

West Islip Public Library
Board Meeting Minutes – to be approved at June Meeting
May 24, 2023

Present: Dana Waite Esposito, President; Margaret Bell, Vice-President; Marilyn Gutierrez, Louise Sokolowski, Trustees; Terri Hunter, Business Manager; Andrew Hamm, Director.

Meeting was called to order by Dana Esposito at 3:37 p.m.

Marilyn Gutierrez made a motion to approve the Minutes of the April 19, 2023 Monthly Meeting. Dana Esposito seconded. Unanimous.

Dana Esposito made a motion to approve the Donations Report of April 2023. Margaret Bell seconded. Unanimous.

Marilyn Gutierrez made a motion to approve the Discard Report for May, 2023. Louise Sokolowski seconded. Unanimous.

Margaret Bell made a motion to approve the Financial Reports for April 2023. Marilyn Gutierrez seconded. Unanimous.

Marilyn Gutierrez made a motion to approve the Payroll Warrants of April 27 and May 11, 2023 and the Library Warrants of May 17 and May 24, 2023. Dana Esposito seconded. Unanimous.

Dana Esposito made a motion to approve additional invoices to be paid with the Payroll Warrant of May 25, 2023. Louise Sokolowski seconded. Unanimous.

Dana Esposito made a motion to Award Contract 23-0-100 Replacement and Associated Work to Dynaire LLC for the total amount of \$168,950 (base bid), with an option to accept additional alternates at a later date. Margaret Bell seconded. Unanimous.

Margaret Bell made a motion to authorize an expenditure of \$7,500 from the Lee Schwarz Fund toward the purchase of furniture for the staff lounge. Seconded by Marilyn Gutierrez.

Margaret Bell made a motion to approve the proposed Tutor Policy. Dana Esposito seconded. Unanimous.

Margaret Bell made a motion to approve the proposed Tutor Policy. Dana Esposito seconded. Unanimous.

Dana Esposito made a motion to approve the Engagement Letter from Baldessari and Coster LLP to perform the 2022/2023 Audit and Financial Report at a cost of \$11,100. Louise Sokolowski seconded. Unanimous.

Louise Sokolowski made a motion to renew the Workers Compensation Insurance Policy with The Hartford at a cost of \$17,959 for the period 06/01/2023-06/01/2024. Margaret Bell seconded. Unanimous.

Marilyn Gutierrez made a motion to approve the Personnel Report of May 24, 2023. Louise Sokolowski seconded. Unanimous.

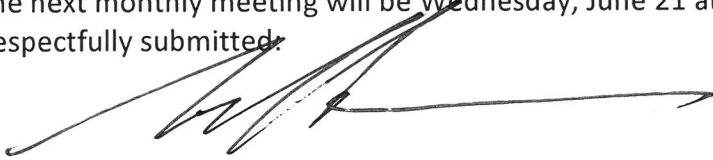
Marilyn Gutierrez made a motion to approve the salary schedule for 2023-2024 as amended. Dana Esposito seconded. Unanimous.

Dana Esposito made a motion to add Juneteenth (June 19th) to the list of paid holidays for staff eligible for Holiday Time. The Library will operate on Holiday Hours, 9am-5pm on that day. Marilyn Gutierrez seconded. Unanimous.

Dana Esposito made a motion to hold an End of Fiscal Year Finance Committee Meeting on June 28, 2023. Marilyn Gutierrez seconded. Unanimous.

There being no further business, the meeting was adjourned at 5:15 on a motion by Dana Esposito. Seconded by Marilyn Gutierrez. Unanimous.

The next monthly meeting will be Wednesday, June 21 at 3:30pm.
Respectfully submitted:

A handwritten signature in black ink, appearing to read 'Andrew J. Hamm', written over the 'Respectfully submitted:' text.

Andrew J. Hamm
5/24/2023