

EMMA S. CLARK MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING

May 18, 2022

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 7:31 p.m. by Deborah Blair, Board President. The following trustees of the Board, consisting of a quorum, were also present: Christopher Fletcher, Vice-President; Carol Leister, Treasurer; David Douglas, Secretary; Richard Russell; Linda Josephs; Anthony Parlatore; Orlando Maione; Suzanne Shane. Also present was Ted Gutmann, Library Director; Robert Johnson, Acting Recording Secretary.

The Pledge of Allegiance was recited.

President Blair moved new business item "Presentation and review of 2021 audit by Mr. Coster of independent auditors Baldessari & Coster, LLP" to this point in the meeting. Mr. Coster addressed the board and answered questions regarding his firm's audit, and reported that the Library passed with no recommendations.

II. PERIOD OF PUBLIC EXPRESSION

No one wished to speak.

President Blair moved the new business items "Appointment of Trustees" and "Approval of Proposed Slate of Officers" to this point in the meeting. Ms. Josephs made a motion to re-appoint both Mr. Parlatore and Ms. Shane, both for 3 year terms, seconded by Mr. Maione and passed unanimously. Ms. Josephs made a motion to elect the following slate of officers; Mr. Fletcher, President; Ms. Leister, Vice-President, Mr. Douglas, Treasurer; Ms. Shane, Secretary; seconded by Ms. Blair and passed unanimously.

III. MINUTES

Mr. Parlatore made a motion to approve the minutes from the regular Board meeting on April 27, 2022, seconded by Ms. Blair and passed unanimously.

IV. PRESIDENT'S REPORT

No report.

V. TREASURER'S REPORT & APPROVAL OF WARRANTS

Ms. Blair made a motion to approve the warrant, seconded by Mr. Douglas and passed unanimously.

VI. DIRECTOR'S REPORT

The attached Director's report was read and discussed.

VII. COMMITTEE REPORTS

Buildings and Grounds: Mr. Maione gave a brief report on the status of the phased construction project, explaining some of the steps that will be required to complete phases 2 and 3, including the installation of a dedicated septic system for the café area, as required by Suffolk County.

Personnel: No report

Investment: Mr. Russell gave a brief report regarding the Library's investments, and the committee's meeting with Mr. Sceiford on May 3.

Mr. Parlatore made a motion to approve the following signers for the Edward Jones investment accounts; Mr. Fletcher, President; Mr. Douglas, Treasurer; and Mr. Gutmann, Library Director.

New Trustee Search Committee (Ad Hoc)

New Trustee Search Committee

Ms. Blair reported that the committee interviewed candidates, and is recommending the appointment of Angeline Yeo-Judex to fill the vacancy left by Mr. Russell. Ms. Blair made a motion to appoint Angeline Yeo - Judex to the Board for a three-year term, seconded by Mr. Maione and passed unanimously.

VIII. OLD BUSINESS

None.

IX. NEW BUSINESS

- **Presentation and review of 2021 audit by Mr. Coster of independent auditors Baldessari & Coster, LLP**

Addressed previously.

- **Budget Vote Date / Budget Hearing Date?**

Ms. Josephs made a motion to set a budget vote date of Wednesday, September 21, 2022, seconded by Mr. Maione and passed unanimously.

Ms. Josephs made a motion to hold a public budget hearing on Wednesday, September 14, 2022 at 7:30 p.m., seconded by Ms. Shane and passed unanimously.

- **First Draft of Proposed 2023 Budget**

Mr. Gutmann presented a proposed budget and answered questions from the board. The item was tabled until the June meeting.

- **Appointment of Trustees**

Addressed previously.

- **Approval of Proposed Slate of Officers**

Addressed previously.

- **Authorization for President to sign annual contract with Three Village Central School District**

Ms. Josephs made a motion to authorize the President to sign the annual contract with the Three Village Central School District, seconded by Ms. Blair, and passed unanimously.

X. ADJOURNMENT

Ms. Josephs made a motion to adjourn at 8:30 p.m., seconded by Ms. Shane, and passed unanimously.

Respectfully submitted,
Suzanne Shane, Secretary

Recorded by: Robert Johnson