

EMMA S. CLARK MEMORIAL LIBRARY  
BOARD OF TRUSTEES MEETING

October 19, 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 7:30 p.m. by Carol Leister, Vice-President. The following trustees of the Board, consisting of a quorum, were also present: David Douglas, Treasurer; Suzanne Shane, Secretary; Deborah Blair; Linda Josephs; Orlando Maione; Anthony Parlatore; Angeline Yeo-Judex. Absent with excuse: Christopher Fletcher. 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 wished to speak.

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

Mr. Parlatore made a motion to approve the minutes from the regular Board meeting held on September 21, 2022, seconded by Mr. Maione, and passed unanimously.

**IV. President's Report**

No report.

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

Mr. Douglas reported that all of our bills are paid and everything is up to date. Ms. Josephs made a motion to approve the warrant, seconded by Mr. Maione, 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 on-going construction project.

**Personnel:** No meeting, no report.

**Investment:** No meeting, no report.

## **VIII. OLD BUSINESS**

- Endowment Fund investments - Mr. Douglas reported on his research into the Library's investment portfolio status, and will report his findings to the Investment Committee at their meeting in December.
- Proposed Donation Policy - Ms. Josephs made a motion to approve the proposed Donation Policy as submitted, seconded by Mr. Parlatore, and passed unanimously. Mr. Parlatore made a motion to donate \$75 to the charity of the family's choice in memory of Bill Connors, a former Trustee, seconded by Mr. Maione, and passed unanimously.

## **IX. NEW BUSINESS**

- Authorization for Director to apply for M&T Bank credit card - Ms. Josephs made a motion to authorize the Director to apply for a Library M&T Bank credit card, seconded by Mr. Maione, and passed unanimously.
- Proposed update to Library policy related to NYS Paid Family Leave - Mr. Parlatore made a motion to approve the proposed update to Library policy related to NYS Family Leave as submitted, seconded by Ms. Shane, and passed unanimously.
- Appropriation of money from Endowment Fund for staff appreciation event - Ms. Shane made a motion to approve the Appropriation of up to \$2,600 from Endowment Fund for the November staff appreciation event, seconded by Mr. Douglas, and passed unanimously.
- Proposal for annual audit and preparation of financial statements - Mr. Maione made a motion to accept the proposal for annual audit and preparation of financial statements as submitted by Baldessari & Coster, LLP, seconded by Ms. Shane, and passed unanimously.
- Proposed SCLS budget - Ms. Shane made a motion to approve the proposed SCLS budget as submitted, seconded by Mr. Parlatore and passed unanimously.
- Proposed update to SCLS Resource Sharing Code - Ms. Josephs made a motion to approve the proposed update to SCLS Resource Sharing Code as submitted, seconded by Ms. Shane and passed unanimously.

In light of recent challenges to materials in other Suffolk County libraries, Mr. Parlatore asked about the Library's policy regarding responsibility for selecting materials for the collection. Mr. Gutmann indicated that the Library's current Materials Selection Policy is posted on the Library's website.

## **X. ADJOURNMENT**

Ms. Shane made a motion to adjourn at 7:55 pm, seconded by Ms. Josephs, and passed unanimously.

Respectfully submitted,  
Suzanne Shane., Secretary

Recorded by: Robert Johnson