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EMMA S. CLARK MEMORIAL LIBRARY
BOARD MEETING MINUTES - UNAPPROVED
October 21, 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 7:00pm 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; Linda Josephs, Suzanne Shane, Carol Leister, Angeline Yeo-Judex and Tim Austin. Also present was Theresa Liguori, Library Director; and Emily Ostrander, Teen/Tween Services Department Head and Recording Secretary. Absent with Excuse: Stephen Ingulli.

I. Call to Order

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

II. Period for public expression

No one from the public wished to speak.

III. Approval of Minutes from previous meetings

Mr. Austin made a motion to approve the minutes from the board meeting held on September 16, 2026, seconded by Ms. Blair and passed unanimously.

IV. President's Report

Mr. Parlatore made a brief report that the Board has been very involved in expansion planning, and will discuss aspects later in the meeting.

V. Treasurer's Report & Board Approval of Warrants

Ms. Josephs made a motion to approve the Treasurer's Report and warrants as submitted, seconded by Ms. Shane and passed unanimously.

VI. Director's Report

-The 2027 Library Budget was appropriated at the Three Village Central School District Board Meeting on September 30, 2026.

-Level Up Kitchen will be closing Oct 31st, and moving out Nov 1st. The Library is looking to procure some of the equipment, at a cost of about $11,000. Mr. Parlatore inquired if the community has responded to Level Up leaving, Ms. Liguori reported mostly neutral responses online, a few vendor inquiries, and one thank you from a patron. An RFP to seek a new vendor has been created and amended to reflect the

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new space. Ms. Liguori inquired about the Cafe Committee reforming to assess vendors.
-On October 7th, a "Prankster" entered the library and caused a commotion. Staff handled it excellently, and got him and his crew out in minutes. Ms. Ligouri requested permission to trespass him from the building for 30 days.
-The Library is contracting with Xerox for all public and staff copiers and printers, gaining new equipment and the ability to pay through a variety of ways.
-It is time to solicit for an Auditor. Ms. Ligouri is seeking approval of an auditor's contract, at a minimal increase from last year.
-Electrical work was performed in September, including general maintenance and new lights by the Chinese collection and stairwell.
-Significant progress is being made towards the Bricks Grant application as well as a Technology Grant through LILRC. For the NYS Construction Grant, we received $220,000.
-Bryant Library visited Emma Clark Library this month.
-The Rhodes Committee Meetings have restarted, and Culper Spy Day went well. Jeff Walden gave tours of the historical portion of the Library, including for the first time the Directors Office and Clock Tower.
-Several Employee Policies have been updated, and Ms. Ligouri is seeking approval of them.
-Resignations: Emily Adams and Christina Piazza
-Upcoming Retirement: Joan Kahnhauser

VII. Committee Reports

Investment: No meeting, no report.

Buildings and Grounds: This Committee has been primarily talking about 118 Main Street and will discuss their activities under Old Business.

Personnel:

- The yearly evaluation process for the Director was discussed. The form used will be changed to a more open-ended format, based on the job description Ms. Ligouri was hired under, and responded to each of the areas of the description. Each board member will fill out an evaluation, as well as Ms. Ligouri herself.
- Updated personnel policies were tabled to the November meeting.

VIII. OLD BUSINESS

- a. Library/118 Planning
    - A Planning Document has been created, which will assist us in applying for grants rapidly. The document included all current spaces as well as new space ideas, a "dream the dream" concept that can be scaled to fit. We have also created a "must haves" list for the rapid turnaround on the Bricks Grant. The Architect has completed the first draft of renovation and new buildings, which was scaled back and changed to fit the 118 Committee's vision better; we are now several revisions into the process. All are in agreement with a new outdoor space and Barndominium.
    - Grant writer Danielle Butler has been working closely with Ms. Ligouri, gathering data including resumes, biographies, SFS numbers, board information, the organization chart, a "narrative" for the new spaces

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architecture, and more, to create a packet that can be submitted to numerous grants.
    - For the Bricks Grant, all drawings must be submitted by October 31st. The absolute deadline for submission is December 1st. Mr. Cash noted that the Bricks Grant is at the forefront of the board's mind because it may not exist next year and it is flexible regarding building plans.
    - Ms. Shane asked how far into Ms. Butler's contracted stipend we are. Ms. Ligouri reported the library is getting more than it's money's worth, and that she is touching base with Ms. Butler Mondays, Wednesdays, and Fridays. Mr. Parlatore asked Ms. Ligouri to send out the payment tracking document for Ms. Butler; Ms. Ligouri will send it to the board.
    - Mr. Cash brought up Alternate Financing, and suggested the library start building out a profile to ask for donations, as the Bricks Grant asks the organization to come up with 20% of the funds needed for any project. Ms. Josephs noted that the Library has never asked for donations before; Mr. Austin suggested Naming Rights over new buildings for those who make significant donations. Mr. Parlatore stated that all trustees can sit in on any 118 Committee Meetings, and that there will be a Funding Committee starting up soon as well.

- b. Cafe Request for Proposal (RFP)
    - Ms. Ligouri raised the question of what to charge for rent of the Cafe space. She stated that a survey of local library cafes revealed rental fees of anywhere from $1 to $200 a month. Emma Clark Library previously charged $200 a month. Ms. Shane suggested staying at $200 a month, Mr. Austin concurred. A discussion ensued, the result of which was to charge $1,200 for the year, $100 a month. Ms. Ligouri will amend the drafted RFP to reflect the new rental fee.

IX. NEW BUSINESS

- a. Board approval to procure Cafe equipment
    - Ms. Blair made a motion to approve the procurement of the Cafe equipment as submitted at $11,000, seconded by Ms. Shane and passed unanimously.

- b. Board review and approval of Audit Proposal
    - Ms. Josephs made a motion to approve the audit proposal from Baldassari and Coster as submitted, seconded by Mr. Austin and passed unanimously.

- c. Board approval to trespass patron
    - The Board directed Ms. Ligouri to trespass the patron in question for 30 days, no motion was required.

- d. Board review and approval of Employee Policies
    - This item was tabled to the November meeting.

- e. Staff Recognition Party

  Ms. Shane made a motion to approve $2,100 for the Staff Recognition Party to take place on November 13th. Ms. Leister seconded the motion and it passed unanimously.

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- Legacy Room Repairs

  Ms. Ligouri requested a motion to take $1,050 out of the Capitol Fund to cover overages in the repairs of the Legacy Room.. Mr Parlatore made the motion, seconded by Ms. Blair, passed unanimously.

X. Executive Session

-Mr. Parlatore made a motion to enter Executive Session at 7:31pm to discuss a Project Management Position, seconded by Mr. Austin, passed unanimously. Mr. Parlatore made a motion to return to Open Session at 7:55pm, seconded by Ms. Shane, passed unanimously.

-Mr. Chase made a motion to promote Bob Johnson to Project Manager at an increase of $10,000, to be reviewed at the end of the calendar year 2027. Mr. Austin seconded the motion, passed unanimously.

XI. Adjournment

Ms. Josephs made a motion to adjourn the meeting at 7:57pm, seconded by Ms. Leister and passed unanimously.

Respectfully submitted,

Emily Ostrander
Substitute Recording Secretary

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