

EMMA S. CLARK MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING

May 17, 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 Carol Leister, Vice President. The following trustees of the Board, consisting of a quorum, were also present: David Douglas, Treasurer; Suzanne Shane, Secretary; Anthony Parlatore; Deborah Blair; Angeline Yeo-Judex. Absent with excuse: Christopher Fletcher, Orlando Maione, Linda Josephs.

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

Ms. Blair made a motion to approve the minutes from the regular Board meeting held on April 16, 2023, seconded by Mr. Parlatore 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. Mr. Parlatore made a motion to approve the warrant, seconded by Ms. Blair and passed unanimously.

VI. Director's Report

The attached Director's report was read and discussed. Mr. Gutmann also reported that he had banned a patron for a period of 90 days due to repeated infractions of the Library Behavior Policy.

VII. Committee Reports:

Buildings and Grounds: No report.

Personnel: No report.

Investment: The committee will be meeting on June 20, 2023, and will report at the August board meeting.

VIII. OLD BUSINESS

None.

IX. NEW BUSINESS

- Appointment of trustees

Ms. Yeo-Judex reported that Ms. Blair, Mr. Douglas and Mr. Fletcher have indicated their desire to continue serving on the Board. Ms. Leister made a motion to elect the trustees, seconded by Mr. Parlatore and passed unanimously.

- Cafe vendor search

Mr. Parlatore reported that the Café Vendor Search Committee met and reviewed the responses received. The Committee recommends Level Up Kitchen as the preferred vendor to operate the library's café. Mr. Douglas made a motion to accept the recommendation of the committee, seconded by Mr. Parlatore and passed unanimously.

- Budget vote date / budget hearing date

Ms. Shane made a motion to hold the budget vote on Wednesday, September 20, 2023 from 10:00 a.m. – 9:00 p.m. with a public budget hearing on Wednesday, September 13, 2023 at 7:00 p.m., seconded by Ms. Blair and passed unanimously.

- First draft of proposed 2024 budget

The board asked Mr. Gutmann to present the draft again at next month's meeting.

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

Mr. Parlatore authorized the Board President to sign the annual contract with the Three Village Central School District, seconded by Ms. Shane, and passed unanimously.

- Appropriation from Capital Fund for construction payments

Ms. Shane made a motion to appropriate the full amount of \$95,345 from Capital Fund for the final payment of the construction project for the Cafe, pending receipt of as-built drawings and receipt of a certificate of compliance from Town of Brookhaven, seconded by Ms. Yeo-Judex and passed unanimously.

- Adoption of updated Policy Against Sexual Harassment

Ms. Shane made a motion to approve the update to the Library's Policy Against Sexual Harassment, seconded by Ms. Blair and passed unanimously.

X. ADJOURNMENT

Ms. Shane made a motion to adjourn at 7:50 p.m., seconded by Mr. Douglas and passed unanimously.

Respectfully submitted,
Suzanne Shane, Secretary

Recorded by: Robert Johnson