

EMMA S. CLARK MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING

November 18, 2020

7:30 p.m.

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. in the Vincent R. O'Leary Community Room by Deborah Blair, Board President. The following trustees of the Board, consisting of a quorum, were also present: In-person: Carol Leister, Treasurer; Orlando Maione; Anthony Parlatore. Connecting remotely via Zoom: Christopher Fletcher, Vice President; David Douglas, Secretary; Linda Josephs; Richard Russell; Suzanne Shane. Also present in-person was Ted Gutmann, Library Director.

II. PERIOD OF PUBLIC EXPRESSION

No one in attendance.

III. MINUTES

Mr. Parlatore made a motion to approve the minutes from the regular Board meeting on October 21, 2020 seconded by Mr. Maione and passed unanimously.

IV. PRESIDENT'S REPORT

Ms. Blair gave a brief report indicating her appreciation for the monthly departmental reports.

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 Mr. Parlatore and passed unanimously.

VI. DIRECTOR'S REPORT

The attached Director's report was read and discussed.

VII. COMMITTEE REPORTS

Buildings and Grounds: Mr. Maione made a motion to appropriate \$7,880 from the Capital Fund for the purpose of installing new fire protection system devices, designing plans, and arranging for fire alarm filing with Town of Brookhaven Fire Marshal, all as required in relation to the Cafe project, seconded by Mr. Russell and passed unanimously. Work to be done by the Library's current fire protection system vendor Briscoe Protective, LLC.

Personnel: Ms. Shane discussed the COLA increase and presented a chart for 2021. Mr. Maione made a motion to approve the 2021 COLA increase at a rate of 2%, seconded by Mr. Parlatore. Some discussion ensued. Mr. Fletcher indicated that he was instead in favor of a

1.56% COLA increase plus a bonus of 0.44% per employee. Original motion carried: Ms. Leister (Y), Ms. Blair (Y), Ms. Josephs (Y), Mr. Douglas (Y), Ms. Shane (N), Mr. Fletcher (N), Mr. Russell (N). Also approved was Part-time Page hourly base rate increasing to \$14.00/hr. effective 12/31/2020 as per New York State minimum wage law; increasing Part-time Clerk hourly base rate to \$18.00/hr. effective 01/01/2021 in order to maintain the existing \$4.00 base pay differential between Part-time Pages and Part-time Clerks.

Investment: The Investment Committee met with advisor Phil Incorvia prior to election day to review the portfolio.

VIII. OLD BUSINESS

- Mr. Parlatore made a motion to table the part-time health benefit discussion, seconded by Mr. Fletcher and passed unanimously.

IX. NEW BUSINESS

- Proposed update to employee voting policy
Ms. Josephs made a motion to approve the proposed update to the employee voting policy as submitted, seconded by Mr. Fletcher and passed unanimously.
- Proposal for preparation of financial statements and annual audit
Mr. Parlatore made a motion to accept the proposal for the preparation of financial statements and the annual audit as submitted, seconded by Ms. Josephs and passed unanimously.
- Proposed SCLS budget for 2021
Mr. Maione made a motion to approve the proposed SCLS budget for 2021 as submitted, seconded by Ms. Leister and passed unanimously.
Mr. Maione made a motion to cast five votes in favor of candidate for SCLS trustee (Brookhaven Zone) Tychnowicz (running unopposed), seconded by Ms. Leister and passed unanimously.
- 2021 COLA and employee salary adjustments
Covered under Personnel Committee Report
- Employment appreciation
 - Ms. Shane made a motion to enter into executive session at 8:09 pm for the purpose of discussing employee appreciation, seconded by Mr. Parlatore and passed unanimously.
 - The Board returned to regular open meeting at 8:25 pm.
 - Mr. Parlatore stated that a motion was carried during executive session to accept the recommendation of the Personnel Committee to provide for a COVID stipend for certain employees.

X. ADJOURNMENT

Mr. Parlatore made a motion to adjourn at 8:32 pm, seconded by Ms. Josephs and passed unanimously.

Respectfully submitted,
David Douglas, Secretary

Recorded by: Robert Johnson