

East Fishkill Public Library District Board of Trustees
Monday, March 27, 2023
Minutes UNAPPROVED

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

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

1. January Minutes filed.
2. January and February Financial Reports – The year is going well with a surplus of \$24,000 at the end of February. Revenue and expenses are close to budget. Tax revenue check for 2023 in the amount of \$1,057,522 has been received and deposited. Balance sheet is good with over \$500,000 on hand at the end of February. Reports filed.
3. Director’s Report – Hired two new people. Provisional employee hired. Report filed.
4. Unfinished Business
 - a. Building Updates – Jonathan from EBM has been here three times in the last week or two, close to finishing.
 - b. Sewer Project Update – Have to bring excavator back which J. Andrews will handle. Water mains were not where they were supposed to be. J. Andrews will finish plan and put job out to bid. Should have bidding request ready for April meeting. May call a special meeting with the board to award the contract in the first week of June. Town has some Covid money to help pay for project.
 - c. Building Assessment Update – Goverman will highlight and prioritize items and email. Ramp may need to be updated when parking spots are changed. Architect to come back and check retaining wall.
5. New Business
 - a. Library emails for Trustees – Had emails in the past which had to be paid for. Don’t have to pay for them at this point. Will be set up for officers; President and Vice President.
 - b. MHLS Dutchess Trustees to Board Meeting Visit - They will be invited to an upcoming meeting.
 - c. Review of fine-free Libraries in MHLS – Of the 66 libraries in the MHLS, 52 are currently fine-free with several more scheduled to follow in the near future. Because EFCL is the second largest library in the system and has become an outlier with more practices favoring those that don’t charge fines, Director Goverman recommends going fine-free sooner rather than later. While survey results were in favor of keeping fines, Goverman acknowledged that the questions were not framed properly which may have skewed the responses. T. Suppa suggested waiting to go fine free until it can be properly framed for the community. Consensus was to keep the current fine structure in place for now and revisit during budget preparation.
 - d. Field Five – R. Martino has been working with the town to create a memo of understanding that will reflect the current practice of use of library property by the town in exchange for snow and lawn maintenance of library grounds by the town. Included in the MoU was that the town would repair the protective netting, extend it into foul territory and continue with current snow and lawn maintenance. In exchange, the town could continue with their plan to add lighting to Field Five, which includes placement of one lighting fixture on Library property. The agreement would be a 5-year term with an annual automatic renewal.

- e. Unbudgeted Purchase Requests – Director Goverman requested Board approval for two study enclosures, and tables and chairs for children’s area. After discussion, the Board decided to proceed with children’s furniture and hold off on study carrels.
- f. Approve Report to the State 2022 – Submitted in February. *T. Suppa moved to approve. R. Wiener seconded. Motion approved.*
- g. Program Policy – Reviewed by attorney. Refers to programs the Library brings to the Community, does not address community group use of the rooms. Goverman will be updating that policy at a later date. Changes to policy draft; in second paragraph, changing wording to “Programming is developed *solely* by library staff...” and under PROGRAMS FOR YOUTH, removing last sentence of fourth paragraph. Changing fifth paragraph to “A *separate* event may be scheduled...” *R. Miller moved to approve policy with noted changes. K. Skoufalos seconded*
- h. Executive Session – *Moved by M. Nolan to enter executive session for the discussion of the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation. Seconded by R. Martino. Motion passed.*

Motion by R. Miller to end executive session. Seconded by T. Suppa. Motion passed.

Executive session was attended by Library Director Gloria Goverman.

There being no objection, the meeting was adjourned by Chair Martino at 9 PM.

Respectfully submitted,
Jessica Waldron

Next scheduled meeting is Monday, April 24, 2023 at 7:30 PM.