

EMMA S. CLARK MEMORIAL LIBRARY  
BOARD OF TRUSTEES MEETING

May 15, 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: David Douglas, Treasurer; Deborah Blair; Angeline Yeo-Judex; Anthony Parlatore. Absent with excuse: Carol Leister, Linda Josephs, Orlando Maione, Suzanne Shane. 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 April 17, 2024 Regular Meeting of the Board of Trustees, seconded by Ms. Blair, and passed unanimously.

**IV. President's Report**

Mr. Fletcher reported that eight years ago he proposed establishing a café for patrons at the library, which initially met with hesitation. However, after several years and additional research, the Library now has a successful café that benefits both staff and patrons. Mr. Fletcher went on to extend special thanks to Fran Kane for her collaboration in modernizing the Library's vendor payment processes. Mr. Fletcher noted that he voted to recognize the union due to its apparent overwhelming support by staff, with the understanding that the involvement of the union will introduce additional legal and time commitments. Mr. Fletcher encouraged staff to continue to voice any concerns they may have so that they can work together with management--which has always had the best interests of the staff in mind--to address those concerns effectively. In conclusion, Mr. Fletcher expressed his gratitude to the board members, staff, and director for their support over the past eight years where much has been achieved together. Mr. Fletcher looks forward to his transition to his role as a patron, and looks forward to witnessing the future developments at the Library.

Ms. Blair presented Mr. Fletcher with a gift on behalf of the Board, thanking him for his service.

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

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

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

## **VI. Director's Report**

Mr. Gutmann reported:

Fourteen staff members completed CPR/AED training on May 10.

The HVAC installation project continues. Wiring and control board have been installed. Preparations for placement of the unit on the roof are in process. A section needs to be cut out and wood decking and rails to support the unit will be installed, followed by resealing the affected areas. We are using a Tremco-authorized roofing company to do the work to ensure that the work is done to Tremco's standards, and that our Tremco warranty remains valid.

While I am on vacation from May 21 – June 6, Brian Debus, Head of Children's Services will be the person-in-charge.

Mr. Gutmann recommended two new hires: Richard Arena and Shadd Jamison, both as a Part-time Adult Services Department Librarians, as were recommended to him by Joan Kahnhauser, Head of the Adult Services Department. Mr. Fletcher made a motion to accept both of Mr. Gutmann's recommendations, seconded by Ms. Yeo-Judex, and passed unanimously.

Mr. Gutmann reported that Emma Yohannan will be promoted from Part-time Adult Services Librarian to Full-time Adult Services Librarian to replace Carolyn Emerson who will be retiring at the end of June.

## **VII. Committee Reports:**

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

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

**Investment:** No meeting, the committee will meet again on June 12.

**Trustee Search Ad hoc Committee:** Ms. Yeo-Judex reported that the two upcoming trustee vacancies have been announced to the public, with a deadline of May 29, 2024 for candidates to submit applications. The committee will interview candidates and report back to the full board at a future meeting with the committee's recommendations.

## **VIII. OLD BUSINESS**

Proposed retainer agreement from Kevin Seaman, Esq. – this business item was tabled. Mr. Parlatore will speak to Kevin Seaman for further clarifications.

## **IX. NEW BUSINESS**

Café quarterly report – Ms. Chelsea Gomez, owner of Level Up Kitchen Library Café, shared café fiscal data from January through March, and requested that the café operating hours be slightly reduced to better match established hourly demand patterns. The board was in agreement.

Further proposed update to Meeting Room Regulations – Mr. Douglas made a motion to update the Regulations as proposed, seconded by Ms. Blair, and passed unanimously.

Appropriation from Capital Fund for costs related to HVAC project – Mr. Fletcher made a motion to appropriate \$6,802 from the Capital Fund for roofing costs related to the HVAC project, seconded by Ms. Blair, and passed unanimously.

First draft of proposed 2025 budget – Mr. Gutmann shared the proposed budget. The item was tabled until next month.

Election of trustees and officers – Mr. Parlatore made a motion to re-elect trustees Carol Leister and Linda Josephs to three-year trustee terms, and to elect David Douglas as President, Carol Leister as Vice-President, Suzanne Shane as Treasurer, Angeline Yeo-Judex as Secretary; the motion was seconded by Ms. Blair, and passed unanimously.

Authorization for Board President to sign annual contract with school district – Mr. Fletcher made a motion to authorize the Board President to sign annual contract with the Three Village Central School District to provide library services to its residents, seconded by Ms. Blair, and passed unanimously.

## **X. ADJOURNMENT**

Mr. Fletcher made a motion to adjourn at 8:08 p.m., seconded by Mr. Parlatore, and passed unanimously.

Respectfully submitted,  
Angeline Yeo-Judex, Secretary

Recorded by: Robert Johnson