

EMMA S. CLARK MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
October 17, 2018

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, 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. Also present was Ted Gutmann, Library Director. Absent with excuse: Suzanne Shane.

Mr. Parlatore made a motion to change the order of the agenda by moving “**Old Business - Library open on Easter**” to first item of business, seconded by Mr. Douglas, passed unanimously.

I. OLD BUSINESS – LIBRARY OPEN ON EASTER

- Mr. Parlatore made a motion, seconded by Mr. Fletcher, to rescind a previously adopted motion at the September 26th Board meeting to open the Library on Easter. Mr. Fletcher made a point of noting that he was the sole trustee that voted against the motion at the September board meeting. Passed unanimously.
- Mr. Fletcher made a motion to open a discussion regarding the previously adopted motion to extend Sunday hours beginning in 2019, seconded by Mr. Russell. Discussion ensued. Mr. Fletcher made a motion to rescind the previously adopted motion to extend Sunday hours beginning in 2019, seconded by Mr. Russell, the motion failed to carry.

II. PERIOD OF PUBLIC EXPRESSION

Two employees spoke of their reasons for opposing the Board’s previous decision to open on Easter.

III. MINUTES

Mr. Parlatore made a motion to accept the minutes from September 26, 2018, seconded by Ms. Blair and passed unanimously.

IV. PRESIDENT'S REPORT

Mr. Maione thanked the staff for voicing their concerns over the Easter opening decision.

V. 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 and warrants seconded by Mr. Russell and passed unanimously. Mr. Fletcher gave a brief report on the progress being made with the bill.com subscription. It was agreed that the Library will proceed with the phased implementation by using bill.com to pay approximately \$10,000 in bills for the month of October.

VI. DIRECTOR'S REPORT

The attached Director's report was read and discussed.

VII. COMMITTEE REPORTS

Buildings and Grounds: Mr. Maione reported that architect's plans are complete and quotes for the lower level bathroom and hallway work will be forthcoming.

Personnel: Will give a report in executive session.

Investment: Will discuss proposed Endowment Investment Policy under new business.

VIII. OLD BUSINESS

- RFP for Auditing Services - Mr. Gutmann contacted three auditing firms for quotes.

IX. NEW BUSINESS

- Emma Clark Library as possible venue for a future Legislative Breakfast for Suffolk County Libraries
It was determined that the Library does not have sufficient space to support such an event which typically attracts approximately 120 people.
- Proposed Endowment Investment Policy
Mr. Russell presented the proposed Endowment Investment Policy. Mr. Russell made a motion to adopt the proposed Endowment Investment Policy, seconded by Mr. Fletcher, passed unanimously.

X. EXECUTIVE SESSION

At 8:13 pm Ms. Josephs made a motion to enter executive session to discuss the Director's performance review, seconded by Mr. Russell and passed unanimously.

Ms. Josephs made a motion to exit executive session at 8:25 pm, seconded by Mr. Russell and passed unanimously.

XI. ADJOURNMENT

Mr. Parlatore made a motion to adjourn the meeting at 8:27 pm, seconded by Ms. Blair and passed unanimously.

Respectfully submitted,
Carol Leister, Secretary

Recorded by: Robert Johnson