

EMMA S. CLARK MEMORIAL LIBRARY  
BOARD OF TRUSTEES MEETING  
July 18, 2018

A regular meeting of the Board of Trustees of the Emma S. Clark Memorial Library Association was called to order at 7:36 pm by Orlando Maione, President. The following trustees of the Board, consisting of a quorum, were present:, Deborah Blair, Vice President; Christopher Fletcher, Treasurer; Anthony Parlatore, Richard Russell, Suzanne Shane, and David Douglas. Also present was Ted Gutmann, Library Director. Absent with excuse: Carol Leister, Secretary; and Linda Josephs.

**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 June 20, 2018, seconded by Ms. Blair and passed unanimously.

**III. PRESIDENT'S REPORT**

Mr. Maione gave a brief report.

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

Mr. Fletcher reported that all the bills are paid and our budget is in good shape. Ms. Blair made a motion to accept the Treasurer's report seconded by Mr. Russell and passed unanimously.

Mr. Fletcher asked that going forward that each month the cumulative (YTD) budget report reflect the same time period for the budget – e.g., January through June.

**V. DIRECTOR'S REPORT**

The attached Director's report was read and discussed.

**VI. COMMITTEE REPORTS**

**Buildings and Grounds:** Mr. Maione reported that preliminary estimates for the lower level restrooms are being obtained. The carpet has been completed. Requests that the café be added to the September agenda.

**Personnel:** No report

**Investment:** No report

## **VII. OLD BUSINESS**

None.

## **VIII. NEW BUSINESS**

- Committing funds for post-employment health benefits. Mr. Fletcher has been in contact with Al Coster (auditor) regarding obligations for post-employment benefits. Not prepared to offer a recommendation at this time.

## **IX. Adjournment**

Mr. Russell made a motion to adjourn the meeting at 7:55 pm, seconded by Ms. Shane, passed unanimously.

Respectfully submitted,  
Suzanne Shane, Acting Secretary

Recorded by: Robert Johnson