

EMMA S. CLARK MEMORIAL LIBRARY  
BOARD OF TRUSTEES MEETING  
December 18, 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 7:02 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; Christopher Cash; Stephen Ingulli; Linda Josephs. Absent with excuse: Deborah Blair, 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. Josephs made a motion to approve the minutes from the November 20, 2024 meeting, seconded by Mr. Cash, and passed unanimously.

**IV. President's Report**

Mr. Douglas reported on some of Library programs he and his family attended recently. He congratulated Bob Johnson on his election as Vice-President/President-Elect of SCLA. He also expressed his appreciation to Emily Ostrander for spearheading a mindfulness program for teens, and to Jim Krause for his efforts on the maintaining first aid kits throughout the Library. He reminded trustees of the mandated sexual harassment and trustee education trainings that must be completed by the end of the year. Mr. Douglas also reported that Mr. Cash will serve on the Building and Grounds Committee.

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

Ms. Shane reported that all bills have been paid and everything is up to date. Ms. Leister made a motion to approve the warrants seconded by Ms. Yeo-Judex and passed unanimously.

**VI. Director's Report**

Mr. Gutmann reported:

A New York State law which goes into effect on January 1, 2025 mandates that employers must offer their employees paid time off for prenatal care or any medical care related to pregnancy (<https://www.ny.gov/programs/new-york-state-paid-prenatal-leave>). A proposed policy which was reviewed and edited by Kevin Seaman is included in the board packet.

The upgrade to the new library catalog interface and the migration to a new museum pass system have both been successfully completed.

Mr. Gutmann attended a SCLS county directors' meeting on December 13 at Harborfields Public Library. One of the items reported is that overall, county-wide circulations are down this year over the same period last year. In our case however, our circulation numbers are up!

Mr. Gutmann recommended new hire: Joshua Dwyer as a Part-time Adult Services 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. Cash, and passed unanimously.

## **VII. Committee Reports:**

**Buildings and Grounds:** No report.

**Personnel:** Ms. Josephs made a motion to increase the Director's salary by 3% for 2025, seconded by Ms. Shane, and passed unanimously.

**Investment:** Mr. Douglas reported that the committee met on December 11, 2024 and rebalanced the Shack endowment fund to keep it in line with stated goals, and also rolled over a CD which expires in December. The committee will meet next on March 11, 2025.

## **VIII. OLD BUSINESS**

None

## **IX. NEW BUSINESS**

- Gate count statistics – Mr. Douglas noted that incoming foot traffic to the Library significantly decreases between the hours of 8 pm and 9 pm during the week, while also recognizing that the statistics do not reflect patrons already in the building, e.g., attending programs. There was some discussion about potentially closing the Library early on Thanksgiving eve, no action taken at this time.

- Proposed Paid Prenatal Leave policy – Ms. Josephs made a motion to adopt the Paid Prenatal Leave policy as proposed, and required by New York State law, seconded by Ms. Shane, and passed unanimously.
- Appropriation from Capital Fund for additional exterior window work – Ms. Shane made a motion to appropriate \$10,500 from the Capital Fund for additional exterior window work, seconded by Ms. Leister, and passed unanimously.
- Library attorney retainer agreement – This item of business was tabled.
- Ms. Yeo-Judex shared a personal experience she had with a recently retired library employee which led to discussion and a consensus to recognize long-time library service with a letter to the retiree from the Board of Trustees.

## **X. Executive Session**

Mr. Douglas reported that the executive session will not be necessary.

## **XI. ADJOURNMENT**

Ms. Josephs made a motion to adjourn at 7:23 p.m., seconded by Ms. Shane and passed unanimously.

Respectfully submitted,  
Angeline Yeo-Judex, Secretary

Recorded by: Ted Gutmann