3 Higbie Lane • West Islip, New York 11795
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Board of Trustees Meeting Minutes – Wednesday, September 17, 2025 *APPROVED*

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

PRESENT:
Angela LaGiglia, President
Louise Sokolowski, Vice President
Dana Waite Esposito
Jamie Papandrea, Director
Terri Hunter, Business Manager

ABSENT: Marilyn Gutierrez, Idamarie Tully

Library Board President Angela LaGiglia called the meeting to order at 3:42 PM.

ADOPTION OF AGENDA: After review, a motion was made to approve the proposed Agenda dated Wednesday, September 17, 2025. (Sokolowski, Esposito, Unanimous)

APPROVAL OF MINUTES:
- After review, a motion was made to approve the minutes of the July 16, 2025 Organizational Meeting. (Esposito, Sokolowski, Unanimous)
- After review, a motion was made to postpone the minutes of the July 16, 2025 Meeting. (Sokolowski, Esposito, Unanimous)
- After review, a motion was made to approve the minutes of the August 20, 2025 Meeting. (Esposito, Sokolowski, Unanimous)

CORRESPONDENCE: None.

PERIOD FOR PUBLIC EXPRESSION:
- Mr. Jim Sarc addressed the Board regarding the Library's programming. He is pleased with what the Library offers and would like to ask the Library to consider offering additional *Paint Night* classes. Based on feedback from others in the class, he feels that there is interest to warrant additional offerings. He also suggested that it would be helpful if the Library published its list of book discussion titles further in advance to give patrons more time to obtain and read the book.
- The Director provided Mr. Jim Sarc with additional information regarding how program opportunities are arranged and insight into various registration models. The Board and Director thanked him for his feedback and encouraged him to share in the future.

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DONATION REPORT: No report.

DISCARD REPORT: No report.

FINANCIAL MATTERS:

FINANCIAL STATEMENTS:
- After review, a motion was made approve the Financial Reports for the General Library Fund for June 2025. (Esposito, Sokolowski, Unanimous)
- After discussion, a motion was made to postpone the approval of Financial Reports for July and August 2025 until after the Audit is complete. (LaGiglia, Esposito, Unanimous)

PAYROLL WARRANTS:
- After review, a motion was made to ratify the Payroll Warrant dated August 28, 2025. (LaGiglia, Sokolowski, Unanimous)
- After review, a motion was made to ratify the Payroll Warrant dated September 11, 2025. (LaGiglia, Esposito, Unanimous)

WARRANTS:
- After review, a motion was made to approve the Warrant dated September 17, 2025. (LaGiglia, Sokolowski, Unanimous)
- After review, a motion was made to approve additional invoices to be paid for the period from September 18 – October 14, 2025. (LaGiglia, Esposito, Unanimous)

PERSONNEL REPORT: After review, a motion was made to approve the Personnel Report dated September 17, 2025. (Esposito, Sokolowski, Unanimous)

DIRECTOR'S REPORT:
- The Director's report was distributed and reviewed with interest by the Trustees.
- After discussion, a motion was made to approve the attendance of Jamie Papandrea and Liana Coletti at the New York Library Association's Annual Conference to be held on Saratoga Springs from November 5-8, with hotel, transportation and miscellaneous expenses not to exceed $1,750 per attendee. (Esposito, LaGiglia, Unanimous)

OLD BUSINESS:
- After discussion, a motion was made to approve the 2026 Holiday Calendar. (Sokolowski, LaGiglia, Unanimous)

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- After discussion, a motion was made to approve the revised Investment Policy. (Esposito, LaGiglia, Unanimous)
- After discussion, a motion was made to approve the revised Fund Balance Policy. (Esposito, LaGiglia, Unanimous)

NEW BUSINESS:

- After discussion, a motion was made to transfer $90,000 from the General Library Fund into the Capital Fund. (Esposito, LaGiglia, Unanimous)
- After discussion, a motion was made to commit $90,000 from the unallocated Capital Fund Balance for the purpose of funding the Security Camera and Door Access Project. (Sokolowski, Esposito, Unanimous)
- After review and discussion, a motion was made to accept the proposal from TechForce for updates to the security camera system and to provide secure door access for a total cost of $77,520.15 to paid from the Capital Fund. (LaGiglia, Esposito, Unanimous)

PERIOD FOR PUBLIC EXPRESSION: None.

NEXT MEETING:

- Wednesday, October 15, 2025 at 3:30 PM
- Wednesday, November 19, 2025 at 3:30 PM

ADJOURNMENT: There being no further business, a motion was made to adjourn the meeting at 5:29 PM. (LaGiglia, Sokolowski, Unanimous)

Respectfully submitted,

Jamie Papandrea, Director
Acting Secretary