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Board of Trustees Meeting Minutes – Wednesday, December 17, 2025 *APPROVED*

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

PRESENT:
Angela LaGiglia, President
Dana Waite Esposito
Marilyn Gutierrez
Idamarie Tully
Jamie Papandrea, Director
Terri Hunter, Business Manager

ABSENT: Louise Sokolowski, Vice President

Guests:
Michaela Schlosser, YA Librarian
Victoria Antulov
Patricia Antulov

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, December 17, 2025. (Tully, Esposito, Unanimous)

APPROVAL OF MINUTES: After review, a motion was made to approve the minutes of the November 19, 2025 Board Meeting. (Gutierrez, Esposito, Unanimous)

CORRESPONDENCE: None.

COMMUNITY SERVICE RECOGNITION: Victoria Antulov was commended by the Board for outstanding service contributions to the Library and presented with a certificate. Her artist efforts were highlighted, including her work for the Annual Haunted House and the "Library Lion" photo prop station used during last summer.

Michaela Schlosser, Victoria Antulov and Patricia Antulov left the meeting @ 4:03 PM.

PERIOD FOR PUBLIC EXPRESSION: None.

DONATION REPORT: After review, a motion was made to accept the Donations Report dated December 17, 2025. (Esposito, Gutierrez, Unanimous)

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DISCARD REPORT: No report.

FINANCIAL MATTERS:

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

PAYROLL WARRANTS:
- After review, a motion was made to ratify the Payroll Warrant dated November 20, 2025. (Esposito, Tully, Unanimous)
- After review, a motion was made to ratify the Payroll Warrant dated December 4, 2025. (Esposito, Gutierrez, Unanimous)

WARRANTS:
- After review, a motion was made to approve the Warrant dated December 17, 2025. (Esposito, Tully, Unanimous)
- After review, a motion was made to approve additional invoices to be paid for the period from December 18–January 20, 2026. (Tully, Gutierrez, Unanimous)

PERSONNEL REPORT: After review, a motion was made to approve the Personnel Report dated December 17, 2025. (Gutierrez, Esposito, 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 at the New York Library Association's Annual Library Advocacy events to be held in Albany from February 2-3, 2026 with total expenses not to exceed $1,000. (Tully, Esposito, Unanimous)
- After discussion, a motion was made to approve the attendance of Terri Hunter at the New York Government Finance Officers' Association's (NYGFOA) Annual Conference to be held in Albany from April 14-17, 2026 with total expenses not to exceed $2,000. (Esposito, Tully, Unanimous)
- After discussion, a motion was made to approve the attendance of Jamie Papandrea and Michaela Schlosser at the Public Library Association's 2026 Conference to be held in Minneapolis, Minnesota from April 1-3, 2026 with total expenses not to exceed $3,500 per attendee. (Tully, Gutierrez, Unanimous)

OLD BUSINESS: None.

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NEW BUSINESS:

- After discussion, a motion was made approve the Suffolk Cooperative Library System's 2026 Operating Budget. (Gutierrez, Esposito, Unanimous)
- Discussion took place regarding the 2026 Live-brary Download Costs.
- After discussion, a motion was made to cast 4 ballots for the SCLS Trustee Election. (Esposito, Tully, Unanimous)
- After review and discussion, a motion was made to reaffirm the Sexual Harassment Prevention Policy. (Esposito, Tully, Unanimous)
- After discussion, a motion to accept the proposal from The Facilities Management Group to complete a building assessment ($3,840) and five-year capital facilities plan ($3,600) for a total cost of $7,440. (Gutierrez, Esposito, Unanimous)
- After discussion a motion to commit $34,500 from the unallocated Capital Fund Balance to the Copier Machine Project in the Capital Fund. (Tully, Esposito, Unanimous)
- After discussion, a motion to accept the proposal from CCP Solutions for the purchase of two ScannX MFP 1000 machines, each with Jamex Coinbox & Credit Card System for patron use and one Kyocera MZ3501ci multi-function machine for the Business Office for a total cost of $34,500 from the Copier Machine Project in the Capital Fund. (Gutierrez, Esposito, Unanimous)
- Discussion took place regarding 2026-2027 FY Operating Budget.
- A reminder was given regarding the upcoming Trustee Training at Bayport-Blue Point Library on Tuesday, January 13, 2026 at 5:00 PM. All plan to attend.

PERIOD FOR PUBLIC EXPRESSION: None.

NEXT MEETING:

- Wednesday, January 21, 2026
- Wednesday, February 18, 2026

ADJOURNMENT: There being no further business, a motion was made to adjourn the meeting at 5:52 PM. (Esposito, Tully, Unanimous)

Respectfully submitted,

Jamie Papandrea, Director
Acting Secretary