

EMMA S. CLARK MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING

June 18, 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 7:00 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. 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 May 21, 2025 regular meeting, seconded by Ms. Josephs, and passed unanimously.

IV. President's Report

Mr. Douglas reported that several trustees attended a useful program at SCLS on the topic of key indicators for libraries. He also praised some recent programs that he and his family attended at the Library, as well as other upcoming programs featured in the Library's newsletter.

V. 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. Josephs, and passed unanimously.

VI. Director's Report

Mr. Gutmann reported:

All areas of the building have been reopened. Everything has been going well.

Starting in September, the school district will have the 6th graders moving to middle school. Emily Ostrander and her department are updating their programs and services to serve this expanded clientele.

VII. Committee Reports:

Buildings and Grounds: No meeting, no report.

Personnel: No meeting, no report.

Investment: Mr. Douglas reported that the committee met on June 7 with Michael Sceiford from Edward Jones, and voted to over a CD which will soon expire. The committee will meet again on September 16.

VIII. OLD BUSINESS

None.

IX. NEW BUSINESS

- Appointment of new employee – Mr. Parlatore made a motion to appoint Jessica Suhadolink as a Part-time, Teen & Tween Department Page, seconded by Mr. Douglas, and passed unanimously.
- Updated Teen/Tween Volunteer Policy – Ms. Shane made a motion to approve the proposed updated policy, seconded by Mr. Ingulli, and passed unanimously.
- Budget Hearing Date/Time – Ms. Shane made a motion to set Wednesday, September 3, 2025 at 7:00 p.m. as the date and time for the upcoming budget hearing.
- Appropriation of funds from the Capital Fund for costs related to air quality testing and mold remediation plan, and HVAC work – Ms. Shane made a motion to appropriate \$5,402.00 from the Capital Fund for costs related to air quality testing and mold remediation plan, and HVAC work. The motion was seconded by Ms. Josephs and passed unanimously.

X. EXECUTIVE SESSION

At 7:27 p.m., Mr. Cash made a motion to enter executive session to discuss a proposed employee promotion, seconded by Ms. Blair, and passed unanimously.

At 8:24 p.m., Mr. Douglas made a motion to exit executive session, and return to open session, seconded by Ms. Yeo-Judex, and passed unanimously.

Mr. Parlatore made a motion to approve the promotion of Emily Adams from Full-time Adult Services Clerk I (Step 3) to Full-time Adult Services Clerk II (Step 3), seconded by Mr. Douglas, and passed unanimously.

XI. ADJOURNMENT

Mr. Parlatore made a motion to adjourn at 8:25 p.m., seconded by Ms. Josephs, and passed unanimously.

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