



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

Minutes of the Wednesday, December 19, 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 7:06 pm by President Matros

Motions by President Matros:

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

A. Approval of Minutes from November 14, 2018

RESOLVED, that the minutes of the Board of Trustees' Meeting of November 14, 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 November/early December/January 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 November 9, 2018 and November 23, 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. Audit Health Department Covenant Resolution

WHEREAS, Westhampton Free Library Association (the “Corporation”) is the fee owner of the premises designated as Suffolk County Tax Map numbers 0905-011.00-02.00-030.000 and 0905-011.00-02.00-031.000 (collectively, the “Premises”);

WHEREAS, the Corporation appeared before the Board of Review (the “Board”) of the Suffolk County Department of Health Services (the “Department”) to request a variance for project sewage design flow at the Premises which exceeds the population density equivalent as required by the Suffolk County Sanitary Code (the “Variance”);

WHEREAS, the Board granted the Variance by a letter dated August 7, 2018;

WHEREAS, as a condition to the Department’s approval of the Variance, the Department requires (a) certain Declaration of Covenants and Restrictions, be recorded against Premises, substantially in the form provided by the Department (the “New Declaration”); and (b) certain Declaration of Removal of Restrictive Covenants be recorded against the Premises, to remove certain covenants and restrictions previously recorded against the Premises, in Liber 1259, Page 964 (the “Removal Declaration” and together with the New Declaration, collectively, the “Declarations”).

NOW, THEREFORE BE IT:

RESOLVED, that the Declarations and the transactions contemplated therein each are in all respects ratified, authorized, affirmed and approved, and that the Corporation is hereby authorized to execute and deliver, at this time and from time to time hereafter, all such instruments and documents in such form or forms, and containing such terms, provisions and conditions, as may be required pursuant to the Declarations, and to perform any and all other acts, which may be required to carry into effect the intent of the foregoing; and it is further

RESOLVED, Danielle Waskiewicz, as “Library Director” be, and hereby is, authorized, empowered and directed to execute and deliver in the name and on behalf of the Corporation, the Declarations, together with all other agreements, document and instruments referred to therein and any reports or filings in connection therewith; and it is further

RESOLVED, that the authority given hereunder shall be deemed retroactive and any and all signatures, endorsements heretofore executed and all other actions taken (including agreements made electronically (*e.g.*, in pdf format)) by Danielle Waskiewicz are hereby adopted, ratified and confirmed.

Motion by Trustee Moore:

Seconded by Wisnoski and unanimously approved.

6 Ayes, 0 Nays

I. Holiday Policy

WHEREAS the granting of Holiday time was changed for Unit Members by the creation of a Union Contract in November 2017 that was ratified by the Union and Board of Trustees,

RESOLVED that the Holiday Policy is amended for management employees.

Motion by Trustee Santucci:

Seconded by Rosenberg and unanimously approved.

6 Ayes, 0 Nays

J. Vacation and Personal Time Policy Removal

WHEREAS Vacation time and Personal time was changed to a pot of hours for Unit members by creation of a Union Contract in November 2017 that was ratified by the Union and Board of Trustees, **RESOLVED** that the Vacation Policy and Personal Time Policy is hereby removed to create a Paid Time off policy in their place.

Motion by Trustee Santucci:

Seconded by Rosenberg and unanimously approved.

6 Ayes, 0 Nays

K. Paid Time Off Policy

WHEREAS Resolution J has been approved, RESOLVED that the Paid Time Off Policy is created and approved.

Motion by Trustee Moore:

Seconded by Yutes and unanimously approved.

6 Ayes, 0 Nays

L. Fund Expenditures

WHEREAS the Board of Trustees has reviewed the expenditures for H2M, Lipsky, HON, First Northern Bank and DJJ for November and other capital expenses, RESOLVED, that the total expenditures in the amount of \$156,196.04 for the month of November 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 member Andrea Roberts) in the amount of \$145.65, RESOLVED that it is hereby approved to be withdrawn from the Professional Development Fund.

Motion by Trustee Moore:

Seconded by Rosenberg and unanimously approved.

6 Ayes, 0 Nays

M. MOAs

WHEREAS the Board of Trustees has reviewed the MOA between WLSA (The “Union”) and the Library regarding the inclusion of the full-time clerk title and salary of full-time clerk dated December 18, 2018, RESOLVED, that the MOAs are ratified.

Motion by Trustee Yutes:

Motion to adjourn at 8:06 pm.

Seconded by Wisnoski and unanimously approved.

6 Ayes, 0 Nays

Next meeting is Wednesday, January 16, 2018 at 7:00 pm.

Respectfully submitted,

Laura Spillane
Director of Operations