

**West Islip Public Library
Board Meeting, July 20, 2022**

Annual Board Reorganization Meeting Minutes

ANNUAL ELECTION of OFFICERS

By-laws direct that officers “shall be elected for one year terms by the trustees at the Annual Organizational Meeting.”

Marilyn Gutierrez made a motion to nominate Dana Waite Esposito for President of the Board. Margaret Bell seconded.

Margaret Bell moved nominations be closed. Marilyn Gutierrez seconded.

Nominations having been closed, a vote was taken:

Dana Waite Esposito was re-elected President unanimously.

Dana Waite Esposito accepted a one-year term with thanks.

Marilyn Gutierrez nominated Margaret Bell as Vice President. Dana Esposito seconded. Dana Esposito moved that nominations be closed. Simonne Harkavy seconded.

Nominations having been closed, a vote was taken:

Margaret Bell was unanimously elected as Vice President. Margaret Bell accepted a one -year term with thanks.

Accordingly, Dana Waite Esposito and Margaret Bell will serve as President and Vice President, respectively, for the period of July 1, 2022 through June 30, 2023.

ANNUAL ORGANIZATIONAL MEETING: July 20, 2022

- (1) After discussion, Dana Esposito moved that this library's business be conducted in accordance with the officially approved Personnel Policies and Statements of Policy. Louise Sokolowski seconded. Unanimous.
- (2) After discussion, Louise Sokolowski moved that Grace O'Connor be re-appointed as Secretary to the Board for the ensuing year at the rate of \$166.20 per meeting. Simonne Harkavy seconded. Unanimous.
- (3) After discussion, Simonne Harkavy moved to re-appoint Diane Breinlinger as Treasurer at a rate of \$65.88 per hour. Marilyn Gutierrez seconded. Unanimous.
- (4) After discussion, Marilyn Gutierrez moved that Kevin Seaman be retained as Library Attorney for an annual fee of \$15,500. Margaret Bell seconded. Unanimous.
- (5) After discussion, Margaret Bell moved that Baldesarri & Coster be retained as Library Auditor for the fiscal year for a fee of \$10,700. Dana Esposito seconded. Unanimous.
- (6) After discussion, Dana Esposito moved that the Finance Committee consist of all trustees Louise Sokolowski seconded. Unanimous.
- (7) After discussion, Louise Sokolowski moved to continue the practice of authorizing the Library Director to invest all available library funds as permitted by The West Islip Public Library Investment Policy. Simonne Harkavy seconded. Unanimous.
- (8) After discussion Simonne Harkavy moved that deposits in any institution be kept within current FDIC limits, with the exception of those that are collateralized as provided for in the West Islip Public Library Investment Policy. Marilyn Gutierrez seconded. Unanimous.
- (9) After discussion, Marilyn Gutierrez moved that the President, or Vice President of the Board or additional designated Trustee be authorized to sign library checks in the absence of the Library Treasurer. For checks over \$5,000.00 signatures of the Library Treasurer and one authorized Officer, or two authorized Officers (in absence of the Treasurer), shall be required. Margaret Bell seconded. Unanimous.
- (10) After discussion, Margaret Bell moved that the President, or Vice President of the Board or other designated Trustee, be authorized to sign withdrawal slips in the absence of the Library Treasurer. For withdrawals over \$5,000.00 signatures of two authorized Officers will be required. Dana Esposito seconded. Unanimous.
- (11) After discussion, Dana Esposito moved to authorize transfers of funds from one library account to another library account within approved banks. Louise Sokolowski seconded. Unanimous.

(12) After discussion, Louise Sokolowski moved to continue the requirement that all staff members entitled to benefits should be included in the Established Personnel Liabilities. Simonne Harkavy seconded. Unanimous.

(13) After discussion, Simonne Harkavy moved that 40% of the Individual Empire Plan premium would be the basis for the pro-rated amount for the payout contained in the library's policy on Health Insurance for employees. Marilyn Gutierrez seconded. Unanimous.

(14) After discussion, Marillyn Gutierrez moved that during 2022-2023, \$2,000.00 would be the reimbursement (towards a Medicare Supplementary Insurance program) to retirees hired after 4/1/1977 and who retired prior to July 2007, who qualify for Medicare or who choose not to enroll in the NYSHIP plan after retirement. Margaret Bell seconded. Unanimous.

(15) After discussion, Margaret Bell moved that mileage reimbursement rate be the same as the current Federal reimbursement rate. Dana Esposito seconded. Unanimous.

(16) After discussion, Dana Esposito moved that the following people be authorized to use their cars on library business, outside the library building, as necessary and to receive reimbursement for mileage incurred in such use:

- All trustees in office during 2022-2023
- All staff members approved for reimbursement by the Director.

Louise Sokolowski seconded. Unanimous.

(17) After discussion, Louise Sokolowski moved to continue the requirement that staff and trustee vouchers for reimbursement by the library should be submitted to the Library Director within six (6) months after the expense has been incurred. Simonne Harkavy seconded. Unanimous.

(18) After discussion, Simonne Harkavy moved that the Petty Cash Fund be established in the amount of \$800.00. Marilyn Gutierrez seconded. Unanimous.

(19) After discussion, Marilyn Gutierrez moved to enter \$2,000.00 quarterly or as necessary into the postage meter to cover mailings (other than bulk mailings) during 2022-2023. Margaret Bell seconded. Unanimous.

(20) After discussion, Margaret Bell moved to continue the policy that patrons be charged the replacement costs of damaged/lost library materials with a waiver of fines. Dana Esposito seconded. Unanimous.

(21) After discussion, Dana Esposito moved that fines:

(a) remain at 5 cents (\$.05) per day for regular materials and 10 cents (\$.10) per day for "limited loan" materials, with maximum fines for most adult materials at \$3.00 per item (except

the maximum fine for 'limited loan' materials at \$5.00 per item) and maximum fines for children's materials shall be \$3.00 per item.

(b) that fines remain at \$0.50 per day with a \$5.00 for 7-day video and \$1.00 per day with a maximum of \$10 for 3 day video (except that, after being overdue for 30 days, the cost of the item will be charged).

(c) that a fee of \$5.00 for a lost or damaged DVD case be charged.

(d) that fines for items in the Library of Things will be \$10 a day to a maximum fine of \$100, after which the cost of the item will be billed.

(e) that fines for Museum Passes will be \$20 a day, with a maximum fine of \$200. After which the cost of the pass will be billed.

(f) In order to facilitate the frequent use of the library collection as part of their official duties, library staff and trustees will not accrue overdue fines.

(g) The Director or their designee may elect to waive fines in the event of unusual conditions or situations regarding individuals or the community at large. In response to the COVID-19 Pandemic and recovery, collection of fines is waived until further notice, with the exception of those things cited in items (d) and (e).

Louise Sokolowski seconded. Unanimous.

(22) After discussion, Louise Sokolowski moved that the cost of goodwill expressions to library staff members come from library funds, while the cost of goodwill expressions to fellow Board members come from Board members' personal funds. Simonne Harkavy seconded. Unanimous.

(23) After discussion, Simonne Harkavy moved that The Library will pay the membership dues for Members of the Board of Trustees, the Director, and the Business Manager, for all appropriate library and community organizations. Other Library Staff may choose to join a local library association. The library will reimburse full-time staff (and part-time staff working more than 20 hours on a permanent basis) the cost of dues up to \$60 per year. Marilyn Gutierrez seconded. Unanimous.

(24) After discussion, Marilyn Gutierrez moved that during fiscal year 2022-2023 interested trustees as well as staff members (upon recommendation by the Director), be authorized to attend the following at library expense:

American Library Association (ALA) / Public Library Association (PLA) conferences

New York Library Association (NYLA) conferences

 Various book-author luncheons

 Suffolk County Library Association (SCLA) Dinner - Annual meeting

 Annual Meetings of Divisions of SCLA

Children's Librarian Association of Suffolk County (CLASC) – Annual meeting

 Meetings of Public Library Director's Association (PLDA)

 Town of Islip Supervisor's Thanksgiving Breakfast

 Long Island Library Resources Council (LILRC) Annual meeting

 Suffolk Cooperative Library System (SCLS) Annual meeting

 Long Island Library Conference

 Various trustee institutes

Local Library Association meetings
Other meetings as recommended by the Director

Margaret Bell seconded. Unanimous.

(25) After discussion, Margaret Bell moved that for fiscal year 2022-2023 \$5,000.00 should be the Library Director's discretionary expenditure limit applying to items not specified in the existing budget. Dana Esposito seconded. Unanimous.

(26) After discussion, Dana Esposito moved that the library's official newspapers continue to be the Babylon Beacon and the Islip Bulletin. Louise Sokolowski seconded. Unanimous.

(27) After discussion, Louise Sokolowski moved that Teresa Hunter serve as FOIL Officer and Andrew J. Hamm continue to serve as Appeals Officer. Simonne Harkavy seconded. Unanimous.

(28) After discussion, Simonne Harkavy moved that First National Bank of Long Island and Peoples United Bank be designated for investment of West Islip Public Library Funds. Marilyn Gutierrez seconded. Unanimous.

(29) After discussion, Marilyn Gutierrez moved to approve the West Islip Public Library Investment Policy. Margaret Bell seconded. Unanimous.

(30) After discussion, Margaret Bell moved to approve the West Islip Public Library Fund Balance Policy. Dana Esposito seconded. Unanimous.

(31) After discussion, Dana Esposito moved to approve the West Islip Public Library Conflict of Interest Policy. Louise Sokolowski seconded. Unanimous.

(32) After discussion, Louise Sokolowski moved to approve the West Islip Public Library Financial Policies. Simonne Harkavy seconded. Unanimous.

(33) After discussion, Simonne Harkavy moved to approve the Bylaws of the West Islip Public Library Board of Trustees. Marilyn Gutierrez seconded. Unanimous.

There being no further business, the reorganization meeting was adjourned at 3.39 p.m. on a motion made by Marilyn Gutierrez. Seconded by Margaret Bell. Unanimous.

Respectfully submitted,
Grace O'Connor

Library Board Secretary
West Islip Public Library

**West Islip Public Library
Board Meeting Minutes
July 20, 2022**

Present:

Dana Waite Esposito, President, Margaret Bell, Vice President, Marilyn Gutierrez , Simonne Harkavy, Louise Sokolowski, Terri Hunter, Andrew Hamm, Grace O'Connor, Secretary

Meeting was called to order by Dana Esposito at 3:41 p.m.

Marilyn Gutierrez made a motion to approve the Minutes of the June 15, 2022 monthly meeting. Margaret Bell seconded. Unanimous.

Louise Sokolowski made a motion to approve the Minutes of the June 29, 2022 Finance Committee Meeting. Marilyn Gutierrez seconded. Unanimous

Margaret Bell made a motion to approve the Donation Report for June 2022. Marilyn Gutierrez seconded. Unanimous.

Marilyn Gutierrez made a motion to approve Discards dated July 20, 2022. Simonne Harkavy seconded. Unanimous.

Dana Esposito made a motion to approve the Payroll Warrants of June 23, 2022 and July 2, 2022 and the Library Warrants of July 19, 2022 and July 20, 2022. Margaret Bell seconded. Unanimous.

Marilyn Gutierrez made a motion to approve the Library Board Meeting Calendar 2022-2023. Louise Sokolowski seconded. Unanimous.

Margaret Bell made a motion to approve the Library Vote Calendar. Louise Sokolowski seconded. Unanimous.

Louise Sokolowski made a motion to approve the Library Holiday Calendar for 2023 as amended. Marilyn Gutierrez seconded. Unanimous.

Margaret Bell made a motion to approve the renewal of flood insurance with American Bankers Insurance Company of Florida effective 8/17/2022 – 8/16/2023 at a cost of \$1,272.00 Marilyn Gutierrez seconded. Unanimous.

Marilyn Gutierrez made a motion to approve Microfilm Reader/Printer Maintenance Contract Renewal with Precision Microproducts of America for the Minolta MS6000MKII Microfilm Reader/Printer from 8/1/2022 – 7/31/2023 at a cost of \$775.00. Louise Sokolowski seconded. Unanimous.

Margaret Bell made a motion to approve the proposal from SJ Electric for replacement of ballasts and bulbs at a cost of \$2,385.00. Marlyn Gutierrez seconded. Unanimous.

Louise Sokolowski made a motion to approve the proposal from SJ Electric for installation of additional electrical outlets for the monitor in Meeting Room C and the Network Rack in the LAN Room at a cost of \$1,385.00. Marilyn Gutierrez seconded. Unanimous.

Marilyn Gutierrez made a motion to approve the proposal from All Weather Temperature Control for the replacement of the Condenser Fan Motor in Roof Top Unit #6 (Children's Room) at a cost of \$695.00. Margaret Bell seconded. Unanimous.

Simonne Harkavy made a motion to approve the proposal from A Perfect View for the installation of Blackout Shades in Meeting Room C at a cost of \$609.00. Margaret Bell seconded. Unanimous.

Marilyn Gutierrez made a motion to approve the proposal from William J. Powell Associates for Public Access Defibrillation Renewal from 6/1/2022 – 5/31/2024 at a cost of \$1,750.00. Simonne Harkavy seconded. Unanimous.

Marilyn Gutierrez made a motion to approve the proposal from CDW-G for an additional rack-mounted APC Uninterrupted Power Supply for the LAN Room at a cost of \$3,645.42. Simonne Harkavy seconded. Unanimous.

Simonne Harkavy made a motion to approve the proposal by Tech Force to install 8 cable runs at a cost of \$2,217.12. Louise Sokolowski seconded. Unanimous.

The next Library Board Meeting is August 17, 2022.

There being no further business, the meeting was adjourned at 4:40 p.m. on a motion by Dana Esposito and seconded by Marilyn Gutierrez. Unanimous.

Respectfully submitted,

Grace O'Connor

Secretary