

**MINUTES
BOARD OF TRUSTEES
THE SMITHTOWN LIBRARY
February 18, 2025**

A regular meeting of the Board of Trustees of The Smithtown Library was held at the Nesconset building, Nesconset, New York, on the 18th day of February, 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: Brianna Baker-Stines, Mildred Bernstein, Barbara Deal, Annette Galarza, Howard Knispel and Theresa Stabile (arrived 6:36 pm). Trustee Christopher Sarvis was 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.

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:

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

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 January 21, 2025 be approved as presented:*

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

FOR--Baker-Stines, Bernstein, Deal, Galarza, Knispel; 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 January 31, 2025 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 5-0 by the following roll call vote:

FOR--Baker-Stines, Bernstein, Deal, Galarza, Knispel; 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 #25 - February ("L" fund) PREPAYS	\$ 31,878.64
ii. Warrant #25 - February ("L" fund) WARRANT	\$ 1,017,566.58
iii. Warrant #25 - February ("M" fund) WARRANT	\$ 90,587.06
iv. Warrant #25 - February (PAYROLL #3 – 1/31/25)	\$ 283,963.52
v. Warrant #54 - February (PAYROLL #4 – 2/14/25)	\$ 273,215.44

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

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

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

a. PERSONNEL CHANGES

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

Temporary Appointment:

- i. Status change for **Brian Holtje** from the position of Groundskeeper I on a part-time basis into the temporary position of Groundskeeper I on a call-in basis, at an hourly rate of pay of \$18.95, effective January 31, 2025.

Leave of Absence:

- ii. Extended leave of absence without pay, nunc pro tunc, for **Employee #1245** from February 6, 2025 through February 20, 2025.
- iii. Leave of absence without pay, nunc pro tunc, for **Employee #1340** from January 17, 2025 through February 4, 2025.

The motion was seconded by Trustee Brianna Baker-Stines and adopted 5-0 by the following roll call vote:

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

b. CONFERENCE ATTENDANCE REQUESTS

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

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

- i. *That the following staff members be authorized to attend, on paid release time, the “2025 Annual Long Island Library Conference” to be held at the Melville Marriot, located at 1350 Old Walt Whitman Road, Melville, NY, on May 8, 2025, with reimbursement for conference registration not to exceed \$85.00: **Kaitlin Brand, Jennifer Cattrano, Eileen Caulfield, Lindsay Christ, Angelique Daley, Julie DeLaney, Lee-Ann Finn, Wendy Johnson, Margaret Lopez, Margaret Moloney, Jessica Quenzer, Sheila Worlow, Caren Zatyk.** (NOTE: amount noted above does not include mileage costs).*
- ii. *That the following Library Trustees be authorized to attend the “2025 Annual Long Island Library Conference” to be held at the Melville Marriot, located at 1350 Old Walt Whitman Road, Melville, NY on May 8, 2025, with each registration of \$110.00 to be paid for by The Smithtown Library: **Mildred Bernstein, Barbara Deal, Annette Galarza, Christopher Sarvis, Theresa Stabile.***

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

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

5. In the absence of BUILDINGS & GROUNDS COMMITTEE Liaison Theresa Stabile, the Buildings & Grounds Committee report was presented by Trustee Brianna Baker-Stines, who moved to approve the adoption of resolution “a”:

a. CONTRACT – Winters Bros. Waste Systems

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby authorize the Library Director to enter into a 1-year contract agreement with Winters Bros. Waste Systems for the period April 1, 2025 through March 31, 2026, for the purpose of providing waste and recycling management service for all Library buildings, at a total annual cost not to exceed \$6,000.00 for the year (note: as needed, additional pickups can be arranged for an additional charge; Winters Bros. Waste Management Systems is on NY State Contract, Award #22760).

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

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

Trustee Theresa Stabile entered the meeting at 6:36 pm

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 – Manning family in memory of Lydia Moser

*RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank Lisa, Peter and Jack Manning, of Kings Park, NY, for the generous donation of **One Hundred dollars (\$100.00)** in memory of Lydia Moser who was a beloved former employee of The Smithtown Library, 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, Stabile; AGAINST—none

7. The STRATEGIC PLANNING COMMITTEE

Assistant Library Director Patricia Thomson presented an overview pertaining to the goals, action plan and progress of the Strategic Planning Committee.

8. 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

There was no unfinished business.

PUBLIC COMMENTS

9. In the time allotted for public comments one member of the public spoke.

NEW BUSINESS

10. DISCUSSIONS –

- a. Smithtown Building Restoration Funding

There was discussion on options for funding the restoration of the Smithtown building. After discussion the Library Board was in agreement to wait until further information is available from Architect John Tanzi at the March meeting.

- b. \$20,000 bullet aid secured by Assemblyman Michael Fitzpatrick – to be possibly used towards the creation of a Government Services Department in the Smithtown building.
- c. Gardiner Foundation - Long Island History Collection
- d. Kings Park building - playground

11. At 8:31 pm Library Board President Annette Galarza moved to enter executive session pursuant to Article 7, Section 105 (F) of the Public Officer's Law to discuss the employment history of particular people. 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, Stabile; AGAINST—none

The following Library Trustees were present and participating in executive session: Brianna Baker-Stines, Mildred Bernstein, Barbara Deal, Annette Galarza, Howard Knispel and Theresa Stabile.

Also in attendance were Library Director Robert Lusak, Assistant Library Director Patricia Thomson, Personnel Assistant Lori Mauceri and Secretary Linda Taurassi.

12. At 9:13 pm Library Board President Annette Galarza made a motion to reconvene in open public session. The motion was seconded by Trustee Howard Knispel and adopted by general consent.
13. Library Board President Annette Galarza noted that the next "regular" meeting of the Board of Trustees is scheduled to be held March 18, 2025 at 6:30 pm at the Commack building.
14. There being no further business, Library Board President Annette Galarza moved to adjourn the meeting at 9:15 pm. The motion was seconded by Trustee Barbara Deal and adopted by general consent.

Minutes approved this 18th day of March, 2025.

Annette Galarza, President
Smithtown Library Board of Trustees

Linda Taurassi
Secretary to the Board of Trustees

(This is a draft of the February 18, 2025 Board of Trustees meeting; to be voted on for approval at the March 18, 2025 Board of Trustees meeting).