

East Fishkill Public Library District Board of Trustees
Monday, June 27, 2022
Minutes UNAPPROVED

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

Traci Suppa called the meeting to order at 7:30 pm.

1. April Minutes filed.
2. April/May Financial Reports – \$13,000 operating surplus in April. Utility costs are higher than forecasted. Could spend about \$40K (which is what past utility budget has been) when \$25K was budgeted. Price increase could not be predicted. Costs may be correct as is or might be attributable to CH’s new accounting software. Personnel costs below budget due to being understaffed. Balance sheet is in great shape. Reports received and filed.
3. Director’s Report – About four employees have left this year mostly due to moving out of the area. Consolidated reference desk function into Circulation Desk (now called the Front Desk) which creates a better service station. Ordered leased VoIP phones from GoTo. Report accepted and filed.
4. Unfinished Business
 - a. Building Project Updates – HVAC is moving toward completion. EBM comes when they can.
 - b. Sewer Project Update – John Andrews is running behind.
 - c. Strategic Plan Survey – Change wording on Google Form for Programming Rooms to Meeting Rooms. All Board Members will take survey in about a week. Looking to put a short survey out quarterly. Will ask Friends to fund gift cards to use as incentives.
5. New Business
 - a. Review of Fines, current trends – Goverman presented a brief of the current trend of public libraries adopting a fine-free policy. There is a question referring to this issue on the survey - Board will wait to see the survey results before discussing further.
 - b. Policy Review
 - i. Financial
Budget & Budget Reconciliation
General Accounting
Gift Policy
 - ii. Personnel
Whistleblower Protection
 - iii. Public Space
Code of Conduct
 - iv. Essential Document
Bylaws

R. Miller moved to approve Budget & Budget Reconciliation Policy, General Accounting Policy & Gift Policy as presented; Bylaws as presented; and Whistleblower Policy as updated. K. Bauer seconded. Unanimously adopted.

T. Suppa adjourned meeting at 8:30 pm.

Respectfully submitted,
Jessica Waldron

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