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Board of Trustees Meeting Minutes – Wednesday, May 21, 2025 *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
Jamie Papandrea, Director
Terri Hunter, Business Manager

ABSENT: Angela LaGiglia

Library Board President Marilyn Gutierrez called the meeting to order at 3:46 PM.

ADOPTION OF AGENDA: After review, a motion was made to approve the proposed Agenda dated Wednesday, May 21, 2025. (Gutierrez, Tully, Unanimous)

APPROVAL OF MINUTES:

- A motion was made to approve the Minutes of the April 16, 2025 Board Meeting. (Esposito, Gutierrez, Unanimous)

CORRESPONDENCE:

- After review and discussion, a motion was made to accept the Audit Engagement Proposal received from Albert Coster, C.P.A. of Baldessari & Coster, LLP to perform the 2024-2025 Fiscal Year End Audit and Financial Report for a fee not to exceed $11,400. (Gutierrez, Sokolowski, Unanimous)

PERIOD FOR PUBLIC EXPRESSION: None

DONATION REPORT: After review, a motion was made to accept the Donation Report for April 2025. (Tully, Esposito, Unanimous)

DISCARD REPORT: After review, a motion was made to accept the Discard Report dated May 21, 2025. (Esposito, Sokolowski, Unanimous)

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FINANCIAL MATTERS:

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

PAYROLL WARRANTS:

- After review, a motion was made to ratify the Payroll Warrant dated April 24, 2025. (Sokolowski, Esposito, Unanimous)
- After review, a motion was made to ratify the Payroll Warrant dated May 8, 2025. (Sokolowski, Esposito, Unanimous)

WARRANTS:

- After review, a motion was made to approve the Warrant dated May 21, 2025. (Sokolowski, Gutierrez, Unanimous)
- After review, a motion was made to ratify the Capital Warrant dated May 21, 2025. (Sokolowski, Tully, Unanimous)
- After review, a motion was made to approve additional invoices to be paid with the Warrant dated May 22–June 17, 2025. (Sokolowski, Esposito, Unanimous)

PERSONNEL REPORT:

- After review, a motion was made to approve the Personnel Report dated May 21, 2025. (Gutierrez, Esposito, Unanimous)
- I. Tully made a motion to enter into Executive Session at 4:32 PM to discuss the employment history of a particular person. (Gutierrez, Esposito, Unanimous)
- J. Papandrea and T. Hunter exited Executive Session at 4:56 PM.
- J. Papandrea and T. Hunter returned to Executive Session at 5:30 PM.
- L. Sokolowski made a motion to exit Executive Session at 5:31 PM. (Sokolowski, Esposito, Unanimous)
- After review and discussion, a motion was made to approve the 2025-2026 Staff Salary Schedule dated May 21, 2025 as amended. (Esposito, Sokolowski, Unanimous)

DIRECTORS REPORT:

- The Director discussed ongoing HVAC issues.
- Motion to approve the proposal from All Weather Heating & Cooling to supply and install a thermostat and room sensors for the Administrative and Technical Services Offices and Children's Activity Room for a total cost of $795. (Tully, Esposito, Unanimous)

OLD BUSINESS: None

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NEW BUSINESS:

- After review and discussion, a motion was made to approve the Workers Compensation Insurance Policy with Utica National Insurance Group at a cost of $12,261 for the period 6/1/25–6/1/26. (Gutierrez, Sokolowski, Unanimous)

PERIOD FOR PUBLIC EXPRESSION: None

NEXT MEETING: The next scheduled Board Meeting will now take place on Wednesday, June 18, 2025 at 3:30 PM.

ADJOURNMENT: There being no further business, a motion was made to adjourn the meeting at 5:41 PM. (Sokolowski, Tully, Unanimous)

Respectfully submitted,

Jamie Papandrea, Director
Acting Secretary