

East Fishkill Public Library District Board of Trustees  
Monday, September 19, 2022  
Minutes UNAPPROVED

Trustees Present: Karen Bauer, Lori Cassidy, Seth Jacobs, Rocco Martino, Robert Miller, Karina Skoufalos,  
Michael Nolan, Traci Suppa, Roberta Wiener  
Trustees Absent: None  
Library Staff: Gloria Goverman, Jessica Waldron

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

1. August Minutes filed with one correction made to the financial section. Library budget changed to Library revenue.
2. August Financial Reports – Year to date surplus of about \$58,000, a 5.5% operating margin which includes revenue of \$8,000 in a regular appropriation of state funds, wages are under budget at the end of August by almost \$51,000. The Library should have almost \$500,000 by the time the next tax revenue check is received early next year. Reports received, approved, and filed.
3. Director’s Report – Summer reading; 17 teens, 63 adults, and 155 kids. May not renew Beanstack. Public restroom stalls were repainted. Friends of the Library is taking book donations for a few Fridays leading up to the book sale. Early voting puts Alley Room out of commission for nine days, staff members alternate coming in early on some days to let election staff into building. According to Board of Elections, the Library is required to be an early voting location. Report accepted and filed.
4. Unfinished Business
  - a. Building Updates – 99% of EBM’s installation of ionization units is complete. Just need to train staff to use energy management system and remove old thermostats to complete installation of sensors. Goverman will speak with Jonathan Harkness of EBM about to obtaining a maintenance contract.
  - b. Sewer Project Update – Hydro excavation work should take place in first week of October. John Andrews will send corrected paperwork.
  - c. Strategic Plan Survey – Over 500 respondents. Most requests were for more programming for adults and kids. This would require additional staff and space.
  - d. Volunteer Reception/Recognition of Former Trustees – R. Martino spoke to Judi Smith about having event in her honor including other volunteers and recently retired full-time staff. Stated she will attend. Spring would be the best time; possibly late May or early June.
5. New Business
  - a. Computer Plan – Patron computers are old and running slow. Goverman asking to purchase six new business grade all-in-computers and one laptop. The goal is to replace 25% of computers each year. IT technician will not charge extra for installation. Budget can be adjusted for this plan. Configuration will be identical between machines. May purchase extended warranties once the initial warranty period expires. *T. Suppa moved to adjust budget to finance computer plan. M. Nolan seconded.*
  - b. Oct. 6 Election Review – Twenty-five signatures are needed for each trustee running for re-election. One of the three trustees running had this amount. That trustee will be on the ballot along with budget information. The other two trustees need to run write-in campaigns. Inquiry was made about getting nominating petitions earlier; can only be given 60 days prior to election. Timing of election is determined by the Board of Trustees; however, there’s a limited window between when the state releases the tax cap information and the general election.
  - c. Municipal Split Tier Investment Account - *R. Miller moved to transfer \$250,000 from Tompkins Municipal Now Account which currently has an interest rate of 0.08% into a Municipal Split Tier Savings Account at the same bank which is currently paying an APR of 1.25% and also to move the contents of our account #1026, Unappropriated Fund, which at the end of August had a*

*b. Minutes*

*balance of \$101,476.08 into another Municipal Split Account separately and also move funds that are in account # 1027, Capital Improvement, which at the end of August had a balance of \$70,633.98 in a separate Municipal Split Tier Account subject to the terms and conditions of said accounts being reasonable at the discretion of the Library Director and Board Treasurer with regard to any withdrawal, restraints or other conditions such as fees we may not find appropriate. K. Skoufalos seconded.*

Motion passed.

*R. Miller moved to adjourn meeting at 8:50 pm, M. Nolan seconded.*

Respectfully submitted,

Jessica Waldron

**Next scheduled meeting is Monday, October 24, 2022 at 7:30 PM.**