West Islip Public Library
Board Meeting, July 10, 2024

Annual Board Reorganization Meeting Resolutions

President Dana Esposito called the meeting to order at 3:35p.m.

ANNUAL ELECTION of OFFICERS
By-laws direct that officers "shall be elected for one year terms by the trustees at the Annual Organizational Meeting."

Idamarie Tully made a motion to nominate Marilyn Gutierrez for President of the Board. Angela LaGiglia seconded.
Dana Esposito moved nominations be closed. Louise Sokolowski seconded.
Nominations having been closed, a vote was taken:
Marilyn Gutierrez was elected President unanimously.
Marilyn Gutierrez accepted a one-year term with thanks.

Marilyn Gutierrez nominated Louise Sokolowski as Vice President. Angela LaGiglia seconded. Idamarie Tully moved that nominations be closed. Dana Esposito seconded.

Nominations having been closed, a vote was taken:
Louise Sokolowski was unanimously elected as Vice President. Louise Sokolowski accepted a one -year term with thanks.

Accordingly, Marilyn Gutierrez and Louise Sokolowski will serve as President and Vice President, respectively, for the period of July 1, 2024 through June 30, 2025.

ANNUAL ORGANIZATIONAL MEETING: July 10, 2024

(1) After discussion, Dana Esposito moved that this library's business be conducted in accordance with the officially approved Personnel Policies and Statements of Policy. Marilyn Gutierrez seconded. Unanimous.

(2) After discussion, Marilyn Gutierrez moved that Grace O'Connor be re-appointed as Secretary to the Board for the ensuing year at the rate of $187.90 per meeting. Idamarie Tully seconded. Unanimous.

(3) After discussion, Idamarie Tully moved to re-appoint Diane Breinlinger as Treasurer at a rate of $70.24per hour. Louise Sokolowski seconded. Unanimous.

(4) After discussion, Louise Sokolowski moved that Kevin Seaman be retained as Library Attorney for an annual fee of $15,500. Angela LaGiglia seconded. Unanimous.

(5) After discussion, Angela LaGiglia moved that Baldesarri & Coster be retained as Library Auditor for the fiscal year for a fee of $11,250. Seconded by Dana Esposito. Unanimous.

(6) After discussion, Dana Esposito moved that the Finance Committee consist of all trustees. Marilyn Gutierrez seconded. Unanimous.

(7) After discussion, Marilyn Gutierrez moved to continue the practice of authorizing the Library Director to invest all available library funds as permitted by The West Islip Public Library Investment Policy. Idamarie Tully seconded. Unanimous.

(8) After discussion Idamarie Tully moved that deposits in any institution be kept within current FDIC limits, with the exception of those that are collateralized as provided for in the West Islip Public Library Investment Policy. Louise Sokolowksi seconded. Unanimous.

(9) After discussion, Louise Sokolowski moved that the President, or Vice President of the Board or additional designated Trustee be authorized to sign library checks in the absence of the Library Treasurer. For checks over $5,000.00 signatures of the Library Treasurer and one authorized Officer, or two authorized Officers (in absence of the Treasurer), shall be required. Angela LaGiglia seconded. Unanimous.

(10) After discussion, Angela LaGiglia moved that the President, or Vice President of the Board or other designated Trustee, be authorized to sign withdrawal slips in the absence of the Library Treasurer. For withdrawals over $5,000.00 signatures of two authorized Officers will be required. Dana Esposito seconded. Unanimous.

(11) After discussion, Dana Esposito moved to authorize transfers of funds from one library account to another library account within approved banks. Marilyn Gutierrez seconded. Unanimous.

(12) After discussion, Marilyn Gutierrez moved to continue the requirement that all staff members entitled to benefits should be included in the Established Personnel Liabilities. Idamarie Tully seconded. Unanimous.

(13) After discussion, Idamarie Tully moved that 40% of the Individual Empire Plan premium would be the basis for the pro-rated amount for the payout contained in the library's policy on Health Insurance for employees. Louise Sokolowski seconded. Unanimous.

(14) After discussion, Louise Sokolowski moved that during 2024-2025, $2,000.00 would be the reimbursement (towards a Medicare Supplementary Insurance program) to retirees hired after 4/1/1977 and who retired prior to July 2007, who qualify for Medicare or who choose not to enroll in the NYSHIP plan after retirement. Angela LaGiglia seconded. Unanimous.

(15) After discussion, Angela LaGiglia moved that mileage reimbursement rate be the same as the current Federal reimbursement rate. Dana Esposito seconded. Unanimous.

(16) After discussion, Dana Esposito moved that the following people be authorized to use their cars on library business, outside the library building, as necessary and to receive reimbursement for mileage incurred in such use:

- All trustees in office during 2024-2025
- All staff members approved for reimbursement by the Director.

Marilyn Gutierrez seconded. Unanimous.

(17) After discussion, Marilyn Gutierrez moved to continue the requirement that staff and trustee vouchers for reimbursement by the library should be submitted to the Library Director within six (6) months after the expense has been incurred. Idamarie Tully seconded. Unanimous.

(18) After discussion, Idamarie Tully moved that the Petty Cash Fund be established in the amount of $800.00. Louise Sokolowski seconded. Unanimous.

(19) After discussion, Louise Sokolowski moved to enter $2,000.00 quarterly or as necessary into the postage meter to cover mailings (other than bulk mailings) during 2024-2054. Angela LaGiglia seconded. Unanimous.

(20) After discussion, Angela LaGiglia moved to continue the policy that patrons be charged the replacement costs of damaged/lost library materials with a waiver of fines. Dana Esposito seconded. Unanimous.

(21) After discussion, Dana Esposito moved that fines:
(a) collection of fines is waived until further notice, with the exception that fines for items in the Library of Things will be $10 a day to a maximum fine of $100, after which the cost of the item will be billed, and that fines for Museum Passes will be $20 a day, with a maximum fine of $200, after which the cost of the pass will be billed.
(b) In order to facilitate the frequent use of the library collection as part of their official duties, library staff and trustees will not accrue overdue fines.
Marilyn Gutierrez seconded. Unanimous.

(22) After discussion, Idamarie Tully moved that the cost of goodwill expressions to library staff members come from library funds, while the cost of goodwill expressions to fellow Board members come from Board members' personal funds. Louise Sokolowski seconded. Unanimous.

(23) After discussion, Louise Sokolowski moved that The Library will pay the membership dues for Members of the Board of Trustees, the Director, and the Business Manager, for all appropriate library and community organizations. Other Library Staff may choose to join a local library association. The library will reimburse full-time staff (and part-time staff working more than 20 hours on a permanent basis) the cost of dues up to $75 per year. Angela LaGiglia seconded. Unanimous.

(24) After discussion, Angela LaGiglia moved that during fiscal year 2024-2025 interested trustees as well as staff members (upon recommendation by the Director), be authorized to attend the following at library expense:
American Library Association (ALA) / Public Library Association (PLA) conferences
New York Library Association (NYLA) conferences
Various book-author luncheons
Suffolk County Library Association (SCLA) Dinner - Annual meeting
Annual Meetings of Divisions of SCLA
Children's Librarian Association of Suffolk County (CLASC) – Annual meeting
Meetings of Public Library Director's Association (PLDA)
Town of Islip Supervisor's Thanksgiving Breakfast
Long Island Library Resources Council (LILRC) Annual meeting
Suffolk Cooperative Library System (SCLS) Annual meeting
Long Island Library Conference
Various trustee institutes
Local Library Association meetings
Other meetings as recommended by the Director
Dana Esposito seconded. Unanimous.

(25) After discussion, Dana Esposito moved that for fiscal year 2024-2025 $5,000.00 should be the Library Director's discretionary expenditure limit applying to items not specified in the existing budget. Marilyn Gutierrez seconded. Unanimous.

(26) After discussion, Marilyn Gutierrez moved that the library's official newspapers continue to be the Babylon Beacon and the Islip Bulletin. Idamarie Tully seconded. Unanimous.

(27) After discussion, Idamarie Tully moved that the Business Manager serve as FOIL Officer and the Director continue to serve as Appeals Officer. Louise Sokolowksi seconded. Unanimous.

(28) After discussion, Louise Sokolowski moved that the banks and trust companies authorized* for the deposit of monies up to the following maximum amounts are:

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

Angela LaGigla seconded. Unanimous.

(29) After discussion, Angela LaGiglia moved to approve the West Islip Public Library Investment Policy. Dana Esposito seconded. Unanimous.

(30) After discussion, Dana Esposito moved to approve the West Islip Public Library Fund Balance Policy. Marilyn Gutierrez seconded. Unanimous.

(31) After discussion Marilyn Gutierrez moved to approve the West Islip Public Library Conflict of Interest Policy. Idamarie Tully seconded. Unanimous.

(32) After discussion, Idamarie Tully moved to approve the West Islip Public Library Financial Policies. Louise Sokolowski seconded. Unanimous.

(33) After discussion, Louise Sokolowski moved to approve the Bylaws of the West Islip Public Library Board of Trustees. Angela LaGiglia seconded. Unanimous.

Additional Business

Dana Esposito made a motion to approve the Library Board Meeting Schedule for fiscal 2024-2025. Seconded by Idamarie Tully. Unanimous.

Angela LaGiglia made a motion to approve the Holiday Calendar of 2025. Seconded by Idamarie Tully. Unanimous.

Dana Esposito made a motion to approve the 2024-2025 Library Budget Calendar. Seconded by Marilyn Gutierrez. Unanimous.

Louise Sokolowski made a motion to approve the Library Warrant of July 10, 2024. Seconded by Angela LaGiglia. Unanimous.

Louise Sokolowski made a motion to approve the Capital Warrant of July 10, 2024. Seconded by Marilyn Gutierrez. Yes: Esposito, Gutierrez, Tully, Sokolowski; Abstain: LaGiglia.

Dana Esposito made a motion at 4:52 to leave Regular Session and into Executive Session to discuss personnel matters related to a specific employee. Seconded by Marilyn Gutierrez. Unanimous.

Dana Esposito made a motion to leave Executive Session and return to Regular Session at 5:22pm. Seconded by Marilyn Gutierrez. Unanimous.

There being no further business, the reorganization meeting was adjourned a t5:22 p.m. on a motion made by Dana Esposito. Seconded by Marilyn Gutierrez. Unanimous.

Respectfully submitted,
Andrew J. Hamm
Library Director
West Islip Public Library