

EMMA S. CLARK MEMORIAL LIBRARY  
BOARD OF TRUSTEES MEETING  
December 20, 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; Deborah Blair; Linda Josephs; Angeline Yeo-Judex; Orlando Maione; Anthony Parlatore. Absent with excuse: Suzanne Shane. 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 in attendance wished to speak.

**III. Approval of Minutes of previous meetings**

Mr. Parlatore made a motion to approve the minutes from the November 15, 2023 Regular Meeting of the Board of Trustees, seconded by Ms. Leister, and passed unanimously. Mr. Parlatore made a motion to approve the minutes from the November 15, 2023 Executive Session, seconded by Ms. Blair, and passed unanimously.

**IV. President's Report**

Mr. Fletcher stated that he was pleased to see the café open.

**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 Ms. Blair and passed unanimously.

**VI. Director's Report**

Mr. Gutmann reported that the café opened on December 11. The response has been overwhelmingly positive from patron comments in-person and on our social media. There was also an article and a letter to the editor in the local paper.

Mr. Gutmann and his staff have been investigating, and would like to implement, Square as a means for the Library to accept credit card payments for certain charges. The Countertop POS Kit for Square Reader would allow our patrons the convenience of using their credit cards in person to purchase Museum Tickets, register for programs requiring a fee, purchase Library Tote bags, or pay for lost/damaged materials or other fees. The tax exempt purchase price for the kit would be \$729.00. The kit includes a Square Reader for contactless and chip, a universal stand, 6.5 USB-C cable, cash drawer, receipt printer and paper. The kit is compatible with iPads the library currently has on hand. There is a flat rate of 2.69% +10 cents per tap or swipe for all major credit cards including American Express. There is no fee for cash transactions. There was no objection from the board.

The Library recently added several new online databases to our virtual reference collection that will be useful to its patrons and librarians alike: AtoZ Databases is an invaluable resource for those doing business, population and market research; New York Heritage provides extensive information on the people, places and institutions of New York State; NYS Physician Profile lists educational background and specialties of physicians licensed to practice in New York State; Emma Clark is now a FamilySearch Affiliate Library making special genealogical content within this LDS database accessible within our library building; Census Bureau Database provides access to frequently requested census data on the county, state and national levels; Passenger and Immigration List Index is another valuable resource for genealogists.

There was some discussion about proper procedure with regard to board approval of new hires. The board directed Mr. Gutmann to consult with the Library's attorney for further clarification.

## **VII. Committee Reports:**

**Buildings and Grounds:** Mr. Maione asked Mr. Gutmann to confirm that rent payments from the café vendor will appear in future financial reports.

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

**Investment:** Mr. Fletcher reported that the committee met with the Library's financial advisor on December 14, and made only very minor adjustments to the portfolio to keep it in line with targeted allocations.

## **VIII. OLD BUSINESS**

Trustee Education Policy – Mr. Parlatore made a motion to adopt the proposed Trustee Education Policy, based on the sample policy provided by New York State Library, seconded by Ms. Yeo-Judex, and passed unanimously.

Mr. Maione reminded Mr. Gutmann to get pricing for a plaque that could be installed in the Library honoring past trustees.

## **IX. NEW BUSINESS**

None.

## **X. ADJOURNMENT**

Mr. Maione made a motion to adjourn at 8:03 p.m., seconded by Ms. Leister and passed unanimously.

Respectfully submitted,  
Suzanne Shane., Secretary

Recorded by: Robert Johnson