

EMMA S. CLARK MEMORIAL LIBRARY  
BOARD OF TRUSTEES MEETING

December 16, 2020

7:30 p.m.

Due to the COVID-19 Pandemic, this was a remote Zoom webinar

MINUTES

**I. CALL TO ORDER**

A regular meeting of the Board of Trustees of the Emma S. Clark Memorial Library Association was called to order at 7:32 p.m. by Deborah Blair, Board President via Zoom. The following trustees of the Board, consisting of a quorum, were also present via Zoom: Christopher Fletcher, Vice President; Carol Leister, Treasurer; David Douglas, Secretary; Orlando Maione; Anthony Parlatore; Linda Josephs; Richard Russell. Also present was Ted Gutmann, Library Director; Robert Johnson, acting Recording Secretary. Absent: Suzanne Shane.

**II. PERIOD OF PUBLIC EXPRESSION**

No one in attendance.

**III. MINUTES**

Mr. Russell made a motion to approve the minutes from the regular Board meeting on November 18, 2020 seconded by Ms. Josephs and passed unanimously.

**IV. PRESIDENT'S REPORT**

Ms. Blair asked Mr. Gutmann to start thinking about how the Library can best measure its success as we recover from the disruptions caused by the pandemic. Mr. Gutmann noted a positive sign: that the Library's circulation statistics, while down from the same period the previous year, are not down by too much, and the decrease is less than the overall county average.

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

Ms. Leister reported that all of the Library's bills are paid and everything is up to date.

Mr. Maione made a motion to approve the Treasurer's Report and approval of the warrant, seconded by Ms. Mr. Fletcher and passed unanimously.

**VI. DIRECTOR'S REPORT**

The attached Director's report was read and discussed.

**VII. COMMITTEE REPORTS**

**Buildings and Grounds:** Mr. Maione gave a brief report regarding the Cafe project. One bid was received so far. The Library will seek additional bids.

**Personnel:** No report

**Investment:** Mr. Russell reported that the committee had met with Mr. Incorvia and that no changes were made to the portfolio.

#### **VIII. OLD BUSINESS**

None

#### **IX. NEW BUSINESS**

None

#### **X. ADJOURNMENT**

Mr. Parlatore made a motion to adjourn at 7:48 pm, seconded by Ms. Josephs and passed unanimously.

Respectfully submitted,  
David Douglas, Secretary

Recorded by: Robert Johnson