



Port Jervis
SCHOOL DISTRICT

Enclosure No. 3

de
6/22/17

Karen E. Howard
School Tax Collector
9 Thompson Street
Port Jervis, New York 12771

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June 22, 2017

To Whom It May Concern,

I am requesting permission from the BOE to approve the Port Jervis Free Library Budget of \$1,011,350 for the upcoming 2017-2018 tax warrant. Payments will be made according to the following schedule:

September 15 th	\$252,838
October 15 th	\$379,256
October 30 th	<u>\$379,256</u>
	\$1,011,350

If you need additional information, please feel free to contact me at the above telephone number.

Sincerely,

Karen E. Howard

Karen Howard
School Tax Collector

Minutes of the Port Jervis Free Library Board of Trustees

June 20, 2017

10:00 AM

Present: B. Arlequeeuw, D. Bavoso, C. Connelly, N. Gallagher, J. Wagner

Public: C. Hendrick, S. Wade

I/II Call to Order/Pledge of Allegiance

The meeting was called to order at 10:05 a.m. with the pledge of allegiance.

III Public Comment

N. Gallagher congratulated C. Hendrick on being elected to the Board of Trustees. He requested that B. Arlequeeuw provide a copy of the Strategic Plan to Hendrick.

IV Minutes (Attachment 1)

D. Bavoso made a motion to approve the minutes from the May 16, 2017 meeting, seconded by C. Connelly. Unanimous.

V Correspondence (Attachment 2A-B)

B. Arlequeeuw reviewed two letters from Senator John Bonacic. The first was a letter of congratulations for securing \$10,980 in funding under the Public Library Construction Grant Program for the rear parking lot improvements and the new ADA door. The second pertained to the NYS Senate Summer Reading Program.

VI The Hub Report (Attachment 3)

It was noted that attendance/participation in Hub programs remains strong during the summer months. A fall GED class for participants 18 years of age and older is scheduled. This program will not interfere with BOCES-sponsored GED classes for those under the age of 18.

VII Approval of Statistics and Financial Reports (Attachment 4A-E)

J. Wagner noted that a few of the budget line items have small overages. B. Arlequeeuw commented that L. Siwarski will address these at fiscal year-end. *J. Wagner made a motion to approve the May reports, seconded by D. Bavoso. Unanimous.*

VIII Directors Report (Attachment 5)

- B. Arlequeeuw read the following statement: "The Port Jervis Free Library hereby passes a resolution directing the Port Jervis School District to collect the Real Property Tax amount of \$1,011,350 from taxpayers of Port Jervis on behalf of the Port Jervis Free Library." *D. Bavoso made a motion to approve, seconded by C. Connelly. Unanimous.*
- It was proposed that The Hub employees receive a 4% wage increase and that F. Harding's consulting organization receive quarterly payments of \$20,600 (totaling \$82,400 annually) for management of the Hub. Such consulting includes the staffing, scheduling and programming of the Hub. *D. Bavoso made a motion to approve the agreement, seconded by C. Connelly. Unanimous.* N. Gallagher signed the agreement.

- Library contract with Wawayanda – the proposed contract is the same the current contract, and the same as with the towns of Mount Hope and Greenville, with terms of 12 months and \$75/card. ***D. Bavoso made a motion, seconded by J. Wagner to enter into the contract as proposed. Unanimous.*** N. Gallagher signed the agreement.
- Commitment to construction project – Approval to submit the NYS Construction Grant Application and a commitment to proceed with the project and to set aside funds, as necessary, to make up any shortfall in funding was presented. ***D. Bavoso made a motion to approve the agreement, seconded by J. Wagner. Unanimous.*** N. Gallagher signed the agreement.
- Kowal Brothers will be paving the back parking lot at the end of June.
- Port Jervis Electric will install new circuits/outlets and change outside security lights with LED light bulbs at the end of June.
- The pass for the Brooklyn Botanic Garden is available for patrons to check out.
- The Library will participate in the National Night Out on August 1.
- The Library will host a NY Blood Bank blood drive on June 29 from 1-7 PM.
- The Library will participate in the Healthy Living event on June 23 in Veterans Park with a table promoting the blood drive and the summer reading program.

IX Old Business

B. Arlequeeuw displayed two schematics of the anniversary banners. All agreed that the vertical placement was preferred. There is insurance coverage in case of any damage caused by the banners.

X New Business - none

XI Next Meeting

The reorganization meeting of the Board of Trustees will be July 3, 2017 at 10:00 a.m.

XII Executive Session – none

XIII Other

- The Board received the minutes of the Friends' May 2, 2017 meeting (**Attachment 6**).
- The Board expressed thanks to D. Bavoso for his years of service on the Board, as well as his legal service to the Library. He in turn thanked the Board for the opportunity to serve and stated that he looks forward to continued involvement as legal advisor and other service in the future.

XIV Adjournment

D. Bavoso made a motion, seconded by C. Connelly, to adjourn the meeting at 10:33 a.m.

Respectfully Submitted,

Susan Wade
Board Secretary