

Minutes of the Port Jervis Free Library Board of Trustees

June 9, 2026

6:00 PM

Present: Ed Falcone, Carl Hendrick, Valerie Maginsky, Liz Miller

I Call to Order/Pledge of Allegiance - The meeting was called to order at 6:00 PM.

II Public Comment – agenda - None

III Minutes

- ***Valerie made a motion, seconded by Liz, to approve the minutes from the May 12, 2026 meeting. Unanimously passed.***
- Approval of the minutes from the May 21, 2026 budget hearing was tabled until the next meeting.

IV Correspondence - None

V Approval of Statistics and Financial Reports

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

VI Director's Report

Liz made a motion, seconded by Valerie, to approve the June 2026 Director's Report as presented. Unanimously passed.

VII Unfinished Business

- Carl stated that on March 4, 2026, the temporary position of Interim Director was approved for a three-month period to concur with civil service requirements. An extension was approved by civil service. At this time the library would like to extend the Agreement for another three-month period to end September 4, 2026, while the search for a permanent Director continues. ***Liz made a motion, seconded by Valerie, to extend the term of the Interim Director, Edward Falcone, to September 4, 2026, with the same terms of employment as originally approved. Unanimously passed.***
- Carl provided an update regarding the Director search, saying that the Board has received documents from the consultant for 25 candidates for review. The consultant is scheduling phone screening calls with the individuals. The next step is a videoconference via Zoom with the consultant and the board search committee members on June 17 to discuss the pool and select six to nine candidates for semifinal interviews, which are scheduled for June 29 and 30. All three sessions will be done using videoconferencing, with the Board members using the HUB to participate. The public has the right to attend these meetings, but the substance of the discussion will be in executive session, as allowed in matters leading to the appointment/employment of a particular person. The final two candidates will be interviewed in person by the entire Board on July 21.

VIII New Business

- Carl stated that the Board had received a copy of the Election Tally Sheet submitted by the inspectors for the June 4, 2026 election. ***Liz made a motion, seconded by Valerie to certify the June 4, 2026***

election results as follows: Proposition 1 (the budget) – 130 yes, 83 no; for Trustee: Daniel Schaaf 111 votes, Gretchen Stephens 101 votes, with no write-in votes. Unanimously passed. Carl thanked the voters for approving the budget and extended a welcome to Dan to the Board.

- **Liz made a motion, seconded by Valerie, stating “The Port Jervis Free Library hereby passes a resolution directing the Port Jervis School District to collect the Real Property Tax amount of \$1,232,269 (one million two hundred thirty-two thousand two hundred sixty-nine dollars) from taxpayers of the Port Jervis School District on behalf of the Port Jervis Free Library.” Unanimously passed.**
- **Valerie made a motion, seconded by Liz, to approve the 2027-2031 RCLS Plan of Service as presented. Unanimously passed.**
- **Valerie made a motion, seconded by Liz, to approve the RCLS Direct Access Plan as presented. Unanimously passed.**
- **Liz made a motion, seconded by Valerie, to approve the RCLS 2027 Menu of IT Services for contract year 5 of 5 as presented and to authorize the Interim Director to execute the contract with RCLS.** This agreement is for fully supported IT services for the calendar year 2027 at a cost of \$31,125. **Unanimously approved.**
- **Valerie made a motion, seconded by Liz, to approve fiscal year 2026 budget transfers as presented.** There will be additional budget transfers proposed at the conclusion of the fiscal year ended June 30, 2026. Overall, the Library continues to operate within the overall budget. **Unanimously approved.**
- Liz stated that the agenda notes an engagement letter from Edward Hartzog, Esq., to authorize him to assist with the investigation into the complaint filed by Mr. Daniel Schaaf on June 2, 2026, regarding the alleged unauthorized issuance of absentee ballots to voters for the June 4th budget vote and Board of Trustee election. As Carl intended to abstain from the vote and there is not a sufficient number of Board members to approve the letter, the matter was tabled to a subsequent meeting.

IX Public Comment

- Bert Thelander expressed his desire to see outreach into the Deerpark community, linkage of such to the Strategic Plan, that metrics be established to measure success in meeting the objectives stated within the Strategic Plan, and to gather feedback from the public.
- Mx. Peter Grech stated concern about the need to implement safeguards to assure that relationships deemed inappropriate between management and employees do not occur.

X Next Meeting

- The next regular meeting is scheduled for July 14, 2026 at 6 PM.
- A reorganization meeting is scheduled for July 1, 2026 at noon.
- Special meetings related to the Director search will be held on June 17, 2026 at 1 PM, and June 29 and 30, 2026 at 3 PM.

XI Adjournment

Liz made a motion, seconded by Valerie, to adjourn the meeting at 6:25 PM. Unanimously passed.

Respectfully Submitted,
Susan Wade, Board Clerk