

EMMA S. CLARK MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING

February 17, 2021

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 7:31 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 Parlatore; Linda Josephs; Richard Russell; Suzanne Shane. Also present was Ted Gutmann, Library Director; Robert Johnson, Acting Recording Secretary. This meeting was a remote meeting conducted via Zoom.

II. PERIOD OF PUBLIC EXPRESSION

One attendee identified themselves as a library school student, attending as part of a class assignment.

III. MINUTES

Mr. Maione made a motion to approve the minutes from the regular Board meeting on January 20, 2021 seconded by Mr. Russell and passed unanimously.

IV. PRESIDENT'S REPORT

Ms. Blair gave a brief report and pointed out how the Library has recognized Black History Month through a combination of programs, book displays, signage, and social media.

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 Treasurer's Report and approval of the warrant, seconded by Ms. Josephs and passed unanimously.

VI. DIRECTOR'S REPORT

The attached Director's report was read and discussed. Mr. Gutmann informed the board about the creation of a new job title for Lisa DeVerna-- Marketing Communications Manager. This will be a part-time master's-level position with salary equivalent to part-time Librarian. Ms. DeVerna is currently enrolled in an Integrated Marketing and Communications master's degree program at Marist College. He also informed the board about job title changes for both Fran Kane and Tara Salanitri to Business Manager, and Human Resources and Payroll Manager, respectively.

VII. COMMITTEE REPORTS

Buildings and Grounds: Mr. Maione reported that the Library is in the process of obtaining additional bids for the café project.

Personnel: Ms. Shane reported that the committee met via Zoom with Mr. Gutmann to discuss the job title changes outlined in Mr. Gutmann's Director's Report.

Investment: Mr. Russell reported that the committee met with financial advisor Phil Incorvia and discussion about how to best allocate the endowment fund ensued. It was suggested that Mr. Gutmann remind the trustees to include the topic at a long range planning meeting to be held sometime later in the year.

VIII. OLD BUSINESS

Mr. Parlatore asked Mr. Gutmann about the status of the new bike rack that was discussed at a previous board of trustees meeting. Mr. Gutmann reported that the new bike rack has been installed.

IX. NEW BUSINESS

- Appropriation of funds from the Helen Shack Endowment fund for 2021 prize money
Mr. Russell made a motion to appropriate \$1,000.00 from the Helen Shack Endowment fund to be used for the picture book prize money, seconded by Ms. Josephs and passed unanimously.

X. ADJOURNMENT

Mr. Parlatore made a motion to adjourn at 7:59 pm, seconded by Mr. Maione and passed unanimously.

Respectfully submitted,
David Douglas, Secretary

Recorded by: Robert Johnson