

Minutes of the Port Jervis Free Library Board of Trustees

May 17, 2022

10:00 AM

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

Public: Barbara Cassidy, Connie Treuting, Susan Wade

I/II Call to Order/Pledge of Allegiance - The meeting was called to order at 10:03 a.m.

III Public Comment - none

IV Minutes (Attachment 1)

Dick made a motion, seconded by Valerie, to approve the minutes of the April 19, 2022 meeting. Unanimously passed.

V Correspondence – None

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

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

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

- The labor attorney's comments on the draft background check policy were distributed. The draft will be circulated to FLEA and, when approved, will be in place for the Director appointment. It will also cover all new employees, volunteers, contractors and presenters.
- Narcan training for the staff will occur on May 20.
- The grant before the NYS Department of Education had one question outstanding. It was noted that training for the staff, if applicable, is covered by the grant.
- The boiler circulators are leaking. George Cheshire advised that the furnace not be shut down. He will drain the water to stop the leaking and provide an estimate for remediation of the issue.
- The vote is on schedule.
- There was no response from the Town of Waywanda regarding the proposed changes in their service contract.
- The basement cleanup was performed at a cost of \$500. Beverly will ask the Friends whether their gift money can be utilized to pay for the cleanout.
- ***Carey Sue made a motion, seconded by Dick, to approve the Director's Report as presented. Unanimously passed.***

VIII Old Business

- Carl reported that three in-person interviews had been conducted the prior week.

IX New Business – (Attachment 4A-C)

- Carl noted that a sick bank request had been received from an employee. A committee of FLEA representatives, two Board members and the Library Director will address the issue.
- ***Dick made a motion, seconded by Valerie, to approve the 2022-2023 budget as discussed at a May 4, 2022 meeting, with overall income/expenses of \$1,152,579, including \$1,120,841 to be raised through taxes. Unanimously approved.***
- ***Dick made a motion, seconded by Carey Sue, to approve the proposal for bookkeeping services as presented for the year ended June 30, 2023. Valerie questioned the applicability of the procurement process (both the Library's and the NYS Comptroller's) regarding such services. The contract falls within the five-year limit before solicitation of RFPs is necessary. Unanimously passed.***

X Next Meeting – A public meeting regarding the budget is scheduled for Thursday, May 26, 2022 at 7 PM.

The next regularly scheduled meeting will take place Tuesday, June 21, 2022 at 10:00 a.m.

XI Executive Session – ***Dick made a motion, seconded by Valerie, to go into Executive Session at 10:23 a.m. to discuss contract and personnel matters. Unanimously passed. Dick made a motion, seconded by Valerie, to come out of Executive Session at 10:55 a.m. Unanimously passed.***

Dick made a motion, seconded by Valerie, to submit an offer of employment to Finalist #1 for the position of Library Director. Unanimously passed.

XII Additional New Business – The granting of 22 hours of sick bank leave was approved following discussion by the Committee established (above) to discuss the matter.

XIII Adjournment – ***Dick made a motion, seconded by Valerie, to adjourn the meeting at 11:04 a.m. Unanimously passed.***

Respectfully Submitted,

Susan Wade
Board Secretary