

**EMMA S. CLARK MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
November 15, 2017**

A regular meeting of the Board of Trustees of the Emma S. Clark Memorial Library Association was called to order at 7:31 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, Suzanne Shane, Richard Russell, 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

Mr. Parlatore made a motion to accept the minutes of October 18, 2017 seconded by Mr. Russell and passed unanimously.

III. PRESIDENT'S REPORT

Ms. Josephs reported that she attended the staff recognition event on November 10 along with Ms. Blair.

IV. TREASURER'S REPORT & APPROVAL OF WARRANTS

Ms. Blair reported that all the bills are paid and our budget is in line with previous years. Ms. Leister made a motion to accept the Treasurer's report seconded by Mr. Maione and passed unanimously.

V. DIRECTOR'S REPORT

GENERAL NEWS:

Mr. Gutmann spoke about the minimum wage increase and advised the board of current minimum wage rates.

The LED retrofit project is almost complete. Waiting on a few additional fixtures.

The Library received a \$10,000 bullet grant from Senator John J. Flanagan. Mr. Maione made a motion that the money be applied toward the LED retrofit project, seconded by Mr. Russell and passed unanimously.

A discussion regarding part time custodial staff was held. Mr. Gutmann indicated his desire to fill the part-time custodian position (which hasn't been filled in several years), the Board indicated their support.

Mr. Gutmann spoke of a new Library service for patrons called Kanopy and advised that an extended hours survey is being worked on. Mr. Parlatore would like the survey shown to the board before approval.

VI. COMMITTEE REPORTS

Building and Grounds:

Carpet project is complete, and was the final major capital project for 2017.

Personnel:

No meeting was held. Will meet immediately following this meeting.

Investment:

Investment committee is working on a future meeting date.

VII. OLD BUSINESS

None to report

VIII. NEW BUSINESS

SCLS Proposed 2018 Budget

Mr. Parlatore made a motion to accept the SCLS Proposed 2018 budget seconded by Mr. Maione and passed unanimously.

PALS Proposed 2018 Budget

Ms. Shane made a motion to accept the PALS Proposed 2018 Budget seconded by Ms. Leister and passed unanimously.

SCLS Trustee ballot

Ms. Blair made a motion to cast five ballots for Marguerite Barone to serve on the SCLS Board representing Brookhaven libraries seconded by Ms. Leister and passed unanimously.

2018 COLA for staff (excluding Part-time Page)

Tabled until next month.

Adjustment of Part-time Page salary schedule to comply with NYS Minimum Wage Law (as of 12/31/17) This was discussed as being a New York State law.

Proposal for 2017 Audit and Preparation of Financial Statements

Mr. Russell made a motion to accept the Proposal for 2017 Audit and Preparation of Financial Statements seconded by Mr. Parlatore and passed unanimously. The audit preparation has been awarded to the firm of Baldessari & Coster.

Proposed Security Camera Policy

The “Confidentiality of Patron Records” policy seems sufficient in addressing security cameras. No need to define a separate policy.

Proposed art prints donation in memory of Michael Kutzing (Naming Rights Policy)

Mr. Gutmann discussed the art prints donations. The board agreed that a name on the frames of the prints would be acceptable. The Board requested that a deed of gift be drafted by the library’s attorney. Mr. Maione, Ms. Blair and Mr. Douglas volunteered to assist in selecting the prints. The Board would like some further information about the prints, including whether they are framed and numbered.

Motion to enter Executive Session “to discuss matters regarding the suspension of a particular patron’s Library privileges.” - *The board decided that an Executive Session was not necessary.*

Mr Gutmann advised the board regarding a troublesome patron and advised that the patron’s library privileges have been revoked for a period of thirty days. The Board indicated their support of Mr. Gutmann’s decision.

A brief discussion regarding library staff safety drills was held. Mr. Maione suggested that the library contact the local police department regarding staff safety exercises and plans. Ms. Blair asked if the Setauket Elementary School notifies the library when a lockdown is in place.

IX. Adjournment

Mr. Parlatore made a motion to adjourn the meeting at 8:18 PM seconded by Mr. Maione and passed unanimously.

Respectfully submitted,
Christopher Fletcher, Secretary

Recorded by: Robert Johnson