



7 LIBRARY AVENUE • WESTHAMPTON BEACH • NY 11978
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BOARD OF TRUSTEES
Board Minutes

Minutes of the Wednesday, October 17, 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, Thomas Moore, Trustee and Mitchell Schecter, Trustee

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

Call to order at 7:03 pm by President Matros

Motions by Trustee Matros:

If there is no objection, Resolutions A through G be approved by unanimous consent. 7 Ayes, 0 Nays

A. Approval of Minutes from September 12, 2018

RESOLVED, that the minutes of the Board of Trustees' Meeting of September 12, 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 Months of September/October/early November 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 September 14, 2018 and September 28, 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.

H. Capital Fund

WHEREAS the Board of Trustees has reviewed its reserved funds, RESOLVED that

Motion by Trustee Santucci:

Seconded by Yutes and unanimously approved. 7 Ayes, 0 Nays

1. Motion to open capital fund.

Motion by Trustee Moore:

Seconded by Rosenberg and unanimously approved. 7 Ayes, 0 Nays

2. Motion to uncommit capital reserve fund of \$1, 7000,000 in the general fund

Motion by Trustee Rosenberg:

Seconded by Wisnoski and unanimously approved. 7 Ayes, 0 Nays

3. Motion to transfer \$1,700,000 from general fund to capital fund

Motion by Trustee Rosenberg:

Seconded by Moore and unanimously approved. 7 Ayes, 0 Nays

4. Commit \$1,700,000 for Attic Project.

Motion by Trustee Rosenberg:

Seconded by Wisnoski and unanimously approved. 7 Ayes, 0 Nays

5. Motion to move capital project bank account in the amount of \$1,700,000 from general to capital fund.

Are hereby approved.

Motion by Trustee Wisnoski:

Seconded by Rosenberg and unanimously approved. 7 Ayes, 0 Nays

I. Approval of the Fund Expenditures

WHEREAS the Board of Trustees has reviewed the expenditures for H2M for September, Lipsky for September and other capital expenses, RESOLVED, that the total expenditures in the amount of \$73,729.64 for the month of September are hereby 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 (Evan Denaro, Andrea Roberts and Nicole Loder) in the amount of \$1,271.61 , RESOLVED that \$1,217.61 is hereby approved to be withdrawn from the Professional Development Fund.

Motion by Trustee Matros:

Seconded by Moore and unanimously approved. 7 Ayes, 0 Nays

J. Meeting Room Policy

WHEREAS the Board of Trustees has reviewed the Meeting room policy to update the meeting room policy, RESOLVED that the Meeting Room Policy is hereby amended.

Motion by Trustee Moore:

Seconded by Rosenberg and unanimously approved. 7 Ayes, 0 Nays

K. Sexual Harassment Policy

WHEREAS New York State has passed a law to update the Sexual Harassment Policy, the model NYS Sexual Harassment Policy and Complaint forms are hereby approved.

Motion by Trustee Rosenberg:

Seconded by Wisnoski and unanimously approved. 7 Ayes, 0 Nays

L. Fire Sprinkler Award

WHEREAS H2M Architects and Engineers has reviewed the quote from Sentry Automatic Fire Protection and the Board of Trustees has reviewed the quote and Sentry Fire Sprinkler is the

Library's existing vendor, RESOLVED that the Fire Sprinkler Bid in the amount of \$15,000 is awarded to Sentry Fire Sprinkler as a direct contract between the Library and Sentry Fire Sprinkler and removed from Lipsky Construction's bid.

Motion by Trustee Moore:

Seconded by Schechter and unanimously approved.

7 Ayes, 0 Nays

M. Labor Negotiations Committee

WHEREAS the current contract between the Library and WLSA will expire on June 30, 2019, RESOLVED that Barbara Matros, Susan Rosenberg, Steve Wisnoski and the Library Director will serve as Labor Negotiations Committee members.

Motion by Trustee Schechter:

Seconded by Yutes and unanimously approved.

7 Ayes, 0 Nays

N. Amendment to NYLA Conference

WHEREAS the coordinated bus to go to the NYLA conference was cancelled, RESOLVED that the budget for the NYLA conference previously approved at the August 2018 Board meeting be amended to not exceed \$9,000 is hereby approved.

Motion by Trustee Moore:

Seconded by Rosenberg and unanimously approved.

7 Ayes, 0 Nays

O. Custom Steel Header Fabrication Drawings

WHEREAS, Lipsky Construction's steel subcontractor has the fabrication capabilities for the bent steel but needs assistance from a structural engineer and the Board of Trustees and the Library Director has reviewed the proposal from H2M to not exceed \$3,600, RESOLVED that the proposal is hereby authorized to be signed by the Director.

Motion by Trustee Moore:

Motion to adjourn at 7:46 pm.

Seconded by Matros and unanimously approved.

7 Ayes, 0 Nays

Next meeting is Wednesday, November 14, 2018 at 7:00 pm.

Respectfully submitted,

Laura Spillane
Director of Operations