

EMMA S. CLARK MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING

August 18, 2021

7:30 p.m.

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; Anthony Parlato; Richard Russell; Suzanne Shane. Absent with excuse: Linda Josephs. 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. Maione made a motion to approve the minutes from the regular Board meeting on July 21, 2021, seconded by Mr. Russell and passed unanimously.

IV. PRESIDENT'S REPORT

Ms. Blair gave a brief report and noted the passing of Phil Incorvia, who was the Library's financial advisor and remembered him as a true professional and friend of the Library.

V. TREASURER'S REPORT & APPROVAL OF WARRANTS

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

VI. DIRECTOR'S REPORT

The attached Director's report was read and discussed.

Mr. Parlato made a motion to institute a directive that all Emma S. Clark Memorial Library employees must be fully-vaccinated as a condition of Library employment, unless employee provides the Library with written documentation outlining a medical or religious exemption from being vaccinated. The motion was seconded by Mr. Maione. Discussion ensued. The Board directed Mr. Gutmann to formulate a proposed directive and have it reviewed by the Library's attorney for the September Board of Trustees meeting. Mr. Parlato made a motion to call the question, seconded by Ms. Blair, and passed unanimously.

Mr. Fletcher made a motion that effective 8/19/2021--using as a metric Newsday's daily publication of new COVID cases per thousand--that if the average of the Three Village communities (Old Field, Setauket, Stony Brook) exceeds 1.0, that masks would be mandatory for all who enter the Library building. The motion was seconded by Mr. Parlatore and passed unanimously.

VII. COMMITTEE REPORTS

Buildings and Grounds: Mr. Maione reported that the building permit for the outdoor terrace is pending but is expected by early September.

Personnel: Ms. Shane reported that the committee met to discuss the potential for a contract for Library Director and will have more information at the September meeting.

Investment: Mr. Russell reported that he will contact the advisor from Jefferson Resource who has been assigned to take over Mr. Incorvia's accounts in order to set up a face-to-face meeting with the Investment Committee.

VIII. OLD BUSINESS

- Policy review: Materials Selection Policy: Updated ALA Bill of Rights and updated ALA Free Access to Libraries for Minors - Mr. Russell made a motion to amend the policy with the updated ALA documents, seconded by Ms. Leister and passed unanimously.
- Policy review: Proposed update to Internet Use Policy - Mr. Maione made a motion to amend the policy as proposed by Mr. Gutmann, seconded by Mr. Fletcher, and passed unanimously.

IX. NEW BUSINESS

- Adoption of application for 2021-2022 NYS Library Construction Aid
Mr. Maione made a motion to approve the adoption of application for 2021-2022 NYS Library Construction Aid, seconded by Mr. Russell, and passed unanimously.
- Five existing policies for review:
 - Program Attendance Policy
Mr. Parlatore made a motion to amend the policy to with an inclusion for contact tracing in times of pandemic, seconded by Mr. Fletcher, and passed unanimously.
 - Sexual Harassment Prevention Policy
Reviewed and affirmed. Mr. Fletcher made a motion to accept the policy as it stands, seconded by Ms. Leister and passed unanimously.
 - Social Media Policy
Reviewed and affirmed. Ms. Blair made a motion to accept the policy as it stands, seconded by Mr. Parlatore and passed unanimously.
 - Tutoring and Conversational Activity Policy
Mr. Maione made a motion to amend the policy as proposed by Mr. Gutmann, seconded by Ms. Shane, and passed unanimously.

- Unattended Children Policy
Reviewed and affirmed. Ms. Blair made a motion to accept the policy as it stands, seconded by Mr. Douglas and passed unanimously.

X. ADJOURNMENT

Mr. Parlatore made a motion to adjourn at 8:15 p.m., seconded by Ms. Shane, and passed unanimously.

Respectfully submitted,
David Douglas, Secretary

Recorded by: Robert Johnson