

Minutes of the Port Jervis Free Library Board of Trustees

December 21, 2021

10:00 AM

Present: Beverly Arlequeeuw, Carey Sue Connelly, Carl Hendrick, Valerie Maginsky, Dick Roberts, Joan Wagner (Dick left the meeting for medical reasons at 10:15 a.m.)

Public: Barbara Cassidy, Tom Mulligan (Chase Bank), Susan Wade

The meeting was called to order at 10:03 a.m.

III Public Comment

The Library's representative at Chase, Tom Mulligan, was present to collect signatures needed to open the savings account with Chase. All board members are signers on both accounts.

IV Minutes (Attachment 1)

Valerie made a motion, seconded by Joan, to approve the minutes of the November 16, 2021 meeting. Unanimously passed.

V Correspondence – None

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

Joan made a motion, seconded by Carey Sue, to approve the statistics, financial reports and bills as presented. Unanimously passed. Valerie requested that in future reports, the explanations for line-item overages be more clearly explained.

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

- The Town of Minisink returned a signed copy of the 2022 service contract. Carl signed the contract on behalf of the Library.
- David Bavoso, who represents the Town of Mount Hope, passed on the request made by the Town of Mount Hope that the Library would prorate the charges for library cards depending on when the card is requested. The Board is in agreement that no changes will be considered to the contracts. Beverly will convey the Board's position to the Town Clerk.
- The Town of Greenville has not responded regarding the draft contract that was forwarded to it. Beverly will recontact the Town Clerk with a reminder that services will be suspended after December 31 if a signed contract is not received prior to that date.
- *Valerie made a motion, seconded by Joan, to approve the Mount Hope and Greenville contracts for services if/when approved and returned to the Library by December 31, 2021. Unanimously passed.*
- Beverly has invoiced the three towns for their 2021 card orders.
- RCLS has hinted at returning to curbside service only.

VIII Old Business

- No additional quotes or quote revisions have been received on the electrical work needed. **Carey Sue made a motion, seconded by Joan, to accept the bid of George Cheshire for \$20,550 to complete the noted violations and additional work recommended. Unanimously passed.** Valerie noted that in all future requests for bids, the same bid sheet should be provided to potential vendors at the beginning of the process.
- The Board agreed to revisit reopening of the HUB facilities at the January meeting. For now, the computers on the main floor are meeting the needs of patrons.

IX New Business (Attachment 4A-B)

- The close-out paperwork for the boiler replacement was forwarded from MHE. The final payment is \$9,272. Included in the cost of the project is a three-year service contract. Carl questioned Brennan's ability to maintain the boiler given past experiences. **Valerie made a motion, seconded by Carey Sue, to approve the final payment of \$9,272 to TM Brennan. Unanimously passed.** Valerie asked about the status of the water feeder; this was outside of the original scope of work but it has been determined that no work is needed at this time.

X Next Meeting – The next regularly scheduled meeting will take place Tuesday, January 18, 2022 at 10:00 a.m.

XI Executive Session – **Valerie made a motion, seconded by Joan, to go into Executive Session at 10:40 a.m. to discuss a personnel matter. Unanimously passed. Valerie made a motion, seconded by Carey Sue, to come out of Executive Session at 10:53 a.m. Unanimously passed.**

XIII Adjournment – **Valerie made a motion, seconded by Joan, to adjourn the meeting at 10:53 a.m. Unanimously passed.**

Respectfully Submitted,

Susan Wade
Board Secretary