

**EMMA S. CLARK MEMORIAL LIBRARY  
BOARD OF TRUSTEES MEETING  
February 15, 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 Linda Josephs, President. The following trustees of the Board, consisting of a quorum, were present: Orlando Maione, Vice President Deborah Blair, Treasurer, Fred Bryant, Richard Russell, Christopher Fletcher, Secretary and Anthony Parlatore. Excused were Suzanne Shane and Carol Leister. Also present was Ted Gutmann, Library Director.

**I. PERIOD OF PUBLIC EXPRESSION**

No one from the public wished to speak.

**II. MINUTES**

A change to last month's minutes was proposed. The change was as follows: under edits to the constitution the following is added: An additional suggested change to impose term limits for Trustees was discussed but consensus was reached not to include it in the revised constitution. Orlando Maione made a motion to accept the minutes of January 18, 2017 as revised; seconded by Richard Russell and passed unanimously.

**III. PRESIDENT'S REPORT**

A nominating committee will be formed at next month's meeting to fill vacancies in May 2017 and recommend a new slate of officers. Interested Board members can make their intent known at the next meeting.

President reviewed a letter of appreciation and praise for Robert Johnson and his efforts. A donation to the library was also enclosed.

Letter from Beacon Trust was reviewed. That relationship will be terminating next month.

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

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

## V. DIRECTOR'S REPORT

### GENERAL NEWS:

Following up from last month's meeting, a second Suffolk County National Bank savings account has been opened for the library's Capital Fund. Included in the board packet is a copy of the resolution presented for adoption.

We received word from Utica Insurance that all of the safety recommendations submitted by the consultant for the workers compensation safety audit have been complied with in a satisfactory manner, and that the Library is now considered in compliance with the Code Rule 59 process.

On January 30, members of our internal Safety Advisory Group attended a program "Create an Emergency Action Plan for your Library" at the Suffolk Cooperative Library System. The program was presented by officers from the Suffolk County Police Department's Homeland Security and Criminal Intelligence Bureau. We picked up a lot of good advice for use in developing our own plan (under construction).

The auditors returned on February 7 and 8 to finish up the portion of their work here at the library.

We had a couple of service interruptions due to the recent snow storm. The library was closed on Thursday, February 9, and opened at 1 p.m. on February 10. The snow removal crews did a great job, with the parking lot down to pretty much all blacktop by the time I arrived in the morning on February 10. Thank you to Jim Krause who was on site to oversee the work.

Now that we have switched to the county catalog system and are using telecommunications services provided through Suffolk Cooperative Library System, we can piggyback on their federal Erate discount that they file on behalf of participating libraries. This year we received a refund check of \$7,700.40.

I will be on vacation from February 21 – 28.

### PERSONNEL:

Part-time Adult Reference Pages, Nicole Schneider and Sydney Baranowski went back to college, they both expect to return in May for the summer season.

## VI. COMMITTEE REPORTS

### Building and Grounds:

No meeting. No report.

**Personnel:**

No meeting. No report.

**Investment:**

The entire portfolio was reviewed line by line with some adjustments made based upon input by our financial adviser.

A discussion ensued about the use of the Philip Groia endowment designated for Global Studies. The Director will explore some options and bring back to the Board to review.

**VII. OLD BUSINESS**

A motion was made by Orlando Maione seconded by Deborah Blair and passed unanimously to amend the Library Behavior Policy to specifically prohibit smoking on library premises including the building and grounds.

A motion was made by Christopher Fletcher, seconded by Fred Bryant and passed unanimously to approve the opening of a new Suffolk County National Bank account to be used as the capital account.

**VIII. NEW BUSINESS**

Auditor will present their findings at next month's meeting.

**IX. ADJOURNMENT**

A motion to adjourn was made by Anthony Parlatore and seconded by Orlando Maione and passed unanimously at 8:07 PM.

Respectfully submitted,  
Christopher Fletcher, Secretary