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EMMA S. CLARK MEMORIAL LIBRARY
BOARD MEETING MINUTES - APPROVED
August 19, 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 7:02 p.m. by Anthony Parlatore, Board President. The following trustees of the Board, consisting of a quorum, were also present: Deborah Blair, Vice President; Christopher Cash, Treasurer; Stephen Ingulli, Secretary; Carol Leister, Suzanne Shane, Angeline Yeo-Judex, Linda Josephs, and Tim Austin. Also present was Theresa Liguori, Library Director; and Robert Johnson, Library Operations Manager and Acting Recording Secretary.

I. Call to Order
The Pledge of Allegiance was recited.

II. Period for public expression
No one from the public wished to speak.

III. Approval of Minutes from previous meeting
Mr. Austin made a motion to approve the minutes from the previous meeting held on June 24, 2026, seconded by Mr. Ingulli and passed unanimously.

IV. President's Report
Mr. Parlatore gave a brief report.

V. Treasurer's Report & Approval of Warrants
Ms. Blair made a motion to approve the Treasurer's Report and warrants as submitted, seconded by Mr. Ingulli and passed unanimously.

VI. Director's Report
Ms. Liguori gave a brief report

VII. Committee Reports

Investment: Plans to meet next month.

Buildings and Grounds: Ongoing meetings were held regarding current projects, maintenance, and general upkeep of the main library facility.

Personnel: No meeting.

VIII. OLD BUSINESS

- a. 118 Main Street
  A brief discussion was had regarding the property at 118 Main Street
- b. Budget Vote Public Hearing September 2, 2026
  The Board acknowledged the budget vote public hearing date of September 2, 2026 at 7 pm

IX. NEW BUSINESS

- a. Board approval of personnel changes

  - Mr. Austin made a motion to approve the personnel changes as outlined in the Director's Report, including the hiring of Scarlett Jackett as a Part-Time Adult Services Clerk, authorization to create a Full-Time Teen/Tween Library Assistant position, and a salary adjustment for the Head of Circulation. The motion was seconded by Ms. Leister and passed unanimously.

- b. Appropriation of capital funds for electrical work, septic at 118, library cafe signage, and emergency exit repairs.

  - Mr. Ingulli made a motion to appropriate $7,740 for the installation of lighting controllers to support the safe opening and closing of the building by staff members. The motion was seconded by Ms. Josephs and passed unanimously.

  - Mr. Austin made a motion to appropriate $2,800 for the replacement of the main interior drain line and the main exterior drain line leading to the cesspool at the 118 Main Street property, seconded by Ms. Leister and passed unanimously.

  - Ms. Josephs made a motion to appropriate $1,750 for the fabrication and installation of a Library Café sign and $2,000 for emergency repairs to the brickwork and bluestone at emergency exit locations, seconded by Ms. Blair and passed unanimously.

- c. Approval of NY State grant narrative

  - Mr. Parlatore approved moving forward with the grant narrative for the property located at 118 Main Street as outlined by Ms. Liguori.

- d. Approval if insurance settlement

  - Mr. Parlatore made a motion to accept the insurance settlement payment from Liberty Mutual in the amount of $20,900 related to the mold claim. The motion was seconded by Ms. Leister and passed unanimously.

- e. Approval of delayed opening - Culper Spy 5K
  - The Board approved a delayed opening on September 27 for the Culper Spy 5K. Library staff will report at 11:30 a.m., with the Library opening to

the public at 12:00 noon.

XI. EXECUTIVE SESSION

XII. ADJOURNMENT

- Ms. Josephs made a motion to adjourn the meeting at 8:05 p.m., seconded by Mr. Parlatore, and passed unanimously.

Recorded by: Robert Johnson