

EMMA S. CLARK MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
December 20, 2017

A regular meeting of the Board of Trustees of the Emma S. Clark Memorial Library Association was called to order at 7:32 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, and David Douglas. Also present was Ted Gutmann, Library Director. Excused was Suzanne Shane

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 November 15, 2017 seconded by Mr. Douglas and passed unanimously.

III. PRESIDENT'S REPORT

Ms. Josephs reported that she has received many thank you letters from staff members who received gifts at the staff appreciation event.

A brief discussion regarding the new NYS CR 90.2 continuing education / training draft for staff and trustees of libraries was held.

IV. TREASURER'S REPORT & APPROVAL OF WARRANTS

All the bills are paid and our budget is in good shape. Mr. Fletcher asked for clarification on the cumulative comparison between years and wondered if the library could break down the budget monthly in addition to the twelve months. Mr. Fletcher and Ms. Blair expressed interest in meeting with Mr. Gutmann and Ms. Greco to see what reports might be generated from Quickbooks.

Mr. Fletcher made a motion to accept the Treasurer's report seconded by Mr. Parlatore and passed unanimously.

V. DIRECTOR'S REPORT

The attached Director's report was read and discussed.

VI. COMMITTEE REPORTS

Buildings and Grounds:

Mr. Maione reported that the LED project looks fantastic and has been completed.

Personnel:

The personnel committee met and discussed the COLA increase for staff. A brief discussion of other COLA rates was discussed. The personnel committee recommends a COLA increase of not less than 2%.

Investment:

Mr. Russell reported that the Investment Committee is looking to meet at the end of January.

VII. OLD BUSINESS

- Extended weekend hours survey for patrons
The proposed patron survey regarding extended weekend hours was distributed. A brief discussion regarding surveys in general was held. It was decided that there was no need for the extended weekend hours survey and that a survey regarding having a café in the Library would be done instead, and included with the Spring newsletter.
- 2018 COLA for staff (excluding Part-time Page)
Mr. Parlatore made a motion for a staff COLA increase of 2%, seconded by Mr. Fletcher, passed unanimously.
- Adjustment of Part-time Page salary schedule (Step 1= \$11.00/hr)
Mr. Maione made a motion to accept the adjustment to the Part-time Page salary schedule, seconded by Mr. Russell, passed unanimously.
- Mr. Maione asked about continued training of staff members for active shooter incidents, and suggested that Mr. Gutmann look at the plan that the Albany Public Library had developed.
- Mr. Parlatore asked about contacting our insurance company about sexual harassment programs for the staff.

VIII. NEW BUSINESS

- Personnel manual additions for New York State Paid Family Leave
Christopher Fletcher made a motion to adopt the New York State Paid Family Leave Policy as proposed, seconded by Deborah Blair, passed unanimously.
- Collateralization Agreement (Bank of New York Mellon)
The Board authorized Ms. Josephs to sign the paperwork.

At 8:32 pm, Mr. Fletcher made a motion to move into executive session to discuss a personnel matter regarding the Director's salary, seconded by Mr. Maione, and passed unanimously. The following trustees were present in executive session: Linda Josephs, Orlando Maione, Deborah Blair, Christopher Fletcher, Carol Leister, Anthony Parlatore, Richard Russell, and David Douglas.

At 8:39 pm, A motion to move out of executive session was made by Mr. Parlatore, seconded by Mr. Fletcher, and passed unanimously.

Mr. Parlatore made a motion to adopt the recommendation of the personnel committee to increase the library director's salary by 3%, seconded by Mr. Fletcher, and passed unanimously.

IX. ADJOURNMENT

Ms. Leister made a motion to adjourn the meeting at 8:40PM, seconded by Mr. Parlatore, and passed unanimously.

Respectfully submitted,
Christopher Fletcher, Secretary

Recorded by: Robert Johnson