

EMMA S. CLARK MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING

October 20, 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; Linda Josephs; Orlando Maione; Richard Russell; Anthony Parlatore; Suzanne Shane. Also present was Ted Gutmann, Library Director; Robert Johnson, Acting Recording Secretary.

The Pledge of Allegiance was recited.

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 September 22, 2021, seconded by Mr. Maione and passed unanimously.

IV. PRESIDENT'S REPORT

Ms. Blair reported that she had attended some events for library trustees, and noted that New York State will be introducing new annual training requirements for library trustees.

V. TREASURER'S REPORT & APPROVAL OF WARRANTS

Ms. Leister reported that all of our bills are paid and everything is up to date.

Mr. Parlatore made a motion to approve the warrants, seconded by Ms. Josephs and passed unanimously.

VI. DIRECTOR'S REPORT

The attached Director's report was read and discussed. Mr. Gutmann also reported that the Library will receive insurance money for the damage to the carpet in the Technical Services room, the result of flooding that occurred several weeks ago, and recommended that the carpet be replaced by new carpet tiles. There was some discussion as to the best material to be used for the flooring. The matter was referred to the Building and Grounds Committee.

VII. COMMITTEE REPORTS

Buildings and Grounds: No report

Personnel: The Personnel Committee met to discuss the mandatory vaccination directive and recommended that the Board adopt the proposed directive. Mr. Parlatore made a motion to adopt the personnel committee's recommendation of the mandatory vaccination directive as proposed with the additional stipulation that newly hired employees after November 22, 2021 must be vaccinated with no option to test, unless they have a valid religious or medical exemption in which case they must submit to weekly testing, seconded by Mr. Maione and passed unanimously.

Investment: The Investment Committee is researching local investment firms and will conduct interviews to recommend a firm.

VIII. OLD BUSINESS

- Proposed Employee Mandatory COVID-19 Vaccination Directive – covered under Personnel Committee.
- The Board directed Mr. Gutmann to require programmers to sign a hold harmless agreement as part of their contract for providing library programs.

IX. NEW BUSINESS

- Proposed Disaster Response Plan
Ms. Shane made a motion to adopt the proposed Disaster Response Plan with amendments, seconded by Mr. Maione and passed unanimously.
- Proposed Master Plan for Library Service 2022-2026
Ms. Josephs made a motion to adopt the Proposed Master Plan for Library Service 2022-2026 as amended, seconded by Mr. Parlatore and passed unanimously.
- Committee appointments – Ms. Blair asked that in the future that committee assignments be added to May board meeting agendas. In the meantime, Ms. Josephs will step down from the Personnel Committee and join the Building and Grounds Committee.
- Memorandum of Understanding with Three Village Historical Society for use of Library space – the Board directed Mr. Gutmann to have the Library's attorney draft a letter regarding vacating Library space once the Historical Society's new barn structure is complete.
- Motion to enter Executive Session to discuss the employment of a particular person
Ms. Blair made a motion to enter Executive Session at 8:27 p.m., seconded by Ms. Josephs and passed unanimously. Present during executive session: Blair, Fletcher, Leister, Douglas, Josephs, Maione, Parlatore, Russell, Shane.

Ms. Josephs made a motion to exit Executive Session at 8:55 p.m. and return to open meeting, seconded by Mr. Maione and passed unanimously.

X. ADJOURNMENT

Mr. Parlatore made a motion to adjourn at 8:56 p.m., seconded by Mr. Russell, and passed unanimously.

Respectfully submitted,
David Douglas, Secretary

Recorded by: Robert Johnson