

# Minutes of the Port Jervis Free Library Board of Trustees

September 17, 2024

10:00 a.m.

Present: Dolores Carnosa, Carl Hendrick, Valerie Maginsky, Elizabeth Miller, Dick Roberts

Public: Antonia Marion, Connie Treuting, Susan Wade

I/II Call to Order/Pledge of Allegiance - The meeting was called to order at 10:06 a.m.

III Public Comment – none

## IV Minutes (Attachment 1)

*Dick made a motion, seconded by Liz, to approve the minutes of the August 20, 2024 and August 27, 2024 meetings. Passed -- Dolores abstained from the vote.* Valerie discussed the need to assure that the attachments referenced in the minutes are available to the public.

V Correspondence – none

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

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

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

- PiperWeb will no longer provide web hosting services effective October 2025. Liz stated that she has experience with such services at other non-profits and asked that she be kept in the loop as a new vendor is being chosen.
- Harassment training needs to be brought up-to-date.
- The movie license is up for renewal through RCLS at an annual cost of approximately \$400. This enables the Library to show movies in a public venue; otherwise to do so would be in violation of copyright laws. Movie viewing used to be very popular pre-COVID. It is less popular lately. Advertising cannot name the title, image or poster of the movie to be shown. The Board agreed that the renewal should be sought.
- Dolores asked if the GED instructors have phone numbers of the students. Connie was uncertain about that.
- Connie will check with Ralph to assure that hazardous materials are not to be included in the dumpster.
- *Valerie made a motion, seconded by Liz, to approve the Director's Report as submitted. Unanimously passed.*

## VIII Unfinished Business (Attachment 4)

- The next Zoom meeting on the Service Plan is scheduled for September 26.

## IX New Business

- Connie prepared a staffing needs assessment. If the HUB is to be open the same as the Library, it would require an additional 28 hours; Childrens' room – 22 hours; front desk – 8 hours. Saturdays

continue to be a challenge to fill these hours. Connie will meet with the new director to share this information as well as the resumes of four individuals who have been interviewed.

- Carl reaffirmed that in accordance with CDC and NYS DOH guidelines, employees on COVID-leave should verify every day that they are still symptomatic and therefore cannot return to work. Additionally, employees should be fever-free for 24 hours without the use of fever-reducing medicine before returning to work.
- Carl discussed the email received from the Library's insurance carrier regarding the need for a "hold harmless agreement" and the need for handrails on the stairs to the Map Room. ***Dick made a motion, seconded by Liz, to hire Rory Wade to install the handrails at a cost of \$820, the work to be completed by mid-October. Unanimously passed.***
- A FOIA request was received from a Watchdog group with a Florida address. Counsel will draft a response. Liz noted that the request seemed very non-specific to the Library; others concurred with the assessment. Carl will forward this information to RCLS.

#### **X Next Meeting**

- The next regularly scheduled meeting will take place Tuesday, October 15, 2024 at 10:00 a.m.
- A special meeting will be held Saturday, September 21, 2024 at noon. (See below.)

#### **XI Executive Session**

***Dick made a motion, seconded by Valerie, to go into Executive Session at 10:33 a.m. to discuss personnel/contractual matters regarding the Director contract. Unanimously passed. Dick made a motion, seconded by Dolores, to come out of Executive Session at 10:50 a.m. Unanimously passed.***

***Dick made a motion, seconded by Dolores, to approve the Employment Contract to Curran Koehler for the position of Library Director. Unanimously passed.***

***Dick made a motion, seconded by Liz, to appoint Curran Koehler to the position of Library Director effective September 21, 2024. Unanimously passed.*** Carl executed the contract and Susan will forward to Curran. Connie will notify RCLS to get the needed email.

***Dolores made a motion, seconded by Liz, to hold a Special meeting on September 21, 2024 at noon to appoint and administer the oath of office to the new director. Unanimously passed.***

**XII Adjournment** – ***Dick made a motion, seconded by Valerie, to adjourn the meeting at 10:57 a.m. Unanimously passed.***

Respectfully Submitted,

Susan Wade, Board Secretary