

EMMA S. CLARK MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
January 16, 2019

A regular meeting of the Board of Trustees of the Emma S. Clark Memorial Library Association was called to order at 7:32 pm by Orlando Maione, Board President. The following trustees of the Board, consisting of a quorum, were present: Christopher Fletcher, Treasurer; Carol Leister, Secretary; Anthony Parlatore, Linda Josephs and David Douglas. Also present was Ted Gutmann, Library Director. Absent with excuse: Richard Russell, Deborah Blair, Suzanne Shane.

The pledge of allegiance was recited.

I. PERIOD OF PUBLIC EXPRESSION

Aileen Clark, Circulation Supervisor, thanked Mr. Maione for the staff luncheon.

II. MINUTES

Ms. Josephs made a motion to accept the minutes from December 19, 2018, seconded by Mr. Fletcher and passed unanimously.

III. PRESIDENT'S REPORT

Mr. Maione gave a brief report and expressed his pleasure in meeting so many of the Library's employees during the luncheon he personally provided for the staff on January 4. Records for supplies, food ordered, etc. will be kept on hand for future reference.

IV. TREASURER'S REPORT & APPROVAL OF WARRANTS

Mr. Fletcher reported that all the bills are paid and our budget is in good shape. The Library is using bill.com to pay all bills under \$10,000 starting in January. Ms. Josephs made a motion to accept the Treasurer's report and warrants, seconded by Mr. Douglas and passed unanimously.

V. DIRECTOR'S REPORT

The attached Director's report was read and discussed.

Mr. Fletcher made a motion to authorize the Director to move all remaining accounts from Capital One to People's United Bank, also closing all remaining Capital One accounts, seconded by Ms. Josephs and passed unanimously.

VI. COMMITTEE REPORTS

Buildings and Grounds: Mr. Maione reported that the lower level bathroom project is slated to start during the first week of April. The Board authorized Board President, Orlando Maione to contact architect John Cunniffe for preliminary discussion about the café.

Personnel: Ms. Josephs reported that the committee has finished reviewing the personnel manual and submitted several recommended changes to the Board. Mr. Parlatore made a motion to approve the personnel manual as submitted, seconded by Mr. Douglas and passed unanimously.

Investment: It was noted that the Investment Committee will meet on January 30, 2019.

Long Range Planning: The committee met for the first time at 6:30 pm on January 16, 2019 and came up with several topics for further discussion.

VII. OLD BUSINESS

- Security Guards / PT Custodial position(s) Mr. Gutmann gave a brief report on the proposed RFP for security guard services. The Board accepted the RFP as submitted, and authorized the Director to put out the RFP. New part-time custodial hours were already anticipated in the 2019 budget.
- Bond termination process – Mr. Gutmann updated the Board on the status of the termination of the bond as relates to arbitrage rebate reporting requirements. The Board instructed Mr. Gutmann to contact the Library's auditor to question why the issue was not identified in previous audits, and also instructed him to seek guidance from Kevin Seaman, Esq. as to how to proceed.

VIII. NEW BUSINESS

- "Food for Fines" - A brief discussion was held, but it was decided not to move ahead with the idea.
- Annual Report to the Community - Ms. Leister made a motion to approve the proposed Annual Report to the Community with changes, seconded by Mr. Parlatore and passed unanimously.
- Sign Language Interpreters at Library Programs - A brief discussion was held. The Board instructed Mr. Gutmann to continue having the Library provide sign language interpreters at Library programs when they are needed, and if necessary, to use funding aid received from local legislators to cover the expense.
- Motion for Executive Session to discuss matters relating to the employment of a particular person. Mr. Parlatore made a motion at 8:27 pm to enter executive session to discuss the employment of a particular person, seconded by Mr. Fletcher and passed unanimously.

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

Ms. Leister made a motion, seconded by Ms. Josephs and approved unanimously to end executive session and reconvene in open session at 8:32 pm.

IX. Adjournment

Ms. Josephs made a motion to adjourn the meeting at 8:34 pm, seconded by Mr. Fletcher and passed unanimously.

Respectfully submitted,
Carol Leister, Secretary

Recorded by: Robert Johnson