West Islip Public Library
Board Meeting, July 05, 2023
Annual Board Reorganization Meeting

PRESENT
Dana Esposito, President; Marilyn Gutierrez and Louise Sokolowski, Trustees; Terri Hunter, Business Manager; Andrew J. Hamm, Director; Idamarie Tully, district resident.

CALL TO ORDER
Meeting was called to order by Dana Esposito at 3: 41 p.m.

APPOINTMENT OF LIBRARY TRUSTEE
Dana Esposito made a motion to approve the appointment of Idamarie Tully to the Board of Trustees, effective July 5, 2023. This appointment will run until June 30, 2024. Louise Sokolowski seconded. Unanimous.

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

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

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

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

Accordingly, Dana Waite Esposito and Marilyn Gutierrez will serve as President and Vice President, respectively, for the period of July 1, 2023 through June 30, 2024.

ANNUAL ORGANIZATIONAL MEETING: July 05, 2023

(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 $172.85 per meeting. Idamarie Tully seconded. Unanimous.

(3) After discussion, Idamarie Tully moved to re-appoint Diane Breinlinger as Treasurer at a rate of $67.86 per 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 Dana Esposito seconded. Unanimous.

(5) After discussion, Dana Esposito moved that Baldesarri & Coster be retained as Library Auditor for the fiscal year for a fee of $11,100. Marilyn Gutierrez seconded. Unanimous.

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

(7) After discussion, Idamarie Tully 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. Louise Sokolowski seconded. Unanimous.

(8) After discussion Louise Sokolowski 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. Dana Esposito seconded. Unanimous.

(9) After discussion, Dana Esposito 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. – Marilyn Gutierrez seconded. Unanimous.

(10) After discussion, Marilyn Gutierrez 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. Idamarie Tully seconded. Unanimous.

(11) After discussion, Idamarie Tully moved to authorize transfers of funds from one library account to another library account within approved banks. Louise Sokolowski seconded. Unanimous.

(12) After discussion, Louise Sokolowski moved to continue the requirement that all staff members entitled to benefits should be included in the Established Personnel Liabilities, Dana Esposito seconded. Unanimous.

(13) After discussion, Dana Esposito 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. Marilyn Gutierrez seconded. Unanimous.

(14) After discussion, Marilyn Gutierrez moved that during 2023-2024, $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. Idamarie Tully. Unanimous.

(15) After discussion, Idamarie Tully moved that mileage reimbursement rate be the same as the current Federal reimbursement rate. Louise Sokolowski seconded. Unanimous.

(16) After discussion, Louise Sokolowski 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 2023-2024
- All staff members approved for reimbursement by the Director.

Dana Esposito seconded. Unanimous.

(17) After discussion, Dana Esposito 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. Marilyn Gutierrez seconded. Unanimous.

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

(19) After discussion, Idamarie Tully moved to enter $2,000.00 quarterly or as necessary into the postage meter to cover mailings (other than bulk mailings) during 2023-2024. Louise Sokolowski seconded. Unanimous.

(20) After discussion, Louise Sokolowski 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) remain at 5 cents ($.05) per day for regular materials and 10 cents ($.10) per day for 'limited loan" materials, with maximum fines for most adult materials at $3.00 per item (except the maximum fine for 'limited loan' materials at $5.00 per item) and maximum fines for children's materials shall be $3.00 per item.
(b) that fines remain at $0.50 per day with a $5.00 for 7-day video and $1.00 per day with a maximum of $10 for 3-day video (except that, after being overdue for 30 days, the cost of the item will be charged).
(c) that a fee of $5.00 for a lost or damaged DVD case be charged.
(d) 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.

(e) 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.
(f) 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.
(g) The Director or their designee may elect to waive fines in the event of unusual conditions or situations regarding individuals or the community at large. In response to the COVID-19 Pandemic and recovery, collection of fines is waived until further notice, with the exception of those things cited in items (d) and (e).
Marilyn Gutierrez seconded. Unanimous.

(22) After discussion, Marilyn Gutierrez 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. Idamarie Tully seconded. Unanimous.

(23) After discussion, Idamarie Tully 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 $60 per year. Louise Sokolowki seconded. Unanimous.

(24) After discussion, Louise Sokolowski moved that during fiscal year 2023-2024 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 2023-2024 $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 Teresa Hunter serve as FOIL Officer and Andrew J. Hamm continue to serve as Appeals Officer. Louise Sokolowski seconded. Unanimous.

(28) After discussion, Louise Sokolowski moved that First National Bank of Long Island and Peoples United Bank be designated for investment of West Islip Public Library Funds. Dana Esposito seconded. Unanimous.

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

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

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

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

(33) After discussion, Dana Esposito moved to approve the Bylaws of the West Islip Public Library Board of Trustees. Marilyn Gutierrez seconded. Unanimous.

ADDITIONAL BUSINESS:

Marilyn Gutierrez made a motion to approve the Board of Trustees Meeting Schedule for 2023-2024. Idamarie Tully seconded. Unanimous.

Louise Sokolowski made a motion to approve the Holiday Calendar for 2024. Idamarie Tully seconded. Unanimous.

Dana Esposito made a motion to Motion to approve the 2023-2024 Library Budget and Trustee Vote Calendar. Marilyn Gutierrez seconded. Unanimous.

Louise Sokolowski made a motion to authorize transfer of $93,000 from “Transfer to Capital” from Library Fund to commit funds to the “HVAC Project” in the Capital Fund. Idamarie Tully seconded. Unanimous.

Dana Esposito made a motion to approve the Sandpebble Project Management: proposal for Out of Scope Additional Services at a cost of $3,024. Louise Sokolowski seconded. Unanimous.

There being no further business, the reorganization meeting was adjourned at4:43 p.m. on a motion made by Dana Esposito. Seconded by Idamarie Tully. Unanimous.

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