

Minutes of the Port Jervis Free Library Board of Trustees

January 18, 2022

10:00 AM

Present: Beverly Arlequeeuw, Carey Sue Connelly, Carl Hendrick, Valerie Maginsky, Dick Roberts

Public: Carol Lamoreaux, Antonia Marion, Susan Wade

The meeting was called to order at 10:06 a.m.

III Public Comment

Carol Lamoreaux, Friends of the PJFL Treasurer, notified the Board that the Friends has accumulated approximately \$3000 that the group would like to donate to the Library. The group is seeking suggestions for its application. Beverly will solicit suggestions from the employees and the Board will brainstorm ideas at the February meeting.

IV Minutes (Attachment 1)

Dick made a motion, seconded by Carey Sue, to approve the minutes of the December 21, 2021 meeting. Unanimously passed.

V Correspondence – None

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

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

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

- Beverly distributed a summary of programs and confirmed that in addition to posting on Facebook and Instagram, the information is linked on the Port Jervis and Matamoras events calendars.
- The HUB reopening plan was reviewed. Beverly stated that staffing will be the major challenge to reopening, as most of the existing staff are engaged in covering the desk and childrens' room. She suggested hiring additional staff. Valerie asked for clarification of the role of new hires. Beverly reported that \$900 in grant funds are available for the successful completion of "digital navigators" who would train others in the use of technology. Beverly will provide the job description of a Library Clerk for the next meeting and will reach out to Cheryl Kent-Biccum at the Port Jervis Civil Service Commission for guidance as to whether a civil service test would be needed for the anticipated position(s). Funds for reopening will be included in the Library's proposed 2022-23 budget.
- The electrical upgrade work, including addressing the violations list, has begun.
- All contracts for services with the Towns have now been received, signed and returned to the Towns for calendar year 2022.
- The Minisink Valley Public Library referendum is scheduled for October.

- Governor Kathy Hochel has extended the provision to hold public meetings remotely through February 15.
- Beverly and Susan will meet on January 31 to begin work on the 2022-23 budget, utilizing the 2% cap. A preliminary copy of the budget will be available for the February meeting.

VIII Old Business

- Cheshire had submitted a proposal in February 2021 to replace the water feeder and flush the main lines for \$850. This work was not included in the work performed by TM Brennan.
- In November 2021 Cheshire submitted a recommendation to purchase two emplars to have on hand in case of circulator pump failure.
- ***Valerie made a motion, seconded by Dick, to authorize Cheshire to purchase two emplars at a cost of \$3200 and to replace the water feeder at a cost of \$850. Unanimously passed.***
- All agreed that the new boiler size seems sufficient for the building.
- Susan explained the circumstances regarding the overpayment made to TM Brennan in December and reported that the amount of the overpayment had been promptly returned by Brennan.

IX New Business - none

X Next Meeting – The next regularly scheduled meeting will take place Tuesday, February 15, 2022 at 10:00 a.m.

XI Executive Session – ***Dick made a motion, seconded by Valerie, to go into Executive Session at 10:56 a.m. to discuss a personnel matter. Unanimously passed. Dick made a motion, seconded by Valerie, to come out of Executive Session at 11:13 a.m. Unanimously passed.***

Dick made a motion, seconded by Valerie, to extend medical leave coverage for the staff member who requested it, through March 15, 2022. Unanimously passed.

XIII Adjournment – ***Carey Sue made a motion, seconded by Dick, to adjourn the meeting at 11:15 a.m. Unanimously passed.***

Respectfully Submitted,

Susan Wade
Board Secretary