

EMMA S. CLARK MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING

September 22, 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 7:30 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; Richard Russell; Suzanne Shane. Absent with excuse: Linda Josephs and Anthony Parlatore. Also present was Ted Gutmann, Library Director; Robert Johnson, Acting Recording Secretary.

II. PERIOD OF PUBLIC EXPRESSION

Two employees addressed the Board with their concerns about the proposed mandatory vaccination for employees directive.

III. MINUTES

Mr. Russell made a motion to approve the minutes from the regular Board meeting on August 18, 2021, seconded by Mr. Maione and passed unanimously.

IV. PRESIDENT'S REPORT

No report.

V. TREASURER'S REPORT & APPROVAL OF WARRANTS

Ms. Leister reported that all of our bills are paid and everything is up to date. Mr. Fletcher made a motion to approve the warrant, seconded by Mr. Maione and passed unanimously.

VI. DIRECTOR'S REPORT

The attached Director's report was read and discussed. In addition, Mr. Gutmann reported that there is demand for defensive driving courses to be hosted in the Library again. The Library had scheduled classes for the fall to be taught by AARP, but AARP canceled. Mr. Gutmann recommended that the Library once again allow for outside, for-profit companies to teach these classes as they had done many years ago. Mr. Gutmann also pointed out that the Library's meeting room rules already do make an exception for outside companies to teach defensive driving classes, so no changes need to be made there to accommodate. Mr. Maione made a motion to allow for third-party defensive driving classes to be taught again in the Library, seconded by Mr. Russell, and passed unanimously.

Mr. Gutmann also informed the Board that he will be taking some vacation time in October.

VII. COMMITTEE REPORTS

Buildings and Grounds: Mr. Maione reported that the Library has received the building permit from Brookhaven Town for the construction of the outdoor reading terrace.

Personnel: Ms. Shane reported that the committee will meet to discuss employee concerns regarding proposed mandatory vaccination directive for employees. Ms. Shane also reminded the Board that she emailed annual director's evaluation forms to all trustees.

Investment: Mr. Russell reported that the Investment Committee will be meeting with representatives from Henley & Co. who are proposing to take over the Library's accounts following the death of Mr. Incorvia.

VIII. OLD BUSINESS

- Proposed Employee Mandatory COVID-19 Vaccination Directive - Tabled for October meeting.

IX. NEW BUSINESS

- 2022 Holiday/Days Closed – Mr. Gutmann presented a proposed Library holiday / days closed schedule for 2022 which included the addition of Juneteenth. Mr. Fletcher made a motion to approve the proposed schedule, seconded by Ms. Blair; Blair (Yes), Fletcher (Yes), Leister (Yes), Douglas (Yes), Maione (No), Russell (Abstain), Shane (Yes); the motion carried.
- 2022 Board of Trustees Meeting Schedule – Mr. Gutmann presented a proposed 2022 Library Board of Trustees Meeting Schedule. Except for the month of April, all dates would be the third Wednesday of each month that a regular meeting is scheduled. The only question was whether the April meeting should be April 13, 2022 or April 27, 2022. Mr. Maione made a motion to approve the proposed schedule with the April meeting being scheduled for April 27, 2022, seconded by Mr. Russell, and passed unanimously.
- Date for Staff Appreciation Event (11/19?) – Mr. Gutmann recommended that the Library resume the annual staff recognition event again this year (it was canceled due to COVID last year) as an in-person event to occur on November 19, 2021. The Board agreed with Mr. Gutmann's recommendation.
- Five existing policies for review:
 - Video Selection Policy: Mr. Maione made a motion to approve the policy with modifications, seconded by Mr. Douglas, and passed unanimously.
 - Adult Volunteer Policy: Ms. Shane made a motion to approve the policy with modifications, seconded by Ms. Leister and passed unanimously.
 - Volunteer Hold Harmless Agreement: Reviewed and affirmed existing policy.
 - Whistleblower Policy: Reviewed and affirmed existing policy.
 - Workplace Violence Policy: Reviewed and affirmed existing policy.
- Revisit Materials Donation Policy: Mr. Gutmann proposed some modifications to the existing policy. Mr. Maione made a motion to approve the policy as amended, seconded by Ms. Blair, and passed unanimously.

- Proposed addition to Personnel Policies & Regulations: Insurance coverage rates – Mr. Gutmann reported that the current Personnel Policies & Regulations does not explicitly state the Library's contribution percentages for employee health insurance, even though the percentages were approved back in 2001. Mr. Gutmann recommended that the Personnel Policies & Regulations be updated to include those contribution percentages. The Board agreed.
- Appropriation of funds from Capital Fund for architect's fees: Mr. Maione made a motion to appropriate \$19,842.00 from the Capital Fund for the purpose of architect's fees, seconded by Mr. Fletcher passed unanimously. Mr. Maione made a motion to authorize the Director to sign the construction contract pending review by Library's attorney for the terrace and also appropriate \$29,300 from the Capital Fund for the purpose of the down payment for the outdoor terrace project, seconded by Ms. Shane passed unanimously.
- Appropriation of funds from Endowment Fund for staff appreciation event – Mr. Fletcher made a motion to appropriate a not to exceed amount of \$2,500.00 from the Endowment Fund for this year's staff appreciation event, seconded by Mr. Douglas, and passed unanimously.
- Director's Contract – Ms. Shane reported that the Personnel Committee did meet to discuss and the business item will be tabled until October Board Meeting.

X. ADJOURNMENT

Ms. Shane made a motion to adjourn at 8:18 p.m., seconded by Mr. Fletcher, and passed unanimously.

Respectfully submitted,
David Douglas, Secretary

Recorded by: Robert Johnson