West Islip Public Library
Board Meeting, August 18, 2021

Present:
Marilyn Gutierrez, President
Dana Waite Esposito, Vice President
Simonne Harkavy
Louise Sokolowski
Margaret Bell
Terri Hunter, Business Manager
Andrew Hamm, Library Director
Grace O'Connor, Library Board Secretary

Meeting was called to order by Marilyn Gutierrez at 3:02 p.m. Welcomed visitors. None present.

Louise Sokolowski made a motion to approve the minutes of the July 21, 2021 Reorganization Meeting. Simonne Harkavy seconded. Unanimous.

Louise Sokolowski made a motion to approve the minutes of the July 21, 2021 Monthly Meeting. Margaret Bell seconded. Unanimous.

Dana Esposito made a motion to approve the Donation Report for July 2021 (see addendum to minutes). Simonne Harkavy seconded. Unanimous.

Louise Sokolowski made a motion to approve the Payroll Warrants of July 22, 2021 and August 5, 2021; the Library Warrant of August 18, 2021 and the Capital Warrant of August 18, 2021 (see addendum to minutes). Simonne Harkavy seconded. Unanimous.

Dana Esposito made a motion to approve additional invoices to be paid with the Payroll Warrant of August 19, 2021 (see addendum to minutes). Louise Sokolowski seconded. Unanimous.

Dana Esposito made a motion to approve the Personnel Report dated August 18, 2021 (see addendum to minutes). Margaret Bell seconded. Unanimous.

Margaret Bell made a motion to approve the renewal of the Utica National Insurance Group Library package for the period of September 1, 2021 to September 1, 2022 at a cost of $25,111.48. Marilyn Gutierrez seconded. Unanimous.

There being no further business, meeting was adjourned at 5:00 p.m. on a motion made by Louise Sokolowski. Simonne Harkavy seconded. Unanimous.

The next Board Meeting will be held on September 15, 2021

Respectfully submitted,
Grace O'Connor
Library Board Secretary

WEST ISLIP PUBLIC LIBRARY
3 Higbie Lane, West Islip, NY 11795

Donations for the month of: July 2021

West Islip Retired Teachers Association (WIRTA): $100.00

WP12/cal

The payrolls and the warrants approved at the August 18, 2021 Board of Trustee meeting

Library Fund

Payroll	Date:	7/22/2021	Tax Impound	$ 20,288.64		Page 1 & 2
			Direct Deposit	$ 42,267.42		Page 1 & 2
			Net Checks	$ 6,124.79		Page 1 & 2
			Warrant	$ 3,808.25	Check #'s: 8514 - 8516	Page 3
Payroll	Date:	8/5/2021	Tax Impound	$ 19,987.30		Page 4 & 5
			Direct Deposit	$ 42,617.41		Page 4 & 5
			Net Checks	$ 5,818.17		Page 4 & 5
			Warrant	$ 15,778.83	Check #'s: 8517 - 8520	Page 6
Warrant	Date:	8/18/2021	Warrant	$ 92,032.81	Check #'s: 8521 -8608	Page 7 - 9
			Total Library Fund:	$ 248,723.62		

Capital Fund

Warrant	Date:	8/18/2021	Warrant	$ 24,675.40	Check #'s: 1116	Page 10
			Total Capital Fund:	$ 24,675.40		
			Total All Funds	$ 273,399.02		

West Islip Public Library
Invoices Approved to be Paid
For the Period From August 19, 2021 - September 14, 2021

Library Warrant

Date (est)	Name	Purpose	Amount
8/19/21	Amazon	Amazon purchases	$ 988.01
8/19/21	Business Card	Credit Card	$ 1,881.53
8/19/21	CDW - G	computer supplies	$ 28.80
8/19/21	CDW - G	computer supplies	$ 7.76
8/19/21	W.B.Mason	Face Masks	$ 167.76
8/19/21	Johnson Controls	Quarterly Billing CCTV and Fire	$ 4,556.83
8/19/21	Johnson Controls	prorated service 4/30/21 - 5/31/21	$ 301.39
8/19/21	Bibliotheca	Book checks and detection system	$ 3,044.00
8/19/21	Uline	Supplies - Adult department	$ 332.52
8/19/21	The New York Times	Newspaper	$ 76.92
8/19/21	Industrial Appraisal	insurance values	$ 160.00
8/19/21	J. J. Stanis	Dental and Vision	$ 1,523.25
	Total		**$ 13,068.77**

Note: these invoices are in addition to the normal payroll invoices

West Islip Public Library
Personnel Report
8/18/2021

Employee	Action	Department	Title	Effective Date	Rate
Pamela Coalter	Retirement	Circulation		8/30/2021	
Hausch, Kathryn	PT - Librarian Trainee to PT Librarian I - Children Services Old Rate $ 25.75	Children		8/14/2021	$ 29.10 ✓
Isabella Magaraci	Resign	Children	Page	8/14/2021	
Jessica Ferraro	Resign	Children	Page	8/22/2021	

Payout of Accrued Time and Longevity 9/16/2021

Pamela Coalter	Sick	Holiday	Personal	Vacation	
Hours as of 8/4/21	239.25	7	7	315	
July 1, 2021 - August 29, 2021	7		3.5	29	
Anticipated use 8/5/21 through 8/29/21			7	35	
Total Hours	246.25	7	3.5	309	
1/2 Sick rounded to .25 hour	123.25				

Payout Information	Rate	Sick	Holiday	Personal	Vacation	$200 per year 26 years Longevity	Total
	$ 28.77	$ 3,545.90	$ 201.39	$ 100.70	$ 8,889.93	$ 5,200.00	$ 17,937.92

Please note that Pamela Coalter has a Workers Compensation case still in process. She will most likely receive additional sick time when the case is settled. Which will result in a future payout.

Please note that there may be an adjustment for time taking between 8/5/21 through 8/29/21