

EMMA S. CLARK MEMORIAL LIBRARY  
BOARD OF TRUSTEES MEETING  
June 20, 2018

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 Deborah Blair, Vice President. The following trustees of the Board, consisting of a quorum, were present: Christopher Fletcher, Treasurer; Carol Leister, Secretary; Anthony Parlatore; Linda Josephs; Richard Russell; David Douglas. Also present was Ted Gutmann, Library Director. Absent with excuse: Orlando Maione, President; 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 from May 16, 2018, seconded by Mr. Russell and passed unanimously.

**III. PRESIDENT'S REPORT**

In the absence of Mr. Maione, Ms. Blair gave a brief report.

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

Mr. Fletcher reported that all the bills are paid and budget is in good shape. Mr. Fletcher discussed identifying the library's top twenty expenses and will follow up with Mr. Gutmann to review.

Ms. Leister made a motion to accept the Treasurer's report seconded by Ms. Josephs 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:** No report

**Investment:** Committee met with Phil Incorvia on June 5. Will have an additional meeting in July to further review portfolio.

**VII. OLD BUSINESS**

None

### **VIII. NEW BUSINESS**

- Adoption of proposed 2019 budget. Mr. Parlatore made a motion to accept the proposed 2019 budget, seconded by Ms. Leister and passed unanimously
- Transfer from Capital Fund to Operating Fund for parking lot repairs / re-sealing project. Ms. Josephs made a motion to transfer \$16,000 from Capital Fund to cover the cost of the parking lot repair / re-sealing, seconded by Mr. Russell and passed unanimously

### **Adjournment**

Mr. Parlatore made a motion to adjourn the meeting at 7:54 pm, seconded by Ms. Josephs, passed unanimously.

Respectfully submitted,  
Carol Leister, Secretary

Recorded by: Robert Johnson