

EMMA S. CLARK MEMORIAL LIBRARY  
BOARD OF TRUSTEES MEETING

June 21, 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; Orlando Maione; Linda Josephs; Deborah Blair. Absent with excuse: Carol Leister, Angeline Yeo-Judex. Also absent was Anthony Parlatore. Also present was Ted Gutmann, Library Director; Robert Johnson, Acting Recording Secretary.

**II. Period for Public Expression**

No one in attendance.

**Presentation of 2022 audit by Baldessari & Coster**

As a courtesy to Mr. Coster, this business item was moved from "New Business" to here. Mr. Coster reported on the Library's 2022 audit and answered questions from trustees.

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

Ms. Blair made a motion to approve the minutes from the regular Board meeting held on May 17, 2023, seconded by Mr. Douglas 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. Mr. Gutmann also reported that he is recommending that the Library replace one of its large 35-ton rooftop HVAC units, which is currently over 20 years old with a high-efficiency clean energy VRF system. It is anticipated that the new unit would qualify for PSEG rebate and also be eligible for NYS library construction aid. In order to proceed, Mr. Fletcher requested a written engineering report detailing the recommendation.

## **VII. Committee Reports:**

**Buildings and Grounds:** No meeting, no report.

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

**Investment:** The committee will meet on June 29, 2023.

## **VIII. OLD BUSINESS**

- Proposed 2024 Budget  
Ms. Shane made a motion to adopt the proposed 2024 budget as presented, seconded by Mr. Maione, and passed unanimously.

## **IX. NEW BUSINESS**

- Presentation of 2022 audit by Baldessari & Coster  
(This item was covered just after "Period for Public Expression")
- Approval for payment of July 2023 invoices. Since there is no board meeting in July, Ms. Blair made a motion to pre-approve payment of the July 2023 invoices, seconded by Mr. Fletcher and passed unanimously.

## **X. ADJOURNMENT**

Ms. Josephs made a motion to adjourn at 8:14 p.m., seconded by Ms. Blair and passed unanimously.

Respectfully submitted,  
Suzanne Shane., Secretary

Recorded by: Robert Johnson