

EMMA S. CLARK MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING

March 28, 2018

(Meeting originally scheduled for March 21 was canceled due to snow)

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; Anthony Parlatore, Richard Russell and David Douglas. Also present was Ted Gutmann, Library Director. Excused: Suzanne Shane, Carol Leister.

I. PERIOD OF PUBLIC EXPRESSION

No one from the public wished to speak.

II. MINUTES

Mr. Maione made a motion to accept the minutes from February 21, 2018, seconded by Mr. Parlatore and passed unanimously.

III. PRESIDENT'S REPORT

Ms. Josephs gave a brief report and a discussion regarding Narcan in libraries. The board instructed the director to purchase a couple of Narcan kits to have on hand at the Library.

IV. TREASURER'S REPORT & APPROVAL OF WARRANTS

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

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

V. DIRECTOR'S REPORT

The attached Director's report was read and discussed.

Mr. Parlatore made a motion that mandatory active shooter training be given to all staff members, seconded by Mr. Maione, unanimously approved.

VI. COMMITTEE REPORTS

Buildings and Grounds: The visit to Sachem Public Library to see their café space was canceled due to snow. Will be rescheduled to a later date.

Personnel: No report

Investment: No report

VII. OLD BUSINESS

- Director's Performance Evaluation Form
 - The Board discussed and reviewed the proposed Director's performance evaluation form. The Board approved the reviewed performance evaluation form to begin use in 2018.
- Review of Display Case Application
 - The Board made no changes to the display case application as presented.
- Preparation for 2019 Budget
 - Mr. Gutmann sought guidance regarding minimum wage for 2019 budget. The Personnel Committee will meet with Mr. Gutmann to discuss.

VIII. NEW BUSINESS

- Approval of withdrawal of \$1,000 from Helen Stein Shack Endowment for checks for 2018 contest winners.
 - Mr. Russell made a motion to withdraw \$1,000 from the Helen Stein Shack Endowment for checks for 2018 contest winners, seconded by Ms. Blair and passed unanimously.
- Approval of auditor's report - Tabled for April Board Meeting
- Megan's Law Policy Update
 - Ms. Blair made a motion to accept the proposed revisions to the Notification and Dissemination of Information on Sex Offenders Placed Within the Community (Megan's Law) Policy, seconded by Mr. Fletcher and passed unanimously.
- Trustee Nominating Committee
 - Ms. Josephs appointed Mr. Russell, Mr. Parlatore and Ms. Shane to the Nominating Committee.
- Motion for Executive Session to discuss matters relating to the employment of a particular person.
 - Mr. Maione made a motion to enter into Executive Session at 7:55 pm, seconded by Ms. Blair and passed unanimously.
 - Mr. Russell made a motion to return from Executive Session at 8:19 pm, seconded by Mr. Maione and passed unanimously.

IX. ADJOURNMENT

Mr. Fletcher made a motion to adjourn the meeting at 8:19 pm, seconded by Mr. Parlatore, passed unanimously.

Respectfully submitted,
Christopher Fletcher, Secretary

Recorded by: Robert Johnson