

EMMA S. CLARK MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
November 28, 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 Orlando Maione, Board President. The following trustees of the Board, consisting of a quorum, were present: Deborah Blair, Vice President; Christopher Fletcher, Treasurer; Carol Leister, Secretary; David Douglas; Linda Josephs; Anthony Parlatore, Suzanne Shane. Absent with excuse: Richard Russell. Also present was Ted Gutmann, Library Director.

I. PERIOD OF PUBLIC EXPRESSION

No one from the public wished to speak.

II. MINUTES

Ms. Josephs made a motion to accept the minutes from October 17, 2018, seconded by Ms. Blair and passed unanimously.

III. PRESIDENT'S REPORT

Mr. Maione thanked the trustees for attending the annual staff recognition event on November 9. He recommended that in the future, the invitation to the event also include the name of each honoree's supervisor who will be introducing them. Mr. Maione also spoke highly of the library's new Veterans Oral History endeavor in partnership with the Library of Congress, and spearheaded at the library by Nancy McCaffrey.

IV. TREASURER'S REPORT & APPROVAL OF WARRANTS

All the bills are paid and our budget is in good shape. Mr. Fletcher gave a brief report on the progress with our subscription with Bill.com. Mr. Fletcher reported that in the next phase of the implementation the library will be paying approximately \$50k worth of bills through Bill.com for December. Ms. Leister made a motion to accept the Treasurer's report and warrants, seconded by Ms. Blair and passed unanimously.

V. DIRECTOR'S REPORT

The attached Director's report was read and discussed.

VI. COMMITTEE REPORTS

Buildings and Grounds: Mr. Maione reported on the three proposals for the lower level bathroom project.

Personnel: Ms. Shane gave a brief report. The committee is reviewing the personnel manual and met to discuss recommendations regarding COLA and the effect of the minimum wage law.

Investment: No report

VII. OLD BUSINESS

- RFP for Auditing Services
Mr. Parlatore asked to table this discussion for the next meeting, with no objections.
- Lower Level Public Restrooms Project: Contractor Quotes
Mr. Parlatore made a motion to accept the low bid from Setauket Kitchen & Bath, seconded by Mr. Fletcher and passed unanimously. Mr. Maione asked for a realistic timeframe for the project and advised that all materials should be ordered and delivered to the library before the initiation of the demolition phase.

VIII. NEW BUSINESS

- Bill.com: additional user, increase spending limit
It was decided that no additional user was needed. Starting in 2019 the library will use bill.com for vendor payments with the exception of items over \$10,000 which require two signatures and the occasional manual check.
- Termination of Town of Brookhaven IDA Bonds (1998)
The Board authorized the Board President to sign the necessary documents.
- SCLS Proposed 2019 Budget
Mr. Gutmann pointed out that the proposed budget keeps the library's portion of member support at essentially the same level as last year. Ms. Josephs made a motion to approve the SCLS Proposed 2019 Budget, seconded by Ms. Leister and passed unanimously.
- SCLS Trustee Ballot
Ms. Josephs made a motion to vote in favor of Harold Trabold (running unopposed) for SCLS Trustee-Brookhaven Zone, seconded by Ms. Leister and passed unanimously.
- 2019 COLA for staff
Mr. Parlatore made a motion for a 2% COLA increase for staff on the recommendation of the Personnel Committee, seconded by Mr. Fletcher and passed unanimously.
- Adjustment of Part-time Page salary schedule to comply with NYS Minimum Wage Law (effective 12/31/18)
The Board approved the increase to \$12.00/hr. (COLA-inclusive) for Part-time page, Step 1, effective 12/31/18.

Mr. Gutmann made a recommendation regarding future increases to Part-time Clerk salary schedule. No consensus was reached at this time.
- Review of "Library Behavior Policy" and "Library Policy on Unattended Children"
Mr. Parlatore made a motion to modify the Library Behavior Policy by adding (in quotes)

“serious or repeated infractions” by an individual, the Library Director “or his designee”..., seconded by Ms. Shane and passed unanimously.

- Proposed Designated Spaces Policy
Mr. Fletcher made a motion to adopt the proposed Designated Spaces Policy as presented, seconded by Ms. Leister and passed unanimously
- Library Security: Security Personnel
There was some discussion about the possibility of having security guards in the library during some evening and weekend hours. Mr. Gutmann will see what other libraries are doing.
- Long Range Planning (January 2019)
An ad-hoc committee comprised of all trustees was formed to draft a long-range plan. Beginning in 2019, it is anticipated that the committee will meet immediately prior to each regularly scheduled monthly Board of Trustees meeting. The first meeting of the committee will be January 6, 2019 at 6:30 pm.
- At 8:45 pm, Ms. Shane made a motion to enter Executive Session to discuss the Director’s compensation, seconded by Mr. Parlatore and passed unanimously.

The following trustees were present and participating in executive session: Orlando Maione, Deborah Blair, Christopher Fletcher, Carol Leister, David Douglas, Linda Josephs, Anthony Parlatore, Suzanne Shane.

Ms. Shane made a motion, seconded by Mr. Parlatore and approved unanimously to end executive session and reconvene in open public session at 8:47 pm.

Ms. Shane made a motion to increase the Director’s salary by 3% for 2019, seconded by Mr. Parlatore and passed unanimously. Mr. Gutmann expressed his thanks to the Board.

IX. ADJOURNMENT

Mr. Parlatore made a motion to adjourn the meeting at 8:51 pm, seconded by Mr. Fletcher and passed unanimously.

Respectfully submitted,
Carol Leister, Secretary

Recorded by: Robert Johnson