Emma S. Clark Memorial Library
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"The Heart of the Three Village Community"

**EMMA S. CLARK MEMORIAL LIBRARY**
**BOARD MEETING MINUTES**
**May 20, 2026**
**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 7:05 p.m. by Anthony Parlatore, 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; Deborah Blair, Linda Josephs. Also present was Theresa Liguori, Library Director; and Robert Johnson, Library Operations Manager and Acting Recording Secretary.
Absent with excuse: Christopher Cash, Stephen Ingulli, and Tim Austin

The Pledge of Allegiance was recited.

## II. Independent Auditor's Review of 2025 Library Audit

- Mr. Coster of Baldessari & Coster LLP presented the 2025 annual library audit to the Board.

## III. Election of Trustees and Officers

- Ms. Yeo-Judex made a motion to reappoint Ms. Blair, Mr. Ingulli, and Mr. Austin to their respective terms, seconded by Ms. Leister, and passed unanimously.
- Ms. Josephs made a motion to appoint the following Board members to their respective officer positions: Mr. Parlatore as President, Ms. Blair as Vice President, Mr. Cash as Treasurer, and Mr. Ingulli as Secretary, seconded by Ms. Leister and passed unanimously.

## IV. Period for Public Expression

- No one from the public wished to speak.

## V. Approval of Minutes from previous meeting

- Ms. Blair made a motion to approve the minutes from the meeting held on April 15, 2026, seconded by Ms. Leister and passed unanimously.

## VI. President's Report

- Mr. Parlatore gave a brief report.

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

- Mr. Parlatore made a motion to approve the Treasurer's Report and warrants as submitted, seconded by Ms. Leister and carried unanimously.

**VIII. Director's Report**

- Ms. Liguori presented a report and guided the Board through a presentation regarding the potential utilization of physical space within the library.

**IX. Committee Reports**

**Buildings and Grounds:** No meeting.

**Personnel:** No meeting.

**Investment:** No meeting.

**X. OLD BUSINESS**

- a. Property acquisition - Moved to Executive Session.

**XI. NEW BUSINESS**

- a. Appropriation of capital funds for HVAC repairs and additional maintenance items
    - ~~Ms. Josephs made a motion to appropriate $11,486.97 from the Capital Fund for HVAC repairs and additional maintenance, seconded by Ms. Yeo-Judex and passed unanimously.~~ Amended 6/27/26: Ms. Leister made a motion to amend the above to reflect $10,619.00 from the Capital Fund for associated HVAC repairs and an additional $867.97 from the Capital Fund for expenses related to the recent Café upgrade, seconded by Ms. Blair and passed unanimously (total appropriation of $11,486.97 unchanged).
- b. Approval of proposed 2027 Budget
    - Tabled until the June meeting for a full Board discussion
- c. Approval of proposed date for budget vote and public hearing
    - Mr. Parlatore made a motion to approve the budget hearing date of September 2, 2026, and the budget vote date of September 16, 2026, seconded by Ms. Blair and carried unanimously.
- d. Authorization for Board President to sign annual contract with school district
    - Ms. Josephs made a motion to authorize the Board President to sign the annual contract with the school district, seconded by Ms. Blair and passed unanimously.
- e. Board approval of hiring changes

    - The Board acknowledged any hiring changes submitted during the Director's report.

- f. Board approval of library policy adoption and policy revisions.
    - Ms. Josephs made a motion to adopt the Artificial Intelligence Policy, as amended to incorporate the additions submitted by Mr. Austin, along with the accompanying revisions to the Computer and Internet Use Policy. The motion was seconded by Ms. Blair and passed unanimously.

**XI. EXECUTIVE SESSION**

- Mr. Parlatore made a motion to enter Executive Session at 8:16 p.m., for the purpose of discussing ongoing legal matters, seconded by Ms. Leister and carried unanimously.
- Mr. Parlatore made a motion to exit Executive Session and resume the regular meeting at 8:34 p.m., seconded by Ms. Josephs and carried unanimously.

**XII. ADJOURNMENT**

- Ms. Josephs made a motion to adjourn the meeting at 8:35 p.m., seconded by Ms. Leister, and passed unanimously.

Recorded by: Robert Johnson