

East Fishkill Public Library District Board of Trustees
Monday February 28, 2022
Minutes

Trustees Present: Karen Bauer, Lori Cassidy, Rocco Martino, Robert Miller, Michael Nolan, Traci Suppa, Roberta Wiener
Trustees Absent: Seth Jacobs, Karina Skoufalos
Library Staff: Gloria Goverman, Jessica Waldron
Guest: John Andrews

Rocco Martino called the meeting to order at 7:30 pm.

1. Sewer Hookup Update – John Andrews from Rohde, Soyka, & Andrews Consulting Engineers, engaged in 2021 by the Library Board to conduct the sewer hookup project, presented update. He, Martino and Goverman met with the town in mid-February. Preference from cost and maintenance standpoint is to install a gravity feed system that doesn't need pumping stations, but waiting to hear if Town Engineer agrees. Excavation necessary to expose, locate, and verify size of water lines and storm drainage lines before getting final approval from Town and then sending job out to bid. The town will fund the construction. Martino will follow up with the Town Supervisor on the Town's offer to fund the construction work. The old well will be abandoned as part of the project. The investigation phase will start in the spring. Town has requested that construction be delayed until after summer camp is over in mid-August. The Library may have to close for ½ day for final tie in to the sewer as restroom facilities will be unavailable. Project should go out to bid sometime between April 15 – May 15 with a request that they be returned within two weeks and will then be reviewed by the Board.
2. January minutes filed.
3. Financial Reports – Reported net surplus of \$18,000 for the month of January. No utilities costs on January report due to change in billing process, will be on February report. Reports received and filed.
4. Director's Report – Report accepted and filed.
5. Unfinished Business
 - a. Building Project Updates – EBM installed control box for new thermostats and computer.
 - b. Policy Update – Policy update project continues. Several have been sent to legal for review.
 - c. Tutor Policy – Goverman reviewed the details of the new Tutor Policy.
R. Martino moved to approve Tutor Policy. R. Wiener seconded. Motion Passed.
Implementation will take about two months.
 - d. Meeting Groups – Return to community groups and in-person programming was given the green light by the Board due to the low number of cases of COVID in East Fishkill and NY lifting the mask mandate.
6. New Business
 - a. Strategic Plan – Looking to update current plan but this time the plan will be initiated by Library staff concluding with one or two day-long meetings with Board. The Plan will be data-driven based on surveys and user statistics with completion set for 4th quarter 2022 and effective date January 2023.
 - b. Approve 2021 Annual Report to the State – Data was cleared MHLS. *T. Suppa moved to approve report. M. Nolan seconded. Motion passed.*

R. Martino adjourned meeting at 8:45 pm.

Respectfully submitted,
Jessica Waldron

Next scheduled meeting is Monday, March 28, 2022 at 7:30 PM.

b. Minutes