

EMMA S. CLARK MEMORIAL LIBRARY  
BOARD OF TRUSTEES MEETING

October 21, 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 7:31 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; Richard Russell; Linda Josephs; and Suzanne Shane. Also present was Ted Gutmann, Library Director.

**I. CALL TO ORDER**

The pledge of allegiance was recited.

**II. PERIOD OF PUBLIC EXPRESSION**

One person in attendance, stated that the reason for attending was part of an academic assignment to observe a board meeting.

**III. MINUTES**

Mr. Maione made a motion to approve the minutes from the regular Board meeting on September 16, 2020 seconded by Mr. Parlato and passed unanimously.

**IV. PRESIDENT'S REPORT**

Ms. Blair expressed her appreciation for the Monthly Update department reports.

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

Ms. Leister reported that all of our bills are paid and everything is up to date.

Ms. Leister made a motion to approve the warrant, seconded by Mr. Russell 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 the Vincent R. O'Leary Community Room bathroom project has been completed. Mr. Maione, Mr. Gutmann, and Jim Krause met with architect, John Cunniffe and potential contractors regarding the Cafe project.

**Personnel:** No report

**Investment:** Mr. Russell reported. Mr. Russell is working on scheduling a fourth quarter meeting date for the committee.

## VIII. OLD BUSINESS

**Bike rack** – Mr. Gutmann recommended that the Library replace the existing rack with something similar, albeit a bit smaller. Ms. Josephs made a motion to approve Mr. Gutmann's recommendation, seconded by Mr. Parlatore and passed unanimously.

## IX. NEW BUSINESS

- **Appropriation of funds from endowment for 2020 staff recognition gifts.** Ms. Josephs made a motion to appropriate up to \$2,000 from the Endowment Fund for the 2020 staff recognition gifts, seconded by Mr. Fletcher and passed unanimously.
- **Board review of potential employee conflict of interest** - Emily Ostrander gave a brief presentation regarding the Take & Make programs that she has been leading for teen patrons and being filmed and edited by her sister Bethany Ostrander. Ms. Ostrander requested that the Board consider providing compensation for four videos being made by Bethany Ostrander, not to exceed \$600.
- **Motion to enter executive session to discuss the employment history of a particular person.** At 7:51 p.m. Mr. Russell made a motion to enter executive session to discuss the employment history of a particular person, seconded by Ms. Josephs, and passed unanimously.

At 8:21 p.m. the board exited executive session and returned to open meeting.

Mr. Maione made a motion to approve a contract for \$600 for Bethany Ostrander for videography services, seconded by Ms. Shane, (AYE: Ms. Blair, Mr. Fletcher, Ms. Leister, Ms. Josephs, Mr. Maione, Mr. Russell, Ms. Shane | ABSTAIN: Mr. Douglas, Mr. Parlatore). The motion carried.

Ms. Blair created a working group consisting of Mr. Douglas, Mr. Fletcher and Mr. Gutmann to investigate the possibility of offering health insurance benefits to part-time employees who regularly work between 20 hours and 29.99 hours per week; full cost of the benefits to be paid by participating employees.

## X. ADJOURNMENT

Mr. Parlatore made a motion to adjourn at 8:29 p.m., seconded by Ms. Josephs and passed unanimously.

Respectfully submitted,

David Douglas, Secretary

Recorded by: Robert Johnson