

EMMA S. CLARK MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
May 19, 2021
7:30 p.m.
Vincent R. O'Leary Community Room
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: Carol Leister, Treasurer; David Douglas, Secretary; Orlando Maione; Anthony Parlatore; Linda Josephs; Richard Russell; Suzanne Shane. Also present was Ted Gutmann, Library Director and Robert Johnson, Acting Recording Secretary. Absent with excuse: trustee Christopher Fletcher.

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 April 21, 2021, seconded by Mr. Russell and passed unanimously.

IV. PRESIDENT'S REPORT

Ms. Blair gave a brief report and suggested that the Board host an employee event, perhaps in September after the budget vote.

V. TREASURER'S REPORT & APPROVAL OF WARRANTS

Ms. Leister reported that all 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. Josephs and passed unanimously.

VI. DIRECTOR'S REPORT

The attached Director's Report was read and discussed.

Mr. Parlatore made a motion to follow the most recent NYS/CDC guidelines adopted on May 13, 2021 that dictate that masks and social distancing are optional for fully-vaccinated individuals, based on the "honor system", seconded by Mr. Maione and passed unanimously.

VII. COMMITTEE REPORTS

Buildings and Grounds: Mr. Maione reported that we are still waiting for the Town of Brookhaven to issue permits allowing for construction. Mr. John Cunniffe, architect has been working with the Planning Department and will revise drawings based on feedback from the Town.

Personnel: Ms. Shane informed the Board that the Personnel Committee met and that the topic will be covered under Old Business.

Investment: Mr. Russell gave a brief report on the status of the library's investments and indicated that the Investment Committee will schedule a meeting in late May or early June.

VIII. OLD BUSINESS

Update to Employee Sick Leave Policy

Ms. Shane reported that the Personnel Committee met to review the employee sick leave policy. One aspect of the existing policy is that employees hired after September 1984 do not receive a cash payout upon termination of employment. Mr. Parlatore made a motion to maintain the existing policy of no cash payout upon termination of employment, seconded by Mr. Maione. Discussion ensued. Vote: Blair (Y), Leister (Y), Josephs (Y), Maione (Y), Parlatore (Y), Russell (Y), Shane (Y), Douglas (N). The motion carried.

The proposed revisions to the employee sick leave policy as presented by the Personnel Committee to the Board include the no-cash payout clause. Mr. Parlatore made a motion to approve the proposed revisions to the employee sick leave policy as presented by the Personnel Committee, seconded by Mr. Maione. Vote: Blair (Y), Leister (Y), Josephs (Y), Maione (Y), Parlatore (Y), Russell (Y), Shane (Y), Douglas (N). The motion carried.

IX. NEW BUSINESS

- Report from Nominating Committee
 - Election of trustees: Mr. Russell (Chair) indicated that trustees Josephs, Maione, and Leister indicated their candidacy and their desire to continue to serve. Mr. Russell made a motion to nominate Ms. Josephs, Mr. Maione, and Ms. Leister, seconded by Mr. Maione and passed unanimously. Mr. Parlatore made a motion to close the nominations, seconded by Ms. Blair and passed unanimously. Secretary Douglas cast one vote in favor of the ballot to elect the three trustees (Josephs, Maione, Leister).
 - Appointment of officers: Mr. Russell made a motion for existing officers to continue in their roles for another year, seconded by Mr. Maione, and passed unanimously.
- Five existing policies for review:
 - Bulletin Board – no changes, reviewed and affirmed.
 - Conflict of Interest - no changes, reviewed and affirmed.

- Confidentiality of Library Records – tabled. Ms. Shane will research potential implications regarding Freedom of Information Act.
- Designated Spaces – tabled until such time as the Library Improvement project has been completed.
- Displays - no changes, reviewed and affirmed.
- Proposed Employee Code of Conduct: Social Media Use
Mr. Parlatore made a motion to approve the proposed code of conduct as submitted, seconded by Ms. Josephs and passed unanimously.
- Proposed Telecommuting Policy
Ms. Josephs made a motion to approve the policy as submitted, seconded by Ms. Shane. Discussion ensued. Vote: Blair (Y), Leister (Y), Douglas (Y), Josephs (Y), Maione (Y), Russell (Y), Shane (Y), Parlatore (N). The motion carried.
- Proposed Standard Work Day resolution
As required by the New York State retirement system. Mr. Maione made a motion to approve proposed resolution as submitted, seconded by Mr. Douglas and passed unanimously.
- Proposed Annual contract with Three Village Central School District
Ms. Josephs made a motion to approve the Annual contract with Three Village Central School District as submitted and to authorize the President of the Emma S. Clark Memorial Library Board of Trustees to sign the contract, seconded by Mr. Parlatore and passed unanimously.
- Proposed 1st Draft of 2022 budget
Mr. Gutmann presented a proposed Library budget for 2022. The Board instructed Mr. Gutmann to increase the proposed amount of reserve funds (income) and resubmit to the Library Board at the June 2021 Library Board of Trustees meeting.

X. ADJOURNMENT

Ms. Josephs made a motion to adjourn at 8:39 p.m., seconded by Ms. Shane and passed unanimously.

Respectfully submitted,
David Douglas, Secretary

Recorded by: Robert Johnson