WEST BABYLON PUBLIC LIBRARY
REGULAR AND REORGANIZATION MEETING MINUTES
Monday, July 27, 2026

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 6:05 pm.

II. Pledge Of Allegiance was recited.

III. Motion to elect Reorganization Meeting Chairperson.

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

IV. Election of Officers.

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

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

Lollo as Policies and Legislation Chairperson, Andrea McGurk as Personnel Chairperson and Jolene Siena as Building and Grounds Chairperson.

VII. Motion to approve the West Babylon Public Library Budget for Fiscal Year 2026-2027.

On a motion by Rachel Scelfo, seconded by Maeghan Lolllo, voted on and carried unanimously, it was agreed to approve the West Babylon Library Budget for the Fiscal Year 2026-2027.

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

On a motion by Kathryn Gambill, seconded by Jolene Siena, 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 Rachel Scelfo, seconded by Jolene Siena, 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.

On a motion by Rachel Scelfo, seconded by Jolene Siena, 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 $12,050.00.

On a motion by Kathryn Gambill, seconded by Maeghan Lollo, 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 $12,050.00

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 Rachel Scelfo, 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), 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 Kathryn Gambill, 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 Andrea McGurk, 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 Andrea McGurk, seconded by Kathryn Gambill, voted on and carried unanimously, it was agreed to establish an Agenda for Board of Trustee meetings.

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

On a motion by Andrea McGurk, seconded by Jolene Siena, voted on and carried unanimously, it was agreed to designate the Babylon Herald for bid announcements and Long Island Business News and Babylon Herald 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 $0.725 a mile.

On a motion by Kathryn Gambill, seconded by Maeghan Lollo, voted on and carried unanimously, it was agreed to set the automotive mileage allowance at $0.725 a mile.

Fund Balances Reserve Funds Policies.

XIX. Motion to designate the Unused Benefit Time Payable Reserve Fund in the amount of $145,000.00.

On a motion by Rachel Scelfo, seconded by Jolene Siena, voted on and carried unanimously, it was agreed to designate the Unused Benefit Time Payable Reserve Fund in the amount of $145,000.00.

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 Andrea McGurk, 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. Nunc Pro Tunc Motion to Designate Capital Reserve Fund in the amount of $661,000.00, effective 6.30.26.

On a motion by Rachel Scelfo, seconded by Maeghan Lollo, voted on and carried Unanimously, it was agreed to designate the Capital Reserve Fund in the amount of $661,000.00, nunc pro tunc, effective 6.30.26.

XXII. Motion to designate the Unemployment Reserve Fund in the amount of $10,400.00.

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

XXIII. 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 (Xerox) 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 (Xerox) and all bills which must be paid prior to the next Board Meeting, if necessary.

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

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

Michael Vigliotta left the meeting at 6:22 PM.

XXV. Reading and Approval of Minutes of June 29, 2026

On a motion by Maeghan Lollo, seconded by Jolene Siena, voted on and carried unanimously, the minutes of the Regular meeting of June 29, 2026 were approved, with Andrea McGurk recusing due to her absence from that meeting.

XXVI. Comments from Visitors- None.

XXVII. Approval of Payroll Warrant #1473

On a motion by Kathryn Gambill, seconded by Maeghan Lollo, voted on and carried unanimously, Payroll Warrant #1473 was approved.

XXVIII. Approval of Bill Warrant #1474

On a motion by Kathryn Gambill, seconded by Maeghan Lollo, voted on and carried unanimously, Bill Warrant #1474 was approved.

XXIX. Treasurer's Report for June 2026

The financial reports were given by Diana Stein. On a motion by Jolene Siena, seconded by Andrea McGurk, voted on and carried unanimously, the June 2026 Treasurer's Report was approved.

XXX. Committee Reports

A. Financial-None
B. Policies and Legislation-Kathryn Gambill discussed a proposed bill to ban books in U.S. school libraries.
C. Personnel-

   On a motion by Andrea McGurk, seconded by Jolene Siena, voted on and carried unanimously, it was agreed to accept the retirement of Renata Robak, Business Manager I, at $95,000.34 per year, effective 7.11.26.

On a motion by Andrea McGurk, seconded by Jolene Siena, voted on and carried unanimously, it was agreed to hire Andrea Costello, C/I Library Clerk, at $19.27 per hour, effective 7.8.26.

On a motion by Andrea McGurk, seconded by Jolene Siena, voted on and carried unanimously, it was agreed to hire Reilly Schmidt, P/T Page, at $17.00 per hour, effective 7.20.26.

On a motion by Andrea McGurk, seconded by Jolene Siena, voted on and carried unanimously, it was agreed to accept the resignation of Eric Fasano, Guard, at $22.32, effective 7.1.26.

D. Buildings and Grounds- None

XXXI. Report of the Friends of the Library- There was good attendance at the last meeting. The Friends are hosting Tony and the Boys in August.

XXXII. Correspondence- None.

XXXIII. Report of Director-

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

XXXIV. Old Business-

A. Solar Panel Construction Grant Update- Director Evans reported that the solar panel installation cost was $100,000 less than anticipated, so the funds must be spent on another approved project.

XXXV. New Business

A. Holidays 2027- On a motion by Rachel Scelfo, seconded by Andrea McGurk, voted on and carried unanimously, the Holiday Schedule for 2027 was approved.
B. Policy Reviews-Sexual Harassment and Workplace Violence Prevention- It was agreed to check with the Library attorney to ensure both policies are up to date.

XXXVI. Comments from Visitors-None.

XXXVII. Dates of Future Meetings, Friends and Library Events

MONDAY, August 31, 2026 – Regular Meeting 6 PM
MONDAY, September 28, 2026 – Regular Meeting 6 PM
MONDAY, October 26, 2026 – Regular Meeting 6 PM

XXXVIII. Executive Session- On a motion by Rachel Scelfo, seconded by Maeghan Lollo, voted on and carried unanimously, it was agreed to enter into Executive Session at 7:01 PM to discuss the salaries for Principal Account Clerk and Library Director.

On a motion by Rachel Scelfo, seconded by Maeghan Lollo, voted on and carried unanimously, it was agreed to re-enter the Regular Meeting at 7:26 PM.

On a motion by Andrea McGurk, seconded by Maeghan Lollo, voted on and carried unanimously, it was agreed to increase the salary of the Library Director by 3%, effective 7.1.2026.

On a motion by Rachel Scelfo, seconded by Kathryn Gambill, voted on and carried unanimously, it was agreed to set the salary for the Principal Account Clerk title at $80,000.00. per year.

Discussion ensued regarding the Employee Dress Code and shirts for pages and staff.

On a motion by Rachel Scelfo, seconded by Maeghan Lollo, voted on and carried unanimously, it was agreed to adjourn the meeting at 8:00 PM.