

West Islip Public Library
Board Meeting Minutes – For Approval at the October Meeting
September 21, 2022

Present: Dana Waite Esposito, President; Margaret Bell, Vice President; Simonne Harkavy, Terri Hunter, Andrew Hamm, Grace O'Connor, Secretary.

Meeting was called to order by Dana Esposito at 3:00 p.m.

Dana welcomed Glen Luchen, of the West Islip High School Robotics Booster Club, seeking permission to post information on the library's community bulletin board and to urge board members for their support 2375-1 in the community.

Simonne Harkavy made a motion to approve the Annual Financial Report for Fiscal Year 2021-2022 given by Magdalena Michalik, Audit Manager at Baldessari and Coster, LLP. Margaret Bell seconded. Unanimous.

Simonne Harkavy made a motion to approve the Minutes of the August 17, 2022 Monthly Meeting. Louise Sokolowski seconded. Unanimous.

Margaret Bell made a motion to approve the Donation Report for August 2022. Louise Sokolowski seconded. Unanimous.

Louise Sokolowski made a motion to approve the Withdrawal/Discard Report for September 2022. Margaret Bell seconded. Unanimous.

Margaret Bell made a motion to approve the Payroll Warrants of August 18, September 1, and September 15, 2022 and the Library Warrant of September 21, 2022 as well as the Capital Warrant of September 21 2022. Louise Sokolowski seconded. Unanimous.

Margaret Bell made a motion to approve additional invoices to be paid with the Payroll Warrant of September 29, 2022. Louise Sokolowski seconded. Unanimous.

Simonne Harkavy made a motion to approve the Personnel Report dated September 21, 2022. Louise Sokolowski seconded. Unanimous.

Louise Sokolowski made a motion to approve Proposal #P2222375-1 from Milburn Flooring for Demolition of existing carpeting furnishing of new carpet squares, preparation of floor, installation of carpet tile and installation of vinyl cove base in the Adult Room including adjacent study rooms, The Mezzanine, the Reference Office, the Circulation Desk area, and the Circulation Office at a NY State Contract Price (Shaw Industries, Inc. OGS#PC69411 Contract) of \$125, 956.35 to be paid from the "Library Flooring/Carpeting" project in the Capital Fund. Margaret Bell seconded. Unanimous.

Simonne Harkavy made a motion to approve proposal #22-1497 from Cunningham Air Duct and Chimney Services. Cleaning of HVAC Units and Ductwork (excepting Meeting Room area and

Room D) to be done off-hours, at Eastern Suffolk BOCES Contract #2019-019-1025 Contract cost of \$17,352. Dana Esposito seconded. Unanimous.

Dana Esposito made a motion to approve the Banned Books Week Proclamation, September 18-24, 2022. Margaret Bell seconded. Unanimous.

Margaret Bell made a motion to approve the Suffolk Cooperative Library System Resource Sharing Manual as amended and outlined in the Memorandum of September 13, 2022. Simonne Harkavy seconded. Unanimous.

Louise Sokolowski made a motion to approve the renewal of the Maintenance Agreement with All Weather Temperature Control, Inc., for the HVAC system, 9/2022 to 9/2023 at a quarterly cost of \$1,200. Simonne Harkavy seconded. Unanimous.

The next Library Board Meeting is October 19, 2022.

There being no further business, the meeting was adjourned at 5:07 p.m. on a motion made by Dana Esposito. Seconded by Margaret Bell. Unanimous.

Respectfully submitted.

Grace O'Connor, Secretary