

Minutes of the Port Jervis Free Library Board of Trustees

September 21, 2021

10:00 AM

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

Public: Barbara Cassidy, Connie Treuting

The meeting was called to order at 10:00 a.m.

III Public Comment – none

IV Minutes (Attachment 1)

Joan made a motion, seconded by Valerie, to approve the minutes of the August 24, 2021 meeting. Unanimously passed.

V Correspondence – None

VI Approval of Statistics and Financial Reports (Attachment 2A-D)

Carey Sue made a motion, seconded by Joan, to approve the statistics, financial reports and bills as presented. Unanimously passed. It was noted that the second page of the profit and loss statement had been omitted from the packet.

VII Director's Report (Attachment 3A-D)

- Beverly reported that the first of three checks was received from the School District. Checks will also be received in October and November, for amounts collected per the levy.
- The construction grant for \$27,423 was submitted to RCLS. Some adjustments will be made to the request before the deadline of September 28.
- The Fall Foliage festival is scheduled for September 26. The Library will have a table located near local authors Dave Shive and Mike Warden.
- The 2022 RCLS budget was distributed.
- In reviewing the Strategic Plan, Beverly focused on the Marketing and Branding item. Danielle DeLorenzo has been tasked with handling social media. Beverly will develop a written plan for such activity before year end.
- September is Library Card Sign-Up and a drawing for a \$25 Amazon gift card is being held. Patrons enter the contest by submitting their book check-out receipts.
- The radon testing was completed and results are pending.
- TM Brennan was on sight on the 17th and replaced the circuit setter and bled the system. The boiler needs to be balanced-this should be the last open item on the punch list. George Cheshire has opined that during the heating season, more air can develop within the system. Carl stated that the level of satisfaction with the project won't be known until deep into the heating season.
- The definition of the terms "purchases" and "public works" as used in the Library's Procurement Policy have been clarified to mean "goods and services" and "construction", respectively.
- Beverly reported that no construction permit is required for the gutter cleaning work to be performed. Beverly has requested a quote for the installing gutter guards on the front as well as all four sides. The Board directed that if the proposal is for less than \$10,000 Beverly should advise the Board and proceed with scheduling the work.

- After the gutter work is complete, the flaking window plaster will need to be addressed. Beverly will request three quotes for the work.
- The quarterly newsletter was distributed and Beverly reported that there has been a good response to the programs and email blasts. Valerie requested that the statistics from these outreaches be tracked and reported.
- ***Valerie made a motion, seconded by Carey Sue, to approve the Director's Report as submitted. Unanimously passed.***

VIII Old Business - none

IX New Business

- ***Valerie made a motion, seconded by Joan, to approve the 2022 RCLS budget as presented. Unanimously passed.***
- Carl stated that the employee meeting was productive. The employees requested input into the budget process. As in the past, in preparing the fiscal 2022 budget, Beverly asks each individual with budget responsibility whether the budget needs to be adjusted for their respective areas of concern and takes appropriate action.

X Next Meeting – The next regularly scheduled meeting will take place Tuesday, October 19, 2021 at 10:00 a.m.

XI Executive Session -- none

XIII Adjournment – ***Carey Sue made a motion, seconded by Joan, to adjourn the meeting at 11:28 a.m. Unanimously passed.***

Respectfully Submitted,

Susan Wade
Board Secretary