

EMMA S. CLARK MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING

July 21, 2021

7:30 p.m.

Vincent R. O'Leary Community Room

MINUTES

I. CALL TO ORDER

The Pledge of Allegiance was recited.

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; Orlando Maione; Anthony Parlato; Linda Josephs; Richard Russell; Suzanne Shane. Also present was Ted Gutmann, Library Director and Robert Johnson, Acting Recording Secretary.

II. PERIOD OF PUBLIC EXPRESSION

No one wished to speak.

III. MINUTES

Mr. Russell made a motion to approve the minutes from the regular Board meeting on June 16, 2021, seconded by Ms. Josephs and passed unanimously.

IV. PRESIDENT'S REPORT

Ms. Blair gave a brief report and emphasized how pleased she was to see the Library's newsletter with so many programs and activities.

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 Warrant, by Mr. Fletcher and passed unanimously.

Mr. Maione made a motion to approve the Treasurer's Report, seconded by Mr. Russell and passed unanimously.

VI. DIRECTOR'S REPORT

The attached Director's report was read and discussed. Mr. Gutmann also informed the board that he had banned a patron for 30 days due to a serious infraction of the Library Behavior Policy. He also reported that the Library had to shut down on an emergency basis for several hours a few weeks ago due to plumbing issues which were quickly resolved and appeared to have been due to blockage in overflow pool lines caused by a buildup of debris that included masks, gloves, and wipes. The pools are being checked regularly to make sure the problem has been resolved, and so far no further issues.

VII. COMMITTEE REPORTS

Buildings and Grounds:

- Conditional Approval from Brookhaven Planning Department – Mr. Maione stated that federal ADA law supersedes Town code, and therefore it is imperative that the Library fully comply with ADA regulations regarding handicapped parking signage. He requested that Mr. Gutmann arrange a meeting with John Cuniffe, architect to discuss.

Personnel: No report

Investment: No report

VIII. OLD BUSINESS

- Policy review: Confidentiality of Library Records – discussion regarding the references to subpoena in the penultimate paragraph of the existing policy. It was decided to completely remove this paragraph. Mr. Parlatore made a motion to approve the policy as amended, seconded by Mr. Maione, and passed unanimously.
- Policy review: Internet Use Policy - tabled for the August meeting. Mr. Gutmann will provide the board with a proposed version of the policy that reflects that the Library's networks are filtered as per CIPA requirements.

IX. NEW BUSINESS

- Five existing policies for review:
 - Materials Selection Policy - tabled for the August meeting. Mr. Gutmann will provide the board with copies of updated versions of the "ALA Library Bill of Rights" and ALA's "Free Access to Libraries for Minors".
 - Notification and Dissemination of Information on Sex Offenders Placed Within the Community (Megan's Law) policy - Reviewed and affirmed. Mr. Parlatore made a motion to affirm the current policy, seconded by Ms. Leister and passed unanimously.
 - Member Comment on Library Materials – Reviewed and affirmed. Mr. Maione made a motion to affirm the current policy, seconded by Ms. Josephs and passed unanimously.
 - Naming Rights Policy - Reviewed and affirmed. Ms. Josephs made a motion to affirm the current policy, seconded by Ms. Shane and passed unanimously.
 - Non-Solicitation Policy – Mr. Gutmann recommended that the phrase "with the exception of Library-sponsored activities" be added to the end of the last sentence of the current policy. Ms. Josephs made a motion to update the policy as per Mr. Gutmann's recommendation, seconded by Mr. Fletcher and passed unanimously.
- Update to Personnel Policies & Regulations: Health Insurance section – Mr. Gutmann recommended that Tiers 5 and 6 of the State retirement system be added to the fifth

paragraph of the “Health Insurance” section of the Personnel Policies and Regulations. that refers to health insurance in retirement for those who qualify. Ms. Shane made a motion to update the policy as per Mr. Gutmann’s recommendation, seconded by Ms. Josephs and passed unanimously.

- Adoption of NY HERO Act Plan - Mr. Maione made a motion to adopt the proposed Airborne Infectious Disease Exposure Prevention Plan policy based on the model template provided by New York State Department of Labor, seconded by Ms. Josephs and passed unanimously.
- SCLS Survey: Director’s Contracts – Ms. Blair recommended that even though it had not been done in the past, that the Board consider offering a contract or similar employment agreement to whomever fills the Director position. She also referred to a recent SCLS survey of Suffolk County library directors that indicated that 70% of the responding directors do have contracts. It was decided that the Personnel Committee will take up the matter and report back to the full board in September and provide some samples of other libraries’ contracts.

X. ADJOURNMENT

Ms. Josephs made a motion to adjourn at 8:14 p.m., seconded by Ms. Leister and passed unanimously.

Respectfully submitted,
David Douglas, Secretary

Recorded by: Robert Johnson