

EMMA S. CLARK MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
September 26, 2018
MINUTES

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 Orlando Maione, Board President. The following trustees of the Board, consisting of a quorum, were also present: Deborah Blair, Vice President; Christopher Fletcher, Treasurer; Carol Leister, Secretary; Linda Josephs; Anthony Parlatore, Richard Russell, and David Douglas. Absent with excuse: Suzanne Shane. Also present was Ted Gutmann, Library Director.

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 July 18, 2018, seconded by Mr. Russell and passed unanimously.

III. PRESIDENT'S REPORT

Mr. Maione gave a brief report. Mr. Maione, along with Mr. Gutmann, attended the annual legislative breakfast sponsored by Suffolk County Library Association and Long Island Library Resources Council held this year at the Brentwood Public Library. He recommended that trustees try to attend future meetings. There was discussion about the possibility of the Emma S. Clark Memorial Library hosting a future legislative breakfast, and the item will be placed on the agenda for October.

IV. TREASURER'S REPORT & APPROVAL OF WARRANTS

All the bills are paid and our budget is in good shape. Ms. Josephs 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. Mr. Parlatore recommended that the Board consider participating in the NYS sexual harassment training.

VI. COMMITTEE REPORTS

Buildings and Grounds: Mr. Maione reported that local architect John Cunniffe has completed plans and architectural drawings for the lower level bathroom project which are to be used in soliciting bids for the construction work.

Personnel: Ms. Josephs instructed trustees to submit their Director's Evaluation forms to her prior to the October meeting.

Investment: Mr. Russell reported that the Investment Committee has been working on an endowment investment policy which will be presented to the Board at the October meeting.

VII. OLD BUSINESS

- Committing funds for post-employment health benefits. Mr. Fletcher made a motion to commit \$135,186 from the unassigned fund balance to the fund balance committed for post-employment health, seconded by Ms. Josephs and passed unanimously.

VIII. NEW BUSINESS

- Date for 2018 Staff Recognition Event (11/9) Board agreed on date.
- Close at 3 p.m. on Sunday, December 9, 2018 for Holiday Parade - Board agreed on early closing.
- Café - the Board held a discussion regarding the location of a cafe in the library and decided to move ahead with the Delaney room as the best location.
- Streamlining payment of vendors (bill.com) - Mr. Fletcher discussed possible advantages of digitizing the bill paying process. Mr. Fletcher made a motion to explore and implement bill.com, not to exceed a \$200 / month subscription fee, to begin experimenting with a nominal up to (\$10,000) dollars in invoices for the 1st month, (\$25,000) for the 2nd month and (\$50,000) for the 3rd month, seconded by Mr. Parlatore and passed unanimously.
- Auditor RFP - Board approved the proposed Request for Proposal (RFP) submitted by Mr. Gutmann with no changes. Mr. Gutmann will contact some auditors used by other libraries as listed in the SCLS vendor database.
- Update to Policy Against Sexual Harassment - Mr. Parlatore made a motion to accept the proposed updated Policy Against Sexual Harassment and complaint form as recommended by the Library's legal counsel, seconded by Ms. Josephs and passed unanimously.
- 2019 Library Holiday/Days Closed Schedule - Ms. Blair made a motion that the library remain open for Easter Sunday, April 21, 2019 with the personnel manual being updated to reflect that the day will be designated as a Holiday, and with compensatory time being given as per the personnel manual, seconded by Mr. Parlatore, five votes in favor, and one opposed, the motion was carried.
- 2019 Library Board of Trustees Meeting Schedule - Mr. Fletcher made a motion to add August 15, 2019 and remove the proposed December 2019 meeting date, seconded by Ms. Leister, passed unanimously.
- NYS Library Construction Aid grant application 2018-2019. Mr. Gutmann reported that the application was submitted to SCLS prior to the deadline.
- Appropriation of funds from endowment for 2018 Staff Recognition Event
Ms. Josephs made a motion to appropriate \$2,000 from the endowment for the 2018 Staff Recognition Event, seconded by Ms. Leister and passed unanimously.
- Appropriation of capital funds for:
 - Community room carpet (retroactive)
Mr. Parlatore made a motion to appropriate \$8,500 from the Capital Fund for the community room carpet (retroactive), seconded by Mr. Russell and passed unanimously.

- Architect services for lower level public restrooms renovation
Ms. Josephs made a motion to appropriate \$5,856 from the Capital Fund for the architect's services in producing plans for the lower level bathroom renovation, seconded by Mr. Fletcher and passed unanimously.
- Replacement of emergency exit door on lower level (TVHS area)
Mr. Parlatore made a motion to appropriate \$1,190 from the Capital Fund for the replacement of the emergency exit door on lower level (TVHS area), seconded by Mr. Fletcher and passed unanimously.
- Mr. Gutmann brought up an item not on the agenda which concerned recommended work on the passenger elevator. Mr. Russell made a motion to appropriate \$5,561 from the Capital Fund to replace valve body and hydraulic fluid in the passenger elevator, seconded by Ms. Josephs and passed unanimously.

IX. ADJOURNMENT

Mr. Fletcher made a motion to adjourn the meeting at 8:50 pm, seconded by Mr. Russell and passed unanimously.

Respectfully submitted,
Carol Leister, Secretary

Recorded by: Robert Johnson