

**MINUTES
BOARD OF TRUSTEES
THE SMITHTOWN LIBRARY
September 16, 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 16th day of September, 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: Mildred Bernstein, Barbara Deal, Annette Galarza, Howard Knispel, Christopher Sarvis and Theresa Stabile. Trustee Brianna Baker-Stines was absent with prior notice.

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

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 August 20, 2025 and the SPECIAL meeting minutes of September 9, 2025 be approved as presented:*

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

FOR—Bernstein, Deal, Galarza, 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 August 31, 2025 be approved for filing (copy of report appended to the original of these minutes).

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

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

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 - September (“L” fund) PREPAYS	\$ 102,873.72
ii. Warrant #25 - September (“L” fund) WARRANT	\$ 284,123.48
iii. Warrant #25 - September (“M” fund) WARRANT	\$ 6,539.98
iv. Warrant #25 - September (PAYROLL #18 – 8/29/25)	\$ 285,710.55
v. Warrant #25 - September (PAYROLL #19 – 9/12/25)	\$ 267,016.65

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

FOR—Bernstein, Deal, Galarza, 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 Board of Trustees of The Smithtown Library authorizes the Business Manager to execute budget transfers for \$1,100.00 to decrease budget line L.4120 RECORDINGS, and increase budget line L.4100 BOOKS for the same amount.

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

d. RENAMING OF SPECIAL REVENUE FUND

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

WHEREAS, the Smithtown Special Library currently maintains a fund designated as the “Special Revenue Fund”; and

WHEREAS, the primary use of this fund has evolved and is now primarily designated for capital projects, including the construction and improvement of library facilities and infrastructure; and

WHEREAS, it is deemed appropriate and in accordance with best practices in governmental accounting to rename the fund to better reflect its intended use and function;

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees of the Smithtown Special Library District hereby authorizes and approves the renaming of the “Special Revenue Fund” to the “Capital Project Fund”, effective immediately.

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

e. WARRANT PAYMENTS – EARLY RELEASE

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

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby approve the early release of designated warrant payments prior to the October 28, 2025 board meeting to avoid lateness and penalties (note: such meeting is scheduled late in the month due to the Library Budget Vote and Trustee Election); and be it

FURTHER RESOLVED, that any bill that would incur a penalty and/or interest fee can be released by the Treasurer prior to the October 28, 2025 board meeting, pending approval by the Board of Trustees, Budget & Finance Committee Liaison, or Library Board President before payment is made.

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

FOR—Bernstein, Deal, Galarza, Knispel, 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:

Part-time Appointments:

- i. Part-time appointment of **James Apel** to the position of Custodial Worker I, at an hourly rate of pay of \$22.18, effective September 17, 2025 (to fill the vacancy created by the retirement of Jay Berti, effective 8/13/25).*
- ii. Permanent appointment of **Brieanne Kocka** to the position of Librarian I, Children’s Services, Commack building, at a rate of pay of \$36.04 per hour, not to exceed 23.5 hours per week, subject to a 26-week probationary period, effective September 17, 2025.*
- iii. Permanent appointment of **Jacquelyn Lam** to the position of Librarian I, Children’s Services, Commack and Kings Park buildings, at a rate of pay of \$37.49 per hour, not to exceed 23.5 hours per week, subject to a 26-week probationary period, effective September 17, 2025.*
- iv. Permanent appointment of **Emily Sanzeri** to the position of Librarian I, Children’s Services, Commack and Smithtown buildings, at a rate of pay of \$36.04 per hour, not to exceed 23.5 hours per week, subject to a 26-week probationary period, effective September 17, 2025.*

Resignation:

- v. Resignation of **Emilee Musumeci**, Librarian I, Reference Department, Nesconset building, effective September 19, 2025.

Leave Request:

- vi. Leave of Absence without pay, nunc pro tunc, for **Employee #1245**, effective August 11, 2025, pending medical clearance (NOTE: this is a revision of the leave of absence requests approved at the August 20, 2025 meeting).

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

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

b. MEETING ATTENDANCE REQUEST:

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

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

- a. That **Colleen Navins**, Librarian III, Teen Services, Smithtown building, be authorized to attend, on paid release time, the “SCLA Annual Dinner and Meeting”, sponsored by the Suffolk County Library Association (SCLA), on October 22, 2025, to be held at Captain Bill’s Restaurant, Bay Shore, NY, with reimbursement for a registration fee of \$80.00.

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. The BUILDINGS AND GROUNDS COMMITTEE report was presented by Buildings and Grounds Committee Liaison Christopher Sarvis, who moved to approve the adoption of resolution “a”:

- a. IT SUPPORT SERVICES – Managed Technology, Inc.

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby authorize the Library Director to enter into a three-year contract, with optional renewals at the annual anniversary date (pending Board approval and funding) effective November 1, 2025 and ending October 31, 2028, with Managed Technology, Inc. for the purpose of IT support services (including, but not limited to firewall, switches and server support), at a total annual cost not to exceed \$12,840.00.

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

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

b. PRINT SUPPORT SERVICES – Precision Microproducts of America, Inc.

Buildings and Grounds Committee Liaison Christopher Sarvis moved to approve the adoption of resolution “b”:

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby authorize the Library Director to enter into a three-year contract, with optional renewals at the annual anniversary date (pending Board approval and funding) with Precision Microproducts of America, Inc., to provide managed print support and services at a cost per page as dictated by contract terms, for the period beginning October 1, 2025 and ending September 30, 2028.

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

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

c. TELEPHONE SYSTEM SUPPORT AND MAINTENANCE – RingCentral

Buildings and Grounds Committee Liaison Christopher Sarvis moved to approve the adoption of resolution “c”:

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby authorize the Library Director to enter into a contract agreement with RingCentral (NYS Contract PM68236) for telephone system support and maintenance (cloud-based telephone service) for the Commack, Kings Park, Nesconset and Smithtown buildings, effective December 1, 2025, for a 12-month contract period, with a monthly cost not to exceed \$2,600.00 (note: as needed, “per-call” service calls outside of normal business hours or “due to” issues outside contract agreement, and/or purchase of new phones/licenses can incur an additional expense; cancellation is permitted at any time with cause).

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

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

d. AMENDMENT FOR EMERGENCY SERVICES CONTRACTOR – Prism Specialties

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

WHEREAS, Prism Specialties has been engaged to perform restoration services for the Long Island Room Collection, which sustained damage due to flooding at the Smithtown building, and the original cost estimate for these services has been revised from \$700,000.00 to \$682,407.00, a reduction of \$17,593.00; and

WHEREAS, Rainbow Restoration was originally anticipated to perform the packing and return of the Long Island Room Collection; however, Prism Specialties will now undertake this work at an additional cost of \$73,209.00; and

WHEREAS, as an additional mitigation measure to further protect and preserve the historical collection, the Board seeks to authorize the digitization of priority items within the collection;

NOW, THEREFORE, BE IT RESOLVED, that the Board hereby authorizes, nunc pro tunc, the updated estimated cost of \$682,407.00 for restoration services by Prism Specialties; and be it

FURTHER RESOLVED, that the Board authorizes the additional cost of \$73,209.00 to Prism Specialties for the packing and return of the Long Island Room Collection; and be it

FURTHER RESOLVED, that the Board authorizes the acceptance of a quote of \$76,699.00 for the digitization of priority items within the Long Island Room Collection, as an additional mitigation measure to safeguard the integrity and accessibility of the Library's historical materials.

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

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

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

- a. Donation – St. Patrick’s Church Youth Community – Smithtown Building Project

RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank St. Patrick’s Church Youth Community for the generous donation of Three Hundred (\$300.00) dollars to be used 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 Theresa Stabile and adopted 6-0 by the following roll call vote:

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

6. The STRATEGIC PLANNING COMMITTEE

Assistant Library Director Patricia Thomson reported that documents for updating the Long Range Plan of Service (Policy #200-20) were presented to the Library Director and have gone to the committee for a final review. It is anticipated that the updated Long Range Plan of Service will be included in the October board packets.

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 provided the following updates on the Smithtown Building Project:

- Village of the Branch has the site plans for the Smithtown Building Project.
- Bid documents have been made available to interested contractors.
- Mitigation work on east side of building has been completed and information has been shared with FEMA.
- Smithtown building elevator – everyone has been working together to get the elevator reopened; awaiting approval from Smithtown Fire Marshall; elevator will be opened immediately upon approval.
- The bid openings will take place on October 16, 2025 at the Nesconset building.
- Contracts will be awarded at the October 28, 2025 board meeting.

UNFINISHED BUSINESS

8. REPEALED POLICY - **Anti-Nepotism Policy** [Policy 500-60] (2nd reading)

The employment of 'relatives' of staff, administration, or Board members can cause various problems including, but not limited to, charges of favoritism, conflicts of interest, family discord, scheduling conflicts, internal library operations dysfunction, public resentment and a myriad of other deleterious impacts upon the mission and operation of The Smithtown Library. Accordingly, the Board of Trustees has determined it to be in the best interests of the Library to establish a policy which clearly provides and promulgates the intent of the Board to avoid all adverse impacts that can emanate from the hiring of relatives of those individuals associated with the Library.

For the purposes of this Policy the term "relative" shall include relationships established by blood, marriage or legal action, such as: a spouse, mother, father, son, daughter, sister, brother, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, stepparent, stepchild, aunt, uncle, niece, nephew, grandparent, grandson, granddaughter or cousin. The term also includes domestic partners (a person with whom the employee's life is interdependent and who shares a common residence) and, a daughter or son of an employee's domestic partner.

No relative of the Board of Trustees, Library Director or current employees shall be employed by The Smithtown Library.

It is recognized that "relatives" are currently employed by the Library; as to those relationships the Library will endeavor to the degree permissible to avoid the compromising of supervisory authority by way of effecting personnel transfers that will avoid the supervision of one relative over another. Any employee presently employed will not be subject to dismissal based upon this Policy's requirements.

It is the responsibility of every employee to identify to the Library Director any potential or existing personal relationships which fall within the ambit of this Policy.

Library Board President Annette Galarza moved to approve the adoption of the repealed ANTI-NEPOTISM POLICY [Policy 500-60]. The motion was seconded by Trustee Christopher Sarvis and adopted 6-0 by the following roll call vote:

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

9. NEW POLICY - **Anti-Nepotism Policy** [Policy 500-60] (2nd reading)

Library Board President Annette Galarza moved to waive the reading of the new ANTI-NEPOTISM POLICY [Policy 500-60]. 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

The Smithtown Library adopts an anti-nepotism policy in order to avoid conflicts of interest, perceived conflicts of interest, supervisory dislocations, the impairment of staff morale, the preserving of institutional integrity and the accountability to the public supporting the Library.

An applicant for employment will not be considered for a position when a member of the applicant's immediate family is either the Library Director or a member of the Library Board of Trustees.

For the purposes of this Policy the term "immediate family" shall include relationships established by blood, marriage or legal action, such as a: spouse, mother, father, son, daughter, sister, brother, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, stepparent, stepchild, aunt, uncle, niece, nephew, grandparent, grandson, or granddaughter. The term also includes domestic partners (a person with whom the employee's life is interdependent and who shares a common residence) and a daughter or son of an employee's domestic partner.

Library Board President Annette Galarza moved to approve the adoption of the new ANTI-NEPOTISM POLICY [Policy 500-60]. The motion was seconded by Trustee Mildred Bernstein and adopted 6-0 after discussion by the following roll call vote:

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

PUBLIC COMMENTS

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

NEW BUSINESS

11. Library Board President Annette Galarza noted that the next "regular" meeting of the Board of Trustees is scheduled to be held Tuesday, October 28, 2025 at 6:30 pm at the Nesconset building and noted that the meeting is held on the fourth Tuesday of the month in October (per board resolution dated 9/27/07).

12. There being no further business, Library Board President Annette Galarza moved to adjourn the meeting at 7:19 pm. 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 28th day of October, 2025.



Annette Galarza, President
Smithtown Library Board of Trustees



Linda Taurassi
Secretary to the Board of Trustees