

# Minutes of the Port Jervis Free Library Board of Trustees

November 20, 2018

10:00 AM

**Present:** Beverly Arlequeeuw, Carey Sue Connelly, Carl Hendrick, Joan Wagner

**Public:** Barbara Leimer, Linda Siwarski, Susan Wade

## I/II Call to Order/Pledge of Allegiance

The meeting was called to order at 10:06 a.m. with the pledge of allegiance.

## III Public Comment - none

## IV Minutes (Attachment 1A-C)

*Carl Hendrick made a motion to approve the minutes from the October 16, 2018 meeting, seconded by Joan Wagner. Unanimous.*

## V Correspondence (Attachment 2)

Beverly Arlequeeuw reported that Linda Siwarski submitted her letter of resignation effective March 31, 2019. The resignation was received with regret.

## VI Approval of Statistics and Financial Reports (Attachment 3A-E)

Joan noted that account 6072, Building Improvements, is over budget, the cause of which is the cost of the new roof. *Joan made a motion to approve the October reports, seconded by Carey Sue Connelly. Unanimous.*

## VII Director's Report (Attachment 4A-E)

- ✓ Beverly presented contracts for the renewal of service with the Towns of Mount Hope and Greenville and a new contract for service with the Town of Minisink, each for a 12-month period. The arrangements are for 50, 50 and 100 cards, respectively at \$75 per card, and are open-ended in nature, in that the number of card holders cannot be limited. *Carl made a motion to approve the signing of these contracts, seconded by Joan. Unanimous.* Norm Gallagher signed the contracts.
- ✓ *Joan made a motion to not renew the Library's membership with Tri-State Chamber of Commerce, seconded by Carey Sue. Unanimous.* The value of re-joining will be revisited at a later time.
- ✓ Beverly reviewed the responses received from her inquiry of other librarians regarding notary services. Further action was tabled.
- ✓ The latest edition of the Trustee Handbook was distributed.
- ✓ Beverly reported on the success of the October 17 Author Brunch and Forum. All of the participants regarded the event favorably and there was a desire to make this an annual event.
- ✓ Heckman completed the installation of the circulator pumps. The Friends group contributed \$3,000 to the project.
- ✓ Port Jervis Electric completed the installation of the exterior lights.
- ✓ Sharon Penner's retirement date was November 15; she will continue to work 8 hours a week.

## VIII Old Business

- ✓ The internship arrangement with Melissa Tidd ends in December. It has been beneficial to all parties.

- ✓ Beverly has been in contact with Bob Ewald of Conrad, Close & Ewald regarding the preparation of the topographical map, which is a step in the drainage project. The cost suggested verbally is in the range of \$1,000 - \$1,200; a written proposal has not yet been received.
- ✓ The SUNY Orange security walk-through was completed on November 19. A written report will be forthcoming.

#### **IX New Business**

Norm stated that he desires to see a scholarship established and that he will seed the effort with \$2,000 of personal funds. Beverly will look into how other libraries have accomplished this, as it is believed that it must occur through a foundation, or through the Friends group as it is a 501(c)3 organization. Criteria for awarding the scholarship would also have to be drafted.

#### **X Next Meeting**

The next regularly scheduled meeting will take place on Tuesday, December 18 at 10:00 a.m.

#### **XI Executive Session**

***Carl made a motion to go into Executive Session at 10:40 a.m. for the purpose of discussing a personnel matter, seconded by Carey Sue. Carl made a motion to come out of Executive Session at 10:58 a.m., seconded by Joan.*** No votes were taken during the Executive Session.

#### **XIII Adjournment**

***Joan made a motion to adjourn the meeting at 10:58 a.m., seconded by Carl. Unanimous.***

Respectfully Submitted,

Susan Wade  
Board Secretary