

EMMA S. CLARK MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING

January 15, 2020

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: Christopher Fletcher, Treasurer; Carol Leister, Secretary; Linda Josephs, Richard Russell, Suzanne Shane, and David Douglas. Also present was Ted Gutmann, Library Director.

Absent with excuse: Anthony Parlatore and Deborah Blair.

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. Russell made a motion to approve the minutes from the November 20, 2019 Board meeting, seconded by Ms. Shane and passed unanimously.

IV. PRESIDENT'S REPORT

Mr. Maione suggested that the Trustees have their photographs added to the photo board in the staff lounge that shows the faces of all current employees. Mr. Maione also reported that he met with Mr. Gutmann and Mr. Krause to discuss a list of proposed capital projects for the coming year.

V. TREASURER'S REPORT & APPROVAL OF WARRANTS

Mr. Fletcher had nothing to report beyond what was included in the financial reports. Ms. Josephs made a motion to approve the warrant and Treasurer's report, seconded by Ms. Shane 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 architect John Cuniffe had some personal matters to take care of so his submission of updated architectural drawings are delayed. Mr. Maione reported that the time frame for the project to get started depends in large part on when all necessary permits can be secured.

Personnel: No report

Investment: Mr. Maione appointed Mr. Douglas as an alternate to the Investment Committee who will attend Investment Committee meetings when one or more current members of the Committee are unable to attend. Library Administration will notify Mr. Douglas in such an event.

VIII. OLD BUSINESS

Cafe Project – covered under Building and Grounds Committee report.

Proposed Cancer Screening Leave Policy

Mr. Russell made a motion to approve the Cancer Screening Policy as submitted, seconded by Ms. Josephs and passed unanimously.

IX. NEW BUSINESS

Annual Report to the Community

Ms. Josephs made a motion to approve the Annual Report to the Community as submitted, seconded by Ms. Leister and passed unanimously. The Board also directed Mr. Gutmann to submit the report to the local paper for publication.

X. ADJOURNMENT

Ms. Josephs made a motion to adjourn at 7:47 p.m., seconded by Ms. Shane and passed unanimously.

Respectfully submitted,
Carol Leister, Secretary

Recorded by: Robert Johnson