EMMA S. CLARK MEMORIAL LIBRARY
BOARD MEETING AGENDA
September 17, 2025
7:00 p.m.
Vincent R. O'Leary Community Room

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
Public verbal and written comments were received from Charles Hsueh, regarding disability access, the advertising of meeting dates, and recommended library services.

III. Approval of Minutes of previous meeting
Mr. Parlatore made a motion to approve the minutes, as amended, from the September 17, 2025 meeting, seconded by Ms. Josephs, and passed unanimously.

IV. President's Report
Mr. Douglas gave a brief report highlighting program attendance and the ongoing director search

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. Blair made a motion to approve the treasurer's report and warrants, post meeting, seconded by Mr. Parlatore and passed unanimously

VI. Director's Report

VII. Committee reports:

Buildings and Grounds: no meeting, no report

Personnel: no meeting, no report

Investment: Mr. Douglas reported that the Investment Committee met on September 16, 2025, during which some minor adjustments were made in accordance with recommendations from the financial advisor. The next meeting is scheduled for December 9, 2025.

VIII. OLD BUSINESS

IX. NEW BUSINESS

- Appointment of new employees (Part-time Circulation Clerks) - Ms. Josephs made a motion to appoint Charlotte Walton and Tia Mehta as Part-time Circulation Clerks, seconded by Mr. Cash and passed unanimously
- Approval of transfer of existing employee
  Mr. Douglas made a motion to transfer Abigail DiCarlo from Part-time Circulation

Clerk to Part-time Library Trainee in the Reference Department, seconded by Ms. Shane and passed unanimously

- Holidays/Days Closed 2026
  Ms. Shane made a motion to approve the proposed schedule, as amended (day before Thanksgiving, closing at 3 pm), seconded by Mr. Ingulli
- Board Meeting Dates 2026
  Ms. Josephs made a motion to approve the schedule of 2026 Board meeting dates, seconded by Ms. Blair and passed unanimously
- Date for Staff Appreciation Event
  Ms. Shane made a motion, based on the recommendation of Mr. Gutmann that the event will take place on Friday, November 14, 2025, seconded by Mr. Douglas, and passed unanimously
- Executive Session
  At 7:15 p.m., Mr. Douglas made a motion to enter executive session, seconded by Ms. Blair, and passed unanimously.

  At 8:09 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.

X. ADJOURNMENT

Ms. Josephs made a motion to adjourn at 8:11 p.m., seconded by Mr. Cash, and passed unanimously.

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