

EMMA S. CLARK MEMORIAL LIBRARY  
BOARD OF TRUSTEES MEETING

June 19, 2019

7:30 p.m.

MINUTES

A regular meeting of the Board of Trustees of the Emma S. Clark Memorial Library Association was called to order at 7:29 p.m. by Orlando Maione, Board President. The following trustees of the Board, consisting of a quorum, were also present: Deborah Blair, Vice-President; Christopher Fletcher, Treasurer; Carol Leister, Secretary; Anthony Parlatore, Suzanne Shane and David Douglas. Also present was Ted Gutmann, Library Director. Absent with excuse: Linda Josephs and Richard Russell.

**I. CALL TO ORDER**

The Pledge of Allegiance was recited

**II. PERIOD OF PUBLIC EXPRESSION**

No one from the public wished to speak.

Mr. Maione invited architect John Cuniffe to present his proposed plans for the café project. Mr. Cuniffe presented two options for consideration.

**III. MINUTES**

Mr. Parlatore made a motion to approve the minutes from the May 15, 2019 Board meeting, seconded by Mr. Fletcher and passed unanimously.

**IV. PRESIDENT'S REPORT**

Mr. Maione, gave a brief report regarding the cafe project and assured the Board that other projects such as renovation of the bathroom in the community room are also still under consideration.

**V. TREASURER'S REPORT & APPROVAL OF WARRANTS**

Mr. Fletcher reported that all the bills from last month have been paid and our budget is in good shape. Mr. Fletcher made a motion to approve the Warrant and Treasurer's Report as submitted, seconded by Mr. Parlatore and passed unanimously.

**VI. DIRECTOR'S REPORT**

The attached Director's report was read and discussed.

## **VII. COMMITTEE REPORTS**

**Buildings and Grounds:** Mr. Maione reported that the café project will be addressed under Old Business.

**Personnel:** No report

**Investment:** No report

## **VII. OLD BUSINESS**

- Cafe Project - The Board discussed the architect's presentation of two potential designs ("Plan 1" and "Plan 2") and next steps for the cafe project. The Board agreed that the project should advance in phases. The architect's "Plan 1" illustrated keeping the existing boundary of the Delaney Room intact, while "Plan 2" proposed eliminating the wall and doorway dividing the room from the main reading room. In both cases, the Delaney Room would remain as a reading area, and the café would be located in the spot currently occupied by the reference desk. Mr. Parlatore made a motion to proceed with "Plan 1" and authorize the Director to solicit a proposal for completing the project from architect John Cuniffe, seconded by Mr. Fletcher and passed unanimously. The proposal should encompass: architectural design and construction documents, filing services, budget, bid packages, bid review, and construction administration.

## **VIII. NEW BUSINESS**

- ADP "iPay Statements" - The Board authorized the Director to offer iPay Statements to library employees as an option instead of receiving printed pay stubs.
- Spanish-language requirements for budget vote – On the recommendation of the library's attorney, Kevin Seaman, Esq., the Board agreed that the library not provide budget vote information in Spanish for this year's budget vote and sustain the added costs, based on the opinion that the library, as a free association library, is not a political subdivision of the State and as such section 203 of the Voting Rights Act does not apply. In addition, we do not have a significant Spanish speaking population and there have been no requests to publish budget information in languages other than English.

## **IX. ADJOURNMENT**

Mr. Fletcher made a motion to adjourn the meeting at 8:08 p.m., seconded by Ms. Blair and passed unanimously.

Respectfully submitted,  
Carol Leister, Secretary

Recorded by: Robert Johnson