

**EMMA S. CLARK MEMORIAL LIBRARY
LONG RANGE PLANNING MEETING
BOARD OF TRUSTEES ACTING AS A COMMITTEE OF THE WHOLE
JANUARY 16, 2019**

The Long Range Planning meeting of the Board of Trustees of the Emma S. Clark Memorial Library Association was called to order at 6:33 pm. by President Orlando Maione. Trustees in attendance were Christopher Fletcher, Treasurer; Carol Leister, Secretary; Anthony Parlatore, Linda Josephs, and David Douglas. Excused were Richard Russell, Suzanne Shane and Deborah Blair. Also present was Ted Gutmann, Library Director.

The Long Range Planning Meeting was considered to be the first item on the regular published scheduled Board of Trustees meeting that would follow immediately after. Mr. Maione made a brief comment on the purpose of a Long Range Planning session which was to develop at least a five year plan for the future of the Emma S. Clark Memorial Library. All topics could be considered and we should focus on any items the board, staff, or public have mentioned were lacking or desirable.

Topics that received consensus from those in attendance would be expanded with:

- a) Time line for accomplishment
- b) Responsibility for execution
- c) Budget source if needed
- d) Additional action(s) needed for completion

Mr. Maione then asked for a general discussion.:

There appeared to always be an additional need for space and storage and discussion delved into various options but none reached consensus. The topic could be revisited after the completion of the new Cafe in 2019 and the relocation of the DVD section.

Considerable time was spent on discussions future staffing needs in order for the library to fulfill its responsibilities in light of tax cap, post-employment health benefit obligations, minimum wage laws, and natural attrition. It was decided that further research was warranted to seek efficiencies by way of increased automation, re-definition of job descriptions, and potential outsourcing of some duties. (See Action Item **A** below).

There was a general discussion of gaining some space by creating exterior reading areas, just outside and attached to the building or "nearby." Some discussion of possible extension of exterior areas off the children's library area and or an exterior area for adult reading with a unique feature as a fire pit seating area. No consensus was reached.

Since we are scheduled to replace the flat roof area of the library it was discussed that perhaps this would be the time to investigate installing solar panels to assist in our energy saving initiatives. The topic warranted further research. (See Action Item **B**, below)

There was a discussion for the need for more quiet space for reading and it was decided that we would revisit this topic after the new quiet space was created as a result of the Delaney Room being converted into the new Cafe.

ACTION ITEMS:

A) Future Staffing Needs:

- a) Research to start immediately
- b) Responsibility lies with Library Director in consultation with the Personnel Committee and the Board
- c) To be determined and reported to the Board if action is required
- d) To be determined

B) Roof Solar Panels:

- a) Research to start within the year 2019
- b) Staff and Board Building and Grounds Committee
- c) To be determined
- d) To be determined

Submitted,
Orlando T. Maione, President