

EMMA S. CLARK MEMORIAL LIBRARY  
BOARD OF TRUSTEES MEETING

August 17, 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 Christopher Fletcher, President. The following trustees of the Board, consisting of a quorum, were also present: Carol Leister, Vice President; David Douglas, Treasurer; Suzanne Shane, Secretary; Linda Josephs; Orlando Maione; Anthony Parlatore; Angeline Yeo-Judex. Absent with excuse: Deborah Blair.

Also present was Ted Gutmann, Library Director; Robert Johnson, Acting Recording Secretary.

**II. PERIOD OF PUBLIC EXPRESSION**

- A patron whose daughter had applied for a position at the library addressed the Board, asking that the Board reconsider the mandatory vaccination policy for employees. Mr. Gutmann said the topic will be addressed under his director's report.

**III. MINUTES**

Mr. Parlatore made a motion to amend the July 20, 2022 minutes to state that the board had previously instructed the Library's financial advisor to identify the individual assets that the Library is invested in, in order that the trustees shall have the means to identify any securities that may not be in line with the values of the Library, such as those related to alcohol, firearms, and tobacco. The motion was seconded by Mr. Maione, and passed unanimously.

**IV. PRESIDENT'S REPORT**

Clarification on retiree health benefits. Mr. Fletcher updated the Board regarding the Medicare coverage that eligible employees receive in retirement.

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

Mr. Douglas reported that all of our bills are paid and everything is up to date.

Ms. Josephs made a motion to approve the warrant, seconded by Ms. Leister and passed unanimously.

**VI. DIRECTOR'S REPORT**

The attached Director's report was read and discussed.

In line with the CDC's recent updated guidance, Mr. Gutmann requested that the board reconsider the necessity for the mandatory vaccination policy for employees that was put in place in November 2021. Ms. Josephs made a motion to revoke the mandatory vaccination policy for employees, seconded by Mr. Fletcher and passed unanimously.

Mr. Gutmann also requested that the board consider moving some funds from the General Fund to the Capital Fund in order to cover the costs of the next phases of the construction project, and to ensure that the Library has sufficient funds to maintain, and properly care for Library facilities into the future. Mr. Parlatore made a motion to transfer \$600,000 of unassigned funds from the General Fund to the Capital Fund, seconded by Mr. Maione, and passed unanimously.

## **VII. COMMITTEE REPORTS**

**Buildings and Grounds:** Mr. Maione reported that the terrace is open and recommended that a letter be sent on behalf of the board of trustees to the architect and contractor thanking them for their work.

Mr. Parlatore requested that tempered glass or Plexiglas tops be placed on the café tables on the terrace to allow patrons to use the tables for writing. Mr. Gutmann will investigate options.

**Personnel:** No meeting, no report.

**Investment:** No meeting, no report.

## **VIII. OLD BUSINESS**

- Memorial Bench

Mr. Maione reported that the Building and Grounds Committee settled on a high-quality teak bench that would be placed in the Library lobby with an attached plaque in memory of Mary Moeller. This bench would be flanked by the two existing benches which need to be refurbished. The board then discussed the need for the Library to have another policy in addition to the materials donation policy and naming rights policy that would better address future memorial gifts such as this, and instructed Mr. Gutmann to come back with a proposed policy for the board to review.

## **IX. NEW BUSINESS**

- Review of Credit Card Policy

The current policy was reviewed and discussed. Mr. Gutmann reported that when the policy was first put into place years ago, the Library credit card was hardly used. However, at this time many of the Library's critical software subscriptions are being paid via the credit card, and Mr. Gutmann recommended that the limit be raised. Ms. Josephs made a motion to amend the credit card policy by raising the credit card limit from \$3,000 to \$6,000, seconded by Ms. Shane and passed unanimously.

- Adoption for 2022-2023 NYS Library Construction Aid

Mr. Parlatore made a motion to adopt the 2022-2023 NYS Library Construction Aid application and authorize the President to sign the Assurances document, seconded by Mr. Douglas, and passed unanimously.

#### **X. ADJOURNMENT**

Mr. Fletcher made a motion to adjourn at 7:59 p.m., seconded by Ms. Josephs, and passed unanimously.

Respectfully submitted,  
Suzanne Shane., Secretary

Recorded by: Robert Johnson