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

**Board of Trustees Meeting Minutes – Wednesday, October 15, 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
Marilyn Gutierrez
Idamarie Tully
Jamie Papandrea, Director
Terri Hunter, Business Manager

Al Coster, CPA – Baldessari & Coster(Guest)

**Library Board President Angela LaGiglia called the meeting to order at 3:45 PM.**

**ADOPTION OF AGENDA:** After review, a motion was made to approve the proposed agenda dated Wednesday, October 15, 2025. (Tully, Esposito, Unanimous)

**APPROVAL OF MINUTES:** After review, a motion was made to approve the minutes of the September 17, 2025 Meeting. (Esposito, Sokolowski, Unanimous)

**CORRESPONDENCE:** None.

**PERIOD FOR PUBLIC EXPRESSION:** None.

**ANNUAL FINANCIAL REPORT FOR FY 2024-2025:**

- Al Coster, CPA, Baldessari & Coster presented the Annual Financial Report for Fiscal Year ending June 30, 2025 and discussed its findings.
- Business Manager Terri Hunter was commended for her work preparing for the audit.
- After review and discussion, a motion was made to approve Annual Financial Report for Fiscal Year ending June 30, 2025 as prepared by Baldessari & Coster, LLP. (Gutierrez, Esposito, Unanimous)

**DONATION REPORT:** After review, a motion was made to accept the Donations Report dated October 15, 2025 (Tully, Gutierrez, Unanimous)

**DISCARD REPORT:** No report.

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**FINANCIAL MATTERS:**

**FINANCIAL STATEMENTS:**

- After discussion, a motion was made to postpone the approval of Financial Reports for July, August and September 2025 until after the Audit is complete. (Esposito, Tully, Unanimous)

**PAYROLL WARRANTS:**

- After review, a motion was made to ratify the Payroll Warrant dated September 25, 2025. (Sokolowski, Esposito, Unanimous)
- After review, a motion was made to ratify the Payroll Warrant dated October 9, 2025. (Sokolowski, Tully, Unanimous)

**WARRANTS:**

- After review, a motion was made to approve the Warrant dated October 15, 2025. (Sokolowski, Gutierrez, Unanimous)
- After review, a motion was made to ratify the Capital Warrant dated September 22, 2025. (Sokolowski, Tully, Unanimous)
- After review, a motion was made to approve additional invoices to be paid for the period from October 16, 2025 – November 18, 2025. (Sokolowski, Gutierrez, Unanimous)

**PERSONNEL REPORT:** After review, a motion was made to approve the Personnel Report dated October 15, 2025. (Esposito, Tully, Unanimous)

**DIRECTOR'S REPORT:**

- The Director's report was distributed and reviewed with interest by the Trustees.
- Staff training and professional development opportunities were discussed.
- The Director reviewed some building maintenance needs and updates.

**OLD BUSINESS:** None.

**NEW BUSINESS:**

- After discussion, a motion was made to approve the Mileage Reimbursement Policy. (Gutierrez, Esposito, Unanimous)
- After discussion, a motion was made to approve the FY 2026-2027 Budget Vote & Trustee Election Calendar. (Gutierrez, Tully, Unanimous)

**PERIOD FOR PUBLIC EXPRESSION:** None.

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**NEXT MEETING:**

- Wednesday, November 19, 2025
- Wednesday, December 17, 2025

**ADJOURNMENT:** There being no further business, a motion was made to adjourn the meeting at 5:14 PM. (Sokolowski, Gutierrez, Unanimous)

Respectfully submitted,

Jamie Papandrea, Director
*Acting Secretary*