

**Minutes of the Port Jervis Free Library Board of Trustees
December 20, 2022
10:00 AM**

Present: Carl Hendrick, Valerie Maginsky, Dick Roberts, Evelyn Rogers

Public: Barbara Cassidy, Wawayanda Councilman David Cole, Mount Hope Supervisor Matthew Howell, Antonia Marion, Elizabeth Miller, Wawayanda Councilman Ron Myruski, Aedan Roach, Wawayanda Town Clerk Kathryn Sherlock, Connie Treuting, Susan Wade, Joan Wagner, Greenville Town Clerk Theresa Whelan

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

III Public Comment – Dave Cole asked (1) why the draft contract for Library services to Wawayanda residents wasn't sent out; (2) whether there were any updates since his last appearance before the Board, as 600 residents' library services are in question; (3) has a decision been made regarding the new contract terms and will the Town Clerks be notified of the decision. Carl told Cole that the issue would be taken up in Executive Session, and that he and the other Town officials would be invited to participate in that session later in the meeting.

IV Minutes (Attachment 1)

Dick made a motion, seconded by Valerie, to approve the minutes of the November 15, 2022 meeting. Unanimously passed.

V Correspondence – See under "New Business"

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.

Susan notified the Board of the significant increases in health insurance premiums that have gone into effect for 2023, and that the NYLAF funds transfer is complete and the Library is reaping the benefits of the significant increase in interest.

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

- Evelyn reported that the 3D Printer workshop was run by Aedan Roach and was very successful.
- Library goals, primarily including more programs and outreach opportunities, are under discussion.
- ***Dick made a motion, seconded by Valerie, to approve the Director's Report as submitted. Unanimously passed.***

VIII Old Business

- Evelyn stated that the hope is that the GED program will begin in January, to be held in the Community Room. ***Valerie made a motion, seconded by Dick, to approve the Orange-Ulster BOCES Memorandum of Understanding contingent upon satisfactory resolution to the open***

items that remain, and to authorize the Director to sign the MOU on behalf of the Library. Unanimously passed.

IX New Business (Attachment 4A-C)

- *Dick made a motion, seconded by Valerie, to accept with regret the resignation of Joan Wagner from the Board, effective November 30, 2022. Unanimously passed.*
- *Dick made a motion, seconded by Valerie to present a proclamation read by Carl, honoring Joan as the longest serving Trustee and declaring December 20, 2022 to be Joan Wagner Day. Unanimously passed.*
- *Dick made a motion, seconded by Valerie, to accept the contract presented by Kowal Bros. Paving for snow removal and salting of the parking lots and walkways at \$130 per service. Unanimously passed.* Carl subsequently signed the contract.
- Carl stated that the Bylaws allow the Chairman to appoint a trustee to fill an unexpired term of Trustee, and that he was appointing Elizabeth Miller to fill the term till 7/1/2025. *Dick made a motion, seconded by Valerie, to ratify the appointment.* The oath of office was administered by Carl.
- The Breakfast with Santa event was canceled as the presenter chose to not submit to the required background check.
- Carl stated that a letter from Peter Grech had been received expressing concern about the location of the Christmas tree in the main lobby. All agreed that the tree did not present any hazard or inconvenience and will remain where it is.

X Next Meeting – The next regularly scheduled meeting will take place Tuesday, January 17, 2023 at 10:00 a.m.

XI Executive Session

Dick made a motion, seconded by Valerie, to enter into Executive Session at 10:31 a.m. Unanimously passed. Dick made a motion, seconded by Valerie, to adjourn Executive Session at 11:10 a.m. and resume the regular meeting. Unanimously passed.

Dick made a motion, seconded by Valerie, to extend the existing contracts with the Towns of Greenville, Minisink, Mount Hope and Wawayanda to January 31, 2023, to allow time to negotiate new contracts. Unanimously passed.

XII Adjournment – *Valerie made a motion, seconded by Dick, to adjourn the meeting at 11:15 a.m. Unanimously passed.*

Respectfully Submitted,

Susan Wade
Board Secretary

Port Jervis Free Library
Profit & Loss Budget vs. Actual

July 2022 through June 2023

	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Real Property Taxes	1,131,784.89	1,120,841.00	10,943.89	101.0%
PILOT	0.00	2,000.00	-2,000.00	0.0%
Charges for Services				
4000 · Book Sales	1,667.40	1,500.00	167.40	111.2%
4001 · Fines	374.88	1,000.00	-625.12	37.5%
4002 · NonResident Fees	600.00	600.00	0.00	100.0%
4003 · Copier Fees	4,881.04	2,838.00	2,043.04	172.0%
Total Charges for Services	7,523.32	5,938.00	1,585.32	126.7%
4055 · Services to Other Governments	7,500.00	10,000.00	-2,500.00	75.0%
Miscellaneous				
4004 · Gifts	169.88	300.00	-130.12	56.6%
4008 · Library Merchandise	30.00	0.00	30.00	100.0%
Total Miscellaneous	199.88	300.00	-100.12	66.6%
Operating Grants				
4023 · Local Public Funds OLA	0.00	4,500.00	-4,500.00	0.0%
4025 · State Aid LLSA	4,647.00	5,000.00	-353.00	92.9%
4026 · RCLS Grnts & St. Aid thru R...	17,000.00	3,000.00	14,000.00	566.7%
4027 · Grants/Child Nut/Other	900.00			
Total Operating Grants	22,547.00	12,500.00	10,047.00	180.4%
Interest Income	6,636.53	1,000.00	5,636.53	663.7%
Total Income	1,176,191.62	1,152,579.00	23,612.62	102.0%
Gross Profit	1,176,191.62	1,152,579.00	23,612.62	102.0%
Expense				
Personal Services				
6002 · Salaries Director	36,455.57	65,000.00	-28,544.43	56.1%
6000 · Salaries Clerical FT	80,333.45	154,000.00	-73,666.55	52.2%
6001 · Salaries Clerical PT	100,661.11	228,800.00	-128,138.89	44.0%
6003 · Salaries Maintenance	25,812.79	50,925.00	-25,112.21	50.7%
Total Personal Services	243,262.92	498,725.00	-255,462.08	48.8%
Contractual				
6005 · Board Reporting	541.00	1,827.00	-1,286.00	29.6%
6030 · Books	12,374.57	25,000.00	-12,625.43	49.5%
6031 · Books Children	2,000.62	7,000.00	-4,999.38	28.6%
6032 · Book Friends	188.84	1,000.00	-811.16	18.9%
6035 · Periodicals	4,254.98	5,800.00	-1,545.02	73.4%
6038 · Audio Adult	1,300.52	4,500.00	-3,199.48	28.9%
6039 · Video Adult	347.57	4,650.00	-4,302.43	7.5%
6040 · Video Children	0.00	1,500.00	-1,500.00	0.0%
6041 · ANSER	12,524.94	50,000.00	-37,475.06	25.0%
6045 · Computer Eqpt/Software	-463.55	5,000.00	-5,463.55	-9.3%
6050 · Library Supplies	1,219.41	8,500.00	-7,280.59	14.3%
6055 · Ins/Fire, Liab, Comp	20,882.59	22,500.00	-1,617.41	92.8%
6060 · Utilities Electricity	4,531.01	17,000.00	-12,468.99	26.7%
6061 · Utilities Gas	529.89	11,000.00	-10,470.11	4.8%
6062 · Utilities Water	762.55	2,200.00	-1,437.45	34.7%
6065 · Utilities Telephone/Internet	2,264.57	6,000.00	-3,735.43	37.7%
6070 · Building Janitorial Supp	268.26	6,000.00	-5,731.74	4.5%
6071 · Building Maintenance	655.00	24,977.00	-24,322.00	2.6%
6072 · Building Improvements	0.00	29,650.00	-29,650.00	0.0%
6075 · Copier Maintenance	2,245.94	5,000.00	-2,754.06	44.9%
6081 · Microfilm	630.00	750.00	-120.00	84.0%
6086 · Professional Services	8,500.00	10,000.00	-1,500.00	85.0%
6087 · HUB	0.00	45,000.00	-45,000.00	0.0%
6088 · Bookkeeping	28,875.00	57,750.00	-28,875.00	50.0%
6090 · Advertising	0.00	500.00	-500.00	0.0%
6095 · Conferences	117.00	700.00	-583.00	16.7%

Port Jervis Free Library
Profit & Loss Budget vs. Actual

July 2022 through June 2023

	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
6100 · Dues	234.00	600.00	-366.00	39.0%
6120 · Postage	238.70	2,000.00	-1,761.30	11.9%
6125 · Programs	490.65	5,000.00	-4,509.35	9.8%
6126 · Programs Children	235.54	5,000.00	-4,764.46	4.7%
6133 · Library Election	0.00	1,000.00	-1,000.00	0.0%
6134 · Elevator	1,981.14	6,000.00	-4,018.86	33.0%
6135 · Historical Preservation	0.00	500.00	-500.00	0.0%
6137 · Security System	1,291.00	2,000.00	-709.00	64.6%
Total Contractual	109,021.74	375,904.00	-266,882.26	29.0%
Employee Benefits				
6010 · Employer Social Security	15,092.83	30,500.00	-15,407.17	49.5%
6015 · Employer Medicare	3,529.82	7,250.00	-3,720.18	48.7%
6056 · Insurance Wkmns Comp	437.50	5,000.00	-4,562.50	8.8%
6057 · Insurance Disability	3,004.32	3,000.00	4.32	100.1%
6085 · Civil Service	0.00	2,200.00	-2,200.00	0.0%
6131 · Benefits Health Ins	50,002.23	170,000.00	-119,997.77	29.4%
6132 · Benefits Retirement	39,146.00	60,000.00	-20,854.00	65.2%
Total Employee Benefits	111,212.70	277,950.00	-166,737.30	40.0%
Total Expense	463,497.36	1,152,579.00	-689,081.64	40.2%
Net Ordinary Income	712,694.26	0.00	712,694.26	100.0%
Net Income	712,694.26	0.00	712,694.26	100.0%