

EMMA S. CLARK MEMORIAL LIBRARY  
BOARD OF TRUSTEES MEETING  
November 20, 2024  
7:00 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 7:01 p.m. by David Douglas, Board President. The following trustees of the Board, consisting of a quorum, were also present: Carol Leister, Vice President; Angeline Yeo-Judex, Secretary; Deborah Blair; Christopher Cash; Stephen Ingulli; Linda Josephs. Absent with excuse: Suzanne Shane, Anthony Parlatore. Also present was Ted Gutmann, Library Director.

**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**

Ms. Blair made a motion to approve the minutes from the October 16, 2024 meeting, seconded by Mr. Ingulli, and passed unanimously.

**IV. President's Report**

Mr. Douglas reminded trustees of the mandated sexual harassment and trustee education trainings that must be completed by the end of the year. He also reported on some of the programs that he and his family attended at the Library.

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

In Ms. Shane's absence, Mr. Gutmann confirmed that all of our bills have been paid and everything is up to date. Ms. Josephs made a motion to approve the warrants seconded by Mr. Cash and passed unanimously.

**VI. Director's Report**

Mr. Gutmann reported:

The software company that currently hosts the Library's museum pass system has announced that it will be ceasing operations as of December 31, 2024. We are in the process of migrating to a new system. Our shared online catalog system will be

upgraded to a new, more modern and user-friendly interface called Vega. We are in the process of updating our search links and interfaces to the new system.

Mr. Gutmann reported that the window in the Quiet Study room is scheduled to be replaced in the next few days. This is the final portion of the exterior trim and woodwork project.

Mr. Gutmann recommended new hire: Emily Mills as a Part-time Teen Services Department Page, as was recommended to him by Emily Ostrander, Teen Department Head. Mr. Douglas made a motion to accept Mr. Gutmann's recommendation, seconded by Ms. Blair, and passed unanimously.

Mr. Gutmann recommended new hire: Joseph Grusso as a Part-time Custodian, as was recommended to him by James Krause, Building Manager. Mr. Douglas made a motion to accept Mr. Gutmann's recommendation, seconded by Mr. Cash, and passed unanimously.

Mr. Gutmann reported that current Part-time Teen Librarian Trainee Kiera Stamm-Walsh moved to Part-Time Library Assistant. Mr. Douglas made a motion to approve the move, seconded by Ms. Yeo-Judex, and passed unanimously.

Mr. Gutmann reported that current Part-time Teen Page River Rodriguez moved to Part-Time Teen Librarian Trainee. Mr. Douglas made a motion to approve the move, seconded by Ms. Yeo-Judex, and passed unanimously.

Mr. Douglas made a motion to approve Marketing Communications Manager Lisa DeVerna moving from part-time to full-time status as was originally reported in the written October Director's Report; the motion was seconded by Ms. Blair, and passed unanimously.

## **VII. Committee Reports:**

**Buildings and Grounds:** Ms. Blair reported that the committee met to discuss proposed changes to the café seating area, having consulted with a professional interior designer. Some ideas include: hard flooring, divider screens, additional tables, bench with comfortable cushion, new paint. The process can proceed incrementally.

**Personnel:** Ms. Josephs reported that the committee met, and further discussion will take place during executive session.

**Investment:** Mr. Douglas reported that the committee will meet on December 11, 2024.

## **VIII. OLD BUSINESS**

- Makerspace – Ms. Blair reported that she visited the Sachem Public Library makerspace and was impressed with their space and services. Ms. Blair felt that establishing a makerspace at our library would attract a wide range of patrons. Discussion ensued regarding optimal use of Library space for the purpose. Mr. Gutmann mentioned that he has been consulting with fellow library directors on best practices, pros and cons of establishing a makerspace, and will be visiting some Suffolk libraries to tour their makerspace areas.

## **IX. NEW BUSINESS**

- Check writing policy – Mr. Douglas reported that he was unable to find check writing policies from other libraries, but recommended that when the board does its next full review of existing Library policies that a purchasing policy and a petty cash policy be added.
- Proposed SCLS budget for 2025 – Ms. Josephs made a motion to approve the proposed SCLS budget for 2025, seconded by Ms. Leister, and passed unanimously.

## **X. Executive Session**

At 7:35 p.m., Mr. Douglas made a motion to enter executive session to discuss personnel matters, seconded by Ms. Josephs, and passed unanimously.

At 8:20 p.m., Mr. Douglas made a motion to exit executive session and return to open session, seconded by Ms. Blair, and passed unanimously.

Ms. Josephs made a motion to set a 2025 cost of living increase of 3% for Library employees for calendar year 2025, seconded by Ms. Blair, and passed unanimously.

## **XI. ADJOURNMENT**

Ms. Josephs made a motion to adjourn at 8:21 p.m., seconded by Ms. Blair and passed unanimously.

Respectfully submitted,  
Angeline Yeo-Judex, Secretary

Recorded by: Ted Gutmann