

EMMA S. CLARK MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING

April 21, 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 Parlato; Linda Josephs; Richard Russell. Absent with excuse: Suzanne Shane. Also present was Ted Gutmann, Library Director; Robert Johnson, Acting Recording Secretary. This was a remote meeting hosted on Zoom.

II. PERIOD OF PUBLIC EXPRESSION

No one in attendance.

Ms. Blair moved the New Business item of "Auditor's presentation" to this point in the meeting:

- Dennis Stoner from Baldessari & Coster, LLC presented the auditor's report and the Library's financial statements for year ended 12/31/2020 and answered several questions from trustees. Mr. Stoner indicated that the Library had a clean audit and is in good financial shape.

III. MINUTES

Mr. Maione made a motion to approve the minutes from the regular Board meeting on March 17, 2021, seconded by Mr. Parlato and passed unanimously.

IV. PRESIDENT'S REPORT

Ms. Blair gave a brief report and specifically thanked the Director and associated staff for the wonderful and moving ceremony for the Helen Stein Shack Book Award, noting that the virtual presentation was among the best of its kind that she has experienced. Ms. Blair also noted that the systematic review of library policies was interrupted last year due to the pandemic. Ms. Blair recommended that the Board should resume this activity with a suggested review of up to five policies each month.

V. TREASURER'S REPORT & APPROVAL OF WARRANTS

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 approval of the warrant, seconded by Mr. Parlato 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 on the phased Library Improvement project. Mr. Maione and Mr. Gutmann met with representatives from Urban Village Contracting to break the Library Improvement project up into three distinct phases. Phase 1: creation of an ADA-accessible outdoor terrace for patron use; and installing doors between main library and historic reading room to be in keeping with historic architecture and that will allow for creating a closed space that could potentially be used for small group functions. Phase 2: creating a partition wall in main reading room to separate study area from busier, louder front section. Partition wall will be primarily glass with rounded arch framing to pick up on the Palladian window at the rear of the room, and this phase will also include a new, relocated reference desk. Phase 3: addition of a small café space, expanded seating areas and modified ceiling and related mechanical work. For all phases, the Library will apply for NYS Library Construction Aid reimbursements which could potentially offset costs up to 50% of the total. The board agreed that the project should proceed with the phased approach, anticipating that the project will be funded via the Capital Fund.

Personnel: Ms. Josephs reported that the committee is still reviewing the employee sick leave policy and will report next month.

Investment: Mr. Russell gave a brief report on the Library's investment portfolio.

VIII. OLD BUSINESS

Phased Library improvement project:

- Mr. Gutmann displayed architect's 3D rendering of proposed outdoor terrace that would be included in Phase 1 of the project.
- Contractor - Ms. Josephs made a motion to select Urban Village Contracting, Inc. as the low-bid contractor for the project and to approve \$276,125 from the Capital Fund for Phase 1 of the construction work connected with creating a new outdoor terrace space, and \$15,175 from the Capital Fund for construction work connected with creating the partition wall and doors leading to the historic room, seconded by Mr. Parlatore and passed unanimously.
- Architect's fees - Mr. Maione made a motion to appropriate \$20,000 from the Capital Fund for architectural services rendered thus far relative to the full Library Improvement project, seconded by Mr. Russell and passed unanimously.

Update to employee sick leave policy: Covered under Personnel Committee report.

IX. NEW BUSINESS

- Auditor's presentation – Covered previously.
- Trustee nominating committee: Ms. Blair appointed Mr. Parlatore, Mr. Russell, and Ms. Shane to serve on the nominating committee.
- Budget vote date: The Board agreed that the budget vote should take place on the same day as the regularly scheduled meeting on September 22, 2021.

X. ADJOURNMENT

Ms. Blair made a motion to adjourn at 8.25 p.m., seconded by Ms. Josephs and passed unanimously.

Respectfully submitted,
David Douglas, Secretary

Recorded by: Robert Johnson