

Minutes of the Port Jervis Free Library Board of Trustees

March 16, 2021

10:00 AM

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

Public: Barbara Cassidy, Susan Wade

The meeting was called to order at 10:08 a.m.

III Public Comment - none

IV Minutes (Attachment 1)

Dick made a motion to approve the transcript of the February 16 meeting which was conducted virtually, seconded by Valerie. Unanimously passed.

V Correspondence – None

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

Valerie made a motion to approve the statistics, financial reports and bills, as presented, seconded by Joan. Unanimously passed.

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

- There was a lengthy discussion regarding the status of reopening the Library, including the issues of the length of a shutdown in the case of a COVID exposure and the payment of part-time employees during such a shutdown. The Board asked Beverly to take a poll of how many employees have been vaccinated. It was decided to continue the closure for another two weeks and the matter will be revisited on April 5.
- *Dick made a motion to set the budget and trustee vote for June 10, seconded by Joan. Unanimously passed. Dick made a motion to set the public hearing on the budget for May 27 at 7:00 PM, seconded by Carey Sue. Unanimously passed.* A call for candidates will be posted on the Library's website and social media.
- The Town of Greenville has again stated that no library cards should be issued for the rest of the year. Year to date 40 cards have been issued. The Library's position continues to be that a valid contract is in effect for calendar year 2021 and will be adhered to, and the Town of Greenville will be invoiced accordingly.
- Due to the potentially sensitive nature of the topic, Beverly requested input from the Board regarding a proposed program addressing the Robert Lewis Lynching. Valerie requested that Beverly review the panel participants and subject matter and report back at the next Board meeting.
- The Board approved a 14-day trial for Kanopy for the Board and staff. Valerie noted that such a program seems to fit into the Library's Strategic Plan.
- Beverly was directed to obtain estimates for an electrical inspection from three contractors. The results of such an inspection will be integral to the preparation of the next construction grant.
- Beverly will contact the roofer (Titan) who installed the gutters to see if they will address the clogged gutter that is causing window damage. The window repair will be addressed after the clogged gutter is attended to.
- Discussion of the 2021-22 budget was deferred until the next meeting due to its' not being included in the Board packet.
- Approval of the RCLS Annual Report was tabled till the next meeting.

VIII Old Business – Beverly reported that the Civil Service office will set up a test for Senior Library Clerk in May. The candidate can be promoted provisionally pending the outcome of the test. Carl recommended, and the Board agreed, that any promotion should wait until the process is successfully completed.

IX New Business

- RCLS recommends that libraries have Radon testing performed. Dick will provide Beverly with the name of a contractor who can perform the test.
- Beverly reported that the Port Jervis High School assistant principal requested that he be allowed to use the Library as a venue for recording podcasts. Carl stated, and the Board agreed, that such access should not be granted until the Library is open to others.
- RCLS is installing a new email system for all member libraries, and email will be unavailable April 1-5.

X Next Meeting – A special meeting will take place Monday, April 5 at 10:00 a.m. to discuss the budget and other matters. The next regularly scheduled meeting will take place Tuesday, April 20, 2021 at 10:00 a.m.

XI Executive Session – *Dick made a motion to go into Executive Session at 11:27 a.m., seconded by Valerie. Unanimously passed. Dick made a motion to go out of Executive Session at 11:40 a.m., seconded by Valerie. Unanimously passed.*

XIII Adjournment – *Dick made a motion to adjourn the meeting at 11:40 a.m., seconded by Valerie. Unanimously passed.*

Respectfully Submitted,

Susan Wade
Board Secretary