

EMMA S. CLARK MEMORIAL LIBRARY  
BOARD OF TRUSTEES MEETING

November 15, 2023

7:30 p.m.

Vincent R. O'Leary Community Room

UNAPPROVED 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; Deborah Blair; Linda Josephs; Angeline Yeo-Judex; Orlando Maione; Anthony Parlatore. Also present was Ted Gutmann, Library Director; Kevin A. Seaman, Esq., attorney of the Emma S. Clark Memorial Library Association; Robert Johnson, Acting Recording Secretary.

The Pledge of Allegiance was recited.

**II. Executive Session:** Motion made by Christopher Fletcher to enter Executive Session at 7:33 pm to discuss the request made to recognize Emma S. Clark United and to review and consider a matter pertaining to a sitting trustee and a personnel matter. The motion was seconded by Orlando Maione and the motion passed unanimously.

**Resolved:** Emma S. Clark United is voluntarily recognized by the Board of Trustees as a labor organization under the National Labor Relations Act to be affiliated with the New York State United Teachers Union.

**Resolved:** that Board member Maione will conduct himself in the future appropriately and exercise considered discretion and judgment when in the presence of a member of the public when engaged as a Board member during, prior and post meeting of the Board of trustees within the Library's premises.

**Resolved:** (a) an increase to the Step 1 rate of part-time pages to \$16 per hour for 2024 fiscal year; (b) a COLA of 3% for all library staff for the 2024 fiscal year; and (c) a 3% increase in the Director's annual salary for the 2024 fiscal year.

A motion was made by Anthony Parlatore to exit the executive session at 8:57 pm. The motion was seconded by Linda Josephs and the motion passed unanimously.

### **III. Period for Public Expression**

No one in attendance wished to speak.

### **IV. Approval of Minutes of previous meeting**

Mr. Maione made a motion to approve the minutes from the regular Board meeting held on October 18, 2023, seconded by Ms. Leister and passed unanimously.

### **V. President's Report**

No report.

### **VI. Treasurer's Report & Approval of Warrants**

Mr. Douglas reported that all of our bills are paid and everything is up to date.

Ms. Leister made a motion to approve the warrant, seconded by Ms. Josephs and passed unanimously.

### **VII. Director's Report**

Mr. Gutmann reported that the New York State Library recommends that library boards adopt a policy related to trustee education and compliance. On November 8 Mr. Gutmann met with Chelsea Gomez from Level Up Kitchen to plan for an early December opening of the café.

### **VIII. Committee Reports:**

**Buildings and Grounds:** No report.

**Personnel:** Personnel committee met on November 6 to discuss staff wages and compensation for 2024.

**Investment:** No report.

### **IX. OLD BUSINESS**

None.

### **X. NEW BUSINESS**

- Proposal for annual external audit and preparation of financial statements  
Mr. Douglas made a motion to approve the proposal from Baldessari & Coster, LLP for annual external audit and preparation of financial statements as submitted, seconded by Mr. Fletcher and passed unanimously.
- Proposed SCLS Budget for 2024  
Ms. Josephs made a motion to approve the Proposed SCLS Budget for 2024, seconded by Ms. Leister and passed unanimously.
- NYS Trustee Education Requirements policy  
Tabled for December 2023 Meeting.

## **XI. ADJOURNMENT**

Ms. Josephs made a motion to adjourn at 9:07 pm, seconded by Ms. Yeo-Judex and passed unanimously.

Respectfully submitted,  
Suzanne Shane., Secretary

Recorded by: Robert Johnson