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Board of Trustees Meeting Minutes – Wednesday, December 18, 2024 *APPROVED*

Meeting held at the West Islip Public Library, 3 Higbie Lane, West Islip, New York, 11795.

PRESENT:
Marilyn Gutierrez, President
Angela LaGiglia
Louise Sokolowski, Vice President
Dana Waite Esposito
Idamarie Tully
Jamie Papandrea, Director
Terri Hunter, Business Manager
Grace O'Connor, Secretary

ABSENT:

Library Board President Marilyn Gutierrez called the meeting to order at 3:43 PM.

ADOPTION OF AGENDA: After review, a motion was made to approve the proposed Agenda dated Wednesday, December 18, 2024. (Esposito, Tully, Unanimous)

APPROVAL OF MINUTES:

- After review, a motion was made to amend the total cost of Communico listed in the minutes as $4,687 to $4,689. (LaGiglia, Gutierrez, Unanimous)
- A motion was made to approve the Minutes of the November 20, 2024 Board Meeting as amended. (LaGiglia, Sokolowski, Unanimous)

CORRESPONDENCE: None

PERIOD FOR PUBLIC EXPRESSION: None

DONATION REPORT: After review, a motion was made to accept the Donations Report for the month of November 2024. (Esposito, Sokolowski, Unanimous)

DISCARD REPORT: After review, a motion was made to accept the Discard Report dated December 18, 2024. (LaGiglia, Esposito, Unanimous)

FINANCIAL MATTERS:

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FINANCIAL STATEMENTS: After review, a motion was made to approve the Financial Reports for November 2024. (Tully, LaGiglia, Unanimous)

PAYROLL WARRANTS:

- After review, a motion was made to ratify the Payroll Warrant dated November 21, 2024. (Sokolowski, Gutierrez, Unanimous)
- After review, a motion was made to ratify the Payroll Warrant dated December 5, 2024. (Sokolowski, Esposito, Unanimous)

WARRANTS:

- After review, a motion was made to ratify the Warrant dated December 18, 2024. (Sokolowski, Tully, Unanimous)
- After review, a motion was made to approve additional invoices to be paid with the Warrant dated December 19, 2024–January 14, 2025. (Sokolowski, LaGiglia, Unanimous)

PERSONNEL REPORT: After review, a motion was made to approve the Personnel Report dated December 18, 2024. (Gutierrez, Esposito, Unanimous)

DIRECTORS REPORT:

- The Director's report was distributed and reviewed with interest by the Trustees.
- A motion was made to approve the attendance of Jamie Papandrea at the New York Library Association Annual Library Advocacy events to be held in Albany February 4-5 with total expenses not to exceed $1,000. (LaGiglia, Esposito, Unanimous)
- A motion was made to approve Terri Hunter's attendance at the New York Government Finance Officers' Association (NYGFA) Annual Conference to be held in Albany from April 1-4, 2025 with total conference expenses not to exceed $2,000. (Sokolowski, Gutierrez, Unanimous)

OLD BUSINESS: None

NEW BUSINESS:

- After review and discussion, a motion was made to reaffirm the Sexual Harassment Prevention Policy. (Esposito, Tully, Unanimous)
- A motion was made to approve the proposal from Cunningham Duct Cleaning Company to clean, brush and vacuum all bathroom exhausts throughout the building and to clean, brush and vacuum all associated accessible supply and return ductwork in the Children's Room at a total cost not to exceed $3,804. (Gutierrez, Sokolowski, Unanimous)

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- A motion was made to approve the renewal of contracts from Brightwaters Landscaping Corp. to plow the library's parking lot and shovel Library walkways as well as the town walkways around the library's property at the per-storm rates set in the contract. (LaGiglia, Tully, Unanimous)

PERIOD FOR PUBLIC EXPRESSION: None

NEXT MEETING: The next scheduled Board Meeting will be Wednesday, January 15, 2025 at 3:30 PM.

ADJOURNMENT: There being no further business, a motion was made to adjourn the meeting at 5:15 PM. (LaGiglia, Tully, Unanimous)

Respectfully submitted,

Jamie Papandrea, Director
Acting Secretary

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