

East Fishkill Public Library District Board of Trustees
Monday, July 24, 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
Guests: Pat Arcuri, Friends of the Library Liaison; Barbara Bracey, community member
Rocco Martino called the meeting to order at 6:33 pm.

1. June Minutes approved and filed.
2. June Financials – Tax Revenue does not change month to month, just annually. Received a \$408 gift from the Friends, bringing total to \$2,425 donations, well above budget. Interest about \$8,500 at end of June. Revenue year-to-date were about \$10,000 above budget. Utilities still very high. \$52,000 surplus at the end of June. Have about 6 ½ months of operating expenses in fund balance. Reports filed.
3. Director’s Report – Patio project delayed due to wet ground. In the last year there has been pushback on Pride Month displays. In 2022 Director Goverman received call from patron who stated he was offended display was still up one after the month ended. This year there was a smaller display, another patron was in tears stating this was “against her religion”. Director Goverman consult will consult with staff to ensure practices are codified and even-handed. Four teenagers have been a problem, being passive aggressive, cursing at staff, disruptive. Do not have their names, gave information to the attorney. Will draft letter stating they will be banned for six months listing reasons why unless they sign the code of conduct and return it with their names and addresses along with parents’ names and addresses. Condensation outlet outside main door for a/c unit has temporary drain pipe attached to keep water away from building. Jonathan Harkness from EBM will replace with permanent repair. Report filed.
4. File President’s Report – none
5. Unfinished Business
 - a. Strategic Plan (6:30 PM – 7:30 PM) – Set on **Historical Background and Situational Analysis**. Under **Core Values, Welcoming Atmosphere and Comfort**; will update wording to “The Library will strive to make everyone feel welcome, valued, and respected. It will provide a comfortable and safe place in which both patrons and staff spend time, based on principles of mutual respect.” **Strategic Goals – Community Needs and Engagement**; under **Success Factors** adding timing to **Increase in library cards issued**; year over year. Would like to see numbers met or exceeded for active patrons (active being their card has been used within the last year). Add year over year to most of these factors. Circulation has increased to at or near pre-Covid numbers. Add to **Success Factors** to include feedback from patrons through surveys along with a survey to rate the new director. Increase number of voters. Number of visitors probably back to pre-Covid numbers. Increase the variety of programs, be innovative, meeting the needs of a diverse population. **Physical Plant** – Need to improve to meet the needs of the community. Possible get a long-term plan from an architect. Renovations-move some considerations to **Success Factors** and add a factor called “Identified Needs Include”- renovations to bathrooms, back office and kitchen. Director Goverman suggested hiring architect to highlight what can be done, the cost, and order in which to complete. Could possibly apply for grants for funding – put under **Considerations under Financial Resources**, add better use of space. Need to determine funding. **Financial Resources** – add bullet to **Considerations**-Identifying additional sources of revenue; grants, sponsorships, planned giving from the Friends. Finances should not be a barrier to Strategic Plan. Bullet about FOL, add to **Community Needs and Engagement**. T. Suppa will revise Strategic Plan and present at next meeting.

b. Minutes

- b. John Andrews – Sewer Project Bid Package – Finished plans and specs. Sent package to Director Goverman. Seeking authorization to go to bid at which time it would be published in the Poughkeepsie Journal and Southern Dutchess News, published Wednesday, August 2 with bids being received on Friday, August 18. Would like Notice of Award no later than August 28, which would lead to a Notice to Proceed on September 6, completion on November 3 (58-day construction period), three weeks on site. Will have time to restore parking lot following project completion. Looking to have a pre-bid meeting to have bidders come to the Library to see what needs to be done which would most likely be Thursday, August 10 at 2pm. Septic will be decommissioned. Entire driveway will not be blocked during project. Bathrooms will be out of commission for one day, library will need to close.

R. Miller moved to authorize bid project as presented by J. Andrews. M. Nolan seconded.

6. New Business –

- a. Friends of the Library Liaison Report – P. Arcuri thanked Rocco for attending last FOL meeting. Established a capital campaign committee. They are trying to determine a plan to store books, consulting with other libraries. The short-term solution is to not accept donations for fall book sale, will just sell what they have stored. May be able to take donations after the sale or again in the spring. Redoing bylaws to make them less ambiguous. FOL will put together a document stating understanding between Board and Friends. This will be a nonbinding agreement outlining roles of the two groups. FOL would like to assist with community input in the search for a new director. They would like someone who is as involved and supportive as Director Goverman has been with the Friends.
 - b. Petitions – For Library vote, board needs to get them returned to the library by Tuesday, September 5. Karina, Roberta, and Lori are up for reelection. They can't witness any page they signed. All signers must be registered voters in East Fishkill. Need 25 good signatures but should aim for 50.
 - c. Member of the Public - Barbara Bracey, a new resident, stated she was having difficulty finding copies of books for library book groups. Gloria explained that the book choices are listed on the webpage months in advance with links to the catalog so that the reader can place a hold from home. Ms. Bracey indicated that she was waiting for the flyer to be posted in house.
7. Executive Session – *Motion by K. Skoufalos to enter executive session at 8:15pm 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 T. Suppa. Motion passed. Motion by T. Suppa to end executive session. Seconded by R. Miller. Motion passed. There being no objection, the meeting was adjourned by Chair Martino at 8:30 PM.*

Executive session was attended by Library Director Gloria Goverman.

Respectfully submitted,

Jessica Waldron

Next scheduled meeting is Monday, August 21, 2023 at 7:30 PM.