

**EMMA S. CLARK MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
April 19, 2017**

A regular meeting of the Board of Trustees of the Emma S. Clark Memorial Library Association was called to order at 7:42 PM by Linda Josephs, President. The following trustees of the Board, consisting of a quorum, were present: Carol Leister, Orlando Maione, Vice President, Anthony Parlatore, Richard Russell, Suzanne Shane, and Deborah Blair, Treasurer. Excused were Christopher Fletcher and Fred Bryant. 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 March 15, 2017, seconded by Ms Blair, and passed unanimously.

III. PRESIDENT'S REPORT

Ms Josephs proposed that a listing of the names of trustees, along with dates of service, be compiled. There was a discussion about presenting a small gift to note appreciation to trustees when they leave the board.

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. Mr. Russell made a motion to accept the Treasurer's report, seconded by Mr. Maione, and passed unanimously.

V. DIRECTOR'S REPORT

GENERAL NEWS:

Included in the packet was a proposed "Master Plan" which is required by the State. Mr. Gutmann used the past version of the plan and updated it to include proposed changes.

A draft version of the 2018 proposed budget was included in the packet.

The library installed “ballot” type boxes outside the Vincent R. O’Leary Community Room and the Children’s program room for forms that patrons can fill out to rate the programs we offer.

The NYS tax exempt form that we have been using to issue to vendors is outdated. We applied for and received an updated version from the NYS Department of Taxation and Finance.

An Eagle Scout has requested permission to do a project to benefit the library. Conversation will take place to select a project that would be worthwhile.

PERSONNEL:

New Hires:

Courtney Mussenden, Part-time Children’s Page, 3/6/2017.

Theresa Arrigon, Part-time Adult Page will be returning from a leave without pay on 4/19/2017.

VI. COMMITTEE REPORTS

Building and Grounds:

Mr. Maione indicated that a meeting will be held on May 2 to select projects for the upcoming budget year.

Concrete will be poured for the backstairs project on June 21. Work continues to bring electricity to the curb to provide better illumination of entrance signs.

Personnel:

No meeting has been held but one will be scheduled in May to discuss the minimum wage.

Nominating Committee:

There were 12 applicants for the Trustee position. The candidates were very strong. The Nominating Committee (Ms. Josephs, Mr. Parlatore, Ms Shane) proposed the appointment of David Douglas. Mr. Maione made a motion to approve the appointment of Mr. Douglas, seconded by Mr. Russell, and passed unanimously. Ms Josephs will call Mr. Douglas.

Investment:

No meeting. No report.

VII. OLD BUSINESS

None

VIII. NEW BUSINESS

Election of Officers

The current officers were contacted and are willing to serve a second term:

Ms. Josephs, President
Mr. Maione, Vice-President
Mr. Fletcher, Secretary
Ms. Blair, Treasurer

A motion was made by Mr. Russell to re-elect the existing officers, seconded by Ms. Leister, and approved unanimously.

There was a brief discussion about arrangements for a "meet and greet" social to welcome the new trustee at the Stony Brook Yacht Club on May 24th at 5:30 PM.

Proposed Budget

The proposed 2018 Budget vote date will be September 20, 2017, from 10:00 AM to 9:00 PM. Budget hearing will take place on September 6, 2017 at 7:00 PM. Mr. Gutmann noted that the proposed budget includes a 1.36% increase (\$70,000). The budget will be discussed further and voted on at the May 2017 meeting.

Master Plan

Mr. Gutmann briefly described the proposed Master Plan. A motion was made by Mr. Maione to approve the plan, seconded by Ms Leister, and approved unanimously.

IX. ADJOURNMENT

A motion to adjourn was made by Ms Shane, seconded by Mr. Parlatore, and passed unanimously at 8:24 PM.

Respectfully submitted,
Deborah Blair for Christopher Fletcher, Secretary