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

**Board of Trustees Meeting Minutes – Wednesday, October 16, 2024** *APPROVED*

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

**PRESENT:**
Marilyn Gutierrez, President
Dana Waite Esposito
Idamarie Tully
Jamie Papandrea, Director
Terri Hunter, Business Manager
Grace O'Connor, Secretary

Al Coster – CPA, Baldessari & Coster (Guest)

**ABSENT:**
Angela LaGiglia
Louise Sokolowski, Vice President

**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, October 16, 2024. (Tully, Esposito, Unanimous)

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

**CORRESPONDENCE:** None

**PERIOD FOR PUBLIC EXPRESSION:** None

**ANNUAL FINANCIAL REPORT FOR FY 2023-2024:**
- Al Coster, CPA, Baldessari & Coster presented the report and discussed its findings.
- Business Manager Terri Hunter was commended for her work preparing for the audit.
- After review and discussion, a motion was made to approve the Financial Statement for the Fiscal Year ending June 30, 2024. (Esposito, Tully, Unanimous)

**DONATION REPORT:** No report

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**DISCARD REPORT:** No report

**FINANCIAL MATTERS:**

**FINANCIAL STATEMENTS:** A motion was made to postpone the approval of the Financial Reports for September 2024 until after the annual audit has concluded. (Esposito, Gutierrez, Unanimous)

**PAYROLL WARRANTS:**

- After review, a motion was made to approve the Payroll Warrant dated September 26, 2024. (Gutierrez, Esposito, Unanimous)
- After review, a motion was made to approve the Payroll Warrant dated October 10, 2024. (Gutierrez, Tully, Unanimous)

**WARRANTS:**

- After review, a motion was made to approve the Warrant dated October 16, 2024. (Gutierrez, Tully, Unanimous)
- After review, a motion was made to approve additional invoices to be paid with the Warrant dated October 17–November 19, 2024. (Tully Esposito, Unanimous)
- After review, a motion was made to approve the Capital Warrant dated October 16, 2024. (Gutierrez, Tully, Unanimous)

**PERSONNEL REPORT:** No report

- Discussion of employee sick policies/practices.
- Motion to approve the advancement of up to 50 days' sick leave, if necessary, to Maureen Heuer. (Esposito, Tully, Unanimous)

**DIRECTORS REPORT:**

- The Director's report was distributed and reviewed with interest by the Trustees.
- Library Activity Statistics for September were presented.
- Noted that NY State Senator Alexis Weik and Assemblyman Mike Durso visited on Friday, September 27 to present formal approval of $135,000 in NYS Construction Grant funds towards the HVAC project.

**OLD BUSINESS:** The Director provided an update regarding the HVAC Project and noted that previously scheduled work has been moved to a later date.

**NEW BUSINESS:** A draft 2025 Operating Budget for SCLS was distributed and discussed.

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**PERIOD FOR PUBLIC EXPRESSION:** None

**NEXT MEETING:** The next scheduled Board Meeting will be Wednesday, November 20, 2024 at 3:30 PM.

**ADJOURNMENT:** There being no further business, a motion was made to adjourn the meeting at 4:45 PM. (Tully, Esposito, Unanimous)

Respectfully submitted,

Grace O'Connor, Secretary