

EMMA S. CLARK MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
November 15, 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; 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

MINUTES OF EXECUTIVE SESSION

November 15, 2023

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.

Discussion of the aforementioned matters ensued, and the following resolutions were passed:

A motion was made by Anthony Parlatore, Resolved that 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 NY State United Teachers.

The motion was seconded by Deborah Blair and the motion was passed by a vote of 7-2.

A motion was made by Chris Fletcher to approve the following resolution:

Whereas, it has come to the attention of the Board of Trustees that Trustee Maione engaged in inappropriate personal commentary prior to the Board meeting of October 18, 2023 in the presence of a member of the public; and

Whereas such personal commentary is considered by the Board to have lacked discretion and sensitivity; and

Whereas it is the Board's consider opinion that the Board member's words reflected poorly upon the Board and the Library itself;

Now therefore it is hereby 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.

The motion was seconded by Suzanne Shane and the motion passed with 8 votes and one abstention.

A motion was made by Anthony Parlatore to approve: (a) an increase to the Step 1 rate of part-time pages to \$16 per hour; (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.

The motion was seconded by Linda Josephs and the motion passed unanimously.

A motion was made by Anthony Parlatore to exit executive session at 8:57 pm.

The motion was seconded by Linda Josephs and the motion passed unanimously.