

West Islip Public Library

Minutes of Board Meeting – To Be Approved at the January 17, 2024 Meeting December 20, 2023

Present: Dana Waite Esposito, President; Marilyn Gutierrez, Vice President; Louise Sokolowski, Idamarie Tully, and Angela LaGiglia, Trustees; Terri Hunter, Business Manager; Grace O'Connor, Secretary and Andrew Hamm, Director.

Meeting was called to order by Dana Esposito at 3:38 p.m.

Angela LaGiglia made a motion to approve the Minutes of the November 15, 2023 meeting. Idamarie Tully seconded. Unanimous..

Louise Sokolowski made a motion to approve the Financial Reports for November 2023. Louise Marilyn Gutierrez seconded. Unanimous.

Dana Esposito made a motion to approve the Payroll Warrants of November 22 and December 7, 2023 and the Library Warrant of December 20, 2023. Marilyn Gutierrez seconded. Unanimous.

Dana Esposito made a motion to approve additional invoices to be paid with the Payroll Warrant of December 21, 2023. Marilyn Gutierrez seconded. Unanimous.

Marilyn Gutierrez made a motion to approve as part of the HVAC Project in the Capital Fund, the proposal from Ashlar Contracting for installation of new acoustical ceiling tiles in Meeting Rooms A and B and in the staff access corridor and IT corridor at a cost of \$17,500. Angela LaGiglia seconded. Unanimous.

Idamarie Tully made a motion to approve the Legal Notice for the Library Budget and Trustee Vote scheduled for April 9, 2024. Louise Sokolowski seconded. Unanimous.

Marilyn Gutierrez made a motion to apportion five (5) votes for SCLS Trustee representing the Town of Islip for the term of January 4, 2024 – December 31, 2026 as follows: Ronald Devine (Bayport-Blue Point) four (4) votes and Joseph Loughren (Sayville) one (1) vote. Dana Esposito seconded. Unanimous.

Dana Esposito made a motion to approve the Sexual Harassment Policy as revised 12/20/23. Louise Sokolowski seconded. Unanimous.

Marilyn Gutierrez made a motion to approve the renewal proposal from Freegal Music for 2024 to 2025, at a cost of \$6,101. Angela LaGiglia seconded. Unanimous.

Dana Esposito made a motion to approve the Proposed Base Salary Increases effective 12/21/2023. Dana Idamarie Tully seconded. Unanimous.

Marilyn Gutierrez made a motion to approve Personnel Report dated December 20, 2023. Louise Sokolowski seconded. Unanimous.

Idamarie Tully made a motion to authorize Board President, Dana Esposito, Vice President, Marilyn Gutierrez, Trustee Louise Sokolowski and Library Treasurer Diane Breinlinger as signers on the Library's bank accounts. Angela LaGiglia seconded. Unanimous.

There being no further business, Dana Esposito made a motion to adjourn the meeting at 5:56 p.m. Seconded by Marilyn Gutierrez. Unanimous.

The next Board Meeting is January 17, 2024 at 3:30 p.m.

Respectfully submitted,

Grace O'Connor, Secretary