

**MINUTES
BOARD OF TRUSTEES
THE SMITHTOWN LIBRARY
February 20, 2024**

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 February, 2024. 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, Annette Galarza, Howard Knispel, Christopher Sarvis and *Theresa Stabile (*Theresa Stabile arrived at 6:35 pm). Trustee Brianna Baker-Stines was absent with prior notice.

Also present were Library Director Robert Lusak, Assistant Library Director Eileen Caulfield, Assistant Library Director Patricia Thomson, Treasurer Kevin Miller, Clerk Lauren Gunderson and Secretary Linda Taurassi.

Annette Galarza, President of the Board of Trustees, 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 16, 2024 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, Galarza, Knispel, Sarvis; 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 January 31, 2024 be approved for filing (copy of report appended to the original of these minutes).*

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

FOR—Bernstein, Deal, Galarza, Knispel, Sarvis; 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 - February	(“L” fund) PREPAYS	\$ 5,533.95
ii. Warrant #24 - February	(“L” fund) WARRANT	\$ 1,052,337.89
iii. Warrant #24 - February	(“M” fund) WARRANT	\$ 2,570.00
iv. Warrant #24 - February	(PAYROLL #2 – 1/19/24)	\$ 325,715.53
v. Warrant #24 - February	(PAYROLL #3 – 2/2/24)	\$ 217,897.19
vi. Warrant #24 – February	(PAYROLL #4 – 2/16/24)	\$ 272,146.65

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

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

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

c. BUDGET TRANSFERS

RESOLVED, that the Business Manager be authorized to execute budget transfers in the dollar amounts and expenditure lines as follows:

BUDGET TRANSFERS				
Account	Account Title	Original Budget	(FROM)/TO	Adjusted Budget
L.1440	Custodial Salaries	200,000	(35,000)	165,000
L.1420	Clerical Staff Salaries	1,690,000	35,000	1,725,000
L.4340	Printing	30,000	(250)	29,750
L.4330	Postage & Freight	17,200	250	17,450
L.4350	Travel	8,800	1,000	9,800
L.4375	Professional Fees - Security	425,000	7,500	432,500
L.4520	Building Repairs & Maintenance	290,000	(8,500)	281,500

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

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

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

a. PERSONNEL CHANGES

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

NOTE: Trustee Theresa Stabile entered the meeting at 6:35 p.m.

Part-time to Full Time:

- i. Release of **Thomas Seichter** from a part-time Groundskeeper I position into a permanent full-time appointment of Groundskeeper I, all buildings, at an annual rate of pay of \$32,834.00, subject to a five-year probationary period, effective February 21, 2024 (to fill the third vacant part-time Groundskeeper I position approved 7/1/20).

Resignation:

- ii. Resignation of **Jacqueline M. Steinmeyer**, Library Clerk, Circulation Department, Smithtown building, effective February 2, 2024.

The motion was seconded by Trustee Barbara Deal and adopted 6-0 after discussion by the following roll call vote:

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

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

b. CONFERENCE ATTENDANCE REQUESTS

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

- i. *That Library Director **Robert Lusak**, Administration Department, Nesconset building, be authorized to attend, on paid release time, the PLA 2024 Conference sponsored by the Public Library Association, to be held in Columbus, Ohio, from April 2, 2024 through April 6, 2024, with reimbursement for reasonable expenses incurred with the display of certified receipts.*
- ii. *That the following Library Trustees be authorized to attend the “2024 Annual Long Island Library Conference” to be held at the Melville Marriot, located at 1350 Old Walt Whitman Road, Melville, NY on May 9, 2024, with each registration of \$95.00 to be paid for by The Library: **Brianna Baker-Stines, Barbara Deal, Annette Galarza, Christopher Sarvis, Theresa Stabile.***
- iii. *That the following Library Trustees be authorized to attend, nunc pro tunc, the “Book Bans and Censorship: Managing Public Comment Sessions and Material Challenges” online workshop held via Zoom on January 30, 2024, with each registration of \$25.00 to be paid for by The Smithtown Library: **Brianna Baker-Stines, Mildred Bernstein, Barbara Deal, Annette Galarza, Howard Knispel, Christopher Sarvis.***

- iv. *That the following staff members be authorized to attend on paid release time the “2024 Annual Long Island Library Conference” to be held at the Melville Marriot, located at 1350 Old Walt Whitman Road, Melville, NY, on May 9, 2024, with reimbursement for conference registration not to exceed \$80.00: **Carolyn Brooks, Eileen Caulfield, Julie DeLaney, Rachel Cecchini, Nanci Helmle, Jennifer Honickman, Jacquelyn Lam, Amanda Lentino, Robert Lusak, Jessica Mudano, Colleen Navins, Jessica Quenzer, Andrew Salomon, Patricia Thomson, Ana Walsh, Sheila Worlow, Caren Zatyk.** (NOTE: amount noted above does not include mileage costs).*
- v. *That Librarian II **Kaitlin Brand**, Teen Services/Reference Department, Commack building, be authorized to attend, on paid release time, the “2024 Annual Fran Romer Memorial Booktalk Workshop”, sponsored by the Young Adult Services Division (YASD) to be held at the Patchogue Medford Carnegie Teen Center, Patchogue, NY, on April 11, 2024, with reimbursement for actual and necessary expenses not to exceed \$45.00.*

The motion was seconded by Trustee Howard Knispel and adopted 6-0 by the following roll call vote:

FOR—Bernstein, Deal, Galarza, 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 Trustee Mildred Bernstein, 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 15, 2024 through April 14, 2025, 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 Christopher Sarvis and adopted 6-0 after discussion by the following roll call vote:

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

- b. DISCUSSION – EV Charging Stations

Library Director Robert Lusak gave an update on reports received from architect John Tanzi pertaining to the progress of the installation of the EV Charging Stations at the Nesconset and Kings Park buildings.

- 5. There was no report of the COMMUNICATIONS COMMITTEE.

6. There was no report of the STRATEGIC PLANNING COMMITTEE.

7. 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

There were no public comments.

NEW BUSINESS

There was no new business.

8. Library Board President Annette Galarza noted that the next regular meeting of the Board of Trustees is scheduled to be held March 19, 2024 at 6:30 pm at the Commack building.


9. There being no further business, Library Trustee Barbara Deal moved to adjourn the meeting at 6:58 p.m. The motion was seconded by Trustee Howard Knispel and adopted 6-0 by the following roll call vote:

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

Minutes approved this 19th day of March, 2024



Annette Galarza, Vice President
Smithtown Library Board of Trustees



Linda Taurassi
Secretary to the Board of Trustees