

EMMA S. CLARK MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING

January 20, 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 7:30 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; Linda Josephs; Orlando Maione; Anthony Parlatore; Richard Russell; Suzanne Shane. Also present was Ted Gutmann, Library Director; Robert Johnson, Acting Recording Secretary.

II. PERIOD OF PUBLIC EXPRESSION

No one from the public was in attendance.

III. APPROVAL OF MINUTES OF PREVIOUS MEETING

Ms. Josephs pointed out that there was an error in the December 16, 2020 minutes: Under Treasurer's Report "Ms. Fletcher" should be "Mr. Fletcher". Mr. Fletcher made a motion to approve the December 16, 2020 minutes as amended, seconded by Mr. Parlatore and passed unanimously.

IV. PRESIDENT'S REPORT

Ms. Blair gave a brief report, expressing her appreciation for the Monthly Update report and for all of the great work the staff is doing. All of the other trustees expressed agreement.

V. TREASURER'S REPORT & APPROVAL OF WARRANT

Ms. Leister reported that all of our bills are paid and everything is up to date. Mr. Russell made a motion to approve the Treasurer's Report and the warrant, seconded by 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 Café project, pointing out that another potential way to reduce costs in the short-term in addition to those mentioned by Mr. Gutmann in his Director's Report would be to complete the project in phases.

Personnel: No report

Investment: Mr. Russell reported that the Library's financial advisor, Phil Incorvia, proposed a change in his fee structure from a fee based on transactions to a percentage-based fee, combined, for both his own services through Jefferson Resources, and Henley & Company as the processor for the Library's endowment account. Mr. Russell made a motion to approve a 1% combined fee to be paid at 0.25% each quarter based on the total value of the portfolio, for the services provided by both Jefferson Resources, and Henley & Company, together, as recommended by the Investment Committee, seconded by Mr. Maione and passed unanimously.

VIII. OLD BUSINESS

- Mr. Parlatore made a motion to continue the tradition of an annual sponsored staff luncheon event with the stipulations that it be offered on behalf of the entire board; be paid from the endowment fund; with timing for the event being left to the discretion of the Board President, seconded by Mr. Fletcher and passed unanimously.

IX. NEW BUSINESS

- Annual Report to the Community
Ms. Josephs made a motion to approve the Annual Report to the Community, as proposed by Mr. Gutmann, seconded by Ms. Leister and passed unanimously.
- Executive session to discuss the employment history of a particular person
 - Mr. Russell made a motion at 7:46 p.m. to enter into executive session to discuss the employment history of a particular person, seconded by Mr. Parlatore and passed unanimously. Present at executive session: Blair, Fletcher, Leister, Douglas, Josephs, Maione, Parlatore, Russell, Shane, Gutmann.
 - Mr. Maione made a motion at 7:51 p.m. to exit executive session and return to open meeting, seconded by Ms. Josephs, and passed unanimously.

X. ADJOURNMENT

Ms. Josephs made a motion at 7:51 p.m. to adjourn, seconded by Ms. Leister and passed unanimously.

Respectfully submitted,
David Douglas, Secretary

Recorded by: Robert Johnson