

EMMA S. CLARK MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
December 19, 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, Board President. The following trustees of the Board, consisting of a quorum, were present: Deborah Blair, Vice President; Christopher Fletcher, Treasurer; Carol Leister, Secretary; Linda Josephs, Richard Russell, and David Douglas. Also present was Ted Gutmann, Library Director. Absent with excuse: Suzanne Shane, Anthony Parlatore.

I. PERIOD OF PUBLIC EXPRESSION

A member of the public inquired about the display case, and asked if the public would have an opportunity to display collections. Mr. Gutmann responded, letting her know that it is available for public displays and to see the Reference Desk for application form and more information.

II. MINUTES

Ms. Josephs made a motion to approve the minutes from November 28, 2018, seconded by Mr. Fletcher and passed unanimously.

III. PRESIDENT'S REPORT

Mr. Maione gave a brief report.

IV. TREASURER'S REPORT & APPROVAL OF WARRANTS

All the bills are paid and our budget is in good shape. The bill.com implementation is proceeding as planned. Ms. Leister made a motion to accept the Treasurer's report and warrants, seconded by Mr. Russell 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 renovation of the lower level bathrooms and hallway. The project is expected to take about 5 weeks to complete, and it is anticipated that it will begin in early April.

Personnel: Ms. Josephs reported that the Personnel Committee met to review the personnel manual. The committee will continue to meet and will subsequently present its recommendations to the Board.

Investment: Mr. Russell reported that the Investment Committee is planning to meet in January after the 4th quarter investment reports are in. The Committee will also work on setting

investment goals.

VII. OLD BUSINESS

- RFP for Auditing Services - Mr. Russell made a motion to approve and accept the proposal from Baldessari and Coster for 2019 auditing services, seconded by Ms. Leister and passed unanimously.
- Security Guards - Mr. Gutmann gave a brief report on the possibility of retaining security guard services. The Board advised the Director to develop an RFP for security services.

VIII. NEW BUSINESS

- Ms. Josephs made a motion to transfer \$79,500 from the capital fund to the operating fund for the lower level bathrooms and hallway project so that the Director can release payments as they come due, seconded by Mr. Fletcher and passed unanimously.
- Ms. Leister made a motion that the Board recite the pledge of allegiance at the start of each board meeting, seconded by Mr. Fletcher and passed unanimously.
- Ms. Blair discussed the difficulties that she has been having in dealing with Capital One bank and withdrawing money from the Philip Groia account to pay for items ordered by the library. The Board authorized the Director to open a checking account at People's United Bank and to transfer the funds from the Groia account there, also closing out the Capital One Groia account.
- Mr. Gutmann mentioned that it would be more convenient for some employees who work the extended hours on Sundays to take a ½ hour meal break instead of a full hour. The Board authorized Mr. Gutmann to allow this.
- Mr. Gutmann mentioned that TIAA-CREF allows for electronic funds transfer (EFT) for payments. Mr. Fletcher proposed that the Library use EFT with the following procedure for its TIAA-CREF payments:
 - An audit trail will be set up for each payment as follows: Mr. Gutmann will email Ms. Blair (or current Immediate Past Treasurer (2nd signer)) to approve -> Ms. Blair will indicate approval and forward to Mr. Fletcher (or current Treasurer) for approval -> Mr. Fletcher (or current Treasurer) will indicate approval and then initiate the EFT payment. The Board agreed, and authorized the procedure.

Adjournment

Ms. Josephs made a motion to adjourn the meeting at 8:06 pm, seconded by Ms. Leister and passed unanimously.

Respectfully submitted,
Carol Leister, Secretary

Recorded by: Robert Johnson