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

Board of Trustees Meeting Minutes – Wednesday, May 20, 2026 *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

Library Board President Angela LaGiglia called the meeting to order at 3:55 PM.

ADOPTION OF AGENDA: After review, a motion was made to approve the proposed Agenda dated Wednesday, May 20, 2026. (Esposito, Tully, Unanimous)

APPROVAL OF MINUTES: After review, a motion was made to approve the minutes of the April 15, 2026 Board Meeting. (Tully, Esposito, Unanimous)

CORRESPONDENCE: None.

PERIOD FOR PUBLIC EXPRESSION: None.

DONATION REPORT: After review, a motion was made to approve the Donation Report dated May 20, 2026. (Gutierrez, LaGiglia, Unanimous)

DISCARD REPORT: No report.

FINANCIAL MATTERS:

FINANCIAL STATEMENTS:

- After review, a motion was made to approve the Financial Reports for March 2026. (Esposito, Gutierrez, Unanimous)
- After review, a motion was made to approve the Financial Reports for April 2026. (Esposito, Tully, Unanimous)

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PAYROLL WARRANTS:

- After review, a motion was made to ratify the Payroll Warrant dated April 23, 2026. (Esposito, Tully, Unanimous)
- After review, a motion was made to ratify the Payroll Warrant dated May 7, 2026. (Esposito, Gutierrez, Unanimous)

WARRANTS:

- After review, a motion was made to approve the two Warrants dated May 20, 2026. (Esposito, Gutierrez, Unanimous)
- After review, a motion was made to approve additional invoices to be paid for the period from May 21–June 16, 2026. (Esposito, Gutierrez, Unanimous)

PERSONNEL REPORT: After review, a motion was made to approve the Personnel Report dated May 20, 2026. (Gutierrez, Tully, Unanimous)

DIRECTOR'S REPORT:

- The Director updated the Board on continuing HVAC issues.
- Discussion regarding fees for paid programs and the vetting and/or evaluation process of programmers took place.
- Discussion regarding the community's use of meeting rooms and the policies and procedures regarding reservations took place.

OLD BUSINESS: None.

NEW BUSINESS:

- After review and discussion, a motion was made to approve the 2025 New York State Annual Report for Public and Association Libraries. (Tully, Gutierrez Unanimous)
- After review, a motion was made to approve the Workers Compensation Insurance Policy with Utica at a cost of $9,957 for the period 06/01/2026 – 06/01/2027. (Tully, Gutierrez, Unanimous)
- President LaGiglia made a motion to enter into Executive Session at 6:10 PM to discuss the employment history of a particular person (or persons). (LaGiglia, Esposito, Unanimous)
- President LaGiglia made a motion to exit Executive Session at 7:00 PM. (LaGiglia, Esposito, Unanimous)
- After review and discussion, a motion was made to approve the 2026-2027 Staff Salary Schedule dated May 20, 2026 as amended. (Esposito, Tully, Unanimous)
- After discussion, a motion was made to schedule a meeting of the Finance Committee on Tuesday, June 30 at 3:30 PM. (Tully, Gutierrez, Unanimous)

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PERIOD FOR PUBLIC EXPRESSION: None.

NEXT MEETING:

- Wednesday, June 17, 2026 at 3:30 PM
- Tuesday, June 30, 2026 at 3:30 PM – Finance Committee Meeting

ADJOURNMENT: There being no further business, a motion was made to adjourn the meeting at 7:07 PM. (Tully, Esposito, Unanimous)

Respectfully submitted,

Jamie Papandrea, Director
Acting Secretary