

EMMA S. CLARK MEMORIAL LIBRARY  
BOARD OF TRUSTEES MEETING  
February 19, 2025  
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; Deborah Blair; Christopher Cash; Linda Josephs; Stephen Ingulli; Anthony Parlatore. 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. Period for Public Expression**

Chelsea Gomez, owner of Level Up Kitchen Library Café shared recent sales information with the board. She also shared some printed materials, and indicated her interest in working with the Library to come up with possible ways of promoting the cafe.

**III. Approval of Minutes of previous meeting**

Mr. Parlatore made a motion to approve the minutes from the January 15, 2025 meeting as amended, seconded by Ms. Leister, and passed unanimously.

**IV. President's Report**

Mr. Douglas gave a brief report highlighting some of the recent library programs, and also noting the upcoming boating classes (required by NYS) and the NexTrex challenge that will be starting at the Library in March.

**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. Parlatore made a motion to approve the Treasurer's report and approve the warrants, seconded by Ms. Leister and passed unanimously.

**VI. Director's Report**

Mr. Gutmann reported:

The annual audit is complete. Once again, the Library passed a successful audit. Al Coster, from Baldessari & Coster, LLP will present the 2024 audit and financial statements at the April 23 Library Board of Trustees meeting.

In an effort to strengthen security with regard to the Library's banking services, the Library recently instituted positive pay with our banking provider, M&T Bank.

Mr. Gutmann attended Library Advocacy Day in Albany. Also representing our Library was Bob Johnson, Colin Kasprovicz, Linda Dolan, and Ellen Connolly. We met with Senator Anthony Palumbo, and a staff member from Assemblywoman Rebecca Kassay's office. We joined representatives from other Suffolk libraries in those districts to stress the importance of funding for our libraries, and shared stories about the positive impact that library construction aid has had on our communities. Both legislators expressed their support for our initiatives.

Two of the Library's children's librarians will be attending Family Place training at Middle Country Public Library March 3 -6.

The entries for the annual picture book contest have been received and judged. A special thank you to trustee Angeline Yeo-Judex who participated as a judge. Winners will be announced to the public on March 6. This year's award ceremony will take place on Monday, April 7 at 7:00 p.m.

Mr. Gutmann recommended new hire: Emma Parella 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 Ms. Josephs, and passed unanimously.

Mr. Gutmann recommended new hire: Caroline O'Callaghan as a Part-time Circulation Clerk, as was recommended to him by Jessica Neilson, Circulation Supervisor. Mr. Douglas made a motion to accept Mr. Gutmann's recommendation, seconded by Mr. Ingulli, and passed unanimously.

Mr. Gutmann recommended new hire: Laura Diaferia as a Part-time Circulation Clerk, as was recommended to him by Jessica Neilson, Circulation Supervisor. Mr. Douglas made a motion to accept Mr. Gutmann's recommendation, seconded by Mr. Ingulli, and passed unanimously.

Mr. Gutmann recommended new hire: Joe Werner 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 Ms. Josephs, and passed unanimously.

## **VII. Committee Reports:**

**Buildings and Grounds:** Mr. Parlatore reported that the committee continues work on the transformation of the café seating area.

Discussion ensued regarding the two trees flanking the front entrance of the Library which have grown considerably over the years, no action was taken.

**Personnel:** Ms. Josephs asked the trustees to provide feedback on the Director's evaluation form currently in use.

**Investment:** Mr. Douglas reported that the committee will meet next on March 11, 2025.

## **VIII. OLD BUSINESS**

- Thanksgiving eve early closing – Ms. Josephs made a motion that beginning this year, and going forward, that the Library close early at 3:00 p.m. on Thanksgiving Eve, seconded by Ms. Shane, and passed unanimously.

## **IX. NEW BUSINESS**

- Robert Johnson presented a slide show on plans for a Library makerspace.
- Mr. Parlatore made a motion to approve the proposed Annual Report to the Community, along with approval of the Annual Report for Public and Association Libraries-2024, seconded by Ms. Shane, and passed unanimously.
- Mr. Parlatore made a motion to adopt the proposed Reproductive Health Act Policy addition to the employee handbook, seconded by Ms. Blair, and passed unanimously.
- Ms. Josephs made a motion to adopt the proposed Nursing Employees in the Workplace Policy, seconded by Mr. Parlatore, and passed unanimously.
- Mr. Douglas made a motion to appropriate \$1,000 from the Shack Endowment Fund for prize money for the winners of the picture book contest winners, seconded by Ms. Blair, and passed unanimously.

## **X. EXECUTIVE SESSION**

At 8:11 p.m. Mr. Douglas made a motion to enter executive session to discuss the Library attorney retainer agreement, seconded by Ms. Shane, and passed unanimously.

At 8:24 p.m. Mr. Parlatore made a motion to exit executive session and return to open session, seconded by Ms. Josephs, and passed unanimously.

## **XI. ADJOURNMENT**

Mr. Parlatore made a motion to adjourn at 8:25 p.m., seconded by Ms. Shane and passed unanimously.

Respectfully submitted,  
Angeline Yeo-Judex, Secretary

Recorded by: Robert Johnson