

EMMA S. CLARK MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING

February 15, 2023

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; Anthony Parlatore; Linda Josephs; Deborah Blair; Absent with excuse: Angeline Yeo-Judex. Also absent: Orlando Maione. Also present was Ted Gutmann, Library Director; Robert Johnson, Acting Recording Secretary.

II. Period for Public Expression

No one wished to speak.

III. Approval of Minutes of previous meeting

Ms. Blair made a motion to approve the minutes from the regular Board meeting held on January 18, 2023, seconded by Ms. Josephs and passed unanimously.

IV. President's Report

Mr. Fletcher reported on the progress of the construction project, and how pleased he is with the results so far.

V. Treasurer's Report & Approval of Warrants

Mr. Douglas 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 Ms. Blair and passed unanimously.

VI. Director's Report

The attached Director's report was read and discussed. Mr. Gutmann reported that when the ceiling above the new café seating area was opened up, it was discovered that it was an un-insulated space, and required the addition of a header beam (as specified by the architect). Before completing the work, the area will be insulated, and a header will be installed.

Mr. Fletcher formed an ad hoc Café Vendor Search committee to draft an RFP and determine selection criteria for selecting a vendor to operate its upcoming café. Mr. Fletcher assigned himself, along with Mr. Parlatore, Mr. Maione, and Mr. Gutmann to the committee.

VII. Committee Reports:

Buildings and Grounds:

There was some discussion about what can be done with regard to the two trees flanking the front entrance of the library, and also the possibility of installing a larger library sign out by Main Street. There was also some discussion about furniture for the café seating area. Mr. Fletcher referred the matter to the Building and Grounds committee.

Personnel:

No meeting, no report.

Investment:

No meeting, no report.

VIII. OLD BUSINESS

The board asked Mr. Gutmann to look into installing a plaque in memory of Edward Elenausky, previous director of the Library.

IX. NEW BUSINESS

- Approval of Annual Report to the Community - Mr. Parlatore made a motion to approve the Annual Report to the Community as proposed by Mr. Gutmann, seconded by Ms. Blair and passed unanimously.
- Appropriation from Capital Fund for upcoming construction related payment - Ms. Josephs made a motion to appropriate \$3,450 from the Capital Fund for upcoming construction payments, seconded by Mr. Douglas and passed

unanimously.

- Motion to enter executive session to discuss the employment history of a particular person - Mr. Fletcher made a motion to enter executive session at 7:55 p.m. to discuss the employment history of a particular person, seconded by Ms. Josephs and passed unanimously.

At 8:01 p.m., Mr. Parlatore made a motion to exit executive session and return to open session, seconded by Ms. Shane, and passed unanimously. Ms. Josephs made a motion to create a new department called Teen Services and authorize the creation of a department head position for that department, seconded by Ms. Blair and passed unanimously.

X. ADJOURNMENT

Ms. Josephs made a motion to adjourn at 8:03 p.m., seconded by Ms. Blair, and passed unanimously.

Respectfully submitted,
Suzanne Shane., Secretary

Recorded by: Robert Johnson