

**East Fishkill Public Library District - Board of Trustees**  
**Monday November 6, 2023**  
**6:00 PM**  
**Minutes - Unapproved**

Trustees     Karen Bauer, Lori Cassidy, Rocco Martino, Robert Miller, Michael Nolan, Karina Skoufalos,  
Present:     Traci Suppa, Roberta Wiener

Trustees

Absent:     Seth Jacobs

Staff

Present:     Gloria Goverman

The meeting was called to order at 6:05 PM.

Call to Order; Roll Call of Members, Pledge of Allegiance

1. Administer Oaths of Office – President Martino administered the Oath of Office to:
  - a. Karina Skoufalos Thior
  - b. Lori Cassidy
  - c. Roberta Wiener
2. Open Discussion – Trustee Nolan tendered his resignation effective immediately. President Martino accepted it with regret and the Board and director thanked Mr. Nolan for his long years of exemplary service.

There being no objection President Martino adjourned the meeting at 6:15 PM.

Next meeting date is **Monday November 27, 2023 at 7:30 PM.**

Respectfully Submitted,

Gloria W. Goverman

Secretary Pro Tem

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

Trustees Present: Karen Bauer, Lori Cassidy, Rocco Martino, Robert Miller, Traci Suppa, Roberta Wiener  
Trustees Absent: Seth Jacobs, Karina Skoufalos  
Library Staff: Gloria Goverman, Jessica Waldron  
Guests: John Andrews, Engineer, Rohde, Soyka & Andrews and Pat Arcuri, Friends of the EF Library  
R. Martino called the meeting to order at 7:30 pm.

1. October and special November 6 Meeting Minutes accepted as presented. Report filed.
2. October Financials – Paid \$33,000 for study pods in October which resulted in negative net income. Year-to-date interest of \$15,000, staffing below budget. Balance sheet healthy. Accepted as presented. Reports filed.
3. Director’s Report – EBM hasn’t completed the job yet. Board suggestion that Jonathon Harkness attend next Board meeting to update the Board on the status and possibly suggest vendors for HVAC maintenance. Accepted as presented. Report filed.
4. File President’s Report – No written report.
5. Friends of the Library Liaison Report – P. Arcuri presented. They did not accept new books and used what was in storage for the October book sale and netted over \$3,000. Cleaned out storage locker, will start donation days again in January. If that works well, will continue monthly. FOL funded library shredding event on 12/3, will take this on as an annual expense. Thanked Board for signing the Memorandum of Understanding.
6. Unfinished Business
  - a. Sewer Hookup Update – John Andrews presented update. Library was connected to sewer on 11/9, contractor completed their work and are making an application for payment. There are two change orders to original contract. The first is for an extension for project completion from 11/3 to 11/24, a net increase of contract completion of 21 days. The second is to cover some extra costs as follows:
    - i. Lost time in locating the water mains which were more than six feet away from where the drawings indicated.
    - ii. Purchase of additional pipe to cover the shortfall of what the Town provided (\$577).
    - iii. Payment of Town fee to hook up the sewer (\$750) and modifications that were needed for additional concrete and insulation (\$5,569). Total change orders equal a net increase of \$6,896.44 to base contract. All other base quantity estimates were correct.
    - iv. Contractor is making their first application for payment in the amount of \$141,929.16. R. Martino received email from Town Supervisor D'Alessandro stating the town will reimburse the Library for the cost of the sewer hookup. Septic decommissioned, emptied as much as possible, shattered top, put contractor’s lime on top, filled with gravel, and replanted tree that needed to be moved. Need to formally abandon existing well per town requirements, will need to wait until spring. Cost should be under \$5,000.  
*L. Cassidy moved to accept first change order to Legacy Supply’s contract. K. Bauer seconded.  
R. Martino moved to accept second change order. T. Suppa seconded.  
T. Suppa moved to process payment in the amount of \$141,929.16. R. Miller seconded.*

*b. Minutes*

7. New Business

- a. Elect Officers – President: T. Suppa, Vice President: TBD, Secretary: R. Wiener, Treasurer: R. Martino.  
*R. Miller moved to close nominations and for one vote to be cast on behalf of the ballot. T. Suppa seconded. Motion passed.*
- b. 2024 Budget – Because the Board voted to override the tax the Amazon PILOT will be in addition to the community approved 5% increase making the Library’s minimum income \$1,110,398. Zeroed out fines (only three out of 66 libraries still charge overdues). Positions – 26 including eight full time, one ¾ time; currently part time, one provisional. Three new tech/circ positions. Four percent increase for full-time staff, pages will increase to \$15/hour and clerks to \$18/hour. Employment costs, mostly the same as last year. TIAA budgeted with the assumption all eligible employees will take the 8% match. Inventory kept level. Increased security line to replace some aging equipment. Utilities and health insurance increased. Board requested programming increase from \$15,000 to \$20,000 to align with Strategic Plan results. Friends of the Library would like to help fund the increase. *R. Miller moved to accept the draft budget with the amendment to increase the library programs line to \$20,000. R. Martino seconded. Motion passed.*
- c. Vacant Board Seat – T. Suppa sent email to other board members looking for recommendations for a candidate.

8. Executive Session – *T. Suppa 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 R. Wiener. Motion carried. Motion by Cassidy to end Executive Session. Seconded by Miller. Motion carried. There being no objection, the meeting was adjourned by Chair Suppa at 8:49 PM.*

Respectfully submitted,

Jessica Waldron

**Next meeting is Monday, December 18, 2023 at 7:30 PM**