

East Fishkill Public Library District Board of Trustees
Monday, August 28, 2023
Minutes UNAPPROVED

Trustees Present: Lori Cassidy, Rocco Martino, Robert Miller, Michael Nolan, Karina Skoufalos, Traci Suppa,
Trustees Absent: Karen Bauer, Seth Jacobs, Roberta Wiener
Library Staff: Gloria Goverman, Jessica Waldron
Guests: Pat Arcuri-FOL liaison; John Andrews-engineer; Karen & Robert Rose-members of the
community

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

1. July Minutes approved and filed.
2. July Financials – Surplus over \$58,000. Revenue continues to exceed budget expectations (in part due to donations from the Friends.) Interest income also high since switch to Split Municipal savings account. Expenses are generally within budget parameters. Utilities continue to be above budget, on track to be up to about \$40,000 by year end. Personnel costs well managed. Reports filed.
3. Director’s Report – Community Day is on 9/23, cannot get enough staff participation for parade, will have a table in the Community Tent. People have asked about trustees in the past. Goverman encouraged trustees to attend, especially those running for trustee. Having issues with tutors not submitting requests for tables. Many want exceptions; to start earlier, move to a different table, tutor two students instead of one, want to stay later (hours were just expanded due to demand). May need to implement an agreement between the parents and the Library informing them of procedures tutors must follow. Banned two young adult patrons after repeated attempts to correct their behavior. Cleaner (employee of Personal Touch cleaning) was assaulted outside after library was closed. Cleaning company owner spoke to police informally. Director Goverman getting more details. Report filed.
4. File President’s Report - none
5. Friends of the Library Liaison Report – P. Arcuri thanked the Board for donation of a Kindle. Going to be used at Community Day and book sale, it will be raffled off on the last day of the book sale. R. Martino suggested Friends get email addresses during raffle to add to their mailing list. P. Arcuri reiterated that the community member who attended the July Board meeting was a member of the Friends, but not a representative of the Friends and that her comments were misguided, uninformed, and inappropriate. Arcuri reviewed some of the Friends activities and contributions including purchasing and putting up lawn signs for the Library vote; rewriting their section of the webpage; joining NYLA; underwriting the Library’s museum pass program and the Volunteer Reception; funding the connection fees for two WIFI hotspots; funded the complete refurbishment of the pebble pathway; and purchasing a sign for the path which will be installed with the other signs in the south lobby. They are also implementing a Voter Registration Day on 9/19 at the Library as part of a national effort.
6. Unfinished Business
 - a. Strategic Plan – For **STRATEGIC GOALS, Financial Resources**, under **Considerations**, add an extra bullet “Identify, effectively pursue and seek out grants” after *Identify* (insert “and effectively pursue”) *other funding sources; e.g. planned giving, bonds*”. T. Suppa will update and distribute to Board at next meeting. *K. Scafoulos moved to accept Strategic Plan with changes. Seconded by R. Miller. Motion passed.*
 - b. John Andrews – Award Sewer Bid – Bids were received from Legacy Supply LLC, Sun Up Construction Corp, and Amity Construction Corp. Bids ranged from 141,660 to 175,500. The two lowest bids were within \$700 of each other. Reviewed contractors, all bids compliant. J. Andrews recommends Legacy Supply LLC. They are a local company and had the lowest bid.

b. Minutes

Project would be about 15 working days. J. Andrews prepared the Notice of Award. *T. Suppa moved to accept Notice of Award. M. Nolan seconded. Motion passed.*

7. New Business

- a. Amazon PILOT – Director Goverman informed by M. Pozniak, Town of East Fishkill Comptroller, that the Library is in the contract. Whatever is received from PILOT, the Library will not get in tax revenue. R. Martino would like M. Pozniak to attend a board meeting to further explain PILOT program.
 - b. 2024 Budget – *Moved by Suppa, seconded by Nolan that it is the intention of the Library Board to override the tax cap law and increase the tax levy amount on the 2024 ballot to 5% over the 2023 amount.*
8. Community Members, Karen & Robert Rose – Parents of former employee, Rachel Rose. Emailed letter to R. Martino and T. Suppa. Wanted to inform board they disagreed with how the employment termination of their daughter was handled. They also returned Ms. Rose’s copy of the employee handbook.
9. Executive Session – *R. Miller moved to go into executive session at 8:30 pm 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 K. Scoufalos. Motion passed.*

Motion by R. Miller to end Executive Session. Seconded by K. Skoufalos. Executive session was attended by Library Director Gloria Goverman.

There being no objection, the meeting was adjourned by Chair Martino at 9:16 PM.

Respectfully submitted,
Jessica Waldron

Next scheduled meeting is Monday, September 18, 2023 at 7:30 PM.