

EMMA S. CLARK MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
November 16, 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; Anthony Parlatore; Orlando Maione; Deborah Blair; Angeline Yeo-Judex. Absent with excuse: Linda Josephs. Also present was Ted Gutmann, Library Director; Robert Johnson, Acting Recording Secretary.

The Pledge of Allegiance was recited.

II. Period for Public Expression

Robert Johnson thanked the board for honoring him at the annual staff appreciation event.

III. Approval of Minutes of previous meeting

Mr. Parlatore made a motion to approve the minutes from the regular Board meeting held on October 16, 2022, seconded by Mr. Maione, and passed unanimously.

IV. President's Report

Mr. Fletcher reported that the annual staff appreciation event was a success, and that it was nice to have the opportunity to meet so many employees.

V. Treasurer's Report & Approval of Warrants

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

VII. Committee Reports:

Buildings and Grounds: Mr. Maione gave a brief report on the status of the ongoing construction project. Mr. Maione advised the Director to include the grease trap/septic system on the as-built drawings of the project.

Personnel: Ms. Shane reported that the committee met to discuss the 2023 COLA adjustment which will be addressed under New Business.

Investment: No meeting, no report.

VIII. OLD BUSINESS

None.

IX. NEW BUSINESS

- Appropriation from Capital Fund for upcoming construction payments
Mr. Maione made a motion to appropriate \$95,341 from Capital Fund for upcoming construction payments, seconded by Mr. Fletcher and passed unanimously.
- Appropriation from Capital Fund for replacement HVAC unit
Mr. Maione made a motion to appropriate \$22,300 from Capital Fund for the replacement HVAC unit, seconded by Mr. Parlatore and passed unanimously.
- Updated proposed SCLS Budget for 2023
Ms. Leister made a motion to approve the updated proposed SCLS Budget 2023, seconded by Mr. Maione and passed unanimously.
- 2023 COLA for employees
Ms. Shane reported that the Personnel Committee recommends a 3.0% cost of living (COLA) increase for staff. Mr. Fletcher made a motion to adopt the 2023 COLA at a rate of 3.0%, seconded by Ms. Shane and passed unanimously.

At 7:54 p.m., Mr. Fletcher made a motion to enter executive session to discuss the employment history of a particular person, seconded by Ms. Shane, and passed unanimously. Present in executive session: Fletcher, Leister, Douglas, Blair, Maione, Parlatore, Shane, Yeo-Judex.

At 8:03 p.m., Ms. Shane made a motion to exit executive session and return to public session, seconded by Mr. Parlatore, and passed unanimously.

X. ADJOURNMENT

Mr. Parlatore made a motion to adjourn at 8:04 p.m., seconded by Mr. Maione, and passed unanimously.

Respectfully submitted,
Suzanne Shane., Secretary

Recorded by: Robert Johnson