

EMMA S. CLARK MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
October 18, 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; Deborah Blair; Angeline Yeo-Judex. Absent with excuse: 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

Ms. Susan Blake, who is a patron and also does children's programs for the library, addressed the board to ask the board to reconsider the timing of the payment of bills to vendors. Ms. Blake also felt that the library should have more handout materials available to patrons such as book recommendations and public service materials such as information about voting, domestic violence and drug use/abuse.

Ms. Chelsea Gomez, the owner of Level Up Kitchen addressed the board. Ms. Gomez presented a proposed menu with pricing information and also discussed her rationale behind how she prices items.

III. Approval of Minutes of previous meeting

Mr. Maione made a motion to approve the minutes from the regular Board meeting held on September 20, 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.

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

VI. Director's Report

The attached Director's report was read and discussed. .

VII. Committee Reports:

Buildings and Grounds: No meeting, no report.

Personnel: Ms. Shane reported that the committee met briefly after the September 20 board meeting, and will meet again in October or November to discuss potential cost of living adjustments to employee salaries in 2024.

Investment: No meeting, no report.

VIII. OLD BUSINESS

Mr Gutmann shared a list of all past library trustees and library directors. Mr. Parlato recommended that the library should purchase and install a plaque in the library listing all such names, with room for adding future names. The board asked Mr. Gutmann to research pricing for such plaque.

IX. NEW BUSINESS

- Appropriation from Endowment Fund for staff appreciation event – Mr. Fletcher made a motion to appropriate an amount not to exceed \$2,100.00 from the Endowment Fund for the annual event, seconded by Mr. Maione, and passed unanimously.
- Appropriation from Capital Fund for concrete and asphalt repairs – Ms. Blair made a motion to appropriate \$5,825,00 from the Capital Fund for concrete and asphalt repairs, seconded by Mr. Maione, and passed unanimously.

X. ADJOURNMENT

Mr. Parlato made a motion to adjourn at 8:38 p.m., seconded by Ms. Blair and passed unanimously.

Respectfully submitted,
Suzanne Shane., Secretary

Recorded by: Robert Johnson