

EMMA S. CLARK MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING

April 27, 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 7:30 p.m. by Deborah Blair, President. The following trustees of the Board, consisting of a quorum, were also present: Christopher Fletcher, Vice President; Carol Leister, Treasurer; David Douglas, Secretary; Richard Russell; Linda Josephs; Anthony Parlatore; Suzanne Shane. Also present was Ted Gutmann, Library Director; Robert Johnson, Acting Recording Secretary. Absent with excuse: Orlando Maione.

The Pledge of Allegiance was recited.

II. PERIOD OF PUBLIC EXPRESSION

No representative from the Three Village Historical Society was in attendance. No one else wished to speak.

III. MINUTES

Mr. Parlatore made a motion to approve the minutes from the regular Board meeting on March 16, 2022, seconded by Ms. Josephs and passed unanimously.

IV. PRESIDENT'S REPORT

Ms. Blair on behalf of the nominating committee reported that trustees Parlatore and Shane have indicated their desire to seek reappointment to the board when their terms which expire in May; Mr. Russell will not seek reappointment to the board. At the May meeting: Mr. Fletcher will assume the office of President, Ms. Leister will assume the office of Vice-President, Mr. Douglas will assume the office of Treasurer, and Ms. Shane will assume the office of Secretary.

Ms. Blair expressed her appreciation for the large amount of activity being done by all departments in the Library, with special praise for the employees (Robert Johnson, Emily Ostrander, Aileen Clark, Brian Debus) who presented a virtual program at the national Computers in Libraries annual conference.

Ms. Blair, along with all of the other trustees thanked trustee Richard Russell for his many years of service on the board, and presented him with a gift as a memento.

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. Douglas and passed unanimously.

VI. DIRECTOR'S REPORT

The attached Director's report was read and discussed.

VII. COMMITTEE REPORTS

Buildings and Grounds: No report.

Personnel: No report.

Investment: Mr. Russell reported that the Investment Committee will be meeting with financial advisor Michael Sceiford (Edward Jones) on May 3.

VIII. OLD BUSINESS

None.

IX. NEW BUSINESS

- **Proposed Teen Volunteer Policy**

Mr. Fletcher made a motion to adopt the proposed Teen Volunteer Policy with an amendment to include a required signature by each volunteer, seconded by Mr. Russell, and passed unanimously.

- **Appropriation from Capital Fund for parking lot sealcoating**

Ms. Josephs made a motion to approve the appropriation of \$23,500 from the Capital Fund for the purpose of parking lot sealcoating, seconded by Ms. Blair and passed unanimously

- Mr. Parlatore made a motion to adopt a policy for the period for public expression at regular Library board meetings that would limit each person a maximum of four minutes to speak, seconded by Ms. Leister, and passed unanimously.

X. ADJOURNMENT

Ms. Josephs made a motion to adjourn at 7:53 p.m., seconded by Ms. Shane, and passed unanimously.

Respectfully submitted,
David Douglas, Secretary

Recorded by: Robert Johnson