

**MINUTES
BOARD OF TRUSTEES
THE SMITHTOWN LIBRARY
May 21, 2025**

A regular meeting of the Board of Trustees of The Smithtown Library was held at the Kings Park building, Kings Park, New York, on the 21st day of May, 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, 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 April 15, 2025 and the SPECIAL meeting minutes of May 6, 2025 be approved as presented:*

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

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

2. The BUDGET AND FINANCE COMMITTEE report was presented by Budget and Finance Committee Liaison Mildred Bernstein, who moved to approve the adoption of resolutions "a" and "b":

- a. **TREASURER'S REPORT**

RESOLVED, that the TREASURER'S REPORT for the month ended April 30, 2025 be approved for filing (copy of report appended to the original of these minutes).

b. WARRANTS

RESOLVED, that the following WARRANTS be approved for payment:

i. Warrant #25 - May ("L" fund) PREPAYS	\$ 52,596.33
ii. Warrant #25 - May ("L" fund) WARRANT	\$ 453,994.10
iii. Warrant #25 - May ("M" fund) WARRANT	\$ 758,136.69
iv. Warrant #25 - May (PAYROLL #9 – 4/25/25)	\$ 275,181.37
v. Warrant #25 - May (PAYROLL #10 – 5/9/25)	\$ 271,914.64

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

Budget and Finance Committee Liaison Mildred Bernstein moved to approve the adoption of resolution "c":

c. INDEPENDENT AUDIT REPORT

RESOLVED, that the independent audit report for the fiscal year beginning January 1, 2024 and ending December 31, 2024, prepared by Baldessari & Coster, Certified Public Accountants, including financial statements and supplementary schedules, be accepted as presented.

Mr. Al Coster, of Baldessari & Coster, Certified Public Accountants, presented the Library's 2024 independent audit report and answered questions from the Library Board. Mr. Coster congratulated the Library and noted that, once again, as in previous years, the Library had received the best report it could possibly get. The Library has been issued the highest opinion in that the financial statements and underlying internal controls present fairly, in all material respects, the financial position of The Smithtown Library as of December 31, 2024 in accordance with generally accepted accounting principles.

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

Budget and Finance Committee Liaison Mildred Bernstein moved to approve the adoption of resolution "d":

d. FUND TRANSFERS, COMMITMENTS, AND REPAYMENTS

RESOLVED that the Board of Trustees of The Smithtown Library authorizes the Business Manager to perform the following financial transactions on behalf of the Library:

i. Uncommit Funds from Reserves:

Uncommit funds in the amount of \$3,500,000 from the Undesignated Reserves in the "L" Fund

ii. Transfer Between Funds:

The transfer of \$3,500,000 from the "L" Fund to the "M" Fund to support planned expenditures

iii. Commit Funds for Capital Project:

The commitment of \$3,000,000 in the “M” Fund for the Smithtown Lower Level Reconstruction Project

iv. Repayment Between Funds:

The repayment of \$575,969.47 from the “M” Fund to the “L” Fund, restoring previously reallocated funds

The motion was seconded by Trustee Barbara Deal 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. PERSONNEL CHANGES

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

Resignations:

- i. *Resignation of **James DeGaray**, Library Clerk, Circulation Department, Kings Park building, effective May 23, 2025.*
- ii. *Resignation of **Diane C. Havern**, Library Clerk, Long Island Room, Smithtown building, effective May 1, 2025.*
- iii. *Resignation of **Caitlin Robinson**, Library Clerk, Circulation Department, Kings Park building, effective May 17, 2025.*

Leave of Absence:

- iv. *Leave of absence without pay for **Gianna Monteleone**, Page, Nesconset building, from July 1, 2025 through July 25, 2025.*

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 “b”:

b. VIRTUAL COURSE ATTENDANCE REQUEST:

RESOLVED, that the following virtual course attendance request set forth hereinafter is hereby approved:

- i. *That Librarian Trainee **Emma Zanfardino**, Government Services/Reference Department, Smithtown building, be authorized to attend a virtual self-scheduled course titled “N.Y.S. Notary Licensing Exam Prep Online”, sponsored by N.Y.S. Notary Licensing, with reimbursement for a registration fee of \$77.00.*

The motion was seconded by Trustee Christopher Sarvis 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 Theresa Stabile, who moved to approve the adoption of resolution “a”:

- a. HVAC SERVICE AGREEMENT

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby authorize the Library Director to enter into a contract agreement with Thermal Solutions, Inc. for the period September 1, 2025 through August 31, 2026, for year two (2) of a five (5) year contract, to provide heating, ventilation, and air conditioning (HVAC) maintenance/service to the Library’s four buildings at a total annual cost of \$24,810.00.

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

Buildings & Grounds Committee Liaison Theresa Stabile moved to approve the adoption of resolution “b”:

- b. SNOW PLOWING & SALT SANDING OPERATIONS – Sonnenberg Nursery

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby authorize the Library Director to renew the third term of a three-year renewable contract with Sonnenberg Nursery, Inc., at a cost as dictated by contract terms, for the purpose of providing snow plowing and salt sanding operations for driving surfaces in the parking lots of the Smithtown, Commack, Kings Park & Nesconset buildings; said contract to be in effect for the period September 15, 2025 through May 15, 2026.

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

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

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

- a. DONATIONS – Smithtown Building Restoration

- i. *RESOLVED, that the Board of Trustees of The Smithtown Library does hereby acknowledge the bake sale of **Ella Bowman** consisting of cupcakes, brownies and cookies, and be it*

*FURTHER RESOLVED, that the Board of Trustees does graciously accept and thank **Ella Bowman** for the most generous donation of One Hundred Eighty-Five dollars (\$185.00) revenue raised from the bake sale for the purpose of the restoration of the Smithtown building due to the catastrophic flood of August 19, 2024.*

- ii. *RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank **Helen and Curtis Mustapich** for their generous donation of One Hundred dollars (\$100.00) for the purpose of the restoration of the Smithtown building due to the catastrophic flood of August 19, 2024, and be it*

FURTHER RESOLVED, that, as requested, said donation will be put toward the replacement of toys in the Children's Department.

- iii. *RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank **Ed Cody, Jr.** for the generous donation of Twenty dollars (\$20.00) for the purpose of the restoration of the Smithtown building due to the catastrophic flood of August 19, 2024.*

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

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

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

b. DONATION – Commack Veterinary Center

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank the Commack Veterinary Center for their most generous donation of nine chairs; and be it

FURTHER RESOLVED, that said items will be utilized as needed in all four Library buildings at the Library's discretion.

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

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

6. The STRATEGIC PLANNING COMMITTEE

Assistant Library Director Patricia Thomson reported that she and Personnel Assistant Lori Mauceri had recently submitted the Long Range Planning Survey to the staff and were currently receiving responses from staff members. Ms. Thomson noted that they were receiving some interesting ideas to consider. The staff survey, along with the patron survey, will be the springboard for an updated Long Range Plan.

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). The Library Director noted that an informational mailer on the bond referendum will be sent out to the public during the second week of June.

Assistant Library Director Eileen Caulfield gave the Library Board an update on the Smithtown building since it's reopening on May 5th.

UNFINISHED BUSINESS

There was no unfinished business.

PUBLIC COMMENTS

There were no public comments.

NEW BUSINESS

8. DISCUSSION – Sample Ballot On Website

There was a short discussion pertaining to the date the Bond Referendum ballot would be displayed on the Library's website.

Trustee Brianna Baker-Stines left the meeting at 7:28 pm

9. REVISED POLICY – **REFRESHMENTS POLICY [Policy 700-55]** (1st reading)

[Note: revisions are noted in underlined bold font; deletions are noted with a strikethrough]

~~The Library's budget shall provide for appropriations within the special program budget code for refreshments at certain Library functions at the discretion of the Library Director or designee.~~

The Library's budget shall provide appropriations for refreshments at certain Library functions at the discretion of the Library Director or designee.

Library Board President Annette Galarza read the revisions to the Refreshments Policy. The policy will be reviewed and voted on at the June regular board meeting.

10. REVISED POLICY – **Public Access to Computers and Internet Policy [Policy 700-80]** (1st reading)

[Note: revisions are noted in underlined bold font; deletions are noted with a strikethrough]

Library Board President Annette Galarza moved to waive the reading of the PUBLIC ACCESS TO COMPUTERS AND INTERNET POLICY [Policy 700-80]. The motion was seconded by Trustee Christopher Sarvis and adopted 5-0 after discussion by the following roll call vote:

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

The policy will be reviewed and voted on at the June regular board meeting.

*Public access to computers is made available to all patrons **of the Library** with preference given to Smithtown Library District cardholders. The equipment may not be utilized for commercial or profit-making purposes. To fulfill the Library's mission, The Smithtown Library provides access to a broad range of information resources, including those available through the Internet. The Internet offers access to many useful local, national and international sources of information. However, not all sources on the Internet provide accurate, complete, or current information. An astute information consumer should evaluate the validity and accuracy of information gleaned from resources obtained by way of accessing the Internet.*

PROCEDURES

1. An individual who wishes to utilize a computer may sign-on to a computer utilizing his/her Smithtown Library card possessing ~~an existing~~ **a current** password. A password may be assigned to a Library card through the catalog or at a public service desk. If a person does not possess a Smithtown Library card, he/she can obtain a guest pass by displaying proof of identification at a public service desk.
2. Use of a computer is limited to one-hour sessions. These may be extended in one-hour increments provided no other individual is seeking to use the computer.
3. Computers are automatically turned-off ten (10) minutes prior to the closing of the Library. The Library assumes no responsibility for work lost due to the automatic shutting off of equipment, or due to any other scheduled or unscheduled event.
4. Flash drives are available for purchase from the Circulation Desk. Work cannot be saved to the computer. All information will be automatically erased at the end of the work session when one logs off.
5. The first four (4) black and white or two (2) color printed pages per day are complimentary for Smithtown Library cardholders who use their Library card to sign on. A fee, determined by the cost of maintaining and operating the printing equipment, will be charged for additional pages and pages for those utilizing a guest pass. Patrons may not supply their own paper.
6. The Library provides formal instruction on the use of computers by appointment ("Book A Librarian"), and in technology programs that are offered at the Library.
7. Any malfunctions of the computer and/or printer are to be reported to the appropriate department immediately.
8. Patrons are not permitted to alter or to attach equipment to a Library computer, with the exception of flash drives or external hard drives. Patrons may not install programs or software on Library computers.
9. Users must respect other users' privacy.
10. Users must utilize headphones whenever viewing content that produces sound ~~in the~~ Library.

Users may not:

1. Damage **or adulterate** computer equipment or software.
2. Alter software or hardware configurations.
3. Submit, publish, or display on Library computers any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or illegal material.
4. Cause degradation of system performance.
5. Use any Library Internet access computer for any illegal or criminal purpose.
6. Violate copyright laws or software licensing agreements.
7. Engage in any activity which is offensive, libelous, or slanderous.
8. Upload or install any software onto Library computers.
9. Download any information to Library Internet access computers' hard disks or any diskettes other than that which occurs during the normal course of "browsing" the Web.

Copyright

U.S. Copyright Law (Title 17, U.S. Code) prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by the principle of "fair use." Users may not copy or distribute electronic materials (including electronic mail, text, images, programs or data) without the explicit permission of the copyright holder. Responsibility for any consequences of copyright infringement lies with the user; the Library expressly disclaims any liability or responsibility resulting from such use; and will hold accountable any user who is found to have infringed upon copyright entitlements. A user will indemnify **and hold harmless** the Library as to any damages assessed against it by way of a copyright infringement.

Filtering Software

*The Internet is a global ~~entity~~ **resource** with a highly diverse user population and information content. It offers unlimited global access to all types of information. Not all sources are accurate, complete, current, legal or philosophically acceptable to all people. ~~Some~~ **Information** may be offensive, inappropriate, controversial, illegal, erroneous, etc. It is the responsibility of the user to select or reject online information based on judgment and discretion.*

The Library cannot protect users from materials that are inaccurate or that may be deemed offensive. However, in order to seek to facilitate precluding certain types of material from being viewed in the Library, filtering software is utilized on all Internet access computers.

*Filtering seeks to avoid access to a predetermined list of sites and keywords deemed inappropriate. As a result, it is possible that some sites that may not contain offensive material may be filtered by the software. Due to the diverse and dynamic nature of the Internet it is not possible to block access to all sites that may be considered objectionable. If a site ~~that you are seeking to access~~ **sought to be accessed** is being blocked, you may submit a request to have the site unblocked at the reference desk. Your request will be reviewed and granted if it doesn't conflict with this policy.*

It is to be the sole responsibility of the parent(s) or guardian(s) to monitor the use of the computers and Internet by their minor children.

Notice

Violations of this policy will result in loss of access; the user will be liable for any damages resulting from computer misuse. Unlawful activities found to have been committed will lead to the suspension or permanent banning of computer use and the reporting of such to outside authorities as warranted.

The Library assumes no responsibility for the content of external sites on the Internet; Library patrons view them at their own risk. The Library assumes no responsibility or liability for any programs accessed on Library computers, or for any loss of information. Users of public access computers as a condition of use will hold harmless and indemnify the Library as to all claims, actions and judgments which accrue against the Library related to such use.

11. REVISED POLICY – WIRELESS ACCEPTABLE USE POLICY [Policy 700-95] 1st reading)

[Note: revisions are noted in underlined bold font; deletions are noted with a strikethrough]

Library Board President Annette Galarza moved to waive the reading of the WIRELESS ACCEPTABLE USE POLICY [Policy 700-95]. 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

The policy will be reviewed and voted on at the June regular board meeting.

*The Smithtown Library recognizes that the Internet has become an essential research and educational tool. The Internet offers access to many valuable local, national, and international sources of information. However, it is a fluid environment with the content and format of information constantly changing. Some information on the Internet may be inaccurate, incomplete, dated, or offensive to some users. You must evaluate the validity and appropriateness of the information found as the Library ~~can~~ **takes** no responsibility for such content.*

The Smithtown Library ~~cannot~~ **does not** guarantee that children and youth will never access inappropriate web sites. We recommend that parents/legal guardians take an active interest in, and responsibility for, their children's Internet use.

Prior to accessing the Internet at The Smithtown Library, users ~~shall~~ **will be** be required to indicate their agreement that they shall not display, print, transmit or distribute threatening material; expressions of bigotry, racism or hate; obscene or sexually provocative material.

The Smithtown Library assumes no responsibility for costs, liabilities, claims, or damages arising from the use of the Internet.

~~The user understands that~~ **The** wireless Internet connection is unsecured and open to everyone. The Library is not responsible for any financial loss that may occur while using the wireless network. This includes but is not limited to, loss due to improper use of online financial tools, personal information intercepted while being transmitted, and identity theft.

Computer users ~~must~~ **are to** be considerate of nearby patrons. ~~Please use~~ **Headphones/earbuds are to be employed** while using applications that ~~require~~ **emit** sound, such as audio/video players, ~~or turn the volume off~~. Use of Internet phone applications, including but not limited to Skype and Google Call Phone, are not permitted in the Library as they are considered equivalent to cell phone use. ~~Please do not use an excessive amount of workspace as Library workspace is limited.~~ **Workspace is to be limited in consideration of fellow patrons.**

The Library ~~cannot~~ **will not** guarantee that ~~the~~ **its** wireless Internet access service will be available at any specific time nor can the Library accept reservations for wireless access. Signal strength may vary in each building.

Users may not plug equipment into the Library's computer network. Use of electrical outlets on table-tops is permitted.

Users are responsible for ~~knowing how to~~ **configuring** their own equipment. Library staff cannot provide technical support for establishing or maintaining a connection. The Library will not support configurations and ~~cannot~~ **will not** be responsible for any changes made to an individual's computer settings.

Virus and security protections are the user's responsibility. The Library assumes no responsibility for damage, theft, or loss of any kind to a user's equipment, software, data files or other personal property brought into or used at the Library.

The wireless Internet access service is available for use on premises, both interior and exterior.

Printers are available for wireless network users; please see smithlib.org for details.

Misuse or abuse of this Wireless Internet Acceptable Use Policy will result in the loss of Internet Access privileges.

Due to the ever-changing nature and impact of these services, this policy is subject to change without notice at the Library's discretion.

12. Library Board President Annette Galarza noted that the next "regular" meeting of the Board of Trustees is scheduled to be held June 17, 2025 at 6:30 pm at the Nesconset building.

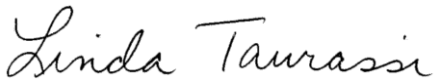
13. There being no further business, Library Board President Annette Galarza moved to adjourn the meeting at 7:36 pm. The motion was seconded by Trustee Barbara Deal and adopted 5-0 by the following roll call vote:

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

Minutes approved this 17th day of June, 2025.



Annette Galarza, President
Smithtown Library Board of Trustees



Linda Taurassi
Secretary to the Board of Trustees