

EMMA S. CLARK MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
October 16, 2024
7:30 p.m.
Vincent R. O'Leary Community Room

UNAPPROVED 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 7:31 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; Christopher Cash; Stephen Ingulli.

Also present was Ted Gutmann, Library Director; Robert Johnson, Acting Recording Secretary.

Pledge of Allegiance

The Pledge of Allegiance was recited.

II. Period for Public Expression

No one in attendance wished to speak.

III. Approval of Minutes of previous meeting

Mr. Parlatore made a motion to approve the minutes from the September 18, 2024 meeting, seconded by Ms. Josephs, and passed unanimously.

IV. President's Report

Mr. Douglas reported. He welcomed new trustees, Christopher Cash and Stephen Ingulli. He noted the positive results from the exterior trim work and painting project. Mr. Douglas presented a photo slideshow highlighting things he observed at a recent visit to Sachem Public Library including a makerspace area, café, and children's furniture.

V. Treasurer's Report & Approval of Warrants

Ms. Shane reported that all of our bills have been paid and everything is up to date. Mr. Douglas made a motion to approve the warrants seconded by Ms. Josephs and passed unanimously.

VI. Director's Report

Mr. Gutmann reported:

The outside woodwork repair and painting is mostly complete; we are waiting for exterior replacement window for the Quiet Study room. The rooftop HVAC replacement project has been completed.

The building emergency generator is being replaced. The old unit (25+ years old) failed and is obsolete; parts are no longer available to repair it.

The annual Three Village Holiday Parade is scheduled for Sunday, December 15 (rain date December 22). The Library will close early at 3 pm since Main Street will be closed to traffic after that time.

Mr. Gutmann recommended new hire: Ella Utano as a Part-time Adult Services Department Page, as was recommended to him by Rallyn Tucker, Adult Page Supervisor. Mr. Douglas made a motion to accept Mr. Gutmann's recommendation, seconded by Mr. Parlatore, and passed unanimously.

Mr. Gutmann reported that Marketing Communications Manager Lisa DeVerna will move from part-time to full-time status.

VII. Committee Reports:

Buildings and Grounds: Mr. Parlatore reported that the committee met at the Library to discuss options for improving the appearance of the cafe seating area. The committee recommended that the services of a professional interior designer be used.

Personnel: Ms. Josephs informed trustees that they will be receiving an updated director's evaluation form.

Investment: Mr. Douglas reported that the committee has not met since September, but will meet again on December 11, 2024.

VIII. OLD BUSINESS

None.

IX. NEW BUSINESS

- Appropriation of funds from the Capital Fund for new furniture for Children's Library and building generator -
Ms. Yeo-Judex made a motion to appropriate \$27,722.29 from the Capital Fund for new furniture project for the Children's Library, seconded by Ms. Shane and passed unanimously.

Ms. Josephs made a motion to appropriate \$8,500.00 from the Capital fund to replace the building generator, seconded by Ms. Blair and passed unanimously.

- Appropriation of funds from the Endowment Fund for Staff Recognition Event - Ms. Shane made a motion to appropriate \$3,620.00 from the Endowment Fund for the Staff Recognition Event, seconded by Ms. Blair and passed unanimously.
- Proposal for 2024 audit and preparation of financial statements - Ms. Blair made a motion to approve the proposal from Baldessari & Coster, LLP for 2024 audit and preparation of financial statements, seconded by Mr. Ingulli and passed unanimously.

X. ADJOURNMENT

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

Respectfully submitted,
Angeline Yeo-Judex, Secretary

Recorded by: Robert Johnson