

**EMMA S. CLARK MEMORIAL LIBRARY  
BOARD OF TRUSTEES MEETING  
June 21, 2017**

A regular meeting of the Board of Trustees of the Emma S. Clark Memorial Library Association was called to order at 7:30 PM by Linda Josephs, President. The following trustees of the Board, consisting of a quorum, were present: Orlando Maione, Vice President, Deborah Blair, Treasurer, Christopher Fletcher, Secretary, Carol Leister, Anthony Parlatore, Richard Russell, Suzanne Shane and David Douglas. Also present was Ted Gutmann, Library Director.

**I. PERIOD OF PUBLIC EXPRESSION**

No one from the public wished to speak.

**II. MINUTES**

Orlando Maione made a motion to accept the minutes of May 17, 2017 seconded by Richard Russell and passed unanimously.

**III. PRESIDENT'S REPORT**

No new information to report.

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

All the bills are paid and we are consistent with our budget. Carol Leister made a motion to accept the Treasurer's report seconded by Orlando Maione and passed unanimously.

**V. DIRECTOR'S REPORT**

**GENERAL NEWS:**

On May 26 we held the annual CPR/AED training/certification class.

Beginning on January 1, 2018, New York State's Paid Family Leave Act will become law. From the New York State Paid Family Leave website (<https://www.ny.gov/new-york-state-paid-family-leave/paid-family-leave-how-it-works>):

Employees may take the maximum benefit length in any given 52-week period. The maximum benefit is eight weeks during the first year, 10 weeks during the second and

third years, and 12 weeks the fourth and subsequent years. The 52-week clock starts on the first day the employee takes Paid Family Leave.

Paid Family Leave coverage will be included under the disability policy all employers must carry. The premium will be fully funded by employees through payroll deductions.

I have been consulting with Joseph Price, the library's insurance broker to ensure that our policies are in compliance and I will also be attending a Suffolk County library directors' meeting on June 16, where Kevin Verbese, Director of SCLS will be providing more information on the topic.

I received an email communication from the Town of Brookhaven (attached with board packets) regarding a consolidation/efficiency grant that the Town is applying for. As part of the process, they are asking the Library Board to respond with a resolution that indicates the library's interest in participating in a selection of potential projects. It would seem that many of the items would not apply to the library, however, I would recommend that we indicate our interest in participating in the "Purchasing Portal" which would allow us to take advantage of Town contracts. A copy of the blank resolution is included for your review. As per Brookhaven's instructions, the resolution would have to be completed and signed by June 28 if we decide to participate.

The chain link fence that separates our back parking area from the school property has been fully repaired. Electricity has been brought out the center median area of the entrance/exit drive.

We have started looking at options for better ways to produce new library cards, rather than the completely manual process that we currently use.

On June 14, I attended a presentation at SCLS: "Open Government: Open Meetings Law and More." The informative presentation was given by Bob Freeman, Executive Director, NY Department of State-Committee on Open Government.

#### **PERSONNEL:**

##### New Hires:

Divisha Patel, Part-time Adult Reference Page, 6/5/2017

Rebekah Sorvillo, Part-time Children's Page, 6/6/2017

Jaqueline Raab, Part-time Children's Page, 6/6/2017

##### Resignations:

Erin Tiedmann, Part-time Children's Page, last day 8/21/2017

Nicole Supovitz, Part-time Circulation Clerk, last day 6/1/2017

##### Personnel Changes:

Rachel Sullivan, Part-time Adult Reference Page began working as a Part-time Circulation Clerk,  
5/30/2017

## VI. COMMITTEE REPORTS

### **Building and Grounds:**

The electricity is now out at the entrance/exit drive center median. Reviewing additional lighting options.

Due to weather we had to postpone the cement for the area in the rear of the building.

Received a proposal for the carpet for the main floor from Milburn Flooring Mills with New York State Contract pricing. We will also ask for other bids.

### **Personnel:**

No meeting. No report.

### **Investment:**

Plan to meet sometime in July with Phil Incorvia the library's financial adviser for the standard quarterly meeting.

## VII. OLD BUSINESS

No old business.

## VIII. NEW BUSINESS

Orlando Maione made a motion to participate in the Town of Brookhaven Municipal Consolidation and Efficiency (MCEC) Plan including "Purchasing Portal" and "Single Stream Recycling & Solid Waste Management" seconded by Deborah Blair and passed unanimously.

Decision on carpet postponed until next meeting.

Discussion about opening the library earlier than 12 pm on a Sunday. The Director will look at potential labor cost increase.

## IX. ADJOURNMENT

A motion to adjourn was made by Carol Leister and seconded by Orlando Maione and passed unanimously at 8:08 PM.

Respectfully submitted,

Christopher Fletcher, Secretary