

**WEST BABYLON PUBLIC LIBRARY
REGULAR AND REORGANIZATION MEETING MINUTES
Wednesday, July 31, 2024**

Present: Rachel Scelfo
Jolene Siena
Kathryn Gambill
Maeghan Lollo
Director – Nancy Evans
Treasurer – Diana Stein
Absent – Andrea McGurk

I. The meeting was called to order by Rachel Scelfo at 6:04 pm.

II. Pledge Of Allegiance was recited.

III. Motion to elect Reorganization Meeting Chairperson.

On a motion by Jolene Siena, seconded by Maeghan Lollo, voted on and carried unanimously, it was agreed to elect Rachel Scelfo as Reorganization Meeting Chairperson.

IV. Administration of Constitutional Oath of the State of New York.

Rachel Scelfo administered the Constitutional Oath of the State of New York to Treasurer Diana Stein.

V. Election of Officers.

Election of officers was tabled until the August 26, 2024 Board meeting.

VI. Appointment of Committee Chairpersons.

Appointment of committee chairpersons was tabled until the August 26, 2024 Board meeting.

VII. Motion to approve the West Babylon Public Library Budget for Fiscal Year 2024 - 2025.

On a motion by Rachel Scelfo, seconded by Maeghan Lollo, voted on and carried unanimously, it was agreed to approve the West Babylon Library Budget for the Fiscal Year 2024 - 2025.

VIII. Motion to designate the Library Director as Clerk for the Annual Budget Vote and Election.

On a motion by Jolene Siena, seconded by Maeghan Lollo, voted on and carried unanimously, it was agreed to designate the Library Director as Clerk of the Annual Budget Vote and Election.

- IX. Motion to appoint Diana Stein as Treasurer of West Babylon Public Library with an annual fee

On a motion by Rachel Scelfo, seconded by Kathryn Gambill, voted on and carried unanimously, it was agreed to appoint Diana Stein as Treasurer of the West Babylon Public Library at an annual fee of \$7,000.00.

- X. Motion to appoint the firm of Volz and Vigliotta, PLLC as legal counsel to the West Babylon Public Library with an annual fee of \$7,000.00 with additional expenses as incurred.

On a motion by Maeghan Lollo, seconded by Kathryn Gambill, voted on and carried unanimously, it was agreed to appoint the firm of Volz and Vigliotta, PLLC as legal counsel to the West Babylon Public Library with an annual fee of \$7,000.00 with additional expenses as incurred.

- XI. Motion to appoint Baldessari and Coster LLP as auditor to the West Babylon Public Library with an annual fee of \$11,500.00.

On a motion by Jolene Siena, seconded by Kathryn Gambill, voted on and carried unanimously, it was agreed to appoint the firm of Baldessari and Coster LLP as auditor to the West Babylon Public Library with an annual fee of \$11,500.00

- XII. Motion to appoint Joseph P. Price and Cook Maran as insurance broker to the West Babylon Public Library.

On a motion by Maeghan Lollo, seconded by Jolene Siena, voted on and carried unanimously, it was agreed to appoint Joseph P. Price and Cook Maran as insurance broker to the West Babylon Public Library.

- XIII. Motion to designate JPMorgan Chase (West Babylon branch), Valley National Bank (Farmingdale branch), Capital One (Babylon branch), Citibank (Lindenhurst branch) TD Bank (West Babylon branch), HSBC, Bank of America, First National Bank of Long Island, and Sterling National Bank as official depository banks of monies received by tax levy or otherwise with a maximum amount to be deposited of \$2,000,000.00 in each such bank.

On a motion by Kathryn Gambill, seconded by Maeghan Lollo, voted on and carried unanimously, it was agreed to designate JPMorgan Chase (West Babylon branch), Valley National Bank (Farmingdale branch), Capital One (Babylon branch), Citibank (Lindenhurst branch) TD Bank (West Babylon branch), HSBC, Bank of America, First National Bank of Long Island, and Sterling National Bank as official depository banks of monies received by tax levy or otherwise with a maximum amount to be deposited of \$2,000,000.00 in each such bank.

- XIV. Motion to establish a petty cash fund in the amount of \$300.00.

On a motion by Rachel Scelfo, seconded by Jolene Siena, voted on and carried unanimously, it was agreed to establish a Petty Cash fund in the amount of \$300.00.

- XV. Motion to establish change funds in the Circulation Department safe and Circulation Cash Register in the amount of \$100.00 each and Business Office safe of \$200.00.

On a motion by Rachel Scelfo, seconded by Kathryn Gambill, voted on and carried unanimously, it was agreed to establish change funds in the Circulation Department safe and Circulation Cash Register in the amount of \$100.00 each and Business Office safe of \$200.00.

- XVI. Motion to establish an Agenda for Board of Trustee meetings.

On a motion by Rachel Scelfo, seconded by Maeghan Lollo, voted on and carried unanimously, it was agreed to establish an Agenda for Board of Trustee meetings.

- XVII. Motion to designate the Babylon Beacon for bid announcements and Long Island Business News and Babylon Beacon as the two newspapers for the publication of legal notices of Budget Vote and Trustee Elections.

On a motion by Jolene Siena, seconded by Kathryn Gambill, voted on and carried unanimously, it was agreed to designate the Babylon Beacon for bid announcements and Long Island Business News and Babylon Beacon as the two newspapers for the publication of legal notices of Budget Vote and Trustee Elections.

- XVIII. Motion to set the automotive mileage allowance at \$0.67 a mile.

On a motion by Jolene Siena, seconded by Maeghan Lollo, voted on and carried unanimously, it was agreed to set the automotive mileage allowance at \$0.67 a mile.

Fund Balances Reserve Funds Policies.

- XIX. Motion to designate the Unused Benefit Time Payable Reserve Fund in the amount of \$170,000.00.

On a motion by Kathryn Gambill, seconded by Maeghan Lollo, voted on and carried unanimously, it was agreed to designate the Unused Benefit Time Payable Reserve Fund in the amount of \$170,000.00.

- XX. Motion to designate Retiree Health Insurance Payable Reserve Fund in the amount of \$119,000.00.

On a motion by Rachel Scelfo, seconded by Jolene Siena, voted on and carried unanimously, it was agreed to designate the Retiree Health Insurance Payable Reserve Fund in the amount of \$119,000.00.

- XXI. Motion to designate the Unemployment Reserve Fund in the amount of \$10,400.00.

On a motion by Maeghan Lollo, seconded by Kathryn Gambill, voted on and carried unanimously, it was agreed to designate the Unemployment Reserve Fund in the amount of \$10,400.00.

- XXII. Motion to authorize the Financial Committee to review and approve a limited number of recurring invoices and utility statements including, but not limited to: Optimum, Chase Business Visa (or other approved credit card), Employee Meeting Registration, Library Budget Vote Workers, PSEGLI, National Grid, NYSHIP, North Fork Express, Hampton Jitney (or other Library tour company), Standard Security Life, SCWA, Verizon, Verizon Business and all bills which must be paid prior to the next Board Meeting, if necessary.

On a motion by Joyce Mangialino, seconded by Kathryn Gambill, voted on and carried unanimously, it was agreed to authorize the Financial Committee to review and approve a limited number of recurring invoices and utility statements including, but not limited to: Optimum, Chase Business Visa (or other approved credit card), Employee Meeting Registration, Library Budget Vote Workers, PSEGLI, National Grid, NYSHIP, North Fork Express, Hampton Jitney (or other Library tour company), Standard Security Life, SCWA, Verizon, Verizon Business and all bills which must be paid prior to the next Board Meeting, if necessary.

- XXIII. Distribute Code of Ethics for Library Trustee, Officer, Employee and Volunteer Code of Ethics and Conflict of Interest Policy and Whistleblower Policy.

The Codes of Ethics for Library Trustee, Officer, Employee and Volunteer Code of Ethics and Conflict of Interest Policy and Whistleblower Policy was distributed.

- XXIV. Reading and Approval of Minutes of June 24, 2024

On a motion by Rachel Scelfo, seconded by Maeghan Lollo, voted on and carried unanimously, the minutes of the Regular meeting of June 24, 2024 were approved.

- XXV. Comments from Visitors- Melany Abrahamsen, 26 Larsen Lane, West Babylon, NY 11704

- XXVI. Approval of Payroll Warrant #1425

On a motion by Rachel Scelfo, seconded by Kathryn Gambill, voted on and carried unanimously, Payroll Warrant #1425 was approved.

- XXVII. Approval of Bill Warrant #1426

On a motion by Kathryn Gambill, seconded by Jolene Siena, voted on and carried unanimously, Bill Warrant #1426 was approved.

- XXVIII. Treasurer's Report for June 2024

The financial reports were given by Diana Stein. On a motion by Kathryn Gambill, seconded by Jolene Siena, voted on and carried unanimously, the June 2024 Treasurer's Report was approved.

XXIX. Committee Reports

- A. Financial-None
- B. Policies and Legislation-None
- C. Personnel

On a motion by Maeghan Lollo, seconded by Rachel Scelfo, voted on and carried unanimously, it was agreed to accept the resignation of Francesco Fortuna, Library Clerk, at \$40,133.09 per year, effective 7.18.24.

On a motion by Maeghan Lollo, seconded by Rachel Scelfo, voted on and carried unanimously, it was agreed to accept the resignation of Kathleen Davis, P/T Library Clerk, at \$18.43 per hour, effective 7.23.24.

On a motion by Maeghan Lollo, seconded by Rachel Scelfo, voted on and carried unanimously, it was agreed to hire Debra Reilly, P/T Library Clerk, at \$18.43 per hour, effective 7.24.24.

On a motion by Maeghan Lollo, seconded by Rachel Scelfo, voted on and carried unanimously, it was agreed to accept the resignation of Paige Rizzo, P/T Page, at \$16.00 per hour, effective 7.11.24.

On a motion by Maeghan Lollo, seconded by Rachel Scelfo, voted on and carried unanimously, it was agreed to accept the resignation of Alma Glaxiola, P/T Page, at \$16.00 per hour, effective 7.2.24.

On a motion by Maeghan Lollo, seconded by Rachel Scelfo, voted on and carried unanimously, it was agreed to accept the resignation of Joara Rivera Ramirez, P/T Page, at \$16.00 per hour, effective 7.12.24.

On a motion by Maeghan Lollo, seconded by Rachel Scelfo, voted on and carried unanimously, it was agreed to hire Jessica Donley, P/T Page, at \$16.00 per hour, effective 7.8.24.

- D. Buildings and Grounds- SavMor came to check a leak in the Server Room. Insulation on piping from the roof was replaced to repair the leak.

XXX. Report of the Friends of the Library- Joyce Mangialino and Lynne Nevins are acting President and Vice President. Effective 2025, they will hold meetings every other month on Saturdays.

XXXI. Correspondence

- A. Carroll Email- A thank you was received from a homebound patron complimenting the teen volunteers.
- B. Thank You Letter to Ellen Ladau- A thank you letter was sent to Ellen Ladau for her service as President and Vice-President of the Friends.

XXXII. Director's Written Report-The written report of the director was discussed.

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XXXIII. Old Business

- A. Sustainable Library Certification- The Library received Sustainable Library Certification. A ceremony was discussed.

XXXIV. New Business

- A. Holidays 2025- On a motion by Rachel Scelfo, seconded by Maeghan Lollo, voted on and carried unanimously, the Holiday Schedule for 2025 was approved.
- B. Project Management Proposal-Roof Replacement- On a motion by Rachel Scelfo, seconded by Jolene Siena, voted on and carried unanimously, it was agreed to accept the proposal from John Tanzi Architects for \$58,000, for project management of the roof replacement.

XXXV. Comments from Visitors- Melany Abrahamsen, 26 Larsen Lane, West Babylon, NY 11704

XXXVI. Dates of Future Meetings, Friends and Library Events

MONDAY, August 26, 2024 – Regular Meeting 6 PM
MONDAY, September 30, 2024 – Regular Meeting 6 PM
MONDAY, October 28, 2024 – Regular Meeting 6 PM

XXXVII. Executive Session- On a motion by Rachel Scelfo, seconded by Maeghan Lollo, voted on and carried unanimously, it was agreed to enter Executive Session at 6:34 PM to discuss a personnel matter.

On a motion by Rachel Scelfo, seconded by Jolene Siena, voted on and carried unanimously, it was agreed to re-enter the Regular Meeting and adjourn at 6:41 PM.