

EMMA S. CLARK MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING

May 21, 2025

7:00 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 7:02 p.m. by David Douglas, Board President. The following trustees of the Board, consisting of a quorum, were also present: Carol Leister, Vice President; Suzanne Shane, Treasurer; Angeline Yeo-Judex, Secretary; Anthony Parlatore; Deborah Blair; Linda Josephs; Christopher Cash; Stephen Ingulli. Also present was Ted Gutmann, Library Director; Robert Johnson, Acting Recording Secretary.

The Pledge of Allegiance was recited.

II. Election of Trustees and Officers

Representing the Nominating Committee, Mr. Cash made a motion to approve the reappointment of trustees Parlatore, Shane, and Yeo-Judex for three year terms, and trustees Douglas, Leister, Shane, Yeo-Judex to serve as President, Vice-President, Treasurer, Secretary, respectively, for one year. The motion was seconded by Ms. Blair and passed unanimously.

III. Period for public expression

No one wished to speak.

IV. Approval of Minutes of previous meetings

Mr. Parlatore made a motion to approve the minutes from the April 23, 2025 regular meeting, seconded by Ms. Josephs, and passed unanimously. Mr. Parlatore made a motion to approve the minutes from the May 6, 2025 special meeting, seconded by Mr. Ingulli, and passed unanimously.

V. President's Report

No report.

VI. Treasurer's Report & Approval of Warrants

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

VII. Director's Report

Mr. Gutmann reported:

As announced to the Board at the April 23, 2025 meeting, my retirement has been filed with NYSLRS with a retirement date of July 1, 2025, and final day on payroll in my current position of June 30, 2025.

I want to acknowledge the outstanding job the staff has done during this “mold crisis”, especially the department managers and administrative staff who immediately pitched in, worked together, kept things running behind the scenes, and made it possible for the library to (partially) reopen as soon as we did. The work Bob Johnson did while I was away was nothing short of incredible. His communication with me, with employees, with board members, and with contractors clearly demonstrates his commitment, professionalism, and leadership abilities. I couldn't have left the Library in better hands. It is a great group we have here, and I'd like to think of it as a testament to the work I did to put this team together over the years; I'm confident they will continue to serve the best interests of the Library after my retirement, and for many years to come.

As of now, the timeline for full opening looks like this: remediation will continue in the affected areas the week of May 19. After that, the areas will be re-tested, and subsequent to favorable results, construction & follow up HVAC work will begin sometime during the week after Memorial Day. We are hoping the affected areas can reopen, at least in part, sometime late in the first week of June or soon thereafter.

VIII. Committee Reports:

Buildings and Grounds: Mr. Parlatore reported that a meeting was scheduled but could not be held due to the closure of the Library; the meeting will be rescheduled.

Personnel: No meeting, no report.

Investment: No meeting, no report.

IX. OLD BUSINESS

None.

X. NEW BUSINESS

- Library emergency closure and reopening – Mr. Gutmann reported on steps being taken to remediate the mold issue.

- Appropriation from Capital Fund for costs related to mold remediation – Ms. Josephs made a motion to appropriate a sum not to exceed \$40,000 from the Capital Fund for costs related to mold remediation, seconded by Ms. Shane, and passed unanimously.
- Date for budget vote – Ms. Josephs made a motion to set the public vote date and time for the proposed 2026 Library Budget as Wednesday, September 17, 2025 from 10:00 a.m. until 9:00 p.m., seconded by Ms. Shane, and passed unanimously.
- Proposed 2026 budget – Ms. Josephs made a motion to exceed the Allowable Levy Growth Factor for Fiscal year ending 12/31/2026, seconded by Mr. Parlatore, and passed unanimously. Mr. Parlatore made a motion to adopt the proposed 2026 budget as presented, seconded by Ms. Blair, and passed unanimously.
- Authorization for Board President to sign annual contract with school district – Ms. Josephs made a motion to authorize the Board President to sign the 2025-2026 contract with the Three Village Central School District, seconded by Ms. Shane, and passed unanimously.
- Executive Session
At 7:24 p.m., Mr. Cash made a motion to enter executive session, seconded by Mr. Ingulli, and passed unanimously.

At 7:52 p.m., Ms. Blair made a motion to exit executive session and return to open session, seconded by Mr. Parlatore, and passed unanimously.

Mr. Parlatore made a motion to award Robert Johnson a bonus of \$5,000 for his expert handling of the mold situation and emergency closing of the Library, seconded by Ms. Blair, and passed unanimously.

Ms. Josephs made a motion to approve the change of job title “Manager of Technology Systems and Services”--which is the position currently held by Mr. Johnson--to “Library Infrastructure and Technology Operations Manager”, seconded by Mr. Parlatore, and passed unanimously.

Mr. Parlatore made a motion to approve the proposed Library Director job announcement, seconded by Ms. Shane, and passed unanimously.

XI. ADJOURNMENT

Ms. Shane made a motion to adjourn at 7:56 p.m., seconded by Ms. Blair, and passed unanimously.

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