

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

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

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

1. November Minutes filed.
2. November Financial Reports – Unaudited financials show a year-to-date surplus of \$605 despite building updates. Balance sheet is fine. Reports received, approved, and filed.
3. Director’s Report – Next Friends’ meeting is scheduled for 12/21. People have stepped up to fill leadership roles. Current Treasurer, Tami Eckley, will become President. They may start a campaign for an additional shed for book collection and storage. Other idea is a tent for book sales. These are just ideas in their very early stages of discussion. This is a good time to draft a Memo of Understanding between the Friends and the Library. Report accepted and filed.
4. Unfinished Business
  - a. Building Updates – EBM still intending to finish by year end.
  - b. Sewer Project Update –John Andrews needs meet with the Town Engineer. Construction should take place in early spring. Goverman will reach out to Andrews for dates.
  - c. Building Assessment – Will discuss at January Board meeting.
  - d. 2023 Budget Approval – Added four positions (1 full-time and 2 part-time) based on feedback received through survey to increase the level of programs that patrons are requesting. Pay increase for current staff is set at 2% across the board with a pool of money to be set aside for merit increases based on performance evaluations to take place by March. It is a break even budget. *R. Miller moved to approve 2023 budget. M. Nolan seconded.*
5. New Business
  - a. Trustee Education Policy – Trustees are required to complete two hours of continuing education per year per state law. MHLS is approved provider of that education through Niche Academy. Can be done in person or remotely. Need certification. *T. Suppa moved to approved Trustee Education Policy. K. Skoufalos seconded.*

*R. Martino adjourned meeting at 8:00 pm.*

Respectfully submitted,  
Jessica Waldron

**Next scheduled meeting is Monday, January 23, 2023 at 7:30 PM.**