

EMMA S. CLARK MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
March 19, 2025
7:00 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 7:02 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; Linda Josephs; Anthony Parlatore. Absent with excuse: Deborah Blair, Stephen Ingulli. Also present was Ted Gutmann, Library Director; Robert Johnson, Acting Recording Secretary

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 February 19, 2025 meeting, seconded by Mr. Cash, and passed unanimously.

IV. President's Report

Mr. Douglas gave a report highlighting some of the recent library programs, and also noting that the Library's NexTrex challenge is making waves at SCLS, and will be highlighted at the next SCLS quarterly directors meeting. He reminded trustees about upcoming trustee education opportunities.

V. Treasurer's Report & Approval of Warrants

Ms. Shane reported that all of our bills have been paid and everything is up to date. Ms. Josephs made a motion to approve the Treasurer's report and approve the warrants, seconded by Ms. Yeo-Judex and passed unanimously.

VI. Director's Report

Mr. Gutmann reported:

The Library's NexTrex Challenge is underway. As of this writing, we've already collected over 50 lbs. of recyclable plastic film. We are working with SCLS as part of this project. SCLS coordinates the collection of the filled bags from our library--using their delivery service--and brings them to a local Home Depot for recycling.

It looks like the worst of the cold weather is behind us. Even though we had several days with snow, I want to highlight the excellent job done this year by Jim Krause and Bob Johnson in coordination with our snow removal contractor in keeping the Library open normal hours (no early closing, no delayed openings) and the lots and walks clear and safe for our patrons and staff.

SCLS is offering its member libraries a discount for water testing services through a company called Enviroscience Consultants. SCLS has used the service, along with Bayport-Bluepoint Library. It might be a useful opportunity for our library to test our water as well.

The Library recently added several new items to its popular “Library of Things” (LoT) collection, and I redesigned the LoT website to make items easier to find and reserve. We also installed an attractive, large format, interactive computer monitor kiosk in the Library to highlight the collection, based on the redesigned website.

On March 14, President Trump signed an executive order to eliminate funding for the federal Institute of Museum and Library Services (IMLS). SCLS is asking for individuals, libraries, and library boards to step up their advocacy efforts by sharing social media posts such as the one included in the board packet and writing letters to elected officials. IMLS is the largest source of Federal funding for library services in the United States. The New York State Library and Department of Library Development receives approximately \$8M in LSTA funding that allows local libraries and systems to access state aid, construction grants, and a wide array of support services which assist and promote library services throughout New York.

Last week the New York State legislature released and passed their two “one-house” bills which are the documents that the Senate, Assembly, and Governor use (along with the Governor’s budget proposal) to negotiate a State budget. Both “one-house” proposals showed increases for libraries above and beyond what the Governor proposed. The general aid increase was between \$2.5M-\$5M higher than last year, and construction aid between \$20M-\$34M higher. Again, Kevin Verbese is exhorting library boards (and others) to send letters to both majority and minority members in both chambers, similar to those included in the board packet.

Mr. Parlatore made a motion that the Library to send letters to elected representatives stating the Library Board’s position in opposition to the executive order eliminating the Institute of Museum and Library Services. The motion was seconded by Mr. Douglas, and passed unanimously.

VII. Committee Reports:

Buildings and Grounds: Mr. Parlatore reported that a certified arborist recommended that the Library continue to prune the two trees flanking the front entrance, as has been done in the past.

Personnel: No meeting, no report.

Investment: Mr. Douglas reported that the committee met on March 11, 2025, and did some slight rebalancing to the Helen Stein Shack endowment account, and that the committee will meet next on June 17, 2025.

VIII. OLD BUSINESS

- Thank you letters for retirees – Mr. Douglas presented draft copies of the letters. Ms. Josephs made a motion to approve the purchase of two gift cards (\$500 each) from the Endowment Fund, to be awarded to the two retirees who had 30 plus years of service with the Library. The motion was seconded by Mr. Parlatore, and passed unanimously.

IX. NEW BUSINESS

- Proposed Purchasing Policy – Ms. Josephs made a motion to adopt the Purchasing Policy as proposed. The motion was seconded by Ms. Shane, and passed unanimously.
- Nominating Committee – Mr. Gutmann reported that trustees Parlatore, Shane, and Yeo-Judex expire in May 2025. Mr. Douglas appointed trustees Cash and Josephs to the Nominating Committee.
- Water testing – Mr. Gutmann reported that the water testing service as described in his Director's Report would cost the Library approximately \$1,500, and could be done within the current budget. The board's consensus was that the project should proceed.

X. ADJOURNMENT

Ms. Shane made a motion to adjourn at 7:33 p.m., seconded by Ms. Leister and passed unanimously.

Respectfully submitted,
Angeline Yeo-Judex, Secretary

Recorded by: Robert Johnson