

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

A regular meeting of the Board of Trustees of The Smithtown Library was held at the Commack building, Commack, New York, on the 17th day of March, 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 (entered meeting at 6:34 pm), Mildred Bernstein, Barbara Deal, Annette Galarza, Christopher Sarvis and Theresa Stabile. Trustee Howard Knispel 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.

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 February 17, 2026 be approved as presented (appended).*

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

FOR—Bernstein, Deal, Galarza, 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 February 28, 2026 be approved for filing (copy of report appended to the original of these minutes).

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

FOR—Bernstein, Deal, Galarza, 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 - March (“L” fund) PREPAY Warrant | \$ 59,189.29 |
| ii. | Warrant #26 - March (“L” fund) Warrant | \$ 502,754.22 |
| iii. | Warrant #26 - March (“M” fund) Warrant | \$ 680,324.98 |
| iv. | Warrant #26 - March (PAYROLL #5 – 2/27/26) | \$ 274,584.68 |
| v. | Warrant #26 - March (PAYROLL #6 – 3/13/26) | \$ 273,949.15 |

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

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

Trustee Brianna Baker-Stines entered the meeting at 6:34 pm.

c. DISCUSSION - Bond Anticipation Notes (BANs)

After discussion regarding the amount of Bond Anticipation Notes (BANs) the Library would issue through the Town of Smithtown, the Library Board unanimously approved borrowing \$6.7 million dollars through BANs.

He also wants you to remove everything you highlighted in 4. b.

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

d. *RESOLUTION OF THE BOARD OF TRUSTEES OF THE SMITHTOWN SPECIAL LIBRARY DISTRICT, LOCATED IN THE TOWN OF SMITHTOWN, SUFFOLK COUNTY, NEW YORK, ADOPTED MARCH 17, 2026, APPROVING THE EXECUTION OF CERTAIN AGREEMENTS RELATING TO THE FINANCING OF IMPROVEMENTS TO THE MAIN LIBRARY BUILDING AND MAKING CERTAIN OTHER DETERMINATIONS IN CONNECTION THEREWITH.*

RESOLVED BY THE BOARD OF TRUSTEES OF THE SMITHTOWN SPECIAL LIBRARY DISTRICT, LOCATED IN THE TOWN OF SMITHTOWN, SUFFOLK COUNTY, NEW YORK, AS FOLLOWS:

Section 1. The Board of Trustees of the Smithtown Special Library District (the “Library”), located in the Town of Smithtown, Suffolk County, New York, hereby (i) approves the form of Access Easement, as presented at this meeting, relating to the financing of improvements to the Main Library Building, located at 1 North Country Road, Smithtown, New York, by the issuance of bonds of the Town of Smithtown, New York, pursuant to Chapter 193 of the New York Laws of 2001, with such changes, insertions or omissions and such completion of blanks therein as may be approved by any Authorized Representative (as hereinafter defined), the execution and delivery of the Agreement to be conclusive evidence of such approval.

Section 2. *The Library Director, and/or Assistant Library Director, (collectively the “Authorized Representatives” and individually, the “Authorized Representative”), acting on behalf of the Library and with the advice of the counsel, are hereby authorized to execute, on behalf of the Library, the Access Agreement and any other appropriate agreements or documents relating to the financing described herein, and to take other actions on behalf of the Library as may be necessary and appropriate to accomplish said financing.*

Section 3. *The Authorized Representatives are hereby authorized, collectively or individually, to take any and all other actions necessary in connection with the foregoing and all matters related thereto.*

Section 4. *This resolution shall take effect immediately.*

The motion was seconded by Trustee Brianna Baker-Stines and adopted 6-0 after discussion by the following roll call vote:

FOR—Baker-Stines, Bernstein, Deal, Galarza, 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:*

- i. *Part-time appointment of **George LaCorte** to the position of Driver Messenger, all buildings, at a rate of pay of \$17.00 per hour, effective March 23, 2026 (to fill the vacancy created by the resignation of William Monahan, effective 2/14/26).*
- ii. *Part-time appointment of **Denise Adamski** to the position of Guard, all buildings, at a rate of pay of \$22.62 per hour, effective March 18, 2026.*
- iii. *Part-time appointment of **Lisa Farr** to the position of Guard, all buildings, at a rate of pay of \$22.62 per hour, effective April 1, 2026.*
- iv. *Part-time appointment of **Timothy Geisler** to the position of Guard, all buildings, at a rate of pay of \$22.62 per hour, effective April 1, 2026.*
- v. *Part-time appointment of **Anthony Maybanks** to the position of Guard, all buildings, at a rate of pay of \$22.62 per hour, effective April 1, 2026.*
- vi. *Part-time appointment of **Thomas Petrouskie** to the position of Guard, all buildings, at a rate of pay of \$22.62 per hour, effective March 24, 2026.*

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

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

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

b. MEETING ATTENDANCE REQUESTS:

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

- i. That Library Director **Robert Lusak** be authorized to attend, on paid release time, the “2026 NYLA Spring on the Hill Conference” sponsored by the New York Library Association, to be held in Albany, NY, from May 18, 2026 through May 20, 2026, with reimbursement for reasonable expenses incurred with the display of certified receipts.*
- ii. That Library Director **Robert Lusak** be authorized to attend, on paid release time, the “ALA Annual Conference & Exhibition”, sponsored by the American Library Association, to be held in Chicago, IL, from June 25, 2026 through June 29, 2026, with reimbursement for reasonable expenses incurred with the display of certified receipts.*
- iii. That Assistant Library Director **Eileen Caulfield** be authorized to attend, on paid release time, the “ALA Annual Conference & Exhibition”, sponsored by the American Library Association, to be held in Chicago, IL, from June 25, 2026 through June 29, 2026, with reimbursement for reasonable expenses incurred with the display of certified receipts.*
- iv. That **Kaitlin Brand**, Librarian II, Teen Services, Commack building, 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 a conference registration fee of \$85.00.*
- v. That **Brienne Kocka**, Librarian I, Children’s Services, Commack building, be authorized to attend, on paid release time, the “ServSafe Food Safety Program”, developed by the National Restaurant Association’s Learning and Development team, to be held at the Suffolk Cooperative Library System (SCLS), Bellport, NY, on April 3, 2026, with reimbursement for a program registration fee of \$160.00.*
- vi. That **Jessica Mudano**, Librarian I, Children’s Services, Smithtown building, be authorized to attend, on paid release time, the “2026 CLASC Membership Meeting and Dinner”, sponsored by the Children’s Librarians Association of Suffolk County, on April 23, 2026 to be held at The Bench Bar & Grill, Stony Brook, NY, with reimbursement for a registration fee of \$85.00.*
- vii. That **Colleen Navins**, Librarian III, Teen Services, Smithtown building, be authorized to attend, on paid release time, the “SUNY New Paltz Science of Reading Fundamentals” 35-hour online self-scheduled course, sponsored by SUNY New Paltz, with reimbursement for a course registration fee of \$50.00.*

viii. That **Colleen Navins**, Librarian III, Teen Services, Smithtown building, be authorized to attend, on paid release time, the “ServSafe Food Safety Program”, developed by the National Restaurant Association’s Learning and Development team, to be held at the Suffolk Cooperative Library System (SCLS), Bellport, NY, on April 3, 2026, with reimbursement for a program registration fee of \$160.00.

ix. That **Caren Zatyk**, Librarian III, Long Island Room/Reference Department, Nesconset building, be authorized to attend, nunc pro tunc, on paid release time, the “30th Annual 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 Mildred Bernstein and adopted 6-0 by the following roll call vote:

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

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

c. SEASONAL INCREASE TO EMPLOYEE SCHEDULED HOURS

RESOLVED, that the Board of Trustees of The Smithtown Library approves increased seasonal hours for staff, pending approval by the Suffolk County Department of Civil Service, due to increased volume at circulation desks, in addition to increased volume as a result of high participation in the summer reading programs in the Children’s, Reference and Teen Departments, during the period June 1, 2026 through September 1, 2026, at a cost not to exceed \$29,700.00.

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, Sarvis, Stabile AGAINST—none

4. The BUILDINGS AND GROUNDS COMMITTEE report was presented by Buildings and Grounds Committee Liaison Mildred Bernstein, who moved to approve the adoption of the following resolution:

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, 2026 through March 31, 2027, for the purpose of providing waste and recycling management service for all Library buildings, at a total annual cost not to exceed \$6,213.00 (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 6-0 by the following roll call vote:

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

b. SMITHTOWN BUILDING PROJECT UPDATE – SCC Construction Management Group

Library Director Robert Lusak 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.

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

a. Memorial Donation – Barbara Scherr Trenk

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank Mr. Robert Scherr for his generous donation of ONE HUNDRED DOLLARS (\$100.00) to The Smithtown Library, in memory of his sister Barbara Scherr Trenk, 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 6-0 by the following roll call vote:

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

6. Report of the STRATEGIC PLANNING COMMITTEE

Assistant Library Director Patricia Thomson, Kings Park Building Head Jessica Quenzer, and Commack Building Head Sheila Worlow delivered a first-quarter update highlighting the progress of the Library’s Long Range Plan (2026 – 2030). The committee currently consists of 20 staff members who bring a wide variety of skill sets to the project. The next report is scheduled to be presented in June.

7. 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

8. There was no unfinished business.

PUBLIC COMMENTS

9. There were no public comments.

NEW BUSINESS

10. There was no new business.

11. Library Board President Annette Galarza noted that the next “regular” meeting of the Board of Trustees is scheduled to be held April 21, 2026 at 6:30 pm at the Kings Park building.
12. There being no further business, Library Board President Annette Galarza moved to adjourn the meeting at 7:23 pm. The motion was seconded by Trustee Barbara Deal and adopted 6-0 by the following roll call vote:

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

Minutes approved this 21st day of April, 2026.

Annette Galarza, President
Smithtown Library Board of Trustees

Linda Taurassi
Secretary to the Board of Trustees

(This is a draft of the March 17, 2026 Board of Trustees meeting; to be voted on for approval at the April 21, 2026 Board of Trustees meeting).