

III.

**WEST BABYLON PUBLIC LIBRARY
REGULAR AND REORGANIZATION MEETING MINUTES
Monday, July 28, 2025**

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

I. The meeting was called to order by Rachel Scelfo at 6:03 pm.

II. Pledge Of Allegiance was recited.

III. Motion to elect Reorganization Meeting Chairperson.

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

IV. Election of Officers.

On a motion by Andrea McGurk, seconded by Kathryn Gambill, voted on and carried unanimously, it was agreed to elect Rachel Scelfo as Board President.

On a motion by Rachel Scelfo, seconded by Andrea McGurk, voted on and carried unanimously, it was agreed to elect Jolene Siena as Vice-President.

V. Administration of Constitutional Oath of the State of New York to Board President and Vice President.

Michael Vigliotta administered the Constitutional Oath of the State of New York to Rachel Scelfo and Jolene Siena.

VI. Appointment of Committee Chairpersons.

On a motion by Andrea McGurk, seconded by Kathryn Gambill, voted on and carried unanimously, it was agreed to appoint Kathryn Gambill as Financial and Policies and

Legislation Chairperson, Andrea McGurk as Personnel Chairperson and Maeghan Lollo as Building and Grounds Chairperson.

- VII. Motion to approve the West Babylon Public Library Budget for Fiscal Year 2025-2026.

On a motion by Rachel Scelfo, seconded by Jolene Siena, voted on and carried unanimously, it was agreed to approve the West Babylon Library Budget for the Fiscal Year 2025-2026.

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

On a motion by Maeghan Lollo, seconded by Kathryn Gambill, 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 of \$7,000.00.

On a motion by Maeghan Lollo, seconded by Andrea McGurk, 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. Michael Vigliotta administered the Constitutional Oath of the State of New York to Diana Stein.

- 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 \$7,500.00 with additional expenses as incurred.

On a motion by Maeghan Lollo, seconded by Andrea McGurk, 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 \$7,500.00 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 \$11,800.00.

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 \$11,800.00

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

On a motion by Andrea McGurk, seconded by Maeghan Lollo, 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), Citizens Bank, Bank of America, Connect One Bank, and Webster 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 Andrea McGurk, 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), Citizens Bank, Bank of America, Connect One Bank, and Webster 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 Jolene Siena, seconded by Maeghan Lollo, 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 Maeghan Lollo, seconded by Andrea McGurk, 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 Maeghan Lollo, 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 \$0.70 a mile.

On a motion by Jolene Siena, seconded by Andrea McGurk, voted on and carried unanimously, it was agreed to set the automotive mileage allowance at \$0.70 a mile.

Fund Balances Reserve Funds Policies.

- XIX. Motion to designate the Unused Benefit Time Payable Reserve Fund in the amount of \$165,000.00.

On a motion by Maeghan Lollo, seconded by Andrea McGurk, voted on and carried unanimously, it was agreed to designate the Unused Benefit Time Payable Reserve Fund in the amount of \$165,000.00.

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

On a motion by Kathryn Gambill, seconded by Maeghan Lollo, 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 Jolene Siena, seconded by Andrea McGurk, 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, Commerce Bank Mastercard (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, PEAC and all bills which must be paid prior to the next Board Meeting, if necessary.

On a motion by Andrea McGurk, 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, Commerce Bank Mastercard (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, PEAC 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.

On a motion by Jolene Siena, seconded by Andrea McGurk, voted on and carried unanimously, it was agreed to distribute the Codes of Ethics for Library Trustee, Officer, Employee and Volunteer Code of Ethics and Conflict of Interest Policy and Whistleblower Policy.

- XXIV. Reading and Approval of Minutes of June 23, 2025

On a motion by Maeghan Lollo, seconded by Jolene Siena, voted on and carried unanimously, the minutes of the Regular meeting of June 23, 2025 were approved, with Andrea McGurk abstaining due to her absence from that meeting.

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

XXVI. Approval of Payroll Warrant #1449

On a motion by Jolene Siena, seconded by Andrea McGurk, voted on and carried unanimously, Payroll Warrant #1449 was approved.

XXVII. Approval of Bill Warrant #1450

On a motion by Kathryn Gambill, seconded by Maeghan Lollo, voted on and carried unanimously, Bill Warrant #1450 was approved.

XXVIII. Treasurer's Report for June 2025

The financial reports were given by Diana Stein. On a motion by Rachel Scelfo, seconded by Andrea McGurk, voted on and carried unanimously, the June 2025 Treasurer's Report was approved.

XXIX. Committee Reports

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

On a motion by Andrea McGurk, seconded by Kathryn Gambill, voted on and carried unanimously, it was agreed to accept the retirement of Maria Farrell, Principal Library Clerk, at \$53,211.75 per year, effective 7.27.25.

On a motion by Andrea McGurk, seconded by Kathryn Gambill, voted on and carried unanimously, it was agreed to accept the resignation of Sandra Noll, P/T Library Clerk, at \$18.89 per hour, effective 7.19.25.

On a motion by Andrea McGurk, seconded by Kathryn Gambill, voted on and carried unanimously, it was agreed to hire Lisa von Czerniewicz, P/T Library Clerk, at \$18.89 per hour, effective 7.28.25.

On a motion by Maeghan Lollo, seconded by Rachel Scelfo, voted on and carried unanimously, it was agreed to hire Logan McKeon, P/T Page, at \$16.50 per hour, effective 7.21.25.

- D. Buildings and Grounds- None.

XXX. Report of the Friends of the Library- The Friends are planning a holiday music concert with Tony and the Boys. Carisse Mitchell is the new Friends liaison.

XXXI. Correspondence- None.

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

XXXIII. Old Business- None.

XXXIV. New Business

A. Holidays 2026- On a motion by Rachel Scelfo, seconded by Maeghan Lollo, voted on and carried unanimously, the Holiday Schedule for 2026 was approved.

B. Roof replacement Schedule and Construction Grant Options- The schedule for the roof replacement was discussed and it was agreed to seek a construction grant for solar panels.

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

XXXVI. Dates of Future Meetings, Friends and Library Events

MONDAY, August 25, 2025 – Regular Meeting 6 PM

MONDAY, September 29, 2025 – Regular Meeting 6 PM

MONDAY, October 27, 2025 – Regular Meeting 6 PM

XXXVII. Executive Session- On a motion by Rachel Scelfo, seconded by Andrea McGurk, voted on and carried unanimously, it was agreed to enter Executive Session at 6:50 PM to discuss a personnel matter.

On a motion by Rachel Scelfo, seconded by Maeghan Lollo, voted on and carried unanimously, it was agreed to re-enter the Regular Meeting and adjourn at 7:19 PM.