

**EMMA S. CLARK MEMORIAL LIBRARY  
BOARD OF TRUSTEES MEETING  
January 18, 2017**

A regular meeting of the Board of Trustees of the Emma S. Clark Memorial Library Association was called to order at 7:31 PM by Linda Josephs, President. The following trustees of the Board, consisting of a quorum, were present: Orlando Maione, Vice-President, Fred Bryant, Richard Russell, Christopher Fletcher, Secretary, Anthony Parlatore, Suzanne Shane and Carol Leister, Excused was Deborah Blair. Also present was Ted Gutmann, Library Director.

**I. PERIOD OF PUBLIC EXPRESSION**

No one from the public wished to speak.

**II. MINUTES**

Anthony Parlatore made a motion to accept the minutes of December 14, 2016; seconded by Carol Leister and passed unanimously.

**III. PRESIDENT'S REPORT**

No report.

**IV. TREASURER'S REPORT & APPROVAL OF WARRANTS**

All the bills are paid and we are consistent with our budget. Richard Russell made a motion to accept the Treasurer's report and seconded by Fred Bryant and passed unanimously.

**V. DIRECTOR'S REPORT**

**GENERAL NEWS:**

An auditor from Baldessari & Coster was in on January 6 to begin the annual audit work. She will return again in February to finish up.

ADP informed us that our ACA forms are all in order for 2016.

The 2017 SCLS budget passed (49-0)

Following up with some items from last month's meeting:

- Included with the packet this month are documents provided by Stan Gelish from Suffolk County National Bank (as requested), along with a copy of the 2015 People's United Bank annual report.
- I was asked to have Kevin Seaman provide recommended language to amend the library's Library Behavior Policy to address situations regarding library users with poor hygiene. His response is included in the packet.
- As requested, an updated trustee contact document that includes terms and start dates is also included with this month's packet.

I plan to attend the 2017 Computers in Libraries Conference (Washington, D.C., March 27-30).

**PERSONNEL:**

**New Hires**

N/A

**Resignations**

N/A

**VI. COMMITTEE REPORTS**

**Building and Grounds:**

Looking into lighting for driveway entrance area of library. Two bids received so far. Will obtain a third bid.

**Personnel:**

No meeting. No report.

**Investment:**

No Meeting. No report.

**VII. OLD BUSINESS**

Reviewed the Library Behavior Policy. Will review again at next month's Board meeting to see the extent of any adverse behaviors or complaints to assess if changes need to be made.

Collateralization of funds – Discuss Suffolk County National Bank correspondence sent since last meeting. One option is to place funds with Suffolk County National Bank soon to be acquired by People's United Bank. Orlando Maione made a motion to no longer transfer funds to Beacon and to leave them at Suffolk County National Bank seconded by Anthony Parlatore

and passed unanimously. The Board also authorized the Director to open another savings account at Suffolk County National Bank for the Capital Fund to keep that money separate from the rest as per the recommendation of the library's auditor.

Edits to the Constitution were reviewed. Anthony Parlatore made a motion to accept the changes presented by the committee to the Constitution seconded by Orlando Maione and passed unanimously.

#### **VIII. NEW BUSINESS**

Fred Bryant pointed out to the Board that gate count has dropped significantly over the years- -approximately 100,000 lower since 2004, however, website visits are up nearly 100,000 over the past five years, and WiFi usage has doubled in five years.

#### **IX. ADJOURNMENT**

A motion to adjourn was made by Fred Bryant and seconded by Suzanne Shane and passed unanimously at 8:27 PM.

Respectfully submitted,  
Christopher Fletcher, Secretary