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EMMA S. CLARK MEMORIAL LIBRARY
BOARD MEETING MINUTES - APPROVED
September 16, 2026
7:00 p.m.
Vincent R. O'Leary Community Room

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 Anthony Parlatore, Board President. The following trustees of the Board, consisting of a quorum, were also present: Deborah Blair, Vice President; Stephen Ingulli, Secretary; Linda Josephs, Suzanne Shane and Angeline Yeo-Judex. Also present was Theresa Liguori, Library Director; and Robert Johnson, Library Operations Manager and Acting Recording Secretary. Absent with Excuse: Tim Austin, Christopher Cash and Carol Leister

I. Call to Order

Mr. Parlatore called the meeting to order at 7:00 pm.

II. Period for public expression

No one from the public wished to speak.

III. Approval of Minutes from previous meetings

Ms. Blair made a motion to approve the minutes from the board meeting held on August 19, 2026, seconded by Ms. Josephs and passed unanimously.

Ms. Josephs made a motion to approve the minutes from the public budget hearing meeting held on September 2, 2026, seconded by Ms. Blair and passed unanimously.

IV. President's Report

Mr. Parlatore gave a brief report.

V. Treasurer's Report & Approval of Warrants

Ms. Josephs 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: The Committee met with Michael Sceiford of Edward Jones to review the Library's accounts and investments. The Committee submitted the proposed Investment Policy to the Board for consideration.

Buildings and Grounds: No meeting

Personnel: No meeting

VIII. OLD BUSINESS

- a. Investment Policy
    - Mr. Ingulli made a motion to adopt the Investment Policy as submitted, seconded by Mr. Parlatore and passed unanimously.

- b. Library/118 Planning

IX. NEW BUSINESS

- a. Board approval to move forward with Architect for renovations and site planning
    - The board approved obtaining a quote from local architect, Jeremy Lindsey for the purpose of the wall project in the technical services department.

- b. Board approval and appropriation of capital funds for Grant Consultant - Danielle Butler, Butler Unlimited, Inc. - $40,000
    - Tabled for Executive Session

- c. Board approval and appropriation of capital funds for Periodical and Quiet Room furnishings and minor renovations - $40,000

    - Ms. Blair made a motion to appropriate $40,000 from capital funds, consisting of $35,000 for the purchase of furnishings for the Periodical and Quiet Room and $5,000 for minor renovations to the Quiet Room, seconded by Ms. Yeo-Judex and passed unanimously.

- d. Board approval of Investment Policy
    - Approved under Old Business (a)

- f. Board approval of personnel changes
    - Ms. Yeo-Judex made a motion to approve the personnel changes as outlined in the Director’s Report, including Rachel Hansen, Part Time Teen/Tween Library Assistant to Full Time Teen/Tween Library Assistant; Hannah Daly, Circulation Clerk to Part Time Teen/Tween Library Assistant; Emily Hoefler, Adult Services Page to Teen/Tween Page; Emily Zucker, Part Time Page in the Children’s Department; James Riley, Adult Services Part Time Page, seconded by Ms. Blair and passed unanimously.

- g. Board approval for Staff Appreciation Event - November 13, 2026
    - Mr. Parlatore made a motion to approve the Staff Appreciation Event to be held on November 13, 2026, seconded by Mr. Ingulli and passed unanimously.

- h. Board approval for early closure of Library at 3:00 p.m. - Annual Community Holiday Parade
    - Ms. Yeo-Judex made a motion to approve the early closure of the Library at 3:00 p.m. on December 13, 2026 for the Annual Community Holiday Parade, seconded by Ms. Blair and passed unanimously.

- i. Board approval of 2027 Library Holiday Schedule
    - Ms. Yeo-Judex made a motion to approve the 2027 Library Holiday Schedule as presented, seconded by Ms. Shane and passed unanimously.

- j. Board approval of 2027 Library Board of Trustees Meeting Schedule
    - Mr. Ingulli made a motion to approve the 2027 Library Board of Trustees Meeting Schedule as amended, seconded by Ms. Josephs and passed unanimously.

X. EXECUTIVE SESSION

- Mr. Parlatore made a motion to enter executive session at 7:45 p.m., to hold a discussion regarding the Library Café and potential engagement of a particular consultant for grant writing services, seconded by Ms. Yeo-Judex, and passed unanimously.
- Mr. Parlatore made a motion to exit Executive Session and return to the open meeting at 8:21 p.m., seconded by Ms. Yeo-Judex and passed unanimously.
    - The Board decided not to renew the annual contract with Level-Up Kitchen at this time and thanked them for their service to the Library and the community. The Board will consider proposals for future use of the Library Café space.
    - The Board will consider a proposal from Danielle Butler of Butler Unlimited, Inc. for grant writing services related to the BRICKS grant. Payment would be based on progress toward the deliverables outlined in the proposal.

XI. ADJOURNMENT

- Ms. Josephs made a motion to adjourn the meeting at 8:22 p.m., seconded by Ms. Shane, and passed unanimously.

Recorded by: Robert Johnson