



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

Minutes of the Wednesday, September 18, 2019 meeting at 7:00 pm

BOARD MEMBERS IN ATTENDANCE: Barbara Matros, President, Susan Rosenberg, Treasurer, Mary Anne Yutes, Secretary and Mitchell Schecter, Trustee

ABSENT: Thomas Moore, Trustee and Robert Santucci, Vice President

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

Call to order at 7:51 pm by President Matros

Motions by President Matros:

If there is no objection, Resolutions A through G be approved by unanimous consent. 5 Ayes, 0 Nays

A. Approval of Minutes from August 14, 2019

RESOLVED, that the minutes of the Board of Trustees' Meeting of August 14, 2019 is hereby APPROVED

B. Approval of the 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 2, 2019, August 16, 2019 and August 30, 2019 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 Wisnoski:

H. Audit

Whereas the Board of Trustees has reviewed the Annual Audit and Al Coster has presented the Annual Audit at this Board meeting, RESOLVED, that the Audit is hereby approved.

Seconded by Schecter and unanimously approved.

5 Ayes, 0 Nays

Motion By Trustee Rosenberg:

I. Board Meeting Dates

WHEREAS invoices and payments for the month do not arrive before the 3rd of the month, in order to prepare checks for the meeting, the meeting dates must be changed. Also, The December 18, 2019 meeting will be held at 4:00pm. RESOLVED, that future Board meetings will be the third Wednesday of the month. Approved.

Seconded by Yutes and unanimously approved.

5 Ayes, 0 Nays

Motion By Trustee Wisnoski:

J. Fund Expenditures

WHEREAS the Board of Trustees has reviewed the expenditures for AR Kropp, H2M Architects and Engineers for the month of August, RESOLVED, that the total expenditures in the amount of \$42,733.76 for the month of August are hereby to be withdrawn out of the Capital reserve fund committed to the attic renovation. WHEREAS the WLSA has submitted reviewed and submitted expenditures for Evan DeNaro in the amount of \$411.69 RESOLVED the following expenditures in the amount of \$411.69 to be withdrawn from the Professional Development Fund. Approved.

Seconded by Rosenberg and unanimously approved.

5 Ayes, 0 Nays

Motion By Trustee Rosenberg:

K. Sick Leave, Paid Time Off and Holiday Time Policy

WHEREAS the Board of Trustees has reviewed the Sick Leave, Paid Time Off and Holiday policies and the Union Contract has updated Sick Leave, Paid Time Off, Part-Time and Holiday Time for Part-time Employees, RESOLVED, that the Sick Leave, Paid Time Off and Holiday Time Policies are hereby amended. Approved.

Seconded by Wisnoski and unanimously approved.

5 Ayes, 0 Nays

Motion by Trustee Rosenberg:

Motion to adjourn at 7:51 pm to Executive Session to discuss a specific personnel matter of a particular employee.

Seconded by Wisnoski and unanimously approved.

5 Ayes, 0 Nays

Motion by Trustee Wisnoski:

Motion to adjourn Executive Session and return to regular meeting at 8:22 pm. No action taken.

Seconded by Yutes and unanimously approved.

5 Ayes, 0 Nays

Motion by Trustee Schecter:

Motion to adjourn at 8:23 pm.

Seconded by Matros and unanimously approved.

5 Ayes, 0 Nays

Next meeting is Wednesday, October 16, 2019 at 7:00 pm.

Respectfully submitted,

Laura Spillane
Director of Operations