

Minutes of the Port Jervis Free Library Board of Trustees

March 21, 2023

10:00 a.m.

Present: Carey Sue Connelly, Carl Hendrick, Valerie Maginsky, Dick Roberts, Evelyn Rogers

Public: Barbara Cassidy, Antonia Marion, Connie Treuting, Susan Wade

I/II Call to Order/Pledge of Allegiance - The meeting was called to order at 10:04 a.m.

III Public Comment – none

IV Minutes (Attachment 1)

Dick made a motion, seconded by Valerie, to approve the minutes of the February 23, 2023 meeting. Unanimously passed.

V Correspondence – none

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

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

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

- Evelyn noted that the Library does not have a weapons policy in its operating manual. She will contact other libraries to see whether they have such a policy. She will also check with RCLS to see the status of state laws pertaining to this issue, as they have been challenged in the courts.
- Evelyn asked whether out-of-state library cards should be offered at \$100 per card and if so, would they be restricted to "local use only". She will check with the Warwick library, as that library routinely contracts with New Jersey residents. The Library policy should be amended to reflect any resulting changes.
- Saturday March 25 is Henrietta Towne Children's Room dedication and renaming; the festivities will include a proclamation.
- Evelyn noted that an RCLS FAQ sheet addressing PJFL non-resident cardholders is posted by the Circulation Desk. Carl requested that the Library prepare its own FAQ sheet, and that the cost per capita for contracting municipalities be eliminated.
- ***Dick made a motion, seconded by Valerie, to approve the Director's Report as submitted. Unanimously passed.***

VIII Old Business (Attachment 4)

- Carl reported that the Towns of Wawayanda and Minisink returned their contracts for services. ***Dick made a motion, seconded by Carey Sue, to accept the contracts with the Towns of Minisink and Wawayanda as previously approved. Unanimously passed.*** Carl reported that the final contract language had been forwarded on RCLS on March 14. He contacted the Mount Hope Town Clerk but the Town of Mount Hope did not take action; The Town of Greenville stated by letter that they were not going to renew the contract. Therefore, Mount Hope and Greenville residents

cannot use their library cards, effective March 21. Evelyn will notify RCLS to deactivate cards for those town residents and follow up to get items currently outstanding by those patrons back into the Library (and other libraries') collections.

- The Board agreed to the payment to Barbara Cassidy for 2023 payment in lieu of health insurance coverage for January-June 2023. (Proof of insurance coverage was received.)
- Evelyn walked the Board through areas of major change in the Annual Report compared to prior year, concentrating on the areas of library card issuance, programs and outreach. ***Valerie made a motion, seconded by Dick, to accept the language contained in section 12.42, ASSURANCE, that "The Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures that the "annual Report" was reviewed and accepted by the Library Board on March 21, 2023. Unanimously passed.***

IX New Business (Attachment 5A-B)

- ***Valerie made a motion, seconded by Dick, to approve the following dates pertaining to the 2023-23 budget and 2023 election process:***
 - ***April 18*** – Petitions for board position issued
 - ***May 3*** – Budget workshop (5 PM)
 - ***May 9*** – Petitions for board position returned (5 PM)
 - ***May 25*** – Budget Hearing (6 PM)
 - ***June 2*** – Deadline for absentee ballots to be mailed (5 PM)
 - ***June 8*** – Library election 12-8 PM (absentee ballots due by 5 PM)***Unanimously passed.***
- The proposal to replace the sump pump at a cost of \$3,800 was approved.

Evelyn reported that another application has been received for the HUB position and the candidate will be interviewed in the following week. A decision on the position may be deferred until two current employees sit for the full-time exam. Valerie noted that the job description dates back to 1978 and stated that more applications may have been received if the information had been updated. Grace Riario (RCLS) suggested that the Orange County Civil Service listing be reviewed as a template. Liz stated that she would facilitate the update after this go-round.

X Next Meeting – The next regularly scheduled meeting will take place Tuesday, March 21, 2023 at 10:00 a.m.

XI Executive Session

Dick made a motion, seconded by Valerie, to enter into Executive Session at 12:25 PM. Unanimously passed. Dick made a motion, seconded by Liz, to adjourn Executive Session at 12:46 PM. Unanimously passed.

XII Adjournment – ***Dick made a motion, seconded by Liz, to adjourn the meeting at 12:46 PM. Unanimously passed.***

Respectfully Submitted,

Susan Wade
Board Secretary