

EMMA S. CLARK MEMORIAL LIBRARY  
BOARD OF TRUSTEES MEETING  
January 17, 2018

MINUTES

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; Christopher Fletcher, Secretary; Carol Leister; Richard Russell; Suzanne Shane and David Douglas. Also present was Ted Gutmann, Library Director. Excused were Anthony Parlatore and Deborah Blair, Secretary.

**I. PERIOD OF PUBLIC EXPRESSION**

No one from the public wished to speak.

**II. MINUTES**

Mr. Maione made a motion to accept the minutes of December 20, 2017 seconded by Mr. Russell 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. Fletcher made a motion to accept the Treasurer's report seconded by Ms. Leister and passed unanimously.

**V. DIRECTOR'S REPORT**

The attached Director's report was read and discussed.

**VI. COMMITTEE REPORTS**

**Buildings and Grounds:** No report

**Personnel:** The personnel committee met to discuss a new format for the Director's annual review.

**Investment:** No report. Will try to arrange a meeting for later in January.

## **VII. OLD BUSINESS**

- None to discuss

## **VIII. NEW BUSINESS**

- Closing the People's United Bank "pass-through" checking account:  
Mr. Maione made a motion to close the People's United Bank "pass-through" checking account, seconded by Mr. Fletcher, passed unanimously.
- Mr. Gutmann reported that it was discovered that in the past, some part-time employees advanced through the salary steps more slowly than they should have. Mr. Gutmann will look into the matter further.

## **Adjournment**

Mr. Fletcher made a motion to adjourn the meeting at 7:52 pm, seconded by Mr. Russell, passed unanimously.

Respectfully submitted,  
Christopher Fletcher, Secretary

Recorded by: Robert Johnson