

EMMA S. CLARK MEMORIAL LIBRARY  
BOARD OF TRUSTEES MEETING

November 17, 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; Linda Josephs; 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**

Ms. Kahnhauser, Head of Adult Services at the Library addressed the Board to relate that Ms. Martin, former archivist of the Three Village Historical Society had been a valuable resource to the reference librarians and patrons over the past several years.

**III. MINUTES**

Ms. Josephs made a motion to approve the minutes from the regular Board meeting of October 20, 2021, seconded by Mr. Russell and passed unanimously.

**IV. PRESIDENT'S REPORT**

Ms. Blair expressed her admiration for the work that was done on the new website announcing the construction project. Ms. Blair and several trustees also expressed their admiration for the article that appeared in the local paper, and noted how well-written it was. Mr. Gutmann informed them that the article was the text of the press release sent by the Library's Marketing Communications Manager, Lisa DeVerna.

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

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

Mr. Maione made a motion to approve the warrants, seconded by Mr. Douglas and passed unanimously.

**VI. DIRECTOR'S REPORT**

The attached Director's report was read and discussed.

**VII. COMMITTEE REPORTS**

**Buildings and Grounds:** Mr. Maione indicated nothing additional to report other than the information that was contained in the Director's Report regarding the construction project.

**Personnel:** Ms. Shane reported that the committee met, and their recommendations will be addressed under New Business and an executive session.

**Investment:** Mr. Russell reported that the committee has selected three financial advisors to interview to replace our previous advisor. Interviews will take place on December 1.

## **VIII. OLD BUSINESS**

Mr. Gutmann asked for clarification on the pending letter from the Library's attorney regarding the historical society vacating the Library space where they currently store some archives.

## **IX. NEW BUSINESS**

- Holiday parade 12/12 early close - The board agreed that the Library will close at 3:00 p.m. on Sunday, December 12, 2021, since Main Street will be closed to traffic after that time to accommodate staging for the annual community holiday parade.
- Proposal for preparation of financial statements and annual audit - Ms. Josephs made a motion to approve the proposal for preparation of financial statements and annual audit to be performed by the firm of Baldessari & Coster, LLP, seconded by Mr. Russell and passed unanimously.
- Appropriations from Capital Fund and authorization for upcoming construction payments - Mr. Maione made a motion to appropriate \$175,980 from Capital Fund and authorization to issue checks for the purposes of the upcoming construction payments which are expected to become due prior to the next Board of Trustees meeting on January 19, 2022, seconded by Ms. Blair and passed unanimously.
- Proposed SCLS budget for 2022 - Ms. Josephs made a motion to approve the proposed SCLS budget for 2022, seconded by Mr. Parlatore and passed unanimously.
- SCLS Trustee election (Brookhaven) Mr. Russell made a motion to submit five ballots in favor of Mr. Harold Trabold running unopposed for the Brookhaven Zone representative in the current SCLS Trustee election, seconded by Ms. Josephs and passed unanimously.
- 2022 COLA and employee salary adjustments Mr. Gutmann recommended a 3% cost of living (COLA) increase for staff in 2022. In addition, in compliance with New York State Minimum Wage Law: effective 12/31/21, that the base Part-time Page rate (Step 1) increase to \$15.00/hr. (includes COLA, with subsequent Page steps increased relative to this base), and in keeping with the plan established in past years, that the base Part-time Clerk rate (Step 1) increase to \$19.00/hr. (includes COLA, with the subsequent Part-time Clerk steps increased relative to this base) effective 01/01/2022. Ms. Shane reported that the Personnel Committee recommends that the board approve all of the increases that Mr. Gutmann recommended. Mr. Parlatore made a motion to approve the recommendation of the Personnel Committee, seconded by Mr. Fletcher, and passed unanimously.
- At 8:10 p.m., Mr. Parlatore made a motion to enter executive session to discuss the employment history of a particular person, seconded by Mr. Russell, and passed

unanimously. Present during executive session: Blair, Fletcher, Leister, Douglas, Josephs, Maione, Parlatore, Russell, Shane.

At 8:13 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. 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