

**EMMA S. CLARK MEMORIAL LIBRARY  
BOARD OF TRUSTEES MEETING  
October 18, 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: Deborah Blair, Treasurer, David Douglas, Christopher Fletcher, Secretary, Carol Leister, Orlando Maione, Vice President, Anthony Parlatore, Richard Russell, and Suzanne Shane. 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 September 27, 2017, seconded by Ms. Leister and passed unanimously.

**III. PRESIDENT'S REPORT**

Ms. Josephs was pleased to report about the successful budget vote, and commented on the great newspaper coverage by Rita Egan, both before and after the vote.

Ms. Josephs reminded everyone about the staff reception on Friday, November 10 from 5:00 – 7:00 p.m. It was mentioned that it was on Veteran's Day (observed for the banks and schools), but not the library's observance of Veteran's Day. It was decided at the last meeting that this was fine.

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

**V. DIRECTOR'S REPORT**  
(see attached)

**VI. COMMITTEE REPORTS**

**Building and Grounds:**

Mr. Maione reported that PSEG approved GLL for LED lights, which will save the library money. Mr. Gutmann mentioned that we received one electrician quote for lighting the entrance, and we need to get two more.

**Personnel:**

No meeting. No report.

**Investment:**

Mr. Russell reported that the Investment Committee already met for the last time this year, and will provide a synopsis of 2017 in early 2018.

**VII. OLD BUSINESS**

Mr. Gutmann spoke with several libraries about their cafes. There seems to be 3 options for operation: 1) Library staff 2) Outsource concession 3) Self-serve machines. There was discussion about the pros and cons of the different options. Mr. Gutmann mentioned that we put the café idea on social media, and the community was very enthusiastic, but they also have special requests and high expectations. Will continue to research.

**VIII. NEW BUSINESS**

A motion was made to enter Executive Session to discuss matters leading to the discipline of a particular person by Mr. Maione, seconded by Mr. Russell and passed unanimously at 7:57 p.m.

Mr. Parlatore made a motion to leave Executive Session, seconded by Ms. Blair and passed unanimously at 8:16 p.m.

**IX. ADJOURNMENT**

A motion to adjourn was made by Mr. Fletcher, seconded by Mr. Maione and passed unanimously at 8:17 PM.

Respectfully submitted,  
Christopher Fletcher, Secretary

Recorded by: Lisa DeVerna