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

Board of Trustees Meeting Minutes – Wednesday, November 19, 2025 *DRAFT*

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
Terri Hunter, Business Manager

Library Board President Angela LaGiglia called the meeting to order at 3:43 PM.

ADOPTION OF AGENDA: After review, a motion was made to approve the proposed agenda dated Wednesday, November 19, 2025. (Tully, Esposito, Unanimous)

APPROVAL OF MINUTES: After review, a motion was made to approve the minutes of the October 15, 2025 Meeting. (Tully, Sokolowski, Unanimous)

CORRESPONDENCE: None.

PERIOD FOR PUBLIC EXPRESSION: None.

DONATION REPORT: After review, a motion was made to accept the Donations Report dated November 19, 2025. (Gutierrez, Sokolowski, Unanimous)

DISCARD REPORT: No report.

FINANCIAL MATTERS:

FINANCIAL STATEMENTS:

- After review, a motion was made to approve the Financial Reports for July 2025. (Esposito, Gutierrez, Unanimous)
- After review, a motion was made to approve the Financial Reports for August 2025. (Gutierrez, Tully, Unanimous)
- After review, a motion was made to approve the Financial Reports for September 2025. (Gutierrez, Sokolowski Unanimous)
- After review, a motion was made to approve the Financial Reports for October 2025. (Gutierrez, Tully, Unanimous)

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PAYROLL WARRANTS:

- After review, a motion was made to ratify the Payroll Warrant dated October 23, 2025. (Tully, Esposito, Unanimous)
- After review, a motion was made to ratify the Payroll Warrant dated November 6, 2025. (Tully, Sokolowski, Unanimous)

WARRANTS:

- After review, a motion was made to approve the Warrant dated November 19, 2025. (Tully, Sokolowski, Unanimous)
- After review, a motion was made to approve the Capital Warrant dated November 19, 2025. (Tully, Gutierrez, Unanimous)
- After review, a motion was made to approve additional invoices to be paid for the period from November 20, 2025 – December 16, 2025. (Sokolowski, Esposito, Unanimous)

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

DIRECTOR'S REPORT: No report.

OLD BUSINESS: No report.

NEW BUSINESS:

- After discussion, a motion was made to approve the Restatement of the West Islip Public Library 403(b) Retirement Plan. (Tully, Gutierrez, Unanimous)
- After discussion, a motion was made to approve the 2025-2026 Snow Plowing Proposal from Brightwaters Landscaping Corp. for the Library's parking lot and walkways at the per-storm rates prescribed in the contract. (Tully, Esposito, Unanimous)
- After discussion, a motion was made to approve the 2025-2026 Snow Plowing Proposal from Brightwaters Landscaping Corp. for the Town walkways around the Library's property at the per-storm rates prescribed in the contact. (Esposito, Gutierrez, Unanimous)
- After discussion, a motion was made to approve that "The Library will pay the membership dues for Members of the Board of Trustees, the Director, and the Business Manager, for all appropriate library and community organizations. Other Library Staff may choose to join a local library association. The library will reimburse full-time staff (and part-time staff working more than 20 hours on a permanent basis) the cost of dues up to $75 per year." (Tully, Gutierrez, Unanimous)

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PERIOD FOR PUBLIC EXPRESSION: None.

NEXT MEETING:

- Wednesday, December 17, 2025
- Wednesday, January 21, 2026

ADJOURNMENT: There being no further business, a motion was made to adjourn the meeting at 5:04 PM. (Tully, Esposito, Unanimous)

Respectfully submitted,

Terri Hunter, Business Manager
Acting Secretary