

Minutes of the Port Jervis Free Library Board of Trustees

March 15, 2022

10:00 AM

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

Public: Barbara Cassidy, Peter Grech, Antonia Marion, Grace Riario, Connie Treuting, Susan Wade

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

Executive Session

Dick made a motion, seconded by Valerie, to go into Executive Session at 10:02 a.m. Unanimously passed.

Dick made a motion, seconded by Joan, to go out of Executive Session at 10:17 a.m. Unanimously passed.

Dick made a motion, seconded by Joan, to reconvene the public meeting at 10:17 a.m. Unanimously passed.

III Public Comment

Peter Grech addressed the Board with a concern that the NY Times is not being delivered in a timely manner to the Library and that someone had removed articles from an issue existing in the Library's collection that he deemed to be anti-Russia. He asked what the consequences are for defacing Library materials. (A copy of Mr. Grech's March 3 letter stating his concern about availability of the NYT and Beverly's March 7 email response are included in the Board packet.)

IV Minutes (Attachment 1)

Dick made a motion, seconded by Carey Sue, to approve the minutes of the February 15, 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.

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

- Annual Report – *Valerie made a motion, seconded by Joan, to accept the language contained in section 12.42, ASSURANCE, that "The Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures that the "Annual Report" was reviewed and accepted by the Library Board on March 15, 2022. Unanimously passed.* Valerie noted that the report was very informative and that the data it contains can be used for planning purposes.
- *Dick made a motion, seconded by Joan, to accept with regret Beverly's resignation as Library Director effective June 24, 2022. Unanimously passed.*
- Beverly reported that Stacy has completed the Digital Navigator training and will attend optional training during March. She also will be able to train other staff to utilize the program. On March 28 she will be able to start helping patrons related to this program. Marketing materials available through the program include intake forms, assessment forms and forms for patron comments. An exit survey will be available at the end of the program.

VIII Old Business

- The election timeline was reviewed, and the document will be refined to note that a request for an absentee ballot to be mailed must be made 10 days prior to the date of the vote; the last available date for the mass mailing of the absentee ballots should be noted; and the trustee ballots should be returned three weeks prior to the date of the vote.
- ***Dick made a motion, seconded by Joan, to set Wednesday May 4, 2022 at 5:00 PM as the date and time of a budget workshop. Unanimously passed.*** Notice of this meeting will be put on social media.
- ***Valerie made a motion, seconded by Dick, to set Thursday May 26, 2022 at 7:00 PM as the date of the public hearing on the budget. Unanimously passed.***
- ***Dick made a motion, seconded by Joan, to approve the Legal Notice as presented to be published in the Times Herald-Record on May 6, 13, 20 and 27. Unanimously passed.***
- Beverly stated that the Fiber Arts group and the book discussion group have both requested that their in-person meetings be reestablished in the Community Room. Carl stated that this should be advanced at Beverly's discretion in accordance with the anticipated lifting of the Governor's State of Emergency declaration.

IX New Business

- Grace Riario from RCLS stated that the Library Director vacancy has been publicized by the RCLS by means of RCLS, and the NY, NJ and PA Library Associations. Candidates will be notified that a background check will be performed; Beverly will contact other libraries for suggested vendors.
- RCLS will perform an IT audit of member libraries' hardware and software to advise the members of their security and other needs. It was noted that the Library relies on RCLS staff for IT support.
- It was noted that with the referendum vote has been set for late October regarding the establishment of a proposed Minisink Valley library. The Library's existing contracts with neighboring towns would become void immediately if the referendum is passed. It was also noted that current Port Jervis residents' tax assessments for the Library are less than the current per-person fee for providing library services to these towns. The Board will review how charges are assessed and address the standardization of rates following the referendum vote, if needed. Beverly will notify the Town Clerk in Wawayanda that the current contract expiring on June 30, 2022 will be renewed for a six-month period ending December 31 with other terms remaining unchanged.

X Next Meeting – The next regularly scheduled meeting will take place Tuesday, April 19, 2022 at 10:00 a.m.

XI Executive Session – ***Dick made a motion, seconded by Carey Sue, to go into Executive Session at 11:04 a.m. to discuss a personnel matter. Unanimously passed. Dick made a motion, seconded by Valerie, to come out of Executive Session at 11:15 a.m. Unanimously passed.***

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

Respectfully Submitted,

Susan Wade
Board Secretary