3 Higbie Lane • West Islip, New York 11795
(631) 661-7080
www.westilsiplibrary.org

Board of Trustees Meeting Minutes – Wednesday, November 20, 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 3:50 PM.

ADOPTION OF AGENDA: After review, a motion was made to approve the proposed Agenda dated Wednesday, November 20, 2024. (LaGiglia, Tully, Unanimous)

APPROVAL OF MINUTES: After review, a motion was made to approve the Minutes of the October 16, 2024 Board Meeting. (Sokolowski, LaGiglia, 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 October 2024. (LaGiglia, Esposito, Unanimous)

DISCARD REPORT: No report

FINANCIAL MATTERS:

FINANCIAL STATEMENTS:

- After review, a motion was made to approve the Financial Reports for June 2024. (Esposito, Gutierrez, Unanimous)
- After review, a motion was made to approve the Financial Reports for July 2024. (Tully, Sokolowski, Unanimous)

- After review, a motion was made to approve the Financial Reports for August 2024. (LaGiglia, Esposito, Unanimous)
- After review, a motion was made to approve the Financial Reports for September 2024. (Gutierrez, LaGiglia, Unanimous)
- After review, a motion was made to approve the Financial Reports for October 2024. (Sokolowski, Tully, Unanimous)

PAYROLL WARRANTS:

- After review, a motion was made to ratify the Payroll Warrant dated October 24, 2024. (LaGiglia, Tully, Unanimous)
- After review, a motion was made to ratify the Payroll Warrant dated November 7, 2024. (LaGiglia, Esposito, Unanimous)

WARRANTS:

- After review, a motion was made to approve the Warrant dated November 20, 2024. (LaGiglia, Sokolowski, Unanimous)
- After review, a motion was made to approve additional invoices to be paid with the Warrant dated November 21 to December 18, 2024. (Gutierrez, Esposito, Unanimous)

PERSONNEL REPORT: No report

DIRECTORS REPORT: The Director's report was distributed and reviewed with interest by the Trustees.

OLD BUSINESS:

- After review, a motion was made to approve the proposal from Johnson Controls to furnish and install a new duct detector sensor for RTU# 2 at a total cost of $2,475.03 to be paid from the Capital Fund. (LaGiglia, Tully, Unanimous)
- After review, a motion was made to approve the revised proposal from Ashlar Contracting for the replacement of the ceiling tiles in Meeting Rooms A & B as well as the hallway, for the revised total cost of $23,000 to be paid from the Capital Fund. (Esposito, Sokolowski, Unanimous)
- After review, a motion was made to authorize the transfer of $10,000 from the unallocated fund balance in the Capital Fund to commit funds to HVAC project in the Capital Fund. (Gutierrez, LaGiglia, Unanimous)
- After review, a motion was made to approve the proposed 2025 SCLS Operating Budget. (Esposito, Tully, Unanimous)

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NEW BUSINESS:

- After review, the Board authorized Jamie Papandrea, Library Director and Teresa Hunter, Business Manager, to sign official documents such as payrolls, duties statements, applications for employment, personnel changes and requests for eligible lists for West Islip Public Library for submission to the Suffolk County Department of Civil Service. (Esposito, LaGiglia, Unanimous)
- After review, a motion was made to approve the purchase of Communico at the cost of $12,500 per year for 3 years and a one-time setup fee of $4,689. (LaGiglia, Sokolowski, Unanimous)
- The Director informed the Board that a Trustee Training Workshop will be held at Bayport-Blue Point Library on Tuesday, December 10 from 5:00-7:00 PM. All Library Trustees are required to participate in two hours of training annually as per NYS Education Law.

PERIOD FOR PUBLIC EXPRESSION: None

NEXT MEETING: The next scheduled Board Meeting will be Wednesday, December 18, 2024 at 3:30 PM.

ADJOURNMENT: There being no further business, a motion was made to adjourn the meeting at 5:16 PM. (Tully, Sokolowski, Unanimous)

Respectfully submitted,

Grace O'Connor, Secretary