

EMMA S. CLARK MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING

January 19, 2022

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 7:31 p.m. by Deborah Blair, Board President. The following trustees of the Board, consisting of a quorum, were also present: 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.

Absent with excuse: Christopher Fletcher, Vice President.

The Pledge of Allegiance was recited.

II. PERIOD OF PUBLIC EXPRESSION

No one wished to speak.

III. MINUTES

November 17, 2021 - Regular Meeting:

Mr. Parlatore made a motion to approve the minutes from the regular Board meeting on November 17, 2021, seconded by Mr. Maione and passed unanimously.

December 15, 2021 - Special Meeting:

Mr. Maione made a motion to approve the minutes from the special Board meeting on December 15, 2021, seconded by Mr. Russell and passed unanimously.

IV. PRESIDENT'S REPORT

Ms. Blair expressed her admiration for the success of teen programs over the past year. Mr. Gutmann said that it was due to the wonderful work that Emily Ostrander, Teen Librarian is doing.

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 Treasurer's Report and warrants, seconded by Ms. Josephs and passed unanimously.

VI. DIRECTOR'S REPORT

The attached Director's Report was read and discussed. As part of the discussion Ms. Josephs suggested that perhaps the Library could partner with Meals on Wheels and possibly other nearby libraries to promote senior programs being offered by our libraries.

VII. COMMITTEE REPORTS

Buildings and Grounds: Mr. Maione indicated that there was nothing additional to report at this time other than what was contained in the Director's Report regarding construction progress.

Personnel: No meeting, no report.

Investment: Mr. Russell reported that the transition to the services of new financial advisor, Mr. Michael Sceiford from Edward Jones is underway. Mr. Russell will invite Mr. Sceiford to attend a future board meeting to meet with the full board.

VIII. OLD BUSINESS

The Board discussed documents provided by Mr. Gutmann that illustrated the relationship between the Library and the Three Village Historical Society and the history behind the society's presence in the Library.

IX. NEW BUSINESS

- Appropriation from Capital Fund and authorization for upcoming construction project: Ms. Josephs made a motion to appropriate \$12,500.00 from the Capital Fund for the purpose of waterproofing, outside of the scope of the original contract with Urban Village Contracting, seconded by Mr. Maione and passed unanimously.
- Updated whistleblower policy: Ms. Shane made a motion to adopt the proposed update to the Library's Whistleblower Policy, seconded by Mr. Parlatore and passed unanimously.
- Corporate resolution for opening investment account for Endowment Fund: Mr. Maione made a motion to adopt the attached corporate resolution to open an account with Edward Jones for monies from the Library's Endowment Fund, and furthermore authorize Mr. Russell to sign on behalf of the Library, seconded by Ms. Blair and passed unanimously.

X. ADJOURNMENT

Ms. Josephs made a motion to adjourn at 8:30 p.m., seconded by Ms. Shane, and passed unanimously.

Respectfully submitted,
David Douglas, Secretary

Recorded by: Robert Johnson

