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

Board of Trustees Meeting Minutes – Wednesday, February 19, 2025 *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

Library Board President Marilyn Gutierrez called the meeting to order at 3:49 PM.

ADOPTION OF AGENDA: After review, a motion was made to approve the proposed Agenda dated Wednesday, February 19, 2025. (LaGiglia, Tully, Unanimous)

APPROVAL OF MINUTES: A motion was made to approve the Minutes of the January 15, 2025 Board Meeting as amended. (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 January 2025. (Esposito, Gutierrez, Unanimous)

DISCARD REPORT: No report.

FINANCIAL MATTERS:

FINANCIAL STATEMENTS: After review, a motion was made to approve the Financial Reports for January 2025. (LaGiglia, Sokolowski, Unanimous)

PAYROLL WARRANTS:

- After review, a motion was made to ratify the Payroll Warrant dated January 16, 2025. (Esposito, Gutierrez, Unanimous)
- After review, a motion was made to ratify the Payroll Warrant dated January 30, 2025. (Esposito, Gutierrez, Unanimous)

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

- After review, a motion was made to ratify the Payroll Warrant dated February 13, 2025. (Esposito, LaGiglia, Unanimous)

WARRANTS:

- After review, a motion was made to approve the Warrant dated February 19, 2025. (Esposito, Sokolowski, Unanimous)
- After review, a motion was made to approve additional invoices to be paid with the Warrant dated February 20–March 18, 2025. (Esposito, Gutierrez, Unanimous)

PERSONNEL REPORT: After review, a motion was made to approve the Personnel Report dated February 19, 2025. (Esposito, Tully, Unanimous)

DIRECTORS REPORT: No report.

OLD BUSINESS:

- A draft budget for FY 2025-2026 was presented and discussed.
- Feedback will be incorporated into a revised draft, to be re-presented at the next meeting.

NEW BUSINESS:

- After discussion regarding the Boiler, a motion was made to authorize the transfer of $75,000 from the General Library Fund to the Capital Fund. (LaGiglia, Gutierrez, Unanimous)
- A motion was then made to commit $75,000 from the Capital Fund to the Boiler Replacement Project. (Esposito, Tully, Unanimous)
- RESOLVED, under the terms of NY General Municipal Law Section 103 (4) the Board of Trustees issues a declaration of the necessity of an emergency repair as a result of the unforeseen compromising of the boiler servicing the Library facility; the Library's physical plant is jeopardized as a result of a major leak in the HVAC system which adversely affects the public building served by it such that immediate action is required which cannot await competitive bidding for the work necessary to replace the boiler; and accordingly, a contract is awarded to All Weather Heating & Cooling to procure the necessary equipment and install such and to provide for the removal and replacement of the boiler so as to restore the integrity of the HVAC system and assure the preservation of the building serving the West Islip Public Library at the cost of $68,000. (Gutierrez, Esposito, Unanimous)
- A motion was made to approve the renewal of the contract from Brightwaters Landscaping Corp. for landscaping services for the 2025 season at the cost of $5,499. (Tully, Sokolowski, Unanimous)

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

PERIOD FOR PUBLIC EXPRESSION: None

NEXT MEETING: The next scheduled Board Meeting will now take place on Wednesday, February 26, 2025 at 3:30 PM.

ADJOURNMENT: There being no further business, a motion was made to adjourn the meeting at 5:13 PM. (LaGiglia, Sokolowski, Unanimous)

Respectfully submitted,

Jamie Papandrea, Director
Acting Secretary