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

Board of Trustees Meeting Minutes – Wednesday, September 18, 2024 *APPROVED*

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

PRESENT:
Marilyn Gutierrez, President
Louise Sokolowski, Vice President
Dana Waite Esposito
Idamarie Tully
Angela LaGiglia
Jamie Papandrea, Director
Terri Hunter, Business Manager
Grace O'Connor, Secretary

Library Board President Marilyn Gutierrez called the meeting to order at 3:34 PM.

ADOPTION OF AGENDA: After review, a motion was made to approve the proposed Agenda dated Wednesday, September 18, 2024. (LaGiglia, Tully, Unanimous)

APPROVAL OF MINUTES: After review, a motion was made to approve the Minutes of the August 28, 2024 Board Meeting. (LaGiglia, Esposito, Unanimous)

CORRESPONDENCE: None

PERIOD FOR PUBLIC EXPRESSION: None

DONATION REPORT: After review, a motion was made to approve the Donations report for August 2024. (Esposito, Tully, Unanimous)

DISCARD REPORT: No report

FINANCIAL MATTERS:

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

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PAYROLL WARRANTS:

- After review, a motion was made to approve the Payroll Warrant dated August 29, 2024. (Esposito, Tully, Unanimous)
- After review, a motion was made to approve the Payroll Warrant dated September 12, 2024. (Esposito, Sokolowski, Unanimous)

WARRANTS:

- After review, a motion was made to approve the Warrant dated September 18, 2024. (Esposito, Sokolowski, Unanimous)
- After review, a motion was made to approve additional invoices to be paid with the Warrant dated September 26, 2024. (Esposito, Gutierrez, Unanimous)

PERSONNEL REPORT: After review, a motion was made to approve the Personnel Report dated September 18, 2024. (LaGiglia, Sokolowski, Unanimous)

DIRECTORS REPORT:

- The Director's report was distributed and reviewed with interest by the Trustees.
- The Director expressed thanks and gratitude to the Trustees and Staff for their support and the warm welcome.
- Library Directors across the county have been meeting in small groups with their state representatives to discuss advocacy and funding.
- The Director is working with Staff to review the newsletter planning and publishing process.
- The leak by the service desk in the Children's room is still an issue.
- The Friends are sponsoring the purchase of teddy bears, to be given to families signing their baby up for a library card (along with a book).
- Marketing and the Library's logo were discussed.

OLD BUSINESS: The Director provided an update regarding the HVAC Project and noted that work is scheduled for October.

NEW BUSINESS: A motion was made to approve the Director's attendance at the New York Library Association's Annual Conference to be held in Syracuse from November 6-9, with hotel, transportation and miscellaneous s expenses not to exceed $3,500. (Sokolowski, Esposito, Unanimous)

PERIOD FOR PUBLIC EXPRESSION: None

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NEXT MEETING: The next scheduled Board Meeting will be Wednesday, October 16, 2024 at 3:30 PM.

ADJOURNMENT: There being no further business, a motion was made to adjourn the meeting at 4:25 PM. (LaGiglia, Tully, Unanimous)

Respectfully submitted,

Grace O'Connor, Secretary