

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

A regular meeting of the Board of Trustees of the Emma S. Clark Memorial Library Association was called to order at 7:33 PM by Linda Josephs, President. The following trustees of the Board, consisting of a quorum, were present: Deborah Blair, Treasurer, Christopher Fletcher, Secretary, Carol Leister, Anthony Parlatore, Richard Russell, Suzanne Shane and David Douglas. Also present was Ted Gutmann, Library Director. Excused was Orlando Maione, Vice President

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 June 21, 2017 seconded by Deborah Blair 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 David Douglas and passed unanimously.

V. DIRECTOR'S REPORT

GENERAL NEWS:

We have three quotes—one from Cappy's, one from Milburn (NYS contract, owner is a local resident) and Echo Interiors for the carpeting project.

The concrete project (staff entrance area) is now scheduled for the week of July 17.

Gallery North will be holding their annual Joseph Reboli Wet Paint Weekend July 28-30. This year the artists are encouraged to paint local historic buildings, including the library.

On Saturday, October 14, 2017, the Setauket Elementary School will be doing a run for the students. Main Street is expected to be closed to traffic from 8:00 am – 9:00 am. I recommend that we open the library at 9:30 a.m. on that day to give time for the children to be clear of the area and to give staff time to come in and prepare the building for opening. The Board discussed and agreed on the delayed opening.

PERSONNEL:

Resignations

Angelina DeLorenzo, Part-time Children's Page, last day 6/7/2017.

Leslie Downey, Part-time Adult Reference Librarian – retiring. Retirement date: 7/24/2017.

VI. COMMITTEE REPORTS

Building and Grounds:

Richard Russell made a motion to transfer \$51,000 from the Capital Fund to award the carpet contract to Milburn seconded by Suzanne Shane and passed unanimously.

Further discussion needed for lighting at entrance to the Library.

Looking at possible replacement of some interior lights with LED lighting to claim possible rebates.

Discussed the potential use of solar panels in selective areas.

Personnel:

No meeting. No report.

Investment:

Meeting set with investment adviser on August 4, 2017 to review first half of year results.

VII. OLD BUSINESS

Staffing costs would increase approximately \$55,000 per year should the library open two hours earlier on a Sunday. Will be reviewed again at next meeting.

VIII. NEW BUSINESS

Patron complaint about a magazine in the library. The Board discussed and decided it did not rise to the level of a violation of our policy. The Director will respond outlining the Library policy.

Possibility of adding a coffee/tea area in the library as other libraries are currently doing. The

Board will continue to explore this venue.

IX. ADJOURNMENT

A motion to adjourn was made by Deborah Blair and seconded by Carol Liester and passed unanimously at 8:06 PM.

Respectfully submitted,

Christopher Fletcher, Secretary