

## **Minutes of the Port Jervis Free Library Board of Trustees**

**October 14, 2025**

**6:00 PM**

Present: Dolores Carnosa, Carl Hendrick, Curran Koehler, Valerie Maginsky, Liz Miller, Dick Roberts

**I Call to Order/Pledge of Allegiance** - The meeting was called to order at 6:02 PM.

**II Public Comment – agenda** – A member of the public stated that the agenda could not be found on the Library website and that as a result, the meeting should be adjourned. It was determined that the agenda was in fact posted.

### **III Minutes**

- *Dick made a motion, seconded by Dolores, to approve the minutes from the September 9, 2025 meeting. The vote was 4-0; Liz abstained from the vote.*
- *Dick made a motion, seconded by Valerie, to approve the minutes from the September 12, 2025 special meeting. The vote was 3-0; Dolores and Liz abstained from the vote.*

**IV Correspondence** - none

### **V Approval of Statistics and Financial Reports**

*Valerie made a motion, seconded by Liz, to approve the financial report as presented. Unanimously carried.*

### **VI Director’s Report**

*Liz made a motion, seconded by Dick, to approve the October 2025 Director’s Report as submitted. Unanimously passed.*

### **VII Unfinished Business**

- *Dick made a motion, seconded by Liz, to award the bid and install a new high-definition security camera system to monitor Library grounds per the RFP dated June 2, 2025, to Bedik Communications, Inc. in the amount of \$18,860. Unanimously carried.* It was noted that the cost will be partially reimbursed through a construction grant. The project will need to be initiated prior to year-end.
- Zoom meeting for the Strategic Plan was conducted on October 6. The next meeting is scheduled for October 20.
- FLEA and Board representatives met on August 6 and August 20 regarding contract negotiations and will meet again at a time and date to be determined.

### **VIII New Business**

- *Dick made a motion, seconded by Dolores, to accept the resignation of Eve Dmowski, part-time library clerk, effective October 14, 2025. Unanimously passed.*

- **Liz made a motion, seconded by Valerie, to appoint Rachel Leeds to the position of part-time Library Clerk at an hourly rate of \$16.50 per hour, effective October 16, 2025, with a maximum of 19 hours per week and a probationary period of six (6) months, to begin with the date of hire. Unanimously carried.**
- **Valerie made a motion, seconded by Dick, to approve and accept the RCLS 2026 budget as presented. Unanimously carried.** Carl signed the budget ballot and returned to Curran for forwarding to RCLS.
- The Board is in receipt of an email dated August 29, wherein the Director stated: “I recommend we look at retaining the services of a security consultant...” to conduct an assessment of the library environment. To this end Curran reached out to Chief Worden to see if this is something he’d undertake as the Department has previously done at the Library and is doing for other entities in the City. The Department concluded their assessment but the report has not yet been received. Atlas Security had also said they would do a walk-through but there has been no further action on their part. An assessment from Utica Insurance is also pending.
- There was an incident that may have violated the patron conduct policy, pursuant to the policy. The Board has a role in reviewing such incident and determining an appeal from any suspension issued as a result of an alleged violation. To assist the Board in determining that appeal, it may be most efficient to designate the investigator from Strategy, People, Culture LLC, who was approved at the September 12 Special Meeting, to also investigate this matter and report to the Board for its consideration. **Valerie made a motion, seconded by Liz, to approve enlarging the scope of the work being performed by Strategy, People, Culture LLC, to include investigating the alleged patron policy violation. Unanimously carried.**
- National Friends of Libraries week is October 19-25, celebrating their 20<sup>th</sup> anniversary. The Board thanks the local Friends group for the invaluable assistance and support it provides to completing the mission of the Library.

#### **IX Public Comment**

A member of the public stated that the agenda on the Library website was moved from its normal site on the website.

#### **X Next Meeting**

The next regularly scheduled meeting will be held on Wednesday, November 12, 2025 at 6:00 PM. The Library will be closed on the regularly scheduled meeting date of November 11 in commemoration of Veterans Day.

#### **XI Adjournment**

**Valerie made a motion, seconded by Liz, to adjourn the meeting at 6:32 PM. Unanimously passed.**

Respectfully Submitted,  
Susan Wade, Board Clerk