

EMMA S. CLARK MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING

September 16, 2020

7:30 p.m.

This was an online remote meeting hosted as a Zoom webinar

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 Deborah Blair, Board President. The following trustees of the Board, consisting of a quorum, were also present: Christopher Fletcher, Vice President; Carol Leister, Treasurer; David Douglas, Secretary; Orlando Maione, Anthony Parlato, Linda Josephs and Suzanne Shane. Also present was Ted Gutmann, Library Director. Absent with excuse: Richard Russell.

I. CALL TO ORDER

II. PERIOD OF PUBLIC EXPRESSION

No one in attendance.

III. MINUTES

Mr. Maione made a motion to accept the minutes from the regular board meeting on August 19, 2020 seconded by Mr. Parlato and passed unanimously.

IV. PRESIDENT'S REPORT

Ms. Blair gave a brief report, and encouraged trustees to join the online meetings with local legislators scheduled for September 24 and September 25 and hosted by the Long Island Library Resources Council.

V. TREASURER'S REPORT & APPROVAL OF WARRANTS

Ms. Leister gave a brief report stating that all of the Library's bills are paid and everything is up to date.

Mr. Parlato made a motion to approve the warrant, seconded by Mr. Maione and passed unanimously.

VI. DIRECTOR'S REPORT

The attached Director's report was read and discussed. Mr. Gutmann also added that the annual employee recognition event that is usually held in November will likely not be possible this year due to COVID-19 restrictions. Mr. Gutmann suggested that this year's honorees be recognized at next year's event, but that gifts should be distributed this year. Mr. Gutmann will report next month on estimated cost.

Mr. Gutmann reported that he heard from architect John Cuniffe regarding the progress of the café project. Mr. Cuniffe stated that he was approximately two weeks out from completion of

bid documents, and that he expects to have a design for the handicapped signs/posts within the next week. There was some discussion about the rate of progress and it was agreed that going forward Mr. Gutmann should provide Mr. Cuniffe with deadlines for certain milestones and project tasks related to the café project.

Mr. Gutmann also recommended that the proposed revision of the employee sick leave policy should also include a statement that the rate of sick leave pay for part-time employees will be paid at each employee's regular base hourly rate. Mr. Maione made a motion to adopt the proposed policy with the addition of Mr. Gutmann's recommendation, seconded by Mr. Fletcher, and passed unanimously.

VII. COMMITTEE REPORTS

Buildings and Grounds: Covered under Director's Report.

Personnel: Ms. Shane reported that the committee met to discuss and make recommendations for the revision of the employee sick leave policy. She also reported that evaluation forms for the annual director's performance evaluation have been emailed to each trustee.

Investment: No report

VIII. OLD BUSINESS

Café Project – Covered under Director's Report.

IX. NEW BUSINESS

Update to the employee sick leave policy

Covered under Director's Report.

2021 Holiday Schedule

Mr. Parlatore made a motion to accept the 2021 Holiday Schedule as proposed, seconded by Ms. Leister and passed unanimously.

2021 Board of Trustees Meeting Schedule

Ms. Leister made a motion to accept the 2021 Board of Trustees Meeting Schedule with the date for the September 2021 meeting being September 22, 2021, seconded by Ms. Shane and passed unanimously.

Director's Annual Evaluation

Covered under Personnel Committee Report.

Mr. Parlatore recommended that the Building & Grounds Committee address the issue of the bicycle rack in front of the Library as it looks to be in poor condition.

X. ADJOURNMENT

Mr. Parlatore made a motion to adjourn at 7:52 p.m., seconded by Ms. Josephs and passed unanimously.

Respectfully submitted,
David Douglas, Secretary

Recorded by: Robert Johnson