

# Board Meeting

Thursday, July 11, 2024  
5:30 to 6:00 p.m.  
East Islip Public Library

Type of meeting: Regular Board Meeting / Reorganization

Also attending will be: Kassia Plotke, Head of Adult Services  
Cassandra Walsh, Head of Teen Services

## Agenda

- |   |                   |              |
|---|-------------------|--------------|
| 1. Call to Order / Pledge of Allegiance | Presiding Officer | 5:30-5:32 PM |
| 2. Adoption of Agenda                   | Action item       | 5:32-5:33 PM |
| 3. Period for public expression         |                   | 5:33-5:35 PM |
| 4. Staff Reports                        |                   | 5:35-5:45    |
| 5. Reading of minutes                   | Action item       | 5:45-5:46 PM |
| • June, 2024                            |                   |              |
| 6. Financial reports                    | Action items      | 5:46-5:47 PM |
| • Treasurer's Report                    |                   |              |
| • Claims Auditor's Report               |                   |              |
| 7. Board Reorganization                 |                   | 5:38-5:40 PM |
| 8. Director's Report                    |                   | 5:40-5:50 PM |
| • Financial                             | Action items      |              |
| • Insurance                             | Action items      |              |
| • Personnel                             | Action items      |              |
| • Facility                              | Action items      |              |
| • Other                                 | Action items      |              |
| 9. Old Business                         |                   | 5:50-5:52 PM |
| 10. New Business                        |                   | 5:52-5:53 PM |
| 11. Committee reports                   |                   | 5:53-5:55 PM |
| • Building                              |                   |              |
| • Personnel                             |                   |              |
| • Financial                             |                   |              |
| 12. Staff Reports                       |                   | 5:55-5:58 PM |
| 13. Correspondence                      |                   | 5:58-5:59 PM |
| 14. Adjournment                         | Action Item       | 6:00 PM      |

## Additional Information

Next Board of Trustees Meeting: Thursday, August 8 at 5:30 PM

A meeting of the Board of Trustees was held on Thursday, June 13, at 5:30 p.m.

Trustees Present: Joseph Gabriel, AIA, President  
Deborah Y. Smith, Ed.D., Vice President  
Jackie Flamio  
Stephen Foray  
Victor C. Gremli, Jr., DC.

Also Present: Matthew Wuthenow, Library Director  
Deborah El-Warari, Assistant Director

**Call to Order**

Mr. Gabriel called the meeting to order at 5:31 p.m.

**Adoption of Agenda**

Upon a motion from Mr. Foray (Ms. Flamio, unanimous), the agenda was adopted.

**Public Expression**

None.

**Approval of Minutes**

Upon a motion from Dr. Gremli (Mr. Foray, unanimous), the minutes of the May 16, 2024 Board meeting were approved.

**Financial Reports**

Upon a motion from Mr. Foray (Dr. Gremli, unanimous), the Board approved the financial reports, the March and April Treasurer’s reports, and the May Claims Auditor’s Report.

**Director’s Report**

Upon a motion from Dr. Gremli (Dr. Smith, unanimous), the Board approved Michele Romano’s request for a five-week unpaid leave of absence.

Upon a motion from Mr. Foray (Ms. Flamio, unanimous), the Board approved the following resolutions:

*Resolved, the Board of Trustees hereby transfers \$208,500 from the Unreserved Fund Balance (L909), increasing the Assigned for Capital Improvements fund (L878) to be used for capital improvements.*

*Resolved, the Board of Trustees hereby appropriate up to \$6,000 from the Unassigned Fund Balance and transfers it into the 2023-2024 operating budget (L7410-450) to cover a shortfall for Utilities.*

Upon a motion from Mr. Foray (Dr. Smith, unanimous), the Board approved the following personnel transactions:

Name	Position	\$ Rate	Hours/Wk	Effective	Action
Cantore, Michele	Page	\$15.00	11	4/23/24	Resign
Rao, Doreen	Page	\$15.00	11	5/6/24	New

**Next Meeting**

The next Board of Trustees meeting was set for Thursday, July 11, at 5:30 pm.

**Adjournment**

Upon a motion by Ms. Flamio (Mr. Foray, unanimous), the meeting was adjourned at 5:55 pm.

**APPROVED:**

---

Joseph Gabriel, President

---

Matthew Wuthenow, Library Director

TREASURER'S MONTHLY REPORT  
5/31/2024

All Funds Cash Book Balance at April 30, 2024

\$3,232,940.34

**RECEIPTS AND OTHER DEBITS DURING THE MONTH**

Tax Levy	\$337,303.92
PILOT	0.00
Interest Earnings	1,267.95
Fines & Other Charges	8,047.11
Rental Income	8,342.90
Aid Received	0.00
Gifts & Donations	0.00
Other Revenues and Receipts	436.45
Employee Benefit Contributions	0.00
Voided Checks	2,104.63

**Total Receipts** 357,502.96

**DISBURSEMENTS MADE DURING THE MONTH**

By Check	\$121,454.92
By Electronic Payment	156,960.62

**Total amount of checks issued & electronic payments** 278,415.54

**Cash balance per Books at May 31, 2024** 3,312,027.76

**RECONCILIATION WITH BANK STATEMENTS**

Balances as given on bank statements, end of month:		<u>Interest Earned</u>
Annual Yield 0.00%	TD Bank Checking	\$0.00
Annual Yield 0.00%	TD Bank Merchant	0.00
Annual Yield 4.73%	TD CD	0.00
Annual Yield 2.81%	TD Bank MM	861.78
Annual Yield 2.36%	Webster Bank	406.17
Total balance as given on bank statements, end of month	<u>\$3,356,737.55</u>	
	Less: Total outstanding checks	<u>(19,704.59)</u>
Net balance in bank	\$3,337,032.96	
Amount of receipts undeposited	363.99	
All Funds Net Reconciling Items	<u>0.00</u>	
<b>Total Adjusted Bank Balance at May 31, 2024</b>		<u>\$3,337,396.95</u>

This is to certify that the above Cash Balance is in agreement with my bank reconciliation, as reconciled.

Madison LePage  
Treasurer

6/24/2024  
Date

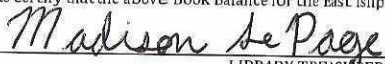
**EAST ISLIP PUBLIC LIBRARY  
TREASURER'S REPORT  
May 2024**

Account Name GL Code Last 4 of Acct #	TD Bank Checking L2001 3176	TD Bank MM - Multi Fund			TD CD L2022 4573	TD Bank Merchant L2023 0824	Webster Bank L2019 4872	Total All Funds
		L2021 3184	P2005, P2006, P2007, P2008 3184					
05/01/2024 Beginning Book Balance	\$ 831,648.28	\$ 338,783.64	\$ 368.66	\$ 1,800,000.00	\$ 69,616.21	\$ 192,523.55	\$ 3,232,940.34	
<b>Receipts: Revenue</b>								
Tax Levy	337,303.92	-	-	-	-	-	337,303.92	
PILOT	25,369.19	-	-	-	-	-	25,369.19	
E-Rate	-	-	-	-	-	-	-	
Interest Earnings	-	798.50	63.28	-	-	-	-	
Fines, Programs & Other Charges	4,648.44	-	-	-	3,398.67	406.17	1,267.95	
Rental Income	8,342.90	-	-	-	-	-	8,047.11	
Aid Received	-	-	-	-	-	-	8,342.90	
Gifts & Donations	-	-	-	-	-	-	-	
Other Revenues and Receipts	436.45	-	-	-	-	-	-	
<b>Other: Misc</b>								
Transfer	-	-	-	800,000.00	-	-	-	
Voided Checks	2,104.63	-	-	-	-	-	800,000.00	
							2,104.63	
<b>Total Receipts &amp; Other</b>	<b>\$ 378,205.53</b>	<b>\$ 798.50</b>	<b>\$ 63.28</b>	<b>\$ 800,000.00</b>	<b>\$ 3,398.67</b>	<b>\$ 406.17</b>	<b>\$ 1,182,872.15</b>	
<b>Total Available Cash</b>	<b>\$ 1,209,853.81</b>	<b>\$ 339,582.14</b>	<b>\$ 431.94</b>	<b>\$ 2,600,000.00</b>	<b>\$ 73,014.88</b>	<b>\$ 192,929.72</b>	<b>\$ 4,415,812.49</b>	
<b>Disbursements Regular</b>								
<b>Electronic (ACH)</b>								
Abstracts	121,454.92	-	-	-	-	-	121,454.92	
Payroll (ACH)	150,797.26	-	-	-	-	-	150,797.26	
AMEX (ACH)	4,480.17	-	-	-	-	-	4,480.17	
Monthly Retirement	1,683.19	-	-	-	-	-	1,683.19	
Transfer	800,000.00	-	-	-	-	-	800,000.00	
Adjustments	-	-	-	-	-	-	-	
<b>Total Disbursements:</b>	<b>\$ 1,078,415.54</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,078,415.54</b>	
<b>Transfers (+/-)</b>								
05/31/2024 Book Balance	\$ 131,438.27	\$ 339,582.14	\$ 431.94	\$ 2,600,000.00	\$ 73,014.88	\$ 192,929.72	\$ 3,337,396.95	
Multi Fund Book Balance Total		\$ 340,014.08						
05/31/2024 Bank Balance	\$ 150,967.06	\$ 340,014.08	\$ 2,600,000.00	\$ 72,826.69	\$ 192,929.72	\$ 3,356,737.55		
Outstanding Checks	(19,704.59)	-	-	-	-	-	(19,704.59)	
Deposit in transit	175.80	-	-	-	188.19	-	363.99	
Prior Months Reconciling Items	-	-	-	-	-	-	-	
Current Reconciling Items	-	-	-	-	-	-	-	
05/31/2024 Reconciled Bank	\$ 131,438.27	\$ 340,014.08	\$ 2,600,000.00	\$ 73,014.88	\$ 192,929.72	\$ 3,337,396.95		
Difference	(0.00)							

Received by the Board of Trustees and entered as part of the minutes of the Board meeting held July 11, 2024.

  
CLERK OF THE BOARD OF TRUSTEES

This is to certify that the above Book Balance for the East Islip Public Library is in agreement with the bank statement, as reconciled and attached.

  
LIBRARY TREASURER

**INNOVATIVE HUMAN CAPITAL SOLUTIONS  
PO BOX 651  
GREAT RIVER, NY 11739**

June 30, 2024

East Islip Public Library  
Board of Trustees  
381 East Main Street  
East Islip, NY 11730

**Re: Certification of Abstracts**

Dear Board:

This report covers the period June 1, 2024, through June 30, 2024. The following Check Warrants and Claims were reviewed and certified. My review covered review of invoices and claims prior to payment as well as a final check prior to checks being mailed to vendors.

Review includes certification that appropriate employees approved and signed claims, all extensions were mathematically correct, no unauthorized taxes were paid, all claims are for valid library purposes in accordance with the Board's policies, and claims were coded appropriately.

The review also includes a certification of the monthly Employee Earnings Summary.

Check Warrant L-98

Checks # 58223 through #58245 in the amount of \$12,532.65

NB: The following Checks payable to Brodart Co., #58226, with invoices in the amount of \$615.35, #58227 with invoices in the amount of \$294.62, and, #58228 with invoices in the amount of \$523.09 were voided as continuation payments and paid in Check #58229.

Check Warrant L-105

Checks #58246 through #58228 in the amount of \$17,126.82

NB: The following Checks payable to Brodart Co., #58248 with invoices in the amount of \$736.77, #58249 with invoices in the amount of \$948.77, #58250 with invoices in the amount of \$628.66, #58251, with invoices in the amount of \$394.24, and #58252 with invoices in the amount of \$634.54 were voided as continuation payments and aid in Check #58253.

Check Warrant L-106

Checks #58289 through #58301 in the amount of \$7004.64

NB: The following Check payable to Brodart Co., #58292 with invoices in the amount of \$687.99 was voided as a continuation payment and paid in Check #58293.

Check Warrant L-107

Checks #58302 through #58399 in the amount of \$55,907.90

NB: The following Checks payable to Brodart Co., #58304 with invoices in the amount of \$358.53, and, #58305 with invoices in the amount \$832.08 were voided as continuation payments and paid in Check

#58306. The following Check payable to Midwest Tape LLC., #58318 in the amount of \$676.87 was voided as a continuation payment and paid in Check #58319.

Check Warrant L-108

Checks #58340 through #58378 in the amount of \$52,156.03

NB: The following Checks payable to Amazon Capital Services, Inc., #58341 with invoices in the amount of \$336.15, #58342 with invoices in the amount of \$280.83, #58343, with invoices in the amount of \$168.39, #58344 with invoices in the amount of \$461.63, #58345, with invoices in the amount of \$525.23, #58346 with invoices in the amount of \$317.60, #58347 with invoices in the amount of \$214.26, #58348 with invoices in the amount of \$338.37, #58349 with invoices in the amount of \$1,797.93, #58350 with invoices in the amount \$203.45, #58351 with invoices in the amount of \$228.54, #58352 with invoices in the amount of \$228.99, #58353, with invoices in the amount of \$391.49, and #58354, with invoices in the amount of \$617.75 were voided as continuation payments and paid in Check #58355.

The following vendors were paid via ACH:

Warrant L-111

- NYS Deferred Compensation Plan in the amount of \$3,386.00

Warrant L-112

- Equitable Insurance employee Roth contributions in the amount of \$496.63.

June Employee Earnings Summary

Reviewed the Employee Earnings Report for June 1, 2024, through June 30, 2024

Gross Wages Paid:	\$ 164,331.26
Statutory and Other Deductions:	<u>\$ 53,402.40</u>
Net Wages Paid:	\$ 110,928.86

Sincerely,

*Pasquale Ferrara, Jr*

Pasquale Ferrara, Jr.

cc: M. Wuthenow