

# Minutes of the Port Jervis Free Library Board of Trustees

July 20, 2021

10:00 AM

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

Public: Barbara Cassidy, Eileen Feldt (Friends of the Library), Susan Wade

The meeting was called to order at 10:00 a.m.

## III Public Comment – none

## IV Minutes (Attachment 1A-B)

*Valerie made a motion to approve the minutes of the June 15, 2021 meeting, seconded by Joan.*

*Unanimously passed. Valerie made a motion to approve the minutes of the July 2, 2021 reorganization meeting, seconded by Joan. Unanimously passed.*

## V Correspondence – None

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

*Carey Sue made a motion to approve the statistics, financial reports and bills as presented, seconded by*

*Valerie. Unanimously passed.* Carl asked about the background that led to a call for an electrical service call; the report was made when an employee was in the building after-hours. The board directed that the practice of working after regular hours should be discontinued immediately.

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

- *Dick made a motion, seconded by Valerie, to approve the RCLS Direct Access Plan, which was distributed and discussed at the June meeting. Unanimously passed.*
- Beverly reported that Titan Roofing stands ready to perform the gutter cleaning at the convenience of the Library. She will get a quote on the installation of gutter screens or other remedial options such as open cell sponges. Further action was tabled till the August meeting.
- The Wawayanda contract was signed by town officials and returned. *Dick made a motion to accept the agreement as presented with no changes from prior years, seconded by Joan. Unanimously passed.* Carl signed the contract on behalf of the Library.
- Industrial Appraisals will be scheduled to do a walk-through the building in accordance with insurance carrier requirements.
- The construction grant has been amended to include the chimney liner and LED lights. If the work is within the procurement policy, Valerie suggested that the work proceed on the LED light installation. Carl stated that the LED work should be included with the other electrical work for which additional bids are being pursued.
- Beverly reported that New York State has introduced the Hero Act under which guidelines are to be established for working conditions in the event of (another) airborne infectious disease outbreak. RCLS has determined that the Act is applicable to libraries such as Port Jervis. Beverly will provide additional information at the August meeting.
- The Library will participate in the Fall Foliage Festival on September 26.
- A member of the Orange County Board of Health requested a meeting with the CDC and NYS Board of Health, which is scheduled to occur on Wednesday, July 21.

- Dave Schive, an author with local roots, recently published a book “Madness at the Horn” and sent a copy of the book to the Library for its collection, and expressed hope that a program about the book could be scheduled in the fall. Carl noted that another local author, Jane Butler, has published “Guide Dog School Dropout”. All agreed that it is good to promote local authors.
- Beverly will join the Construction grant workshop webinar while on vacation.

#### **VIII Old Business**

- One response was received from Port Jervis Electric of three requests to address the punch list resulting from the electrical inspection performed by Tri-County Inspection Agency. Beverly will pursue additional bids, including from Cheshire.
- Beverly stated that Tom Brennan did not show up for a scheduled site visit. The MHE personnel were made aware of the no-show. The contracted date for completion of the project is August 15.

#### **IX New Business** - none

**X Next Meeting** – The next regularly scheduled meeting will take place Tuesday, August 17, 2021 at 10:00 a.m.

#### **XI Executive Session** – none

**XIII Adjournment** – *Dick made a motion to adjourn the meeting at 10:24 a.m., seconded by Joan. Unanimously passed.*

Respectfully Submitted,

Susan Wade  
Board Secretary