

**Minutes of the Port Jervis Free Library Board of Trustees**  
**November 19, 2024**  
**10:00 a.m.**

Present: Dolores Carnosa, Carl Hendrick, Curran Koehler, Valerie Maginsky, Liz Miller  
Public: Connie Treuting, Susan Wade

**I/II Call to Order/Pledge of Allegiance** - The meeting was called to order at 10:00 a.m.

**III Public Comment** – none

**IV Minutes (Attachment 1)**

*Valerie made a motion, seconded by Dolores, to approve the minutes of the October 15, 2024 meeting. Passed (3-0) – Liz abstained from the vote.*

**V Correspondence** – none

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

- *Valerie made a motion, seconded by Dolores, to approve the statistics, financial reports and bills as presented. Unanimously passed.*
- Justin Wood, the Partner from Nugent & Haeussler PC in charge of the audit of the fiscal 2024 financials, reported that the Library earned a “clean” opinion, and has a healthy budget and robust fund balance. *Dolores made a motion, seconded by Liz, to accept the audit report as presented by Nugent & Haeussler. Unanimously passed.*

**VII Director’s Report (Attachment 3A-B)**

- Curran reported that the new hire is doing well, and that the other person considered for part-time employment may join in January after having worked a few hours in early November. Curran would like to promote a current employee to full-time status or hire an additional part-time person.
- Curran continues to evaluate plans for oversight of the scheduling process. Valerie noted that the City is looking into Paychex, a scheduling-to-paycheck tool.
- Staff evaluations will all occur in December, utilizing the form previously utilized.
- Christmas gifts for the employees was discussed; there is a \$25 limit on such items.
- The staff training day was productive with all but two employees attending. All present completed harassment training, and the other two employees will complete by end of month. All present signed off that they had received training on Kola.
- The HUB is not being well utilized, with many programs garnering zero attendance or six or less participants. Marketing tactics will be enhanced and its ADA accessibility will be emphasized. The seating arrangement was also reconfigured.
- Two additional air purifiers will be purchased.

- A bid was received for \$3,360 to replace the spikes on the roof. Curran was authorized to proceed at his discretion.
- An RFP will be prepared for restoring the flooring.
- It was noted that the first-floor circulation desk is not ADA compliant, and Curran will look into ideas to reconfigure that area.
- It was reported that Dick has been in contact with the School Superintendent about the possibility of purchasing the land adjacent to the Library; he in turn was to bring the issue before the School Board.
- Cheshire is looking into the feasibility of installing a drop sink and dishwasher; it was agreed that whoever was responsible for the program would have responsibility for dealing with the clean-up aftermath.
- The internal policies & procedures manual will be forwarded to FLEA for comment.
- All agreed that the website needs a complete rebuild. Liz suggested that monthly charges and security be addressed as a part of the overhaul. Valerie stated that a standard platform is needed; Liz concurred.
- Curran will attend the monthly Rotary meeting.
- ***Liz made a motion, seconded by Valerie, to approve the Director's Report as submitted. Unanimously passed.***

#### **VIII Unfinished Business (Attachment 4)**

- The Town of Minisink patron count was shared with the Board.
- It was agreed that a plaque will be procured to which names can be added in the future. Norm Gallagher's will be the first name to be included.

#### **IX New Business**

- ***Dolores made a motion, seconded by Valerie, to approve the RCLS 2025 budget as presented. Unanimously passed.*** Carl signed the document and Curran will forward to RCLS.

#### **X Next Meeting**

The next regularly scheduled meeting will take place Tuesday, December 17, 2024 at 10:00 a.m.

#### **XI Executive Session** - none

**XII Adjournment** – ***Valerie made a motion, seconded by Liz, to adjourn the meeting at 11:16 a.m. Unanimously passed.***

Respectfully Submitted,

Susan Wade, Board Secretary