

# Minutes of the Port Jervis Free Library Board of Trustees

November 16, 2021

10:00 AM

Present: Beverly Arlequeeuw, Carl Hendrick, Valerie Maginsky, Joan Wagner

Public: Toni Marion, Connie Treuting, Susan Wade

The meeting was called to order at 10:01 a.m.

## III Public Comment

Carl asked for clarification of the new regulations regarding public meeting notices. Effective November 18, 2021, the notice of the meeting, agenda, proposed minutes to be approved and current financials must be posted.

Carl stated that the Library's representative at Chase, Tom Mulligan, needs to attend the December meeting to complete the administrative requirements to open a savings account.

## IV Minutes (Attachment 1)

Valerie brought forward two revisions to the October 26, 2021 minutes as presented. The first is to include under Public Comment (discussion of the financial audit) *Valerie stated that she wants a tracking mechanism of expenditures to be developed, following the transaction from time of initiation to time of completion.* The second is to include under Director's Report clarification that the gutter guards were installed on the front of the building, only. *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.*

***Joan made a motion, seconded by Valerie, to approve the minutes of the October 26, 2021 meeting, as revised. Unanimously passed.***

## V Correspondence – None

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

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

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

- Program statistics report was distributed at the meeting.
- The contracts for library service with the Towns of Mount Hope, Minisink and Greenville, effective January 1, 2022, was discussed. The Board agreed that the contracts must be approved and signed by the three Town boards prior to the Library Board signing.
- The 2022 snow removal contract with Joseph Kowal was presented; the cost per plow is the same as for 2021. This contract is classified as "professional services" per the Library's procurement policy. ***Joan made a motion, seconded by Valerie, to authorize approval of the contract. Unanimously passed.***
- Beverly reported that Census numbers have been released and that Port Jervis and Deerpark reported slightly lower populations; Orange County population has increased.

- Beverly had received notification that the annual Workers Comp audit had not been completed; the deficiencies in reporting had subsequently been satisfied and the matter is closed.
- The HVAC manuals were received for the new boiler.
- The Internal Controls letter from Nugent & Haeussler was distributed.
- Beverly reported that the bike rack at the rear of the building is falling apart. She priced a new rack at Action Bikes for \$500; on-line they range from \$450-550. She recommended that the purchase be made from Action Bikes to support local businesses; the Board agreed.
- The third of three checks was received from the School District.

### **VIII Old Business**

- Beverly reported that she contacted the three radon mitigation companies that Dick had recommended. Approved Dewatering & Radon Services stated that because of the low readings, the Library has up to two years to perform mitigation. Environmental Health Association did not come on site but stated that mitigation would cost \$3500-\$5000. Obar Systems only does residential mitigation.
- George Cheshire recommended that the heating system be flushed to eliminate air pockets and opined that had the system been flushed to rid it of Stop Leak prior to the installation of the new boiler, the new circulator pump might not have seized. He proposed that the heating system be flushed and monitored, and the installation of a new main vent at a cost of \$2800. ***Valerie made a motion, seconded by Joan, to authorize the work to be performed. Unanimously passed.*** Cheshire also recommended the purchase of two impellers to have on hand at a cost of \$3200 so that if the circulator pump does fail, the situation might be remedied within a matter of hours rather than days while waiting for the parts. He also suggested that the library thermostats be maintained at a steady temperature, as changing the setting also contributes to the creation of air pockets in the system.

### **IX New Business**

Valerie asked for clarification of the compensated time report. Only sick time is carried forward into a new fiscal year; per the employee contract, vacation time, birthday and personal time is on a “use or lose” basis each fiscal year.

**X Next Meeting** – The next regularly scheduled meeting will take place Tuesday, December 21, 2021 at 10:00 a.m.

**XI Executive Session** – ***Valerie made a motion, seconded by Joan, to go into Executive Session at 10:42 a.m. to discuss a personnel matter. Unanimously passed. Valerie made a motion, seconded by Joan, to come out of Executive Session at 10:56 a.m. Unanimously passed.***

***Valerie made a motion, seconded by Joan, to approve medical leave under the FMLA for an employee who had applied for such leave. Unanimously passed. Valerie made a motion, seconded by Joan, to enter into a contract with Devora L. Lindeman of the firm Greenwald Doherty to represent the Library in the FMLA procedure. Unanimously passed.***

**XIII Adjournment** – ***Valerie made a motion, seconded by Joan, to adjourn the meeting at 10:56 a.m. Unanimously passed.***

Respectfully Submitted,

Susan Wade  
Board Secretary