3 Higbie Lane • West Islip, New York 11795
(631) 661-7080
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Board of Trustees Meeting Minutes – Wednesday, March 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 3:59 PM.

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

APPROVAL OF MINUTES:

- A motion was made to approve the Minutes of the February 19, 2025 Board Meeting as amended. (Gutierrez, Esposito, Unanimous)
- A motion was made to approve the Minutes of the February 26, 2025 Board Meeting as amended. (LaGiglia, Sokolowski, 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 February 2025. (Tully, LaGiglia, Unanimous)

DISCARD REPORT: After review, a motion was made to accept the Discard Report dated March 19, 2025 (Tully, Gutierrez, Unanimous).

FINANCIAL MATTERS:

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

PAYROLL WARRANTS:

- After review, a motion was made to ratify the Payroll Warrant dated February 27, 2025. (Gutierrez, Sokolowski, Unanimous)
- After review, a motion was made to ratify the Payroll Warrant dated March 13, 2025. (Gutierrez, Sokolowski, Unanimous)

WARRANTS:

- After review, a motion was made to approve the Warrant dated March 19, 2025. (Gutierrez, LaGiglia, Unanimous)
- After review, a motion was made to approve additional invoices to be paid with the Warrant dated March 20 – April 15, 2025. (Esposito, LaGiglia, Unanimous)

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

DIRECTORS REPORT: No report.

OLD BUSINESS: None

NEW BUSINESS:

- After review and discussion, a motion was made to approve the 2024 New York State Annual Report for Public and Association Libraries. (Sokolowski, LaGiglia, Unanimous)
- Business Manager Terri Hunter reviewed ongoing Capital Projects with the Board.
- A motion was made to commit $30,000 from the unallocated Capital Fund Balance to the Computer Upgrade Capital Project. (Tully, Sokolowski, Unanimous)
- A motion was made to accept the quote from CDW for 22 network computers at a total cost of $21,500.82 to be paid from the Capital Fund.
- A motion was made to accept the quote from CDW for 5 laptop computers at a total cost of $6,978.70 to be paid from the Capital Fund.
- A motion was made to accept the quote from AWE Learning for 4 All-in-One machines for the total cost of $16,163. (Sokolowski, Esposito, Unanimous)
- After discussion regarding the HVAC system, a motion was made to authorize the transfer of $15,000 from the General Library Fund to the Capital Fund. (Tully, Sokolowski, Unanimous)
- A motion was then made to commit $50,000 from the unallocated Capital Fund Balance to the HVAC RTU #5 Replacement Project. (LaGiglia, Esposito, Unanimous)

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- 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 an HVAC Rooftop Unit at the Library facility; the Library's physical plant is jeopardized as a result of a significant decrease in the capacity of 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 Rooftop HVAC unit 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 $60,895 to be paid from the Capital Fund. (Gutierrez, Sokolowski, Unanimous)

- A motion was made to approve the renewal of the contract from Organic Care, Inc. for lawn care services for the 2025 season at the cost of $2,828. (Esposito, Sokolowski, Unanimous)

PERIOD FOR PUBLIC EXPRESSION: None

NEXT MEETING: The next scheduled Board Meeting will now take place on Wednesday, April 16, 2025 at 3:30 PM.

ADJOURNMENT: There being no further business, a motion was made to adjourn the meeting at 6:09 PM. (Sokolowski, Tully, Unanimous)

Respectfully submitted,

Jamie Papandrea, Director
Acting Secretary