

**West Islip Public Library
Board Meeting, March 27, 2024**

Memo to the Trustees of the West Islip Public Library

There will be a monthly meeting of the Board of Trustees on Wednesday, March 27, 2024 at 3:30pm in Meeting Room D at the library.

Enclosed is the Agenda for the Meeting, as well as the Minutes of the February 28 meeting.

Please notify the office if you are unable to attend.

Andrew Hamm

03/11/2024

WEST ISLIP PUBLIC LIBRARY

Meeting of the Board of Trustees March 27 2024

Agenda

Call to order

Welcome taxpayers - Period for public expression (3 minute time limit per person)

Approve Minutes of the February 28, 2024 Board of Trustees Meeting – Action Item*

Donations –TBA – Action Item*

Financial Reports February 2024 – Action Item*

Approve March Warrants – Action Item*

Approve Additional Invoices to be paid –if necessary – Action Item*

OLD BUSINESS

- Director's Report March 11, 2024
- Flooring Project Update
- HVAC Project Update
- Library Budget and Trustee Vote Update

NEW BUSINESS

- Personnel Report – Action Item*
- TBA
- TBA

Period for public expression

Adjournment

Next Meetings:

A Special District Meeting of the West Islip Union Free School District (Library Budget and Trustee Vote) Tuesday, April 9, 2024, 10am-9pm.

Monthly Library Board of Trustees Meeting

Wednesday, April 17, 2024, 3:30pm

West Islip Public Library

Minutes of Board Meeting

February 28, 2024 — To Be Approved at the **March 27, 2024 Meeting**

Present: Dana Waite Esposito, President; Marilyn Gutierrez, Vice-President; Louise Sokolowski, Idamarie Tully and Angela LaGiglia, Trustees; Andrew Hamm, Director; Grace O'Connor, Secretary. Meeting was called to order by Dana Esposito at 3:32 p.m.

Visitors Beth Sullivan and Pati Smith were welcomed by President, Dana Esposito.

Marilyn Gutierrez made a motion to approve the minutes of the January 17, 2024 and February 14, 2024 meeting. Louise Sokolowski seconded. Unanimous.

Angela LaGiglia made a motion to approve the Donation report for January 2024. Louise Sokolowski seconded. Unanimous

Angela LaGiglia made a motion to approve the Financial Reports for January 2024. Marilyn Gutierrez seconded. Unanimous.

Angela LaGiglia made a motion to approve the Payroll Warrants of February 15, 2024 and the Library Warrant of February 28, 2024. Dana Esposito seconded. Unanimous.

Marilyn Gutierrez made a motion to approve additional invoices to be paid with the Payroll Warrant of February 29, 2024. Idamarie Tully seconded. #Unanimous.

Louise Sokolowski made a motion to approve Dynaire Change Order #001 to upgrade the size of VAV Box #5 at a cost of \$1,709.00 from the HVAC Project in the Capital Fund. Marilyn Gutierrez seconded. Unanimous.

Idamarie Tully made a motion to approve the Proposed West Islip Public Library Budget for 2024/2025 with a total operating budget of \$4,509,627 to be placed before the voters of the West Islip School District on Tuesday, April 9, 2024, approval of which will result in a Total Tax Appropriation of \$4,349,627. Angela LaGiglia seconded. Unanimous.

Marilyn Gutierrez made a motion to authorized the Director to submit the tax cap for for 2024/2025 to the NY Office of the State Comptroller with a tax appropriation figure of \$4,349,627. Seconded by Angela LaGiglia.

Dana Esposito made a motion to approve proposal from Astoria Communications for replacement of the projection screen in Meeting Room A at a cost of \$6,575 with a deposit of 50% in advance. Marilyn Gutierrez seconded. Unanimous.

Angela LaGiglia made a motion to approve proposal from All Weather Temperature Control for a replacement of the exhaust fan serving the public restrooms at a cost of \$2,895. Idamarie Tully seconded. Unanimous.

Idamarie Tully made a motion to approve the Annual Report for Public and Association Libraries for 2023. Marilyn Gutierrez seconded. Unanimous.

At 4:52 p.m., Dana Esposito made a motion to leave Regular Session and enter Executive Session to discuss personnel matters related to a specific employee. Marilyn Gutierrez seconded. Unanimous.

Dana Esposito made a motion to return to Regular Session from Executive Session at 5:07 p.m. Marilyn Gutierrez seconded. Unanimous.

There being no further business, the meeting was adjourned at 5:08 p.m. on a motion made by Dana Esposito. Louise Sokolowski seconded. Unanimous.

Respectfully submitted
Grace O'Connor, Secretary.