

EMMA S. CLARK MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING

March 15, 2023

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 Christopher Fletcher, President. The following trustees of the Board, consisting of a quorum, were also present: David Douglas, Treasurer; Suzanne Shane, Secretary; Anthony Parlatore; Orlando Maione; Linda Josephs; Angeline Yeo-Judex.

Also present was Ted Gutmann, Library Director; Robert Johnson, Acting Recording Secretary.

Absent with excuse: Carol Leister, Deborah Blair.

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 February 15, 2023, seconded by Ms. Josephs and passed unanimously.

IV. President's Report

Mr. Fletcher reported that he and the Library Director attended a meeting at Comsewogue Public Library with Assemblyman Ed Flood.

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. Parlatore and passed unanimously.

VI. Director's Report

The attached Director's report was read and discussed.

VII. Committee Reports:

Buildings and Grounds: Mr. Maione reported on the new memorial bench in the Circulation Department, as well as the refinishing of two other benches. Mr. Maione also reported on the

progress of the café project and updated the Board potential future project for a renovation of the Children's Library.

Personnel: No meeting, no report.

Investment: Mr. Fletcher reported that the Investment Committee had a meeting on March 15, 2023 with the Library's financial advisor. A brief report was given regarding the Library's investment portfolio. Next meeting is scheduled for June 20, 2023.

VIII. OLD BUSINESS

- RFP for café vendor search - Mr. Maione made a motion to approve the RFP for the café vendor search as recommended by the ad hoc committee, seconded by Mr. Douglas and passed unanimously.

IX. NEW BUSINESS

- Appropriation from Endowment Fund for Helen Stein Shack Picture Book Contest winners - Ms. Shane made a motion to appropriate \$1,000 from Helen Shack Endowment Fund for the purpose of the Helen Stein Shack Picture Book Contest Award, seconded by Ms. Josephs and passed unanimously.
- Appropriation from Capital Fund for construction payments
Mr. Parlatore made a motion to appropriate \$190,682 from Capital Fund for the latest construction payments, seconded by Mr. Maione and passed unanimously.
- Approval of 2022 NYS Annual Report for Public and Association Libraries
Ms. Josephs made a motion to approve the 2022 NYS Annual Report for Public and Association Libraries, seconded by Ms. Shane and passed unanimously.

X. ADJOURNMENT

Ms. Josephs made a motion to adjourn at 7:56 p.m., seconded by Ms. Shane and passed unanimously.

Respectfully submitted,
Suzanne Shane., Secretary

Recorded by: Robert Johnson