

EMMA S. CLARK MEMORIAL LIBRARY  
BOARD OF TRUSTEES MEETING

April 23, 2025

7:00 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 7:01 p.m. by David Douglas, Board President. The following trustees of the Board, consisting of a quorum, were also present: Carol Leister, Vice President; Anthony Parlatore; Deborah Blair; Linda Josephs; Christopher Cash; Stephen Ingulli. Absent with excuse: Angeline Yeo-Judex and Suzanne Shane. Also present was Ted Gutmann, Library Director; Robert Johnson, Acting Recording Secretary; Chelsea Gomez, Level Up Kitchen Library Café; Al Coster, Baldessari & Coster LLP.

The Pledge of Allegiance was recited.

**II. Independent auditor's review of 2024 Library Audit**

Mr. Coster reviewed the 2024 Library audit and financial statements with the board.

**III. Library cafe quarterly report**

Ms. Gomez gave a quarterly report on the café.

**IV. Period for public expression**

No one wished to speak.

**V. Approval of Minutes of previous meeting**

Ms. Josephs made a motion to approve the minutes from the March 19, 2025 meeting, seconded by Mr. Cash, and passed unanimously.

**VI. President's Report**

Mr. Douglas reported on the success of the Helen Stein Shack contest award ceremony which took place earlier in the month. He also spoke about the response letters from Senator Gillibrand, and some of the upcoming Library programs.

**VII. Treasurer's Report & Approval of Warrants**

Mr. Douglas reported that all of our bills have been paid and everything is up to date. Ms. Blair made a motion to approve the Treasurer's Report and approve the warrants, seconded by Mr. Ingulli and passed unanimously.

## **VIII. Director's Report**

Mr. Gutmann reported:

Librarian Jeff Walden is spearheading a project here at the Library to digitize our microfilm versions of the local papers, dating back to 1952. Jeff applied for a grant from Long Island Library Resources Council (LILRC) and we were awarded a \$4000 grant. We will begin with several rolls of film this year, with the plan to do several more each year going forward. The digitized copies will eventually be hosted on the NYS Historic Newspapers website (<https://www.nyshistoricnewspapers.org/>).

Marcela Lenihan and Terri DeFranco, two of the Library's children's librarians have completed the Family Place training that was offered at Middle Country Public Library last month. We can now consider our library as an official Family Place library, and we are included in the nationwide directory (<https://www.familyplacelibraries.org/locations>).

Our outdoor terrace is officially open for the season. We've installed ADA push-button door openers for the door to the terrace to assist those who require them. We had the catch basins in the parking lot cleaned out.

We are working with Level Up Kitchen Library Café and running a pilot project to incorporate café promotions tied to registering for select library programs. Registrants will receive a special offer included in the reminder email message that they receive prior to the program that will be valid on the day of the event.

I spoke with Mari Irizarry, Director of the Three Village Historical Society regarding their plans to move their archival materials from the Library. They expect to have the materials moved by the end of the year.

I will be on vacation from April 30 through May 12.

Mr. Douglas made a motion to approve the hire of Mary Dick, Part-time Circulation Clerk, retroactive to March 25, 2025, seconded by Ms. Blair and passed unanimously

## **IX. Committee Reports:**

**Buildings and Grounds:** No meeting, no report.

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

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

**Nominating Committee:** The three trustees whose terms expire this year, have indicated that they are willing to serve again. The appointments will take place during the May board meeting.

## **X. OLD BUSINESS**

- **Makerspace**  
Bob Johnson, Manager of Information and Technology, presented a proposal for equipment to be acquired for the Makerspace. Following the presentation, Mr. Douglas made a motion to approve funding not to exceed \$20,000 from the Capital Fund for the purchase of these items, seconded by Mr. Parlatore and was passed unanimously.

## **XI. NEW BUSINESS**

- Purchase requiring Board approval – It was deemed that action was not necessary.
- Executive Session  
At 8:06 p.m., Mr. Douglas made a motion to enter executive session, seconded by Ms. Blair, and passed unanimously.

At 8:15 p.m., Ms. Josephs made a motion to exit executive session and return to open session, seconded by Mr. Parlatore, and passed unanimously. No motions were necessary after executive session.

## **XII. ADJOURNMENT**

Ms. Josephs made a motion to adjourn at 8:17 p.m., seconded by Mr. Ingulli, and passed unanimously.

Respectfully submitted,  
Angeline Yeo-Judex, Secretary  
Recorded by: Robert Johnson