

EMMA S. CLARK MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING

April 15, 2020

7:30 p.m.

Remote meeting hosted as a Zoom Webinar

A regular meeting of the Board of Trustees of the Emma S. Clark Memorial Library Association was called to order at 7:37 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, Linda Josephs, Richard Russell, Suzanne Shane, and David Douglas. Also present was Ted Gutmann, Library Director.

I. CALL TO ORDER

II. PERIOD OF PUBLIC EXPRESSION

No one was in attendance.

III. MINUTES

Mr. Parlatore made a motion to accept the minutes from the February 19, 2020 Board meeting, seconded by Ms. Leister and passed unanimously. (The March 2020 Board meeting was cancelled due to coronavirus pandemic).

IV. PRESIDENT'S REPORT

Mr. Maione gave a brief report and discussed options for the Cafe project.

V. TREASURER'S REPORT & APPROVAL OF WARRANTS

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

Ms. Blair made a motion to approve the Warrant and Treasurer's report as submitted (post meeting), seconded by Ms. Josephs and passed unanimously.

VI. DIRECTOR'S REPORT

The attached Director's report was read and discussed.

VII. COMMITTEE REPORTS

Buildings and Grounds: Mr. Maione updated the board on the status of the renderings for the Cafe project.

Ms. Josephs made a motion to appropriate \$2,850 from Capital Fund for the purpose of the architectural renderings (cafe project), seconded by Ms. Leister and passed unanimously.

Personnel: No report

Investment: Mr. Russell gave a brief report on the status of the library's investments.

VIII. OLD BUSINESS

Cafe Project – Covered under Building and Grounds Committee report.

IX. NEW BUSINESS

Appropriation of funds from Capital Fund for architectural renderings (café project) Covered under Building and Grounds Committee report.

Appropriation of funds from Capital Fund for duct cleaning

Mr. Russell made a motion to appropriate \$10,320 from Capital Fund for the lowest bid for the purpose of duct cleaning of the library, seconded by Ms. Shane and passed unanimously.

Trustee Nominating committee

Mr. Maione appointed a Trustee Nominating Committee for terms set to expire in May, consisting of the following trustees: Mr. Russell (Chair), Ms. Shane and Mr. Parlatore.

Appropriation of funds from Helen Shack Endowment Fund for 2020 prize money

Ms. Blair made a motion to appropriate \$1,000 from Helen Stein Shack Endowment Fund for the purpose of the disbursement of 2020 prize money, seconded by Ms. Josephs and passed unanimously.

Extending emergency closure period

Mr. Parlatore made a motion that the Library continue to pay its employees, both full time and part time while the Library remains closed during the coronavirus pandemic based on their full current salaries, until such time that a further board motion is made to change it, seconded by Ms. Blair and passed unanimously.

The Board instructed Mr. Gutmann to obtain more information on the Federal Paycheck Protection Program.

X. ADJOURNMENT

Mr. Parlatore made a motion to adjourn at 8:05 pm, seconded by Ms. Leister and passed unanimously.

Respectfully submitted,
Carol Leister, Secretary

Recorded by: Robert Johnson