

**EMMA S. CLARK MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
May 17, 2017**

A regular meeting of the Board of Trustees of the Emma S. Clark Memorial Library Association was called to order at 7:35 PM by Orlando Maione, Vice-President. The following trustees of the Board, consisting of a quorum, were present: Carol Leister, Anthony Parlatore, Richard Russell, Suzanne Shane, and Deborah Blair, Treasurer. Excused were Fred Bryant, Christopher Fletcher and Linda Josephs. Also present was Ted Gutmann, Library Director.

I. PERIOD OF PUBLIC EXPRESSION

No one from the public wished to speak.

II. MINUTES

Mr. Parlatore made a motion to accept the minutes of April 19, 2017, seconded by Mr. Russell, and passed unanimously.

III. PRESIDENT'S REPORT

A meet and Greet for the new trustee, David Douglas, will be held at the Stony Brook Yacht Club on Wednesday, May 24th at 5:30.

IV. TREASURER'S REPORT & APPROVAL OF WARRANTS

All the bills are paid, and we are in line with last year's budget at this time. Mrs. Leister made a motion to accept the Treasurer's report, seconded by Mr. Parlatore, and passed unanimously.

V. DIRECTOR'S REPORT

(See attached)

VI. COMMITTEE REPORTS

Building and Grounds: The committee met to identify projects which include:

1. Replacement of 25 ton H-Vac Unit which is 35 years old. The price from Soundview Electrical is \$15,390 and will be drawn from the capital fund. A motion was made to accept the project and associated cost by Mr. Russell, seconded by Mrs. Leister, and approved unanimously.

2. Bringing electric to center island to illuminate entrance/exit signs. A low bid of \$5,285 from Double R Contracting has been received. A motion was made to accept the project and associated cost to be drawn from the capital fund by Mr. Russell, seconded by Mrs. Blair, and

approved unanimously.

3. Replacement of carpet for main floor.
4. Sealing the parking lot.
5. Replacement of flat roof on the 1980's part of the building.

Personnel: The committee met to discuss a minimum wage issue which will have an impact on pages. The recommendation is to increase hourly rate proportionate to NYS requirements.

Investment: No meeting. No report. Mr. Maione will join the Investment Committee.

VII. OLD BUSINESS:

2018 Library Budget:

- Proposed 2018 budget has been adjusted to recalculate salaries for part time employees in reflect a .69% increase. A motion to approve was made by Mr. Parlatore, seconded by Mrs. Leister, and passed unanimously.
- Date of budget vote will be changed to September 27 due to a conflict with a holiday. A motion to approve was made by Mr. Parlatore, seconded by Mrs. Leister, and passed unanimously.

VIII. NEW BUSINESS

- Mr. Maione noted that October marks the 125th anniversary of the library.
- Gifts for retiring trustees Fred Bryant and Diane Murtha Fitzpatrick will be paid for through the Endowment Fund. Total cost is \$300. A motion was made by Mrs. Leister, seconded by Suzanne Shane, and passed unanimously.
- The annual contract with the Three Village Central School District for providing library services to the residents of the Three Village Central School District was explained by Mr. Gutmann. A motion to approve the contract was made by Mr. Parlatore, seconded by Mr. Russell, and passed unanimously.
- The board briefly discussed the potential of reduced federal funding for IMLS and the possible ramifications for libraries. No action taken.

IX. ADJOURNMENT

A motion to adjourn was made by Mr. Russell, seconded by Mrs. Leister, and passed unanimously at 8:12 PM.

Respectfully submitted,

Deborah Blair for Christopher Fletcher, Secretary