

EMMA S. CLARK MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING

August 21, 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 David Douglas, Board President. The following trustees of the Board, consisting of a quorum, were also present: Carol Leister, Vice President; Suzanne Shane, Treasurer; Angeline Yeo-Judex, Secretary; Anthony Parlatore; Deborah Blair; Linda Josephs. Also present was Ted Gutmann, Library Director; Kevin Seaman, Esq., Library Counsel; 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 meeting

Ms. Blair made a motion to approve the minutes from the June 19, 2024 meeting as amended, seconded by Mr. Parlatore, and passed unanimously.

IV. President's Report

Mr. Douglas reported that he has noticed an increase in many of our patron-related statistics including gate count and website visits.

V. Treasurer's Report & Approval of Warrants

Ms. Shane reported that all of our bills are paid and everything is up to date. Ms. Josephs made a motion to approve the warrants, seconded by Ms. Blair and passed unanimously.

VI. Director's Report

Mr. Gutmann reported:

In 2021 he had introduced up the idea of allowing a Better World Books drop box to be placed at the library (in the back of the parking lot). At that time, the board was in favor, but unfortunately Better World Books had placed a "hold" on new placements due to COVID. Better World Books recently followed up with us to let us know that they are once again distributing new drop boxes. He believes that our community would

appreciate the service. The nearest boxes are currently located at Bayport-Bluepoint Library and Half Hollow Hills Library.

There are several areas of the outdoor exterior woodwork that over time have deteriorated and are in need of replacement or repair. We have received three bids for the work, and he will be requesting a Capital Fund appropriation for the purpose.

Following up from last year's successful pilot program of having social worker interns from the Stony Brook School of Social Welfare here at the Library on selected days, we will be offering this service once again, beginning in September. This year we will have two interns, and their hours will include some weekend hours.

Reminder that the Library's budget vote will take place on Wednesday, September 18, with the Public Information Meeting taking place on September 4, at 7:00 p.m. (in the Children's Program Room).

Mr. Gutmann reported that Jessica Neilson was promoted from Full-time Circulation Clerk I to Full-time Circulation Department Supervisor to replace Aileen Clark who is retired in August.

VII. Committee Reports:

Buildings and Grounds: No meeting, no report.

Personnel: No meeting, no report.

Investment: Mr. Douglas reported that the next meeting of the Investment Committee will be on September 4th.

Trustee Search Committee: Mr. Douglas reported that the topic will be discussed in executive session.

VIII. OLD BUSINESS

- None

IX. NEW BUSINESS

- At 7:39 p.m. Ms. Shane made a motion to enter executive session to discuss matters relating to the staff union and appointment of trustees, seconded by Ms. Josephs, and passed unanimously.
At 8:17 p.m., the board exited from executive session and returned to open session.

- Mr. Gutmann recommended the board accept the low bid from Outer County Construction Corp. for exterior carpentry and trim work. Ms. Josephs made a motion to approve up to \$50,000 from the Capital Fund for the purpose, seconded by Ms. Shane, and passed unanimously.
- 2025 Holidays/Days Closed – Mr. Parlatore expressed his opposition to the proposed schedule of 2025 Holidays/Days Closed. Discussion ensued. Ms. Shane made a motion to approve the proposed schedule, seconded by Ms. Josephs, the motion passed with five (5) in favor (Douglas, Josephs, Leister, Shane, Yeo-Judex), and two (2) opposed (Blair, Parlatore).
- 2025 Board meeting dates – Mr. Parlatore made a motion to approve the schedule of 2025 Board meeting dates with meeting start times changed from 7:30 p.m. to 7:00 p.m., seconded by Ms. Leister, and passed unanimously.
- Chelsea Gomez, proprietor of Level Up Kitchen Library Café presented the café's quarterly report to the board. Ms. Blair asked that the Building & Grounds Committee take up the topic of improving the current café seating area to make it more inviting for patrons to use.

X. ADJOURNMENT

Ms. Josephs made a motion to adjourn at 8:35 p.m., seconded by Ms. Leister and passed unanimously.

Respectfully submitted,
Angeline Yeo-Judex, Secretary

Recorded by: Robert Johnson