

EMMA S. CLARK MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING

February 19, 2020

7:30 p.m.

MINUTES

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 Orlando Maione, Board President. The following trustees of the Board, consisting of a quorum, were also present: Deborah Blair, Vice President; Christopher Fletcher, Treasurer; Carol Leister, Secretary; Anthony Parlatore, Linda Josephs, Richard Russell, Suzanne Shane, and David Douglas. Also present was Ted Gutmann, Library Director.

I. CALL TO ORDER

The Pledge of Allegiance was recited

II. PERIOD OF PUBLIC EXPRESSION

A patron shared his thoughts regarding ideas on how the Library might promote Black History Month in a more comprehensive manner.

III. MINUTES

Ms. Blair made a motion to approve the minutes from the January 15, 2020 Board meeting, seconded by Mr. Parlatore and passed unanimously.

IV. PRESIDENT'S REPORT

Mr. Maione gave a brief report and discussed options for the Cafe project.

V. TREASURER'S REPORT & APPROVAL OF WARRANTS

All the bills are paid and our budget looks to be in great shape.

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

Mr. Parlatore made a motion to approve the Treasurer's Report as submitted, seconded by Mr. Russell and passed unanimously.

VI. DIRECTOR'S REPORT

The attached Director's report was read and discussed.

VII. COMMITTEE REPORTS

Buildings and Grounds: Mr. Maione discussed future projects, such as duct work cleaning, the Cafe project, and handicapped parking lot space appropriation.

Personnel: No report

Investment: No report

VIII. OLD BUSINESS

Cafe Project - The Cafe project is moving along. Updated drawings from the architect have been received. Working on obtaining quotes for elevation sketches that will be used to give the public a better idea as to what the finished project will look like.

IX. NEW BUSINESS

Proposed Reproductive Health Act Policy addition to Employee Handbook

The Board decided to table this for further review by Ms. Shane.

Appropriation of funds from Capital Fund for architect's drawings (cafe project)

Ms. Josephs made a motion to appropriate up to \$20,250 (the agreed to amount in the architect's contract) from the Capital Fund and to allow the Director to pay such invoices toward this amount as they are received, seconded by Mr. Russell and passed unanimously.

Policies review schedule

The Board agreed that a reasonable schedule would be to review five existing policies at each board meeting, beginning with those that haven't been reviewed for the longest amount of time.

X. ADJOURNMENT

Mr. Parlatore made a motion to adjourn at 8:01 p.m., seconded by Ms. Josephs and passed unanimously.

Respectfully submitted,
Carol Leister, Secretary

Recorded by: Robert Johnson