

EMMA S. CLARK MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
March 20, 2019

A regular meeting of the Board of Trustees of the Emma S. Clark Memorial Library Association was called to order at 7:42 pm by Orlando Maione, Board President. The following trustees of the Board, consisting of a quorum, were present: Christopher Fletcher, Treasurer; Carol Leister, Secretary; David Douglas; Linda Josephs; Anthony Parlatore; Richard Russell; Suzanne Shane. Also present was Ted Gutmann, Library Director. Absent with excuse: Deborah Blair

The pledge of allegiance was recited.

I. PERIOD OF PUBLIC EXPRESSION

No one from the public wished to speak.

II. MINUTES

Mr. Russell made a motion to accept the minutes from January 16, 2019, seconded by Mr. Fletcher and passed unanimously. (No meeting in February due to snow)

III. PRESIDENT'S REPORT

Mr. Maione gave a brief report. Bathroom project going well, started looking into condition of flat roof, and will be speaking with architect John Cunniffe regarding the café project.

IV. TREASURER'S REPORT & APPROVAL OF WARRANTS

All the bills are paid and our budget is in good shape.

Ms. Josephs made a motion to approve the Treasurer's report and warrants, seconded by Ms. Shane and passed unanimously.

V. DIRECTOR'S REPORT

The attached Director's report was read and discussed.

The Director's Report was followed by a presentation by Carolyn Emerson on the Library's Adult Volunteer and Homebound Services. The Board indicated their appreciation of Ms. Emerson's efforts, along with the work carried out by the volunteers. The Board indicated their support for Ms. Emerson's proposal to honor the volunteers at a small, annual reception.

VI. COMMITTEE REPORTS

Buildings and Grounds: Mr. Maione gave a brief report: The lower level bathroom project is moving along and ahead of schedule. Mr. Maione reported that a small amount of asbestos was discovered on some pipe insulation, and that it was removed professionally and legally.

Personnel: No meeting, nothing to report at this time.

Investment: No meeting, nothing to report at this time.

VII. OLD BUSINESS

None

VIII. NEW BUSINESS

- Approval of NY State Report
Mr. Parlatore made a motion to approve the NY State Report as submitted, seconded by Ms. Leister and passed unanimously.
- Approval of withdrawal of \$1,000 from Helen Stein Shack Endowment for checks for 2019 contest winners.
Ms. Josephs made a motion to withdraw \$1,000 from Helen Stein Shack Endowment for checks for 2019 contest winners, seconded by Ms. Shane and approved unanimously.
- Approval of auditor's report
Mr. Fletcher made a motion to approve the annual auditor's report as submitted, seconded by Mr. Russell and passed unanimously.
- Trustee Nominating Committee
Mr. Maione appointed Ms. Leister, Mr. Fletcher and Mr. Douglas to the Nominating Committee. Ms. Leister accepted the role of committee chairperson.
- Transfer of funds from Capital Fund to Operating Fund for new shelving
The Board directed the Director to obtain additional quotes for the shelving project.
- Mr. Maione mentioned a recent Newsday article that described sustainability initiatives being undertaken by some Suffolk County libraries. The Board instructed the Director to get more information about these initiatives and how the Emma S. Clark Memorial Library can participate.

IX. ADJOURNMENT

Ms. Josephs made a motion to adjourn the meeting at 8:28 pm, seconded by Ms. Leister and passed unanimously.

Respectfully submitted,
Carol Leister, Secretary

Recorded by:
Robert Johnson