



7 LIBRARY AVENUE • WESTHAMPTON BEACH • NY 11978  
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**BOARD OF TRUSTEES**

**Board Minutes**

**Minutes of the Wednesday, July 12, 2017 meeting at 7:00 pm**

BOARD MEMBERS IN ATTENDANCE: Thomas Moore, President, Barbara Matros, Vice President, Susan Rosenberg, Treasurer, Mary Anne Yutes, Secretary, Mitchell Schecter, Trustee and Stephen Wisnoski, Trustee (appointed during the meeting- item H)

Excused; Robert Santucci, Trustee

ALSO IN ATTENDANCE: Danielle Waskiewicz, Director and Laura Spillane, Director of Operations

Call to order at 7:15 pm by President Moore

**Motions by Trustee Moore:**

**If there is no objection, Resolutions A through G be approved by unanimous consent.**

5 Ayes, 0 Nays

**A. Approval of Minutes from June 12, 2017**

RESOLVED, that the minutes of the Board of Trustees' Meeting of June 12, 2017 are hereby approved.

**B. Approval of Fund Expenditures**

IT IS HEREBY RESOLVED that the Fund Expenditures are approved.

**C. Approval of Monthly Bills**

RESOLVED, that the Bills for the Month of June/early July of the Westhampton Free Library are hereby approved.

**D. Review Income and Expense Analysis**

RESOLVED, that the Income and Expense Analysis Report is hereby approved.

**E. Approval of the Payroll**

RESOLVED, that the June 9, 2017 and June 23, 2017 payrolls are hereby approved.

**F. Review Monthly Reports**

RESOLVED, that Monthly Staff and Marketing Reports are hereby approved.

**G. Approval of the Treasurer Report**

RESOLVED that the Treasurer Report is hereby approved.

**Motion by Trustee Moore:**

**H. Approval of an Appointment of a Trustee**

WHEREAS a vacancy exists on the Board of Trustees due to the resignation of Trustee Jennifer Mendelson in November 2016,

RESOLVED that Stephen Wisnoski is hereby approved to be appointed as a Trustee to fulfill Jennifer Mendelson's term that expires in 2021.

Seconded by Rosenberg and unanimously approved.

5 Ayes, 0 Nays

**Motion by Trustee Moore:**

**I. Approval of the Amendment of the Bylaws**

WHEREAS the Charter, as amended, provides that the terms for Trustees is to be three years with one term expiring each year, and the Board of Trustees wishes to limit the years of service of each Trustee and Member, now therefore be it

RESOLVED that the Bylaws are amended as attached are hereby approved.

Seconded by Matros and unanimously approved.

6 Ayes, 0 Nays

**J. Resolution To Set The Terms Of Current Trustees To Conform To The Amended By-Laws and Charter**

WHEREAS the Charter, as amended, provides that the terms of for Trustees is to be three years with one term expiring each year,

WHEREAS the Board of Trustees has amended the By-Laws this day to provide a maximum length of service, as amended, this Resolution is for the purpose of bringing the terms of office of the Trustees into conformity with the Charter and the By-Laws as now amended, therefore now

BE IT RESOLVED that there shall be three classes of Trustee Seats, A-C chosen randomly; and be it further

RESOLVED THAT

Class A will have two seats and will be occupied by **Susan Rosenberg and MaryAnne Yutes** with terms that expire on the date of the **July 2018** annual meeting;

Class B will have two seats with terms that expire on the date of the **July 2019** annual meeting and are occupied by: **Mitchell Schecter and Robert Santucci**; and

Class C will have three seats that expire on the date of the **July 2020** annual meeting and are occupied by: **Barbara Matros and Thomas Moore**.

And be it further RESOLVED that since Stephen Wisnoski has been appointed at this meeting, **Stephen Wisnoski** will occupy one of the Class C seats.

**Motion by Trustee Moore:**

RESOLVED that the terms of each Class, after the first expiration as provided herein shall be thereafter be for three year terms and “No Trustee may serve more than a total of six years as Trustee without a break in service as a Trustee of at least one continuous year before such Trustee shall be eligible to serve as Trustee for no more than another six years.” as stated in the newly amended Bylaws is hereby approved.

Seconded by Rosenberg and unanimously approved.

6 Ayes, 0 Nays

**Motion by Trustee Moore:**

RESOLVED THAT the agenda and minutes of every regular meeting of the Board of Trustees will list the three classes, the name(s) of the Trustee(s) occupying each class and the expiration date of the term of each class is hereby approved.

Seconded by Rosenberg and unanimously approved.

6 Ayes, 0 Nays

**Motion by Trustee Moore:**

**K. Approval of opening of a Money Market Account with People’s United Bank**  
WHEREAS, Suffolk County National Bank has been taken over by People’s United Bank and People’s United Bank no longer offers a 7 day CD and the Treasurer, Director of Operations and Library Director recommend opening a money market account being offered at double the current interest rate of the 30 Day CD.  
RESOLVED, that money market account is hereby approved to be opened at People’s United Bank in Westhampton Beach.

Seconded by Wisnoski and unanimously approved.

6 Ayes, 0 Nays

**Motion by Trustee Moore:**

**L. Approval of the Capital Reserve Fund Expenditures**  
WHEREAS the Board of Trustees has reviewed the expenditures for H2M for June 2017  
RESOLVED, that the total expenditures in the amount of \$3,925.08 for the month of June are hereby approved to be withdrawn out of the capital reserve fund committed to the attic renovation.

Seconded by Rosenberg and unanimously approved.

6 Ayes, 0 Nays

**Motion by Trustee Moore:**

**M. Approval of the Changes in Committed Funds**  
WHEREAS the Board of Trustees has reviewed the committed funds assigned to specific projects,  
RESOLVED that The Board of Trustees un-commits the funds committed for capital projects in the amount of \$3,073,579 (November 2015) and less the approved expenditures in the amount of \$30,858.85 and commits the following specific projects instead:

|   |                                   |
|---|-----------------------------------|
| Building Completion Project ( Attic Project)                | \$ 1,269,141.15                   |
| Future New computers not related to attic project           | 50,000                            |
| Future HVAC replacement not related to Attic project        | 100,000                           |
| Future Interior Space Redesign not related to Attic Project | <u>623,579</u>                    |
| <br>Total   | <br><u><u>\$ 2,042,720.15</u></u> |

Be it further,

RESOLVED that remaining \$1,000,000 in uncommitted funds from the capital projects ( approved November 2015) be committed to Bond Debt Prepayment at the earliest time the Board of Trustees may do so without penalty.

Seconded by Rosenberg and unanimously approved.

6 Ayes, 0 Nays

**Motion by Trustee Moore:**

**N. Extension of Negotiating Committee**

WHEREAS the Library Negotiating Committee has made substantial progress in negotiating the first collective bargaining agreement with the Westhampton Library Staff Association and the term of the members was to expire on June 30, 2017; and

WHEREAS the Board of Trustees expects this committee to be able to complete its duties in the very near future,

NOW be it RESOLVED that the terms of the committee members will be extended and will conclude upon the earlier of the execution of the first collective bargaining agreement with the Westhampton Library Staff Association, or September 30, 2017.

Seconded by Wisnoski and unanimously approved.

6 Ayes, 0 Nays

**Motion by Trustee Matros:**

Motion to adjourn at 8:22 pm.

Seconded by Rosenberg and unanimously approved.

6 Ayes, 0 Nays

Next meeting is Wednesday, August 12th at 7:00 pm.

Respectfully submitted,

Laura Spillane  
Director of Operations