

EMMA S. CLARK MEMORIAL LIBRARY  
BOARD OF TRUSTEES MEETING

August 16, 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, Board President. The following trustees of the Board, consisting of a quorum, were also present: Carol Leister, Vice President; David Douglas, Treasurer; Suzanne Shane, Secretary; Anthony Parlatore; Orlando Maione; Linda Josephs; Angeline Yeo-Judex. Absent with excuse: Deborah Blair. 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. Josephs made a motion to approve the minutes from the regular Board meeting held on June 21, 2023, seconded by Ms. Leister 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. Maione made a motion to approve the warrant, seconded by Ms. Leister and passed unanimously.

**VI. Director's Report**

The attached Director's report was read and discussed. Mr. Gutmann also reported that he received notification from the New York State Education Department/New York State Library that the Library's application for the 2022/2023 State Aid for Library Construction Program has been approved for the amount of \$210,000. He also reported that he, along with other local library directors and some of their trustees will be meeting at the Emma Clark Library with Assemblyman Ed Flood on September 19 to discuss with him the needs and concerns of our respective libraries. Mr. Gutmann recommended that the annual staff appreciation event be scheduled for Friday, November 17 this year; the board was in agreement.

## **VII. Committee Reports:**

**Buildings and Grounds:** Mr. Maione reported that cafe seating area tables have arrived; café vendor is awaiting approval from the county for food service permit.

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

**Investment:** Mr. Fletcher reported that the committee met with the Library's investment advisor on June 29 and rebalanced portfolio to keep it in line with the Library's goals and allocation targets.

## **VIII. OLD BUSINESS**

- Replacement of 35-ton rooftop HVAC unit  
After the Board reviewed two proposals, Mr. Maione made a motion to appropriate \$366,000 from the Capital Fund for the replacement of the existing unit with a new, more efficient, non-fossil fuel, virtual refrigeration flow (VRF) system as proposed, seconded by Mr. Douglas and passed unanimously.

## **IX. NEW BUSINESS**

- 2023-2024 NYS Library Construction Aid application  
Ms. Josephs made a motion to adopt the application for the 2023-2024 NYS Library Construction Aid application for the purpose of seeking aid money toward the replacement of the 35-ton rooftop unit as described above under Old Business, seconded by Mr. Maione and passed unanimously.
- 2024 Holiday/Days Closed  
Ms. Shane made a motion to approve the 2024 Holiday/Days Closed Schedule as proposed, seconded by Ms. Leister and passed unanimously
- 2024 Board Meeting Dates  
Ms. Shane made a motion to approve the 2024 Board Meeting Dates as amended, seconded by Mr. Maione and passed unanimously.
- Memorial gift in honor of a late patron (potential naming rights opportunity)  
Mr. Gutmann reported that he had been contacted by Ms. Marcia Bogolub who is offering a substantial monetary gift to the Library in memory of her late sister, Ms. Ellen Bogolub. The consensus of the board was that Mr. Gutmann will speak with Ms. Marcia Bogolub about the Library's interest in accepting the gift as a one-time gift which would be spent down over time toward musical programs offered by the Library.
- Mr. Parlatore asked the director and the board to consider the potential for working with the café vendor to offer discounts to library employees on select café offerings.

## **X. ADJOURNMENT**

Mr. Fletcher made a motion to adjourn at 8:05 p.m., seconded by Ms. Shane and passed unanimously.

Respectfully submitted,  
Suzanne Shane, Secretary

Recorded by: Robert Johnson, Acting Recording Secretary