

EMMA S. CLARK MEMORIAL LIBRARY  
BOARD OF TRUSTEES MEETING  
February 21, 2018

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: Orlando Maione, Vice President; Deborah Blair, Treasurer; Christopher Fletcher, Secretary; Carol Leister, Anthony Parlatore, Suzanne Shane and David Douglas. Also present was Ted Gutmann, Library Director. Excused: Richard Russell

**I. PERIOD OF PUBLIC EXPRESSION**

No one from the public wished to speak.

**II. MINUTES**

Mr. Maione made a motion to accept the January 17, 2018 minutes as amended to note correct title for Ms. Blair of Treasurer in the first paragraph, seconded by Ms. Blair and passed unanimously.

**III. PRESIDENT'S REPORT**

No report

**IV. TREASURER'S REPORT & APPROVAL OF WARRANTS**

All the bills are paid and our budget is in good shape.

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

**V. DIRECTOR'S REPORT**

The attached Director's report was read and discussed.

**VI. COMMITTEE REPORTS**

**Buildings and Grounds:** Committee met to outline this year's projects. The lower level public bathroom project was discussed as well as the parking lot striping and lower level carpeting. The committee will be visiting other libraries to view their cafes.

**Personnel:** The committee met and made progress on the Director's future evaluation form.

**Investment:** The committee met, reviewed and adjusted the portfolio as recommended by the library's financial adviser.

## **VII. OLD BUSINESS**

- Part-time staff salary steps
  - The Board authorized the Director to remit payment to part-timers.
- Donation of Art Prints (Donor/Gift Agreement)
  - The Board authorized the Director to accept the donated prints and approved the Deed of Gift document.

## **VIII. NEW BUSINESS**

- Patron challenge to Policy on Tutoring and Conversational Activity in the Library
  - Mr. Parlatore made a motion to not allow the use of the library facilities for paid tutors. The motion died for lack of a second.
  - Mr. Parlatore made a motion to amend the current tutoring policy to include paid tutoring. The motion died for lack of a second.
- Approval of NY State Report
  - Ms. Shane made a motion to approve the NY State Report as submitted, with a second from Mr. Maione, passed unanimously.
- Proposal for Dental Plan for Staff
  - The Board authorized the Director to offer the dental plan to full time staff members
- Canceling current Library credit card and obtaining a new one
  - The Board authorized the Director to cancel the current Library credit card and open a new credit card with a local bank that is not in the Director's name.
- Preparing for 2019 Budget
  - A brief discussion regarding the 2019 budget was held

## **Adjournment**

Ms. Leister made a motion to adjourn the meeting at 8:27 pm, seconded by Ms. Blair, passed unanimously.

Respectfully submitted,  
Christopher Fletcher, Secretary

Recorded by: Robert Johnson