

EMMA S. CLARK MEMORIAL LIBRARY  
BOARD OF TRUSTEES MEETING  
November 20, 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 7:30 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, Suzanne Shane, and David Douglas. Also present was Ted Gutmann, Library Director

**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 October 16, 2019 Board meeting, seconded by Ms. Blair and passed unanimously.

**IV. PRESIDENT'S REPORT**

Mr. Maione reminded the Board that the Staff Recognition Event is Friday, November 22 and invited all to attend.

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

Mr. Fletcher had no report to make, but made a motion to approve the warrant, seconded by Ms. Leister and passed unanimously. Since there is no Board meeting in December, the consensus of the Board was to authorize approval of the December warrant via email voting.

**VI. DIRECTOR'S REPORT**

The Director's report was read and discussed.

**VII. COMMITTEE REPORTS**

**Buildings and Grounds:** Mr. Maione reported that John Cunniffe, architect is in the process of putting together bid specifications for the café project.

**Personnel:** The personnel committee met to discuss the COLA increase for 2020. Ms. Shane made a motion to approve a 2% COLA increase for 2020, seconded by Mr. Fletcher and passed unanimously.

**Investment:** Mr. Russell gave a report regarding some recent rebalancing of the Library's investment portfolio.

## **VII. OLD BUSINESS**

**Cafe Project** – See Building & Grounds Committee report.

## **VIII. NEW BUSINESS**

- **2020 Staff Salary Adjustments** – Mr. Gutmann asked the Board to consider creating a \$4.00/hr. buffer between Part-time Page Step 1 starting salary and Part-time Clerk Step 1 starting salary. Ms. Shane made a motion to increase the 2020 Part-time Page Step 1 starting salary to \$13.00/hr. (includes COLA), as per New York State minimum wage law, and furthermore that the 2020 Part-time Clerk Step 1 starting salary increase to \$17.00/hr., (includes COLA) seconded by Mr. Fletcher and passed unanimously.
- **Proposed Cancer Screening Policy** - The Board tabled the discussion until the proposed policy is first reviewed by Library Counsel.
- **Proposed Revision to Jury and Military Service Leave Policy** - The Board tabled the discussion pending more information on the juror payment arrangements as mandated by the State.
- **Proposal for Annual Audit and Preparation of Financial Statements** - Mr. Russell made a motion to accept the Proposal for Annual Audit and Preparation of Financial Statements from Baldessari and Coster, LLP as submitted, seconded by Ms. Shane and passed unanimously.
- **Proposed SCLS 2020 Budget** - Ms. Josephs made a motion to approve the Proposed SCLS 2020 Budget, seconded by Ms. Leister and passed unanimously.

Ms. Josephs made a motion at 7:52 pm to enter into Executive Session to discuss the investigation of sexual harassment claims, seconded by Mr. Fletcher and passed unanimously.

Ms. Josephs made a motion at 8:33 pm to exit from Executive Session and to resume the regular board meeting in open session, seconded by Mr. Russell and passed unanimously.

Ms. Shane made a motion to set the Director's salary for 2020 at \$180,000, seconded by Mr. Fletcher, and passed unanimously.

## **Adjournment**

Ms. Josephs made a motion to adjourn the meeting at 8:40 pm, seconded by Ms. Shane and passed unanimously.

Respectfully submitted,  
Carol Leister, Secretary

Recorded by: Robert Johnson