

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

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

Rocco Martino called the meeting to order at 7:35 pm.

1. February Minutes filed.
2. February Financial Reports – Reported net surplus of \$13,600 for the month, over \$30,000 year to date. Tax revenue check received from the town. Reports received and filed.
3. Director’s Report – New internet firewall installation scheduled for tomorrow. Permanent curbside sign installed today. Received new tables for Alley Room, chair order canceled due to delivery delay. Hired new part-time clerk. Received \$250 check for food pantry. Oxidation on five-month old handrails, vendor will clean and monitor. Manufacturer needs to be put on notice. May have a display case with Hopewell Depot. Report accepted and filed.
4. Unfinished Business
  - a. Building Project Updates – Equipment installed for HVAC computer monitoring. EBM working on issue with software. Alley bathroom refresh almost completed, kitchen and all bathroom faucets replaced. Cleaning company performed a professional cleaning of lobbies. Bill used new floor scrubber in kitchen. R. Martino will speak to town supervisor regarding funding of sewer hookup when project is ready to bid. John Andrews will send out request for proposals for hydrovac excavation work this week or next.
  - b. Policy Update – ALA Statements
    - i. Freedom to Read
    - ii. Freedom to View
    - iii. Library Bill of Rights
  - c. Policy Update – Internal, Financial Controls
    - i. Conflict of Interest
    - ii. Fund Balance
    - iii. Investment
  - d. Policy Update – External, Public Space
    - i. Room Use – Will continue to be for non-commercial use and free of charge. Not allowing commercial use levels the playing field with nonprofits that don’t have the funds to pay to rent space. As use picks up, it will be tracked and reported. Will possibly revisit other opportunities.
    - ii. Tutors – Will be permitted year round with two designated tables, one tutor and one student each at a time in one hour increments, up to two hours a day, and ten hours per week. Parents are permitted to homeschool in the public space.
    - iii. Exhibition Space

*b. Minutes*

- e. Policy Update – External, Collection Management
  - i. Collection Development
  - ii. Request for Removal of Material
  - iii. Request for Removal of Material Form

*R. Miller moved to accept policies. R. Wiener seconded. Motion passed.*

5. New Business

- a. Assessment of Building Systems Proposal – Reviewed proposal from Jay Diesing of Maui Architects, a firm in Poughkeepsie recommended by John Andrews. Assessment of building systems was a recommendation that came out of the Building Committee in 2021. Board requested to get a new price without HVAC and to get a comparative bid from another architecture firm as well as references from both firms.

*R. Martino adjourned meeting at 8:53 pm.*

Respectfully submitted,  
Jessica Waldron

**Next scheduled meeting is Monday, April 25, 2022 at 7:30 PM.**