

EMMA S. CLARK MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING

September 18, 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 7:31 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; Linda Josephs; Anthony Parlatore; Richard Russell and David Douglas. Also present was Ted Gutmann, Library Director. Absent with excuse: Suzanne Shane.

I. CALL TO ORDER

The Pledge of Allegiance was recited.

II. PERIOD OF PUBLIC EXPRESSION

No one from the public wished to speak.

III. MINUTES

Mr. Parlatore made a motion to accept the minutes from the August 21, 2019 Board meeting, seconded by Ms. Josephs and passed unanimously.

IV. PRESIDENT'S REPORT

Mr. Maione reported on a recent informational meeting with a representative from the vendor that runs the Sachem Library's café space.

V. TREASURER'S REPORT & APPROVAL OF WARRANTS

All the bills are paid and our budget looks to be in great shape.

Mr. Fletcher made a motion to approve the warrants as submitted, seconded by Mr. Russell and passed unanimously.

Ms. Leister made a motion to approve the Treasurer's Report as submitted, seconded by Ms. Blair and passed unanimously.

Mr. Fletcher made a motion to continue the month-to-month subscription to Bill.com, seconded by Ms. Josephs, and passed with one abstention.

VI. DIRECTOR'S REPORT

The attached Director's report was read and discussed. Mr. Gutmann also reported that he will be offering the position of Full-time Librarian for Adult and Teen Services to Emily Ostrander who currently works as a Part-time Librarian in the Children's Department.

VII. COMMITTEE REPORTS

Buildings and Grounds: Mr. Maione indicated that his report will be covered under Old Business: Café Project.

Personnel: No report.

Investment: Mr. Russell reported that he will set a new date for a committee meeting with the Library's financial advisor.

VIII. OLD BUSINESS

Cafe Project – Mr. Maione, reported that the architect is beginning the project discussion with the Town of Brookhaven, and instructed Mr. Gutmann to seek out an existing site survey for the Library property.

Roofing Project

Ms. Josephs made a motion to appropriate a not to exceed amount of \$175,000 from the Capital Fund for the roofing project, seconded by Mr. Russell and passed unanimously.

Bill.com updated terms of service

See Treasurer's Report.

IX. NEW BUSINESS

Date for 2019 staff recognition event (11/8?)

The Board decided on Friday, November 22, 2019 as the staff recognition event.

Appropriation of funds from endowment for 2019 staff recognition event.

Ms. Josephs made a motion to appropriate funds in the amount of \$3,500 from the Endowment Fund for the 2019 staff recognition event, seconded by Ms. Blair and passed unanimously.

2020 Library Holiday/Days Closed

Mr. Russell made a motion to accept the proposed 2020 Library Holiday/Days Closed as submitted, seconded by Ms. Blair and passed unanimously.

2020 Library Board of Trustees Meeting Schedule

The consensus of the Board was to accept the proposed 2020 Trustees meeting schedule as submitted.

Adoption of Application for NYS library construction grant

Ms. Josephs made a motion to adopt the Application for NYS library construction aid grant as submitted, seconded by Ms. Leister and passed unanimously.

Update to Library Behavior Policy (e-cigarettes)

Mr. Parlatore made a motion to accept the proposed update to the Library Behavior Policy as well as two other modifications, seconded by Mr. Russell and passed unanimously.

Newsletter printing services

Mr. Gutmann reported that he is seeking quotes from other vendors for newsletter printing services.

Motion to enter Executive Session to discuss the medical history of a particular person.

Ms. Leister made a motion at 7:59 p.m. to enter Executive Session to discuss the medical history of a particular employee, seconded by Ms. Josephs, and passed unanimously.

Mr. Fletcher made a motion at 8:09 p.m. to exit executive session and reconvene in open session, seconded by Ms. Blair, and passed unanimously.

X. ADJOURNMENT

Ms. Josephs made a motion to adjourn at 8:10 p.m., seconded by Mr. Fletcher, and passed unanimously.

Respectfully submitted,
Carol Leister, Secretary

Recorded by: Robert Johnson