

**MINUTES**  
**SPECIAL MEETING**  
**BOARD OF TRUSTEES**  
**THE SMITHTOWN LIBRARY**  
**May 6, 2025**

A SPECIAL meeting of the Board of Trustees of The Smithtown Library was held at the Nesconset building, Nesconset, NY, on the 6<sup>th</sup> day of May, 2025. The meeting was called to order at 5:30 p.m. with the pledge of allegiance to the flag.

The following Library Trustees were present and participating at the meeting: Brianna Baker-Stines, Mildred Bernstein, Barbara Deal, Annette Galarza, Howard Knispel and Theresa Stabile. Trustee Christopher Sarvis was absent with prior notice.

Also present were Library Director Robert Lusak, Library Counsel Kevin Seaman, Assistant Library Director Eileen Caulfield, Assistant Library Director Patricia Thomson, Clerk Lauren Gunderson, and Secretary Linda Taurassi. Treasurer Kevin Miller was absent with prior notice.

Also in attendance were Robert Smith of Hawkins, Delafield and Wood, Nicolas Amoruso of SCC Construction Management, and John Tanzi of John Tanzi Architects.

Annette Galarza, President of the Board of Trustees, acted as Chairman of the meeting.

**1. LIBRARY BOND REFERENDUM VOTE:**

Library Board President Annette Galarza moved to approve the adoption of the following resolution:

*RESOLVED, that the Board of Trustees of the Smithtown Special Library District does hereby authorize Clerk Lauren Gunderson to oversee all actions necessary pursuant to Chapter 193 of the Laws of New York to conduct the Library's Bond Referendum Vote to take place on July 1, 2025, including:*

- i. The hiring of the Suffolk County Board of Elections (BOE) to provide voter registration listings, mailing labels, and switchboard assistance, at a cost not to exceed \$500.00 (Note: BOE is unable to provide voting machines due to NYS early voting.)*
- ii. The hiring of Bold Systems, LLC to provide electronic poll books (listings provided by SCBOE), at a cost not to exceed \$7,910.00.*
- iii. Administering the selection and appointment of not more than eight (8) persons to serve in the capacity of ballot clerk for the Bond Referendum Vote, at a flat daily rate of pay per inspector of \$250.00.*

- iv. *Administering the selection and appointment of not more than one (1) person to serve as election chairman and not more than seven (7) persons to serve in the capacity of election co-chairperson for the Bond Referendum, at a flat daily rate of pay of \$325.00.*

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, Knispel, Stabile; AGAINST—none

## 2. STATE ENVIRONMENTAL QUALITY REVIEW ACT RESOLUTION; PROPOSED CAPITAL IMPROVEMENT PROJECT - THE SMITHTOWN SPECIAL LIBRARY DISTRICT

Library Board President Annette Galarza moved to waive the reading of the “State Environmental Quality Review Act Resolution; Proposed Capital Improvement Project – The Smithtown Special Library District”. 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

Library Board President Annette Galarza moved to approve the adoption of the “State Environmental Quality Review Act Resolution; Proposed Capital Improvement Project – The Smithtown Special Library District”

**WHEREAS**, *the Board of Trustees of The Smithtown Special Library District desires to embark upon the following capital improvements at the library’s facility as set forth herein and as listed in the working budget: (1) complete basement restoration and reconstruction after a major flood event, (2) interior upgrades, improvements, and reconfiguration to the original portion of the library to house the new Long Island History collection moved from the basement and restored from the flood. The upgrades and improvements will include custom wood & glass millwork shelving and display cases to match existing architectural features, and (3) exterior mitigation measures to improve storm water drainage and prevent future flooding including additional drainage structures in the east parking area, raising a retaining wall around the exterior stairs and installing an emergency generator at The Smithtown Main Library; (hereinafter collectively referred to as the “Project”); and*

**WHEREAS**, *said capital improvements are subject to classification under the State Environmental Quality Review Act (SEQRA); and*

**WHEREAS**, *maintenance or repair involving no substantial changes in an existing structure or facility are classified as Type II Actions under the current Department of Environmental Conservation SEQRA Regulations (Section 6 NYCRR 617.5 (c)(1)); and*

**WHEREAS**, *replacement, rehabilitation or reconstruction of a structure or a facility, in kind, on the same site, including upgrading buildings to meet building or fire codes, unless such action meets or exceeds any of the thresholds in section 617.4 are classified as Type II Actions under the current Department of Environmental Conservation SEQRA Regulations (Section 6 NYCRR 617.5 (c)(2)); and*

**WHEREAS**, routine activities of educational institutions, including expansion of existing facilities by less than 10,000 square feet of gross floor area are classified as Type II Actions under the current Department of Environmental Conservation SEQRA Regulations (Section 6 NYCRR 617.5 (c)(10)); and

**WHEREAS**, the purchase or sale of furnishings, equipment or supplies...other than the following: land, radioactive material, pesticides, herbicides, or other hazardous materials are classified as Type II Actions under the current Department of Environmental Conservation SEQRA Regulations (Section 6 NYCRR 617.5 (c)(31)); and

**WHEREAS**, the SEQRA Regulations declare Type II Actions to be actions that have no significant impact on the environment and require no further review under SEQRA; and

**WHEREAS**, the Board of Trustees, as the only involved agency, has examined all information related to the capital improvement projects and has determined that the Projects are classified as Type II Actions pursuant to Section 617.5(c)(1), (2), (10), and (31) of the SEQRA Regulations.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees hereby declares itself lead agency in connection with the requirements of the State Environmental Quality Review Act; and

**BE IT FURTHER RESOLVED**, that the Board of Trustees hereby declares that the Projects are Type II Actions, which require no further review under SEQRA.

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

3. Library Board President Annette Galarza moved to waive the reading of the following resolution; the motion was seconded by Trustee Theresa Stabile and adopted by general consent.

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE SMITHTOWN SPECIAL LIBRARY DISTRICT, IN THE TOWN OF SMITHTOWN, SUFFOLK COUNTY, NEW YORK, ADOPTED MAY 6, 2025, PURSUANT TO SECTION 260 OF THE NEW YORK EDUCATION LAW, DETERMINING THAT IT IS NECESSARY AND DESIRABLE TO CONSTRUCT IMPROVEMENTS TO THE MAIN LIBRARY BUILDING LOCATED AT 1 NORTH COUNTRY ROAD, SMITHTOWN, NEW YORK; AND CALLING A SPECIAL DISTRICT MEETING VOTE OF THE SMITHTOWN SPECIAL LIBRARY DISTRICT FOR THE SUBMISSION OF A PROPOSITION RELATED THERETO AND THE FINANCING THEREOF ON JULY 1, 2025.**

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

4. Library Board President Annette Galarza moved to approve the adoption of “Section 1”:

*Section 1. Pursuant to Section 260 of the New York Education Law (“Section 260”), the Board of Trustees of the Smithtown Special Library District (the “Library”), in the Town of Smithtown, Suffolk County, New York, hereby determines that it is necessary and desirable to construct improvements to the Main Library Building located at 1 North Country Road, Smithtown, New York, which improvements are necessary due to catastrophic flooding resulting from a significant storm event (the “Project”), at the estimated total cost of not to exceed \$16,500,000, such cost to be financed by a borrowing not to exceed \$16,500,000. It is anticipated that FEMA funds and/or funds from other sources will be received by the Library District to pay or reimburse all or part of the cost of the Project.*

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

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

5. Library Board President Annette Galarza moved to approve the adoption of “Section 2” which, after discussion and amendment, was adopted as follows:

*Section 2. Pursuant to Section 260, a Special District Meeting Vote of the qualified voters of the Smithtown Special Library District, in the Town of Smithtown, Suffolk County, New York (the “Library District”), shall be held within the Library District, on Tuesday, July 1, 2025, at the four (4) polling places listed in the Notice of Special District Meeting Vote hereinafter substantially prescribed in Section 4 thereof. The voting at such Special District Meeting Vote shall be by paper ballots and the polls shall remain open from 9:30 A.M. (Prevailing Time) to 9:00 P.M. (Prevailing Time) on said day and as much longer as may be necessary to enable the voters, then present, to cast their votes.*

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

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

6. Library Board President Annette Galarza moved to approve the adoption of “Section 3”:

*Section 3. The business to be acted upon at said Special District Meeting Vote shall be as stated in the Notice thereof, and the District Clerk of the Library District is hereby authorized and directed to cause the Notice of said Special District Meeting Vote to be published in the official newspapers of the Library District, having general circulation within the Library District, at least four (4) times within the seven (7) weeks next preceding such Special District Meeting Vote, the first publication to be made at least forty-five (45) days prior to the date of said Special District Meeting Vote.*

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

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

7. Library Board President Annette Galarza moved to waive the reading of "Section 4". 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

Library Board President Annette Galarza moved to approve the adoption of "Section 4" which, after discussion and amendment, was adopted as follows:

*Section 4. Said Notice of Special District Meeting Vote shall be in substantially the following form:*

**NOTICE OF SPECIAL DISTRICT MEETING VOTE OF THE  
SMITHTOWN SPECIAL LIBRARY DISTRICT, IN THE TOWN OF SMITHTOWN,  
SUFFOLK COUNTY, NEW YORK**

*NOTICE IS HEREBY GIVEN that pursuant to a resolution of the Board of Trustees of the Smithtown Special Library District (the "Library District"), in the Town of Smithtown, Suffolk County, New York, adopted on May 6, 2025, a Special District Meeting Vote of the qualified voters of the Library District will be held on*

***Tuesday, July 1, 2025***

*from 9:30 o'clock A.M. (Prevailing Time) to 9:00 o'clock P.M. (Prevailing Time) at the following four (4) polling places.*

- 1. Qualified voters residing: within zip code 11780; within zip code 11788 who reside SOUTH of Route 347, Nesconset Highway; within zip code 11787 who live EAST of Blydenburgh County Park, Caleb Smith State Park and Route 25A (St. Johnland Road) and SOUTH of Landing Road (NOTE: those who reside in the area serviced by the Emma S. Clark Memorial Library CANNOT vote in this election) will vote at the Smithtown Main Building, located at 1 North Country Road, Smithtown, NY.*
- 2. Qualified voters residing: within zip code 11754 or 11768; and within zip code 11787 who reside NORTH of Route 25, Old Northport Road and Landing Road, WEST of Route 25A (St. Johnland Road) and EAST of Plymouth Boulevard will vote at the Kings Park Branch, located at One Church Street, Kings Park, NY.*
- 3. Qualified voters residing: within zip code 11725; within zip code 11788 who reside SOUTH of Veterans Memorial Highway; and within zip code 11787 who live WEST of Blydenburgh County Park, Caleb Smith State Park and Plymouth Boulevard will vote at the Commack Branch, located at 3 Indian Head Road, Commack, NY.*
- 4. Qualified voters residing: within zip code 11767; who live SOUTH of Route 25 from the Smithtown-Brookhaven border to Southern Boulevard; EAST of Southern Blvd. from Route 25 to Route 347, Nesconset Highway; SOUTH of Route 347, Nesconset Highway from Southern Boulevard to the Smithtown Greenbelt Town Park; EAST of the Smithtown Greenbelt Town Park from Route 347 Nesconset Highway to the Smithtown-Islip border (NOTE: those who reside in the area serviced by the Sachem School and Library Districts CANNOT vote in this election) will vote at the Nesconset Branch, located at 148 Smithtown Boulevard, Nesconset, NY.*

*The voting at the Special District Meeting Vote shall be upon the following Proposition:*

**PROPOSITION**

**RESOLVED:**

*The Board of Trustees of the Smithtown Special Library District (the "Library District"), in the Town of Smithtown, Suffolk County, New York is hereby authorized to (a) construct improvements to the Main Library Building located at 1 North Country Road, Smithtown, New York, which improvements are necessary due to catastrophic flooding resulting from a significant storm event in August 2024, at the estimated cost of not to exceed \$16,500,000; and to expend therefor, including preliminary costs and costs incidental thereto and the financing thereof, and to reimburse prior expenditures made by the Library therefor, not to exceed in aggregate the estimated total cost \$16,500,000, plus any additional amounts received by the Library in connection with the financing thereof, including but not limited to bond sale premiums, investment income on bond proceeds, grants, donations or charitable contributions; (b) to finance the cost of the Project through the issuance of bonds and/or notes by the Town of Smithtown on behalf of the Library District in an amount not to exceed \$16,500,000; (c) to cause the Town to assess, levy and collect therefor a tax payable in annual installments in an aggregate amount not to exceed \$1,800,000 per year, which annual installment of the tax shall be in addition to the amount presently raised annually by tax for the Library District's annual appropriations, over a maximum period of fifteen (15) years for the payment of all principal, interest, redemption premiums, if any, and expenses relating to the financing of said cost; (d) to assign and pledge all of said tax to the Town; and (e) to enter into loan agreements and any other agreements and/or to take any and all other actions incidental or necessary to the completion of the Project and the financing thereof.*

*Such Proposition shall appear on the ballot used for voting at said Special District Meeting Vote in substantially the foregoing form.*

*The voting will be conducted by paper ballots and the polls will remain open from 9:30 A.M. (Prevailing Time) to 9:00 P.M. (Prevailing Time) and as much longer as may be necessary to enable the voters, then present, to cast their ballots. Only qualified voters shall be permitted to vote at said Special District Meeting Vote.*

*PLEASE TAKE FURTHER NOTICE THAT every qualified voter of the Town of Smithtown who resides within the Smithtown Special Library District and is otherwise qualified to vote at a General Town Election shall be qualified to vote at said Special District Meeting Vote.*

*PLEASE TAKE FURTHER NOTICE that applications for absentee ballots and early mail ballots will be available at each library building within the Smithtown Special Library District during regular business hours and may be printed from the Library's website ([www.smithlib.org](http://www.smithlib.org)). Such application must be received by the District Clerk at least seven (7) days prior to the July 1, 2025 Special District Meeting Vote if the ballot is to be mailed to the voter; or the last business day before the election if the ballot is to be personally delivered to the voter. Qualified voters may obtain an absentee/early mail ballot at the Community Relations Department in the Nesconset Building, located at 148 Smithtown Boulevard, Nesconset, NY, on days the Library is open to the public between the*

hours of 9:30 A.M. and 5:00 P.M. (except Saturday, Sunday and holidays) commencing June 6, 2025. A list of all persons to whom absentee/early mail ballots have been issued will be posted in the Administration Office in the Nesconset Building on each of the five (5) days prior to the July 1, 2025 Special District Meeting Vote between the hours of 9:30 A.M. and 5:00 P.M., except Saturday, Sunday and holidays. No absentee/early mail ballot shall be canvassed unless received by the District Clerk no later than 5:00 P.M. on the day of the Special District Meeting Vote.

AND FURTHER NOTICE IS HEREBY GIVEN, that military voters who are qualified voters of the Smithtown Special Library District must apply for a military ballot by submitting an application which is obtainable from the District Clerk. Completed applications for a military ballot must be returned by mail or in person, and received by the District Clerk not later than twenty-five (25) days before the date of the Special District Meeting Vote. Military voters may designate a preference to receive a ballot application and/or the military ballot by mail, facsimile transmission or electronic mail. Ballots for military voters shall be mailed or otherwise distributed in accordance with the preferred method of transmission, as soon as practicable, but not later than twenty-five (25) days before the date of the Special District Meeting Vote (June 6, 2025). Irrespective of the preferred method of transmission, military ballots must be received by mail or returned in person to the Office of the District Clerk no later than 5:00 PM (Prevailing Time) on the day of the Special District Meeting Vote in order to be counted.

Lauren Gunderson, District Clerk  
Smithtown Special Library District

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

8. Library Board President Annette Galarza moved to approve the adoption of “Section 5”:

*Section 5. The proceeds of the bonds authorized pursuant to the Proposition, and any bond anticipation notes issued in anticipation of said bonds may be applied to reimburse the Library District for expenditures made for the purpose or purposes for which said bonds are authorized. The foregoing statement of intent with respect to reimbursement is made in conformity with Treasury Regulation Section 1.150-2 of the United States Treasury Department.*

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

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

9. Library Board President Annette Galarza moved to approve the adoption of “Section 6”:

*Section 6. This resolution shall take effect immediately.*

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

10. DISCUSSION – Syntax – Proposal for Bond Communication Services

After discussion, Library Board President Annette Galarza moved to approve the adoption of the following resolution:

*RESOLVED, that Syntax is retained for an amount not to exceed \$6,500.00 to provide bond communication services pertaining to the prospective Bond Referendum of July 1, 2025.*

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

11. Library Board President Annette Galarza noted that the next “regular” meeting of the Board of Trustees is scheduled to be held Wednesday, May 21, 2025 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 6:51 pm. The motion was seconded by Trustee Barbara Deal and adopted by a unanimous 6-0 vote.

Minutes approved this 21<sup>st</sup> day of May, 2025.



Annette Galarza, President  
Smithtown Library Board of Trustees



Linda Taurassi  
Secretary to the Board of Trustees