

EMMA S. CLARK MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING

February 21, 2024

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 7:31 p.m. by Christopher Fletcher, 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; Anthony Parlatore. Absent with excuse: Orlando Maione. 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 meetings

Ms. Blair made a motion to approve the minutes from the January 17, 2024 Regular Meeting of the Board of Trustees, seconded by Mr. Parlatore, and passed unanimously.

IV. President's Report

Mr. Fletcher reported that the Library should expect to see increased costs in the "Professional Services" line item due to the services of the Library's attorney that will be required as a result of the newly-implemented staff union.

V. Treasurer's Report & Approval of Warrants

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

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

VI. Director's Report

Mr. Gutmann reported that work has begun on the installation of the new HVAC unit which was approved as a capital project in August 2023. Ductwork is being done after hours. Refinishing of some of the woodwork in the lobby which over time has become faded due to sun exposure is also underway.

Mr. Gutmann reported that he is in the process of completing the NYS 2023 Annual Report for Public and Association Libraries.

Mr. Gutmann reported that the Library's new online calendar and new Library of Things are up and running. He also reported that the new "seed library" will be unveiled on March 19, the first day of spring.

Mr. Gutmann reported that the Library participated in the "Library Changed My Life" online marketing program organized by SCLS. Each participating library was asked to create a short video interviewing a library patron who wished to share their experience about the importance of their public library, and how it made a big difference in their life. Marketing & Communications Manager, Lisa DeVerna interviewed local patron Jenny Chen for our contribution. The video was posted on the Library's social media accounts and timed to coincide with the lead up to Library Advocacy Day which took place in Albany on February 7.

Mr. Gutmann noted that a new income line item for rent income from the café will be appearing on the monthly financial reports.

VII. Committee Reports:

Buildings and Grounds: No meeting, no report.

Personnel: No meeting, no report.

Investment: No meeting, no report, the Committee will meet again on March 13.

VIII. OLD BUSINESS

None.

IX. NEW BUSINESS

Approval of the Annual Report to the Community – Mr. Fletcher made a motion to approve the proposed Annual Report to the Community, seconded by Mr. Parlatore and passed unanimously.

Appropriation from Endowment Fund for the Helen Stein Shack Picture Book Contest winners – Ms. Shane made a motion to appropriate \$1,000 from the Endowment Fund for the prize money for winners of the 2024 Helen Stein Shack Picture Book Contest, seconded by Ms. Josephs and passed unanimously.

Mr. Douglas reported on his positive experience at two Library programs he recently attended.

X. ADJOURNMENT

Ms. Josephs made a motion to adjourn at 7:53 p.m., seconded by Ms. Shane and passed unanimously.

Respectfully submitted,
Suzanne Shane., Secretary

Recorded by: Robert Johnson