITHTOWN LIBRARY
February 17, 2026**

A regular meeting of the Board of Trustees of The Smithtown Library was held at the Nesconset building, Nesconset, New York, on the 17th day of February, 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, Clerk Lauren Gunderson, Treasurer Kevin Miller and Secretary Linda Taurassi. Assistant Library Director Patricia Thomson was absent with prior notice.

Library Board President Annette Galarza acted as Chairperson of the meeting.

READING AND APPROVAL OF MINUTES

1. 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 January 20, 2026 be approved as presented (appended).*

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

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

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

- a. TREASURER'S REPORT

RESOLVED, that the TREASURER'S REPORT for the month ended January 31, 2026 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 7-0 by the following roll call vote:

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

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

b. WARRANTS

RESOLVED, that the following WARRANTS be approved for payment:

i.	Warrant #26 - February (“L” fund) PREPAY Warrant	\$ 58,102.97
ii.	Warrant #26 - February (“L” fund) Warrant	\$1,011,367.19
iii.	Warrant #26 - February (“M” fund) Warrant	\$ 152,473.31
iv.	Warrant #26 - February (PAYROLL #3 – 1/30/26)	\$ 286,781.01
v.	Warrant #26 - February (PAYROLL #4 – 2/13/26)	\$ 274,886.42

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

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

c. TRANSFER OF FLOOD-RELATED EXPENSES FROM THE GENERAL FUND (L) TO THE CAPITAL FUND (M) – Repayment between Funds

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby authorize the Business Manager to make repayment of \$2,400.00 from the Capital Fund (M) Fund to the General Fund (L) Fund, restoring previously reallocated funds for flood-related expenses.

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

Budget and Finance Committee Liaison Christopher Sarvis moved to approve the adoption of resolution “d”:

d. BUDGET TRANSFERS (2025 BUDGET)

RESOLVED, that the Board of Trustees of The Smithtown Library authorizes the Business Manager to execute a budget transfer in the amount of \$6,000.00, decreasing budget line L.2030 BUILDING EQUIPMENT and increasing budget line L.2000 COMPUTER EQUIPMENT by the same amount; and be it

RESOLVED, that the Board of Trustees of The Smithtown Library authorizes the Business Manager to execute a budget transfer in the amount of \$700.00, decreasing budget line L.4291 STAFF DEVELOPMENT and increasing budget line L.4350 TRAVEL by the same amount; and be it

FURTHER RESOLVED, that these budget transfers relate to adjustments to the prior year budget and will have no impact on the approved budget total.

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

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

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

Certified Part-time Appointment:

- i. *Permanent certified part-time appointment of **Deborah Sanger** to the position of Account Clerk, Business Office, Nesconset building, at a rate of pay of \$24.82 per hour, not to exceed 20 hours per week, subject to a 26-week probationary period, effective February 18, 2026.*

Resignation:

- ii. *Resignation of **William Monahan**, Driver Messenger, all buildings, effective February 14, 2026.*

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

Personnel Committee Liaison Barbara Deal moved to approve the adoption of resolution “b”:

b. MEETING ATTENDANCE REQUEST:

RESOLVED, that the following meeting attendance requests set forth hereinafter are hereby approved:

- i. *That the following staff members be authorized to attend, on paid release time, the “2026 Annual Long Island Library Conference” to be held at the Melville Marriot, located at 1350 Old Walt Whitman Road, Melville, NY on May 14, 2026, with reimbursement for conference registration not to exceed \$85.00: **Julie DeLaney, Jennifer Honickman, Jessica Park, Jessica Quenzer, Nicole Rossano, Sheila Worlow.***
- ii. *That the following Library Trustees be authorized to attend, on paid release time, the “2026 Annual Long Island Library Conference” to be held at the Melville Marriot, located at 1350 Old Walt Whitman Road, Melville, NY on May 14, 2026, with each registration of \$110.00 to be paid for by The Library: **Barbara Deal, Annette Galarza, Theresa Stabile;** Registration for Trustee **Mildred Bernstein** will be at the SCLA member rate of \$85.00.*

- iii. That **Marissa Cuebas**, Librarian I, Reference Department, Smithtown building, be authorized to attend, on paid release time, the “Long Island Archives Conference” to be held at SUNY Farmingdale, located in Farmingdale, NY, on March 16, 2026, with reimbursement for a registration fee of \$50.00.

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

4. The BUILDINGS AND GROUNDS COMMITTEE report was presented by Buildings and Grounds Committee Liaison Mildred Bernstein, who invited Owner’s Representative Nicholas Amoruso, Sr. and Project Manager Nicholas Amoruso, Jr., of the SCC Construction Management Group, to give an updated progress report on the Smithtown building’s restoration project.

a. SMITHTOWN BUILDING PROJECT UPDATE - SCC Construction Management Group

- Construction well under way;
- 95% of interior and exterior walls framed;
- Rough plumbing completed;
- Duct work insulation is 90% completed;
- Half of the mechanical units have been delivered;
- Sheet rocking of interior walls will begin within the next couple of weeks;
- Exterior work will begin in approximately one month —drainage in side parking lot; paving and exterior concrete work will begin;
- Work progressing on schedule – June reopening of basement level still anticipated;
- Museum consultant retained pertaining to storage of LI History Room materials– to work in conjunction with A.R. Kropp & Sons for cabinetry.
- Possible basement walk through for Library Board in the future.

Buildings and Grounds Committee Liaison Mildred Bernstein moved to approve the adoption of resolution “b”:

b. SECURITY SYSTEMS/WIRING OF THE LOWER LEVEL OF THE SMITHTOWN BUILDING - Electronix Systems

WHEREAS, Electronix Systems has been engaged to perform access control installation restoration services for the Lower Level of the Smithtown building which sustained damage due to flooding in August of 2024; and

WHEREAS, the cost of these services will be \$21,550.50 to furnish and install additional components for the access control system; and \$4,512.00 to furnish and install the necessary components for the existing Digital Monitoring Products equipment;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of The Smithtown Library does hereby authorize, nunc pro tunc, the cost of \$26,062.50 for the repair and installation of these services by Electronix Systems.

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

Buildings and Grounds Committee Liaison Mildred Bernstein moved to approve the adoption of resolution “c”:

c. COLLECTION STORAGE & FACILITIES ASSESSMENT – Tim White Museum Consulting, LLC

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby approve the retention of Tim White Museum Consulting, LLC to provide advice and guidance in conducting a Collection Storage and Facilities Assessment for Accessible Storage for the new Long Island Room location resulting from the damage to the collection caused by the August 2024 flood; and

BE IT FURTHER RESOLVED, that the project will include a final deliverable written assessment report detailing a summary of findings and key risks, an evaluation of current storage and facility conditions, an analysis of space utilization and storage efficiency, and recommendations for accessible storage, display and security enhancements; and

BE IT FURTHER RESOLVED, that the total cost of said services, inclusive of travel expenses not to exceed \$500.00, shall not exceed \$6,500.00.

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 COMMUNICATIONS COMMITTEE report was presented by Communications Committee Liaison Theresa Stabile, who moved to approve the adoption of resolutions “a” through “d”:

a. MEMORIAL DONATION – ACS, Family Court Legal Services (in memory of Mona Chawla)

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank the Legal Support & Training Unit and the Legal Compliance Unit of the Administration for Children’s Services, Family Court Legal Services, New York, NY, for the generous donation of \$450.00 in memory of former Smithtown Library staff member Mona Chawla, and be it

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

b. *MEMORIAL DONATION – Nimisha Mehta (in memory of Mona Chawla)*

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank Nimisha Mehta for the generous donation of \$100.00, in memory of former Smithtown Library staff member Mona Chawla, and be it

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

c. *MEMORIAL DONATION – Rona Selsky (in memory of Mary George)*

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank Rona Selsky for the generous donation of \$25.00, in memory of Mary George, and be it

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

d. *MEMORIAL DONATION – Melissa Shepherd (in memory of Mary George)*

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank Melissa Shepherd for the generous donation of \$150.00, in memory of Mary George, 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 7-0 by the following roll call vote:

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

6. DIRECTOR'S REPORT – Robert Lusak, Library Director

The Library Director had nothing further to add to his written report that had been submitted previously to the Library Board (copy of report appended to the original of these minutes).

UNFINISHED BUSINESS

7. There was no unfinished business.

PUBLIC COMMENTS

8. There were no public comments.

NEW BUSINESS

- 9. Library Board President Annette Galarza noted that the next “regular” meeting of the Board of Trustees is scheduled to be held March 17, 2026 at 6:30 pm at the Commack building.

- 10. There being no further business, Library Board President Annette Galarza moved to adjourn the meeting at 7:02 pm. 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

Minutes approved this 17th day of March, 2026.



Annette Galarza, President
Smithtown Library Board of Trustees



Linda Taurassi
Secretary to the Board of Trustees