

Minutes of the Port Jervis Free Library Board of Trustees

January 16, 2018

10:00 AM

Present: B. Arlequeeuw, C. Connelly, C. Hendrick, D. Roberts, J. Wagner

Public: L. Siwarski, S. Wade

I/II Call to Order/Pledge of Allegiance

The meeting was called to order at 10:05 a.m. with the pledge of allegiance, followed by a moment of silence to honor Amy Bavoso, who recently passed away and was associated with the Hub. In Norm Gallagher's absence, Dick Roberts chaired the meeting.

III Public Comment – none

IV Minutes (Attachment 1)

Carl Hendrick made a motion to approve the minutes from the December 19, 2017 meeting, seconded by Carey Connelly. Unanimous.

V Correspondence (Attachment 2) – Beverly Arlequeeuw noted that a thank you letter was received from the Tri-State Chamber of Commerce acknowledging the advocacy, support and facilitation of shoe collections for the Kucher's Kids Shoe Drive in 2017.

VI The Hub Report (Attachment 3A-B)

The November and December Hub reports were reviewed. Beverly stated that the high school equivalency classes were scheduled to start today with a full roster of participants.

VII Approval of Statistics and Financial Reports (Attachment 4A-E)

Linda Siwarski responded to questions raised in the prior month regarding minor overages in certain line items on the financial statement. All were satisfied with the veracity of the responses. *Joan Wagner made a motion to approve the December reports, seconded by Carey. Unanimous.*

VIII Director's Report (Attachment 5)

- ✓ Beverly reported on the status of filling the full-time library clerk position, stating that of the eight names that had been provided from Civil Service, two are already on staff and have opted to retain their part-time status; one interviewee only wanted part-time work; two expressed no interest (one before and one following the interview); one was offered the position but accepted a position elsewhere; and two were determined to not be a good fit. She will contact Civil Service to obtain additional names. There were 39 candidates in total.
- ✓ Beverly noted that per RCLS, the Library's two Wi-Fi devices need to be replaced at a total cost of \$1,099.
- ✓ Larry Stone had reported to Beverly that the permits were to be obtained by January 12 and that materials will be delivered in March. The plan is to store the materials on the roof.

- ✓ In response to an outreach to Port Jervis teachers, a few teachers have obtained library cards so that they can check out materials for their classrooms. Dick mentioned that such initiatives should be directed through Mark Rydell, Assistant Superintendent for Instruction.
- ✓ The staff development day has been set for March 9. The Board will provide morning coffee and pastries.
- ✓ Beverly noted that during December the Library had been instrumental in collecting socks for the Port Jervis Warming Station, food items for the Helping Hands food pantry and pet food for the Humane Society as part of a giving-back to the community.

IX Old Business

- ✓ Beverly reported that the decision was made to opt out of the Paid Family Leave initiative. Participation required opting-in by 50% of the employees and only 40% expressed interest. The State Disability Board and the Library's disability insurance carrier were notified of the decision. The program will be revisited for possible participation in 2019.
- ✓ Beverly reported she has had conversations with Mary Decker from Bon Secours Community Hospital regarding their Ask the Experts program. The hospital will hold periodic open meetings at the Library on special topics and will provide flyers advertising the programs. Doctors and clinicians will be a part of the programs. The hospital has found that the programs are better attended when they are held within the community and away from the hospital setting. Two topics have been suggested to date: heart disease and diabetes and nutrition classes to reduce cholesterol. Dates are to be announced.

X New Business

- ✓ Beverly reported that a public Narcan training meeting will be held at the Library the evening of February 1, specific time to be determined.
- ✓ Dick mentioned that Carey's term as a Board member expires in 2018. She was urged to run again.
- ✓ Beverly noted that at a Directors' meeting, Robert Hubsher reported that a minimum of \$9,000 in e-rate refunds are available if the Library installs filters on the childrens' computers, affecting children up to age 12. She said that some libraries have reservations about installing filters. The Library would be responsible for the cost of the purchase and installation of the filtering software. Beverly stated that the Library currently has the right to shut people down on a case-by-case basis when they are viewing material inappropriate in a public setting. She will ask Mark Rydell whether such filtering occurs on the school district's computers and will review the American Library Association's views on the subject. Feelings were mixed regarding the propriety of filtering.

XI Next Meeting

- ✓ The next scheduled meeting of the Board of Trustees is February 20, 2018 at 10:00 a.m.
- ✓ The meeting with FLEA is scheduled for January 31 at 6:00 PM. Linda reported that 3-4 employees would be in attendance.

XII Executive Session -- none

XIII Adjournment

Carl made a motion to adjourn the meeting at 10:40, seconded by Joan. Unanimous.

Respectfully Submitted,

Susan Wade
Board Secretary