

**EMMA S. CLARK MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
September 27, 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: David Douglas, Carol Leister, Orlando Maione, Vice President, Anthony Parlatore, Richard Russell, Suzanne Shane, and Deborah Blair, Treasurer. Excused was Christopher Fletcher, Secretary. 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 July 19, 2017, seconded by Mr. Russell and passed unanimously.

III. PRESIDENT'S REPORT

Ms. Joseph visited Sachem Library to see the coffee shop, which is located in a small space and appeared popular. Other libraries that have cafes include Northport-East Northport, Riverhead, and Copiague. Mr. Gutmann and Mr. Douglas will look into these venues and gather information to be discussed at the October meeting.

The celebration of Audrey Hirschmann's 40th year and retirement from Emma Clark was a well attended and happy occasion.

The annual budget hearing has not been attended by any community members for many years. In the opinion of the library's attorney, a hearing is not required by law. It is proposed that the board advertise the budget presentation which is routinely held at a monthly meeting and dispense with a budget hearing. Mr. Maione made a motion that the annual budget hearing be eliminated. Ms. Leister seconded the motion which passed unanimously.

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

V. DIRECTOR'S REPORT
(see attached)

VI. COMMITTEE REPORTS

Building and Grounds:

Mr. Maione reported that bathrooms on the lower level need upgrading. They have occasionally flooded in the past and need attention. Both bathrooms have 2 stalls. They can be made handicapped accessible, with 1 stall each, will be unisex and conform to code. Mr. Gutmann indicated that this might be a good possibility for a 2018 NYS Library Construction grant.

Personnel:

No meeting. No report.

Investment:

A meeting was held on August 2, 2017 with financial advisor Phil Incorvia. A few minor changes in the portfolio were made.

VII. OLD BUSINESS

Carpeting on the main level and exterior painting have been completed.

VIII. NEW BUSINESS

Early Closing: As has been the past practice, the library will close early for the Holiday Parade on December 10, 2017 at 3:00 as Main Street will be closed to traffic after that time. This will allow the community to utilize the library parking lot and grounds for the parade.

Proposed 2018 Holiday Schedule: A motion was made to accept the proposed holiday schedule for 2018 by Mr. Russell; seconded by Mrs. Shane, passed with one abstention.

Proposed 2018 Board Meeting Dates: A motion was made by Mr. Parlatore, seconded by Mr. Maione and passed unanimously to approve the proposed 2018 Board meeting dates.

The Annual Staff Appreciation Event: The reception will be held on Friday, November 10, 2017. A motion was made by Mrs. Leister, seconded by Mrs. Shane and approved by all, to allocate up to \$3000 from the Endowment Fund for expenses.

Exterior Painting Project: A motion was made by Mr. Maione for an appropriation from the Capital Fund of \$8300 for work done on exterior painting of the 1892 building, seconded by Mr. Russell and approved by all.

LED Lighting Project: A motion was made by Mr. Maione for an appropriation of up to \$20,000 from the Capital Fund for the LED lighting project, seconded by Mr. Parlatore and passed unanimously.

Sunday Hours: Mr. Parlatore made a motion to extend Sunday hours from 12:00 - 5:00 to 10:00 - 5:00, seconded by Mr. Maione and passed with one abstention. After some discussion, it was decided that the extended hours would begin in 2019. Mr. Gutmann will meet with staff and survey patrons to determine if the extended hours, as proposed, would be most beneficial.

Trustee Meeting Minutes: A motion was made by Mr. Maione to give a staff member a stipend of \$25 to take minutes at monthly meetings, seconded by Mrs. Blair and approved by all.

IX. ADJOURNMENT

A motion to adjourn was made by Suzanne Shane, seconded by Carol Leister and passed unanimously at 8:15 PM.

Respectfully submitted,
Deborah Blair for Christopher Fletcher, Secretary