West Islip Public Library
Minutes of Board Meeting
May 15, 2024

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

Meeting was called to order by Dana Esposito at 3:34 pm.

Angela LaGiglia made a motion to approve the minutes of the April 17, 2024 Meeting. Seconded by Louise Sokolowski. Unanimous.

Dana Esposito made a motion to approve the Minutes of the Special Meetings of April 30, May 6, May 10, and May 13, 2024. Seconded by Louise Sokolowski. Unanimous.

Marilyn Gutierrez made a motion to approve the Donations Report of April 2024. Seconded by Idamarie Tully. Unanimous.

Angela LaGiglia made a motion to approve the Financial Reports for March and April 2024. Louise Sokolowski seconded. Unanimous.

Dana Esposito made a motion to approve the Payroll Warrants of April 25 and May 9, 2024, and the Library Warrant of May 15, 2024, and the Capital Fund Warrant of May 15, 2024. Seconded by Idamarie Tully. Unanimous.

Marilyn Gutierrez made a motion to approve additional invoices to be paid with May 23, 2024 Payroll Warrant. Seconded by Idamarie Tully. Unanimous.

Dana Esposito made a motion to approve the Engagement Letter from Baldessari and Coster LLP to perform the 2023/2024 Year End Audit and Financial Report at a cost not to exceed $11,250. Seconded by Angela LaGiglia. Unanimous.

Marilyn Gutierrez made a motion to authorize the transfer of $5,000 from unallocated fund balance in Capital Fund to commit funds to HVAC project in the Capital Fund. Seconded by Idamarie Tully. Unanimous.

Louise Sokolowski made a motion to approve the Change Order from Dynaire Corporation for Trane Tracer Concierge Systems Controls and wiring for RTU-2 at a cost of $25,690 less contractor credit of $18,000 for a total of $7,690. Seconded by Marilyn Gutierrez. Unanimous.

Angela LaGiglia made a motion to approve the Workers Compensation Insurance Policy with Utica at a cost of $14,059 for the period 06/01/2024- 06/01/2025. Seconded by Marilyn Gutierrez. Unanimous.

Angela LaGiglia made a motion to approve the 2024-2025 Salary Schedule dated May 15, 2024, effective July 1, 2024. Seconded by Idamarie Tully. Unanimous.

Idamarie Tully made a motion to approve the Personnel Report of May 15, 2024. Seconded by Louise Sokolowski. Unanimous.

Angela LaGiglia made a motion to update to update Section VII of our investment policy as follows:
DESIGNATION OF DEPOSITARIES
The banks and trust companies authorized* for the deposit of monies up to the following amounts are

Depository Name	Maximum Amount
First National Bank of Long Island	$5,000,000.00
M&T Bank (was $3,500,000)	$2,500,000.00
TD Bank (new relationship)	$2,500,000.00
Flushing Bank (new relationship)	$2,500,000.00

*Note: Section VII of Investment Policy to be updated at the Annual Reorganizational Meeting.
Seconded by Marilyn Gutierrez. Unanimous.

Angela LaGiglia made a motion to set up third party collateral agreements with TD Bank and Flushing Bank and establish accounts in accordance with our investment policy. Seconded by Idamarie Tully. Unanimous.

Dana Esposito 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. Seconded by Angela LaGiglia. Unanimous.

Dana Esposito made a motion to hold an End of Fiscal Year Finance Committee Meeting on June 26, 2024. Seconded by Angela LaGiglia. Unanimous.

Dana Esposito made a motion to take a break from 4:44 pm to 5:45pm. Seconded by Angela LaGIglia. Unanimous.

Dana Esposito made a motion to resume the meeting and enter Executive Session at 5:56pm. Seconded by Louise Sokolowski. Unanimous.

Dana Esposito welcomed guest Lonna Theiling.

Dana Esposito made a motion to leave Executive Session and return to Regular Session at 7:05pm. Seconded by Idamarie Tully. Unanimous.

Dana Esposito made a motion to adjourn the meeting at 7:05pm. Seconded by Angela LaGiglia. Unanimous.

Next Meetings:
Special Meetings: May 17 at 6pm, May 20 at 2pm, and May 22 at 5pm,
Monthly Meeting: June 19, 2024 at 3:30pm
Finance Committee Meeting: June 26, 2024 at 3:30pm

Respectfully submitted by Grace O'Connor, Secretary to the Board