

EMMA S. CLARK MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING

March 20, 2024

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 7:32 p.m. by Carol Leister, Vice President. The following trustees of the Board, consisting of a quorum, were also present: Christopher Fletcher, 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

Mr. Parlatore made a motion to approve the minutes from the February 21, 2024 Regular Meeting of the Board of Trustees, seconded by Ms. Blair, 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. Josephs made a motion to approve the warrant, seconded by Ms. Shane and passed unanimously.

VI. Director's Report

Mr. Gutmann reported:

Most of the preliminary duct work has been completed for the new HVAC system. We are working with Thermal Solutions, Inc. (the HVAC vendor) and Tremco (our flat roof manufacturer) to find a date to remove the existing rooftop unit and install the new unit.

The local paper ran a nice article about the Library highlighting some of the new services we're looking forward to making available this year. A copy is included in the board packet.

The teen winners of the 10th annual picture book contest will be honored at an event on April 8 at 7:00 p.m. All trustees and their guests are invited to attend.

Our library has been asked to host the June 21, 2024 quarterly SCLS Directors' meeting where directors from all of the 50+ libraries in Suffolk County will be invited to attend and listen to presentations by SCLS staff on current library-related matters. It will be a nice opportunity to show off our beautiful library.

Mr. Gutmann recommended an internal promotion for Kiera Stamm-Walsh who currently works as a Part-time Teen Department Page to Part-time Teen Librarian-Trainee. There was no objection from the board.

Mr. Gutmann recommended hiring Katherine Boren as a Part-time Childrens Department Page as was recommended to him by Susan Perez, Children's Librarian and Page Supervisor. Ms. Josephs made a motion to accept Mr. Gutmann's recommendation, seconded by Ms. Leister, and passed unanimously.

VII. Committee Reports:

Buildings and Grounds: No meeting, no report.

Personnel: No meeting, no report.

Investment: Mr. Fletcher reported that the committee met on March 13 with financial advisor Micahael Sceiford from Edward Jones. The committee voted to roll over an expiring CD, and to make a slight rebalance of the portfolio to keep the funds in compliance with the Library's stated investment goals.

VIII. OLD BUSINESS

Mr. Parlatore requested that Level Up Kitchen provide the board with quarterly reports. Ms. Blair reminded Mr. Gutmann to obtain a proposed retainer agreement from Kevin Seaman, Esq. for the board to review.

IX. NEW BUSINESS

Nominating Committee – President Fletcher appointed Mr. Parlatore to chair the nominating committee.

Approval of 2023 NYS Annual Report for Public and Association Libraries – Mr. Douglas made a motion to approve the proposed report, seconded by Ms. Yeo-Judex, and passed unanimously.

Mr. Douglas reported on a positive comment he received from a Library patron following a Library program he attended with his daughter.

X. ADJOURNMENT

Mr. Fletcher made a motion to adjourn at 7:48 p.m., seconded by Mr. Parlatore, and passed unanimously.

Respectfully submitted,
Suzanne Shane., Secretary

Recorded by: Robert Johnson