

EMMA S. CLARK MEMORIAL LIBRARY  
BOARD OF TRUSTEES MEETING

June 16, 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 7:32 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 and Robert Johnson, Acting Recording Secretary.

Pledge of Allegiance was recited.

**II. PERIOD OF PUBLIC EXPRESSION**

No one wished to speak.

**III. MINUTES**

Mr. Parlatore made a motion to approve the minutes from the regular Board meeting on May 21, 2021, seconded by Mr. Maione and passed unanimously.

**IV. PRESIDENT'S REPORT**

Ms. Blair gave a brief report and reiterated her appreciation for the staff monthly reports.

**V. TREASURER'S REPORT & APPROVAL OF WARRANTS**

Ms. Leister reported that all Library 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. Fletcher and passed unanimously.

**VI. DIRECTOR'S REPORT**

The attached Director's report was read and discussed.

**VII. COMMITTEE REPORTS**

**Buildings and Grounds:** No report

**Personnel:** No report

**Investment:** Mr. Russell gave a brief report on the library's investments.

## **VIII. OLD BUSINESS**

- Policy review: Confidentiality of Library Records – tabled pending need for further information.
- Proposed 2022 Budget  
Mr. Parlatore made a motion to approve the Proposed 2022 Budget as submitted, seconded by Mr. Maione and passed unanimously.

## **IX. NEW BUSINESS**

- Five existing policies for review:
  - Employee Code of Conduct - Workplace Safety Policy - reviewed and affirmed.
  - Handouts Policy – Mr. Russell recommended that the order of the sentences in the first and second paragraphs of the Handouts Policy and all other related exhibition policies be rearranged slightly to be more logical and readable (the content does not change). Mr. Parlatore made a motion to amend the policies as recommended by Mr. Russell, seconded by Mr. Maione and passed unanimously.
  - Internet Use Policy - reviewed and tabled pending need for further information.
  - Library Behavior Policy – Mr. Gutmann recommended that the phrase “off-duty law enforcement” be changed to “law enforcement”, and that documented Incident Reports should be changed from being maintained by the “Board of Trustees” to the “Director”. Ms. Josephs made a motion to amend the policy as per Mr. Gutmann's recommendations, seconded by Mr. Fletcher and passed unanimously.
  - Materials Donation Policy - reviewed and affirmed.
- Motion to enter Executive Session to discuss current litigation – At 8:13 p.m. Ms. Shane made a motion to enter Executive Session to discuss current litigation, seconded by Ms. Josephs and passed unanimously. Present during Executive Session: Blair, Fletcher, Leister, Douglas, Josephs, Maione, Parlatore, Russell, Shane, Gutmann.

At 8:23 p.m., Ms. Josephs made a motion to exit Executive Session and return to open meeting, seconded by Mr. Fletcher and passed unanimously.

## **X. ADJOURNMENT**

Ms. Shane made a motion to adjourn at 8:24 p.m., seconded by Ms. Josephs and passed unanimously.

Respectfully submitted,  
David Douglas, Secretary

Recorded by: Robert Johnson