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Board of Trustees Meeting Minutes – Wednesday, August 20, 2025 *APPROVED*

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

PRESENT:
Louise Sokolowski, Vice President
Dana Waite Esposito
Marilyn Gutierrez,
Idamarie Tully
Jamie Papandrea, Director
Terri Hunter, Business Manager

ABSENT: Angela LaGiglia, President

Library Board Vice President Louise Sokolowski called the meeting to order at 3:37 PM.

ADOPTION OF AGENDA: After review, a motion was made to approve the proposed Agenda dated Wednesday, August 20, 2025. (Tully, Gutierrez, Unanimous)

APPROVAL OF MINUTES:

- A motion was made to postpone the minutes of the July 16, 2025 Organizational Meeting. (Tully, Esposito, Unanimous)
- A motion was made to postpone the minutes of the July 16, 2025 Meeting. (Tully, Esposito, Unanimous)

CORRESPONDENCE: None.

PERIOD FOR PUBLIC EXPRESSION: None.

DONATION REPORT: No report.

DISCARD REPORT: A motion was made to discard Minolta Microfilm Reader & Printer; Model Number: MS6000MKII; Serial Number: 35018326. (Gutierrez, Esposito, Unanimous)

FINANCIAL MATTERS:

FINANCIAL STATEMENTS: A motion was made to postpone review and approval of the Financial Reports for July 2025 until after the Audit has been completed. (Esposito, Gutierrez, Unanimous)

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PAYROLL WARRANTS:

- After review, a motion was made to ratify the Payroll Warrant dated July 17, 2025. (Esposito, Tully, Unanimous)
- After review, a motion was made to ratify the Payroll Warrant dated July 31, 2025. (Gutierrez, Tully, Unanimous)
- After review, a motion was made to ratify the Payroll Warrant dated August 14, 2025. (Tully, Esposito, Unanimous)

WARRANTS:

- After review, a motion was made to approve the Warrant dated August 20, 2025. (Gutierrez, Esposito, Unanimous)
- After review, a motion was made to approve additional invoices to be paid for the period from August 21 – September 16, 2025. (Gutierrez, Esposito, Unanimous)

PERSONNEL REPORT: After review, a motion was made to approve the Personnel Report dated August 20, 2025. (Esposito, Gutierrez, Unanimous)

DIRECTOR'S REPORT:

- The Director's report was distributed and reviewed with interest by the Trustees.

OLD BUSINESS: None.

NEW BUSINESS:

- Unified District Voting Proposal – The Board reviewed and discussed a proposal received by community member Donald J. Marmo regarding the Library's Annual Budget Vote and Trustee Election.
- After review, a motion was made to approve the renewal of the Library Insurance Policy with Utica Mutual Insurance Company for the period of September 1, 2025 to September 1, 2026 at a cost of $31,004.45. (Gutierrez, Sokolowski, Unanimous)
- Motion to authorize Board President, Angela LaGiglia; Vice President, Louise Sokolowski; Trustee Dana Esposito; Trustee Marilyn Gutierrez and Treasurer Diane Breinlinger as signers on the Library's bank accounts. (Gutierrez, Esposito, Unanimous)
- Motion to authorize Library Director, Jamie Papandrea and Business Manager Teresa Hunter to be "Online Administrators" for the library's bank accounts. Authorized to view transactions, make transfers between Library accounts (between all banks) and issue stop payments. Authorized to speak with Bank staff with regard to services needed on behalf of the Library. (Gutierrez, Esposito, Unanimous)

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- 2026 Holiday Calendar – After review and discussion, a motion was made to postpone voting so that the Director can provide additional information at the next meeting. (Sokolowski, Gutierrez, Unanimous)

PERIOD FOR PUBLIC EXPRESSION: None.

NEXT MEETING:
- Wednesday, September 17, 2025
- Wednesday, October 15, 2025

ADJOURNMENT: There being no further business, a motion was made to adjourn the meeting at 5:09 PM. (Gutierrez, Sokolowski, Unanimous)

Respectfully submitted,

Jamie Papandrea, Director
Acting Secretary