

EMMA S. CLARK MEMORIAL LIBRARY  
BOARD OF TRUSTEES MEETING

April 17, 2024

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

The Pledge of Allegiance was recited.

**II. Period for Public Expression**

No one wished to speak.

**III. Approval of Minutes of previous meetings**

Mr. Parlatore made a motion to approve the minutes from the March 20, 2024 Regular Meeting of the Board of Trustees, seconded by Ms. Blair, and passed unanimously.

**IV. President's Report**

No report.

**V. Treasurer's Report & Approval of Warrants**

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

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

**VI. Director's Report**

Mr. Gutmann reported:

A New York State Law goes into effect on January 1, 2025, which will require a safety certificate of all boaters, regardless of age. Boaters can earn their certificate by taking a classroom course with certified New York State instructors or through approved online courses. Nanette Feder, the librarian who runs adult programs at the Library approached me to see if it might be possible for the Library to offer these courses—similar to what we currently offer for defensive driving courses—to our patrons beginning this year, as it

is expected there will be a lot of demand. Some libraries are already doing this. Since the courses would be fee-based, it would require an update to the Library's current Meeting Room Regulations.

The Children's Winter Reading Challenge was a huge success with 180 children reading 4,210 books. The number of confident readers more than doubled from two years ago.

Mr. Gutmann reported that he will be on vacation from May 21 – June 6.

Mr. Gutmann recommended a new hire, Marley Layden as a Part-time Teen Department Page, as was recommended to him by Emily Ostrander, Head of Teen Services. Mr. Parlatore made a motion to accept Mr. Gutmann's recommendation, seconded by Mr. Fletcher, and passed unanimously.

## **VII. Committee Reports:**

**Buildings and Grounds:** No meeting, no report.

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

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

## **VIII. OLD BUSINESS**

Nominating Committee - After consulting with candidates, Mr. Parlatore proposed a slate of officers for election at the May Regular Board of Trustees meeting: Mr. Douglas as President, Ms. Leister as Vice-President, Ms. Shane as Treasurer, and Ms. Yeo-Judex as Secretary. Mr. Parlatore made a motion to accept the slate as proposed, seconded by Ms. Blair, and passed unanimously.

Mr. Parlatore reported that Trustee Maione has indicated that he will not seek reelection to the Board after his term expires in May. Mr. Fletcher reported that he will be resigning his position on the Board, with the May meeting being his last meeting as trustee and president. Mr. Fletcher appointed Ms. Yeo-Judex, Mr. Douglas, and Ms. Josephs to serve on a Trustee Search Committee to solicit potential candidates for the two upcoming vacancies.

## **IX. NEW BUSINESS**

Proposed update to Meeting Room Regulations – Ms. Josephs made a motion to update the Regulations which currently state that parties using the rooms may not charge fees (with an exception made for the Defensive Driving Courses) be revised with more general language to indicate that such exceptions may be made for parties authorized by the Library Board of Trustees; the motion was seconded by Ms. Yeo-Judex, and passed unanimously.

Proposed retainer agreement from Kevin Seaman, Esq. – this business item was tabled. The Board instructed Mr. Gutmann to report at the next meeting with a summary of costs incurred by the Library for Mr. Seaman's services over the past three years.

Budget Vote and Budget Hearing dates – Mr. Fletcher made a motion to approve September 18, 2024 as the budget vote date, with September 4, 2024 as the date for a public budget hearing; the motion was seconded by Ms. Josephs, and passed unanimously.

## **X. ADJOURNMENT**

Mr. Parlatore made a motion to adjourn at 7:52 p.m., seconded by Ms. Josephs, and passed unanimously.

Respectfully submitted,  
Suzanne Shane., Secretary

Recorded by: Robert Johnson