



7 LIBRARY AVENUE • WESTHAMPTON BEACH • NY 11978  
PHONE: 631-288-3335 • FAX: 631-288-5715

**BOARD OF TRUSTEES**

**Board Minutes**

**Minutes of the Wednesday, August 16, 2017 meeting at 7:00 pm**

BOARD MEMBERS IN ATTENDANCE: Thomas Moore, President, Barbara Matros, Vice President\* (arrived at 7:12 pm), Susan Rosenberg, Treasurer, Mary Anne Yutes, Secretary, Robert Santucci, Trustee, Mitchell Schecter, Trustee and Stephen Wisnoski, Trustee

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

Call to order at 7:07 pm by President Moore

**Motions by Trustee Moore:**

**If there is no objection, Resolutions A through F be approved by unanimous consent.** 6 Ayes, 0 Nays

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

RESOLVED, that the minutes of the Board of Trustees' Meeting of July 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 July/early August 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 July 7, 2017 and July 21, 2017 payrolls are hereby approved.

**F. Review Monthly Reports**

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

**Motion by Trustee Moore:**

**G. Approval of Personnel Report**

RESOLVED, that the Personnel Report is hereby approved.

Seconded by Yutes and unanimously approved.

7 Ayes, 0 Nays

**Motion by Trustee Moore:**

**H. Approval of the Treasurer Report**

RESOLVED that the Treasurer Report is hereby approved.

Seconded by Santucci and unanimously approved.

7 Ayes, 0 Nays

**Motion by Trustee Santucci:**

**I. Approval of Customer Service Training Proposal**

WHEREAS customer service is a high priority of the Library and whereas the Director has researched various customer service training programs.

RESOLVED that the proposal from Business Training Works in the amount of \$5,738.50 is hereby approved.

Seconded by Yutes and unanimously approved.

7 Ayes, 0 Nays

**Motion by Trustee Rosenberg:**

**J. Approval NYLA Conference**

WHEREAS the Director of the Library is familiar with the course offerings of the New York Library Association Conference, and has considered the budgetary implications, the Director of the Library recommends that seven employees be authorized to attend, said employees that are to attend is to be designated by the Director of the Library.

IT IS HEREBY RESOLVED that seven employees to be designated by the Director of the Library are authorized to attend the NYLA Conference to be held from November 8 through November 11 2017 at a cost not to exceed \$5,500

Seconded by Matros and unanimously approved.

7 Ayes, 0 Nays

**Motion by Trustee Moore:**

Motion to adjourn at 7:52 pm.

Seconded by Rosenberg and unanimously approved.

7 Ayes, 0 Nays

Next meeting is Wednesday. September 13, 2017 at 7:00 pm.

There will be a meet and greet at 6:00 pm.

Respectfully submitted,

Laura Spillane  
Director of Operations