

**MINUTES  
BOARD OF TRUSTEES  
THE SMITHTOWN LIBRARY  
July 15, 2025**

A regular meeting of the Board of Trustees of The Smithtown Library was held at the Commack building, Commack, New York, on the 15<sup>th</sup> day of July, 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, Howard Knispel, Christopher Sarvis and Theresa Stabile. Trustee Annette Galarza 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 and Secretary Linda Taurassi. Treasurer Kevin Miller was absent with prior notice.

Library Board Vice President Mildred Bernstein acted as Chairperson of the meeting.

**READING AND APPROVAL OF MINUTES**

**1. APPROVAL OF MINUTES**

Library Board Vice President Mildred Bernstein moved to approve the adoption of the following resolution:

- a. *RESOLVED, that the REGULAR meeting minutes of June 17, 2025 be approved as presented:*

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

FOR—Baker-Stines, Bernstein, Deal, Knispel, 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 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 June 30, 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 6-0 by the following roll call vote:

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

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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 - July (“L” fund) PREPAYS	\$	40,507.99
ii.	Warrant #25 - July (“L” fund) WARRANT	\$	437,584.21
iii.	Warrant #25 - July (“M” fund) WARRANT	\$	355,526.38
iv.	Warrant #25 - July (PAYROLL #13 – 6/20/25)	\$	263,926.14
v.	Warrant #25 - July (PAYROLL #14 – 7/04/25)	\$	287,408.99

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

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

c. BUDGET TRANSFERS

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

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	Current Budget	(FROM)/TO	Adjusted Budget
L.4360	SCLS Member Support	171,000	(7,298)	163,702
L.4350	Travel	10,000	3,798	13,798
L.2000	Computer Equipment	20,000	(10,000)	10,000
L.4320	Computer Supplies & Services	90,000	13,500	103,500
L.4540	Insurance	140,000	(20,000)	120,000
L.4130	Periodicals	45,000	20,000	65,000

These adjustments are intended to align budget appropriations with actual expenditures and will not impact the total approved expenditure budget for 2025.

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

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



d. CERTIFICATE OF RESULTS

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

*RESOLVED, that the Board of Trustees of The Smithtown Library does hereby accept the Library’s Bond Referendum Vote results as presented (appended).*

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

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

The Library Director noted that the success of the Library’s Bond Referendum vote was a team effort between the staff, Administration and the Board of Trustees. The Director also thanked The Smithtown News for their support of the Library.

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:*

*Full-time Appointment:*

- i. Full-time appointment of **Carly Ivanov** to the position of Library Clerk, Circulation Department, Smithtown building, at an annual rate of pay of \$36,706.00, effective July 28, 2025 (to fill the vacancy created by the retirement of Karen Pruzan).

*Provisional Full-time Appointment:*

- ii. Full-time Provisional appointment of **Rachel Long** to the position of Senior Account Clerk, Business Office, Nesconset building, at an annual salary of \$51,858.00, effective September 3, 2025 (to fill the vacancy created by the resignation of Hayley Blake).

*Part-time Appointments:*

- iii. Part-time appointment of **Hayley Brennan** to the position of Page, Commack building, at an hourly rate of pay of \$16.50, effective July 21, 2025 (to fill the vacancy created by the appointment of Stephanie Metzler from a Page position into a part-time Library Clerk position).
- iv. Part-time appointment of **Riley Doyle** to the position of Page, Commack building, at an hourly rate of pay of \$16.50, effective August 4, 2025 (to fill the vacancy created by the resignation of Mindy Iannicello).
- v. Part-time appointment of **Eva Supa** to the position of Page, Nesconset building, at an hourly rate of pay of \$16.50, effective July 16, 2025 (to fill the vacancy created by the resignation of Amanda Bayer).
- vi. Part-time appointment of **Tiana Yip** to the position of Page, Nesconset building, at an hourly rate of pay of \$16.50, effective August 5, 2025 (to fill the vacancy created by the resignation of Sara Conquet).



Resignations:

- vii. Resignation of **Katherine Cheadle**, Page, Commack building, effective August 15, 2025.
- viii. Resignation of **Danica Condon**, Page, Smithtown building, effective August 14, 2025.
- ix. Resignation of **Sara Conquet**, Page, Nesconset building, effective August 1, 2025.
- x. Resignation of **Mindy Iannicello**, Page, Commack building, effective June 23, 2025.

Retirement:

- xi. Retirement of **Karen Pruzan**, Library Clerk, Circulation Department, Smithtown building, effective June 28, 2025 (last day of employment – June 27, 2025).

The motion was seconded by Trustee Howard Knispel and adopted 6-0 by the following roll call vote:  
FOR—Baker-Stines, Bernstein, Deal, Knispel, Sarvis, Stabile AGAINST—none

b. MEETING ATTENDANCE REQUESTS:

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

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

- i. *That Librarian II **Nicole Rossano**, Children’s Department, Kings Park building, be authorized to attend “Lit Fest 2025”, sponsored by the Nassau Library System, to be held at the Nassau Library System, Uniondale, NY, on September 12, 2025, with reimbursement for actual and necessary expenses not to exceed \$95.00.*
- ii. *That Librarian I (Children’s Services) **Jacquelyn Lam**, Children’s Department, Kings Park building, be authorized to attend “Lit Fest 2025”, sponsored by the Nassau Library System, to be held at the Nassau Library System, Uniondale, NY, on September 12, 2025, with reimbursement for actual and necessary expenses not to exceed \$95.00.*

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

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

c. RETIREMENT – Resolution of Appreciation – **Karen Pruzan**

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



*WHEREAS, Karen Pruzan has announced her retirement as of June 28, 2025, and*

*WHEREAS, having begun her tenure with The Smithtown Library on April 11, 2006, as a full-time Library Clerk in the Circulation Department of the Nesconset Building, and has subsequently worked in the Smithtown Building; and*

*WHEREAS, during her nineteen years of faithful and dedicated service, she has earned the admiration and respect of her colleagues and co-workers; now therefore be it*

*RESOLVED, that the Board of Trustees of The Smithtown Library does hereby express its appreciation to Karen Pruzan for her nineteen years of dedicated service and contributions to the Library; and be it*

*FURTHER RESOLVED, that the Board of Trustees of The Smithtown Library extends to Karen Pruzan their best wishes for many years of health and happiness during her retirement.*

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

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

4. There was no BUILDINGS AND GROUNDS COMMITTEE report; however, Library Director Robert Lusak reported the following:

- Architect John Tanzi is working on more in-depth plans for the rebuilding of the lower level of the Smithtown building. The Library's first priority for the lower level will be the community room.
- It is anticipated that the Smithtown building elevator will be functioning around mid-August.
- The Library Director explained the bond process and funding to the Library Board.
- A large donation of dvd's have been received from Mitch Shapiro, founder of the Foundation for Sight & Sound.

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

- a. Donation – Girl Scout Ashley Bitner

*RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank Girl Scout Ashley Bitner for her generous donation of two Adirondack chairs, and be it*

*RESOLVED, that this donation is part of a Gold Award project currently being completed at The Smithtown Library, and be it*

*FURTHER RESOLVED, that said donation will be used for public enjoyment and the enhancement of the Library's property.*

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, Knispel, Sarvis, Stabile    AGAINST—none

It was noted that upon completion of Girl Scout Ashley Bitner's Gold Award project, she would be invited to an upcoming board meeting to receive a Certificate of Appreciation for her contribution to the Library.

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## 6. The STRATEGIC PLANNING COMMITTEE

Assistant Library Director Patricia Thomson reported that Personnel Assistant Lori Mauceri had organized the results of the survey and the results have been shared with the committee. The committee will be meeting in August after which time they will present their recommendations/proposals to the Library Board.

## 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

Library Board Vice President Mildred Bernstein complimented Assistant Library Director Eileen Caulfield for her program presentation at the American Library Association Conference in June: *"Putting Your Emergency Plan to the Test—Lessons Learned"*.

## PUBLIC COMMENTS

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

## NEW BUSINESS

### 8. LIBRARY BUDGET VOTE AND TRUSTEE ELECTION:

Trustee Brianna Baker-Stines 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 2026 Budget Vote and Trustee Election to take place on October 14, 2025, including:*

- i. The hiring of the Suffolk County Board of Elections (BOE) to provide voter registration listings and mailing labels at no charge, and switchboard assistance, at a cost not to exceed \$150.00 (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 8 persons to serve in the capacity of ballot clerk for the 2026 Budget Vote and Trustee Election, 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 7 persons to serve in the capacity of election co-chairperson for the 2026 Budget Vote and Trustee Election, at a flat daily rate of pay per chairperson of \$325.00.*



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

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

The Library Director thanked Associate Administrator Lauren Gunderson for her outstanding work on the night of the Bond Referendum vote.


9. Library Board Vice President Mildred Bernstein noted that the next “regular” meeting of the Board of Trustees is scheduled to be held Wednesday, August 20, 2025 at 6:30 pm at the Kings Park building.
10. There being no further business, Library Board Vice President Mildred Bernstein moved to adjourn the meeting at 7:23 pm. The motion was seconded by Trustee Brianna Baker-Stines and adopted 6-0 by the following roll call vote:

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

Minutes approved this 20<sup>th</sup> day of August, 2025.



Annette Galarza, President  
Smithtown Library Board of Trustees



Linda Taurassi  
Secretary to the Board of Trustees