

Minutes of the Port Jervis Free Library Board of Trustees

February 15, 2022

10:00 AM

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

Public: Barbara Cassidy, Antonia Marion, Connie Treuting, Susan Wade

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

III Public Comment

Antonia Marion commented that the staff is getting pushback from patrons regarding the mask requirement remaining in place at the Library.

IV Minutes (Attachment 1)

Dick made a motion, seconded by Valerie, to approve the minutes of the January 18, 2022 meeting.

Unanimously passed.

V Correspondence – None

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

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

Unanimously passed. It was noted that the funds that had been held in NYLAF are now all deposited with Chase in the savings account. The NYLAF account will remain open with a “zero” balance.

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

- Beverly distributed a copy of the Annual Report which was submitted to RCLS on February 14. The board will make a formal approval of the report at the March meeting.
- *Dick made a motion, seconded by Joan, to set Thursday June 9 as the date of the vote on the budget and trustee vote. Unanimously passed.*
- A copy of a draft budget was received. Beverly noted that Connie, Stacy and Taylor all provided input regarding the budget for purchases under their jurisdiction.
- The state income tax forms have been received; the federal forms have not yet been received.
- The water feeder was installed and Cheshire is checking it daily. The emplers that were previously ordered have been received and will be stored on-site.

VIII Old Business

- The lights and electrical updates have been completed by Cheshire and the final payment was issued. Since the lighting project has been completed, Beverly will close out that grant.
- Beverly distributed sample job descriptions that were provided from the Port Jervis Civil Service. The current thinking is that the HUB would be staffed part-time four hours a day, six days a week. She also introduced the possibility of hiring independent contractors to fill these positions. Beverly was tasked with creating expectations for these positions.

IX New Business

- RCLS notified Beverly that the latest construction grant request submitted to redo the reference room was rejected, citing that the project didn't include a sufficient amount of construction work, and has been withdrawn.
- The Library qualified for the Digital Navigator program, which comes with a \$900 grant. Stacy is currently taking the training and will be in charge of overseeing the next steps, including training staff.
- The library received exterior wifi equipment through RCLS. Scot Bedik has been contacted to do the necessary wiring. The equipment has a 250-300 foot range, so the optimal placement will be pursued to assure the greatest usability as well as security.
- RCLS will be separating the ANSER and IT charges into two separate contracts in the future. They indicated that they will use unallocated funds to make up any deficit due to some libraries opting out of the IT coverage. Libraries will have until June to declare their intent for future services, and the change will take place in 2023.
- The Board noted that masks are still required in schools until at least mid-March. Beverly reported that other libraries' positions run the gamut from no masks, to optional masks, to following school mandates. Beverly will check with the County Department of Health to find out their latest guidance, and informed the Board that there are currently no time restrictions placed on patrons inside the library.
- Beverly reported that Jack Austin from the Warming Center had approached her about the possible availability of library facilities, should a literacy program or GED/TASC program be reinstated in Port Jervis. After much discussion, it was generally agreed that such services are sorely needed in Port Jervis, and that it should be joint effort with several interest groups joining forces. Beverly will try to connect with Larry Gotham to learn why the program had been discontinued.

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

XI Executive Session – *Carey Sue made a motion, seconded by Joan, to go into Executive Session at 11:11 a.m. to discuss a personnel matter. Unanimously passed. Dick made a motion, seconded by Valerie, to come out of Executive Session at 11:29 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 31, 2022. Unanimously passed.

XIII Adjournment – *Valerie made a motion, seconded by Dick, to adjourn the meeting at 11:29 a.m. Unanimously passed.*

Respectfully Submitted,

Susan Wade
Board Secretary