

EMMA S. CLARK MEMORIAL LIBRARY  
BOARD OF TRUSTEES MEETING

June 26, 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; Anthony Parlatore; Deborah Blair; Linda Josephs. Absent with excuse: Suzanne Shane and Angeline Yeo-Judex. 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 meeting**

Mr. Parlatore made a motion to approve the minutes from the May 15, 2024 meeting as amended, seconded by Ms. Blair, and passed unanimously.

**IV.** Presentation from Baldessari and Coster, LLP 2024 independent audit (moved up from new business). Mr. Coster presented and explained the final copy of the 2023 annual audit.

**V. President's Report**

Mr. Douglas, as new Board President, gave a brief report in which he expressed his gratitude to the board, library staff, and community.

**VI. 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 warrants, seconded by Ms. Blair and passed unanimously.

**VII. Director's Report**

Mr. Gutmann reported that the HVAC project is mostly complete, except for some additional programming and tweaking. The new unit is in place and running.

Mr. Gutmann recommended two new hires: Raamis Kahn and Luke Van Dyke, both as a Part-time Adult Services Department Pages, as were recommended to him by Rallyn Tucker, Adult

Page Supervisor. Ms. Blair made a motion to accept both of Mr. Gutmann's recommendations, seconded by Ms. Josephs, and passed unanimously.

Mr. Gutmann reported that Rebecca Gracie will be promoted from Part-time Adult Services Librarian to Full-time Adult Services Librarian to replace Nanette Feder who will be retiring at the end of July.

### **VIII. 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. The committee also discussed the possibility of increasing the prize money for the annual Helen Stein Shack picture book contest as that endowment increases in value.

**Trustee Search Committee:** Ms. Josephs reported that the committee has received a healthy response and is still in the process of interviewing candidates.

### **IX. OLD BUSINESS**

- Proposed retainer agreement from Kevin Seaman, Esq.  
Mr. Parlatore made a motion to accept the retainer agreement as proposed, seconded by Ms. Blair and passed unanimously.

### **X. NEW BUSINESS**

- Proposed 2025 budget  
Ms. Josephs made a motion to adopt the 2025 budget as proposed, seconded by Mr. Parlatore and passed unanimously.
- Authorize payment of July 2024 invoices  
Ms. Josephs made a motion to pre-approve payment of July 2024 invoices since there is no board meeting in July, seconded by Ms. Leister and passed unanimously.

### **XI. ADJOURNMENT**

Ms. Josephs made a motion to adjourn at 8:14 p.m., seconded by Ms. Blair and passed unanimously.

Respectfully submitted,  
Angeline Yeo-Judex, Secretary

Recorded by: Robert Johnson