

EMMA S. CLARK MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
September 18, 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; Anthony Parlatore; Deborah Blair; Linda Josephs. Absent with excuse: Angeline Yeo-Judex. Also present was Ted Gutmann, Library Director; Robert Johnson, Acting Recording Secretary.

The Pledge of Allegiance was recited.

II. New trustee appointments

Mr. Douglas reported on behalf of the Trustee Nominating Committee that the committee recommends the appointments of new trustees to fill existing vacancies: Christopher Cash (to serve through May 2027), and Stephen Ingulli (to serve through May 2026). Mr. Parlatore made a motion to approve the recommendations of the Trustee Nominating Committee, seconded by Ms. Shane, and passed unanimously.

III. Period for Public Expression

Chelsea Gomez, proprietor of Level Up Kitchen Library Café addressed the board suggesting ideas to improve the appearance of the current café seating area. The matter was referred to the Building & Grounds Committee.

IV. Approval of Minutes

- a. **August 21, 2024 regular meeting** - Ms. Josephs made a motion to approve the minutes from the August 21, 2024 regular meeting, seconded by Ms. Blair, and passed unanimously.
- b. **September 4, 2024 public budget information meeting** - Ms. Josephs made a motion to approve the minutes from the September 4, 2024 public budget information meeting, seconded by Mr. Douglas. The motion carried, five in favor, one abstention, with Mr. Parlatore abstaining.

V. President's Report

Mr. Douglas noted the recent retirements of several long-time employees—Carolyn Emerson, Nanette Feder, Aileen Clark—and expressed thanks to them on behalf of the board of trustees for their many years of service. Mr. Douglas asked Mr. Gutmann to arrange to meet with the newly-appointed trustees prior to the October meeting to provide them with some previous minutes, supply them with the trustee handbook, and answer any questions they might have.

VI. Treasurer's Report & Approval of Warrants

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

VII. Director's Report

Mr. Gutmann recommended two new hires: Nancy Pemberton, and Abigail DiCarlo, both as a Part-time Circulation Clerks, as were recommended to him by Jessica Neilson, Circulation Department Supervisor. Mr. Douglas made a motion to accept both of Mr. Gutmann's recommendations, seconded by Ms. Shane, and passed unanimously.

Mr. Gutmann reported that Ellen Connolly will be promoted from Part-time Circulation Clerk to Full-time Circulation to fill the vacancy left by Jessica Neilson who was promoted to Circulation Department Supervisor in August.

VIII. Committee Reports:

Buildings and Grounds: Mr. Parlatore reported that the committee will meet at a date to be determined to discuss the café seating area improvements.

Personnel: No meeting, no report.

Investment: Mr. Douglas reported that the committee met with Michael Sceiford (Edward Jones) on September 4, 2024, and made slight adjustments to the portfolio to keep it in line with stated goals, and also to roll over a CD that was due to expire. Mr. Douglas reported that the committee will meet next on December 11, 2024.

IX. OLD BUSINESS

- Ms. Blair asked about the status of installing EV charging stations at the library that was discussed previously. Mr. Gutmann reported that the original investigation into partnership with Suffolk County would not be applicable due to the fact that the Library is an association library and not a government entity. However, the project might be a good fit for grant money in the future.
- The Board came to a consensus that both the November 2024 board meeting and the December 2024 board meetings will begin at 7:00 p.m.

X. NEW BUSINESS

- Trustee committee assignments:
 - Building and Grounds Committee: Mr. Parlatore (Chair), Ms. Blair
 - Personnel Committee: Ms. Josephs (Chair), Ms. Leister, Ms. Shane, Mr. Douglas
 - Investment Committee: Mr. Douglas (Chair), Mr. Parlatore, Ms. Yeo-Judex, Mr. Ingulli

- Appropriation of funds from the Capital Fund for new furniture for Children’s Library – The item was tabled as Mr. Gutmann is still waiting for an additional quote from vendor.
- Date for annual staff recognition event – The Board came to a consensus based on the recommendation of Mr. Gutmann that the event will take place on Friday, November 8, 2024.
- Mr. Douglas asked Mr. Gutmann to look into the possibility of having the Library participate in the NexTrex Recycling Challenge, and also becoming a Family Place Library.

XI. ADJOURNMENT

Mr. Parlatore made a motion to adjourn at 8:05 p.m., seconded by Ms. Josephs and passed unanimously.

Respectfully submitted,
Angeline Yeo-Judex, Secretary

Recorded by: Robert Johnson