

# Minutes of the Port Jervis Free Library Board of Trustees

October 26, 2021

10:00 AM

Present: Beverly Arlequeeuw, Carl Hendrick, Valerie Maginsky, Dick Roberts

Public: Barbara Cassidy, Toni Marion, Connie Treuting, Susan Wade, Justin Wood (Nugent & Haeussler)

The meeting was called to order at 10:05 a.m. The meeting had been rescheduled from its regular meeting time of October 19, 2021.

### III Public Comment

Justin Wood, a partner in the accounting firm Nugent & Haeussler PC, gave a presentation on the audit findings for the year ended June 30, 2021. He stated that the controls and procedures are right where they should be, especially given the limited staffing. The firm issued an unmodified opinion, which is the “best” opinion that can be rendered, which opines that the financial statements are free from material misstatement.

He acknowledged Beverly’s pursuit of capital grants as being more significant than other libraries normally take advantage of.

He noted that there were healthy cushions in the building expense and employee expenditures categories when comparing budget to actual experience.

He stated that a repair/capital reserve could be established to restrict a portion of the Fund Balance, and if the Board chooses to do this, recommended that 10-20% of the existing Fund Balance be restricted.

He stated that the management letter and internal control letter did not contain any significant findings and that there were no material adjusting journal entries required. (The internal control letter was not included in the Board package nor was it available for distribution at the meeting, but will be included in the Board package for the November meeting.)

Valerie asked about the notations referencing GASB 84. Justin responded that the GASB statement needs to be mentioned in the materials but its’ provisions did not apply to the Library. Similarly, the comments under “Management Consultants”, “Other Matters” and “Emphasis of a Matter” are boilerplate language that is required to be included in their communications.

Valerie stated that she is uncomfortable with the current procedures for signoff of expenditures. Justin responded that ideally a financial group would have four distinct staff positions to assure segregation of duties but that is not appropriate for an organization of this size, and that he was comfortable that mitigating controls are in place, as a result of their review of the work flow of sign-offs of checks and payments.

Valerie stated that she wants a tracking mechanism of expenditures to be developed, following the transaction from time of initiation to time of completion.

Justin recommended that an audit be performed annually, especially since the AUD must be prepared and filed on an annual basis.

#### **IV Minutes (Attachment 1)**

***Dick made a motion, seconded by Valerie, to approve the minutes of the September 21, 2021 meeting. Unanimously passed.***

#### **V Correspondence** – None

#### **VI Approval of Statistics and Financial Reports (Attachment 2A-E)**

***Dick made a motion, seconded by Valerie, to approve the statistics, financial reports and bills as presented. Unanimously passed.***

***Valerie made a motion, seconded by Dick, to transfer funds currently held in NYLAF to Chase. Unanimously passed.*** Because the NYLAF account can remain open with a “zero” balance, all funds will be withdrawn but the account will not be closed.

***Dick made a motion, seconded by Valerie, to authorize the opening of an interest-bearing account with Chase and transfer the NYLAF funds and any current excess funds into this account. Unanimously passed.***

#### **VII Director’s Report (Attachment 3A-E)**

- Beverly reported that there was no change in the status of the boiler project. TM Brennan needs to perform one more system balancing and forward the manuals for the equipment. Carl stated that the circulators were for the old system.
- PJ Electric, Cheshire and JBD Electric (Joseph Biccum) were sent requests for estimates for the electrical work; to date no responses have been received.
- The gutter guards were installed on the front of the building and the downspouts cleared by Titan Roofing. The gutters on the sides of the building were determined to be in good shape, so the guards were not needed there.
- The radon test results were reviewed. The contractor opined that there was no need for remediation at this time as the numbers were only slightly elevated. Dick provided Beverly with a list of remediation companies. Beverly will pursue free estimates of remediation costs.
- It was noted that Valerie has signed up for two on-line training sessions. The requirement for Trustee continuing education does not take effect until January 1, 2023.
- Construction grant funds of \$54,810 for the boiler project were received on October 15.
- The Food for Fines program occurring during October is benefiting the food bank at Drew Methodist Church and the Port Jervis Humane Society. Two large bins have been filled with food.
- The Library card sign-up drive resulted in seven youth cards and 29 adult cards issued.
- The Family Fall Day was held on October 23 and 15-20 families were in attendance.
- The second of three checks was received from the School District. A check will also be received in November for amounts collected per the levy.

#### **VIII Old Business** - none

#### **IX New Business**

- Carl stated that the Board needs to review the three contracts with the Towns of Minisink, Greenville and Mount Hope, which expire on December 31. (Wawayanda contract expires on July 31.) Minisink Valley Public Library is rumored to be setting a vote for the Spring of 2022 regarding the establishment of a library.

**X Next Meeting** – The next regularly scheduled meeting will take place Tuesday, November 16, 2021 at 10:00 a.m.

**XI Executive Session** – *Dick made a motion, seconded by Valerie, to go into Executive Session at 11:13 a.m. to discuss a personnel matter. Unanimously passed. Dick made a motion, seconded by Valerie, to come out of Executive Session at 11:52 a.m. Unanimously passed.*

**XIII Adjournment** – *Dick made a motion, seconded by Valerie, to adjourn the meeting at 11:52 a.m. Unanimously passed.*

Respectfully Submitted,

Susan Wade  
Board Secretary