

Minutes of the Port Jervis Free Library Board of Trustees

April 19, 2022

10:00 AM

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

Public: Barbara Cassidy, Connie Treuting, Susan Wade

I/II Call to Order/Pledge of Allegiance - The meeting was called to order at 10:01 a.m.

III Public Comment - none

IV Minutes (Attachment 1)

Valerie made a motion, seconded by Joan, to approve the minutes of the March 15, 2022 meeting. Unanimously passed.

V Correspondence – None

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

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-F)

- National Library Week was celebrated April 3-9.
- Several staff members were recognized for 5, 25 and 30-year service awards.
- A Naloxbox will be installed at the Library to dispense NARCAN. The County Department of Health will install the box and maintain the supply of product. Carl asked whether staff was trained in NARCAN use. Beverly responded that initial training had been taken but collectively the staff did not want to administer the product. Carl stated that he would like the staff to be qualified to administer if necessary.
- Civil service tests for Library Director and Senior Library Clerk will be available on April 30 and May 14, respectively.
- The County Board of Elections has been notified about the annual vote for the list of absentee voters. To date, one teller has agreed to serve.
- The two outstanding construction grants have been completed and submitted to the State.

VIII Old Business

- Carl reported that seven applications for the Library Director position have been received. Zoom interviews will be conducted within the next two weeks with the search process targeted for a mid-May completion.
- Beverly will contact the Town of Wawayanda Town Clerk about the proposed changes to their service contract.

- Beverly will contact the Friends regarding the use of funds from the gift they have offered to the Library.

IX New Business – (Attachment 4)

- A draft background check policy had been distributed to the Trustees. Grace Riario from RCLS stated that the proposed policy pertains to current employees and does not address future employees. No libraries responded to a request to forward copies of their policies. Carl stated that the policy’s emphasis should be on new employees, and suggested that the policy be forwarded to the Labor Attorney on retainer for her review and comments.
- Two retirees passed away in March; Ruth Carrington and Henrietta Towne. Refunds will be made for the nine months of medical insurance premiums that had been paid in advance.

X Next Meeting – A budget workshop meeting is scheduled for Wednesday, May 4, 2022 at 5 PM.

The next regularly scheduled meeting will take place Tuesday, May 17, 2022 at 10:00 a.m.

XI Executive Session – *Valerie made a motion, seconded by Joan, to go into Executive Session at 10:19 a.m. to discuss contract and personnel matters. Unanimously passed. Valerie made a motion, seconded by Joan, to come out of Executive Session at 10:45 a.m. Unanimously passed.*

XIII Adjournment – *Valerie made a motion, seconded by Joan, to adjourn the meeting at 10:45 a.m. Unanimously passed.*

Respectfully Submitted,

Susan Wade
Board Secretary