



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

**BOARD OF TRUSTEES**  
**Board Minutes**

**Minutes of the Wednesday, September 12, 2018 meeting at 7:00 pm**

BOARD MEMBERS IN ATTENDANCE: Barbara Matros, President, Robert Santucci, Vice President, Susan Rosenberg, Treasurer, Mary Anne Yutes, Secretary, Stephen Wisnoski, Trustee and Thomas Moore, Trustee

EXCUSED: Mitchell Schecter, Trustee

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

Call to order at 7:04 pm by President Matros

**Motions by Trustee Matros:**

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

**A. Approval of Minutes from August 15, 2018**

RESOLVED, that the minutes of the Board of Trustees' Meeting of July 18, 2018 are hereby approved.

**B. Approval of Personnel Report**

RESOLVED, that the personnel report is hereby approved.

**C. Approval of Monthly Bills**

RESOLVED, that the Bills for the Month of August/early September/October 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 August 3, 2018, August 17, 2019 and August 31, 2018 payrolls are hereby approved.

**F. Review Monthly Reports**

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

**G. Approval of the Treasurer's Report**

RESOLVED that the Treasurer's Report is hereby approved.

**Motion by Trustee Moore:**

Seconded by Rosenberg and unanimously approved.

6 Ayes, 0 Nays

**H. Committed Funds**

WHEREAS the Board of Trustees has reviewed its reserved funds, RESOLVED that, an adjustment is to be made to the committed funds to the following balances as of June 30, 2018:

**Building Renovation and Completion**

\$1,700,000

**Budget Stabilization**

\$150,000.00

**Long-Term Maintenance**

\$207,614.61

**Programs**

\$40,000

**HVAC Replacement**

\$100,000.00

**Sick and Payout**

\$127,000.00

**Marketing**

\$0

**Legal**

\$0

**Computers**

\$0

**Interior Space Redesign**

\$0

**Bond Debt Repayment**

\$0

**Building completion (attic)**

\$0

Is hereby approved.

**Motion by Trustee Wisnoski:**

Seconded by Yutesand unanimously approved.

6 Ayes, 0 Nays

**I. Approval of the Fund Expenditures**

WHEREAS the Board of Trustees has reviewed the expenditures for H2M for July 2018, RESOLVED, that the total expenditures in the amount of \$9,010.92 for the month of July are hereby approved to be withdrawn out of the capital reserve fund committed to the attic renovation. WHEREAS WLSA has reviewed, approved and submitted an expenditure for WLSA unit members in the amount of \$212, RESOLVED that \$212 is hereby approved to be withdrawn from the Professional Development Fund.

**Motion by Trustee Santucci:**

Seconded by Rosenberg and unanimously approved.

6 Ayes, 0 Nays

**J. New York State Construction Grant Assurances**

WHEREAS the Director of the Library has completed the application for New York State Construction Aid and the Board of Trustees has reviewed the application, RESOLVED that assurance form is to be signed by the Board President on behalf of the Trustees and the grant application has been adopted.

**Motion by Trustee Rosenberg:**

Seconded by Wisnoski and unanimously approved.

6 Ayes, 0 Nays

**K. H2M Architects and Engineers Furniture Phase Fee**

WHEREAS H2M Architects and Engineers has reduced the original proposal to reflect the Bid and alternates fee and has provided a separate furniture phase fee, RESOLVED that Furniture Phase Fee estimated to be \$36,569.53 is hereby approved.

**Motion by Trustee Wisnoski:**

Seconded by Yutes and unanimously approved.

6 Ayes, 0 Nays

**L. Furniture Bid Award**

WHEREAS H2M Architects and Engineers has reviewed the Bids from A.R. Kropp and Sons and Henricksen for the Furniture Phase of the project and has given a recommendation letter to the Board of Trustees, RESOLVED that the Furniture Bid in the amount of \$292,185.95 is awarded to A.R. Kropp.

**Motion by Trustee Moore:**

Seconded by Santucci and unanimously approved.

6 Ayes, 0 Nays

**M. Electronic Membership Reporting Agreement**

WHEREAS WLSA and the Library have signed previous MOAs regarding how dues are processed by the Library, RESOLVED that the Electronic Membership Reporting Agreement is hereby ratified.

**Motion by Trustee Matros:**

Motion to go into Executive session at 7:45 pm to discuss personnel matters.

Seconded by Moore and unanimously approved.

6 Ayes, 0 Nays

**Motion by Trustee Wisnoski:**

Motion to adjourn Executive session at 8:21 pm. No action taken.

Seconded by Rosenberg and unanimously approved.

6 Ayes, 0 Nays

**Motion by Trustee Rosenberg:**

Motion to adjourn regular session at 8:22 pm. No action taken.

Seconded by Yutes and unanimously approved.

6 Ayes, 0 Nays

Next meeting is Wednesday, October 17, 2018 at 7:00 pm.

Respectfully submitted,

Laura Spillane  
Director of Operations