PORT JERVIS FREE LIBRARY
BOARD OF TRUSTEES
SPECIAL MEETING AGENDA
September 12, 2025, @ 3:30pm

I Call to Order: Trustees: Carl Hendrick, Dick Roberts, Valerie Maginsky & Curran Koehler *Excused:* Dolores Carnosa & Liz Miller
Time: 3:30
Pledge of Allegiance

II Public Comment: Agenda Items Only *Neither Board members nor staff will engage in dialogue with a Speaker, other than they may thank each Speaker.*

III Old Business:
A motion to appoint Austin Curreri to the position of part-time Library Clerk at an hourly rate of $16.50 per hour, effective September 15, 2025, with a maximum of 19 hours per week and a probationary period of six (6) months, to begin with the date of hire.
**Motion**: Dick **2nd**: Valerie **Vote**: *YES*- Dick, Valerie & Carl
No- *Abstain:*

IV New Business: Engagement Letter

V Executive Session: Personnel –Motion to move into executive session to discuss the employment relationship of a particular person.
**Motion**: Valerie **2nd**: Dick Vote: *Yes*-Dick, Valerie & Carl
No- Abstain: **Time**: 3:34

*Confidential minutes*:
In light of the Board's receipt of an email from a former library employee, dated August 28, 2025, wherein allegations were made towards the Director, the Board has consulted with employment counsel and been advised that an outside investigation should be undertaken. Per counsel, that outside investigation should be done by a third party subject to authorization of such expenditure at an open meeting, as outlined in the Engagement Letter that was provided. Discussion that the Board take steps necessary to implement an outside investigation, if the expenditure for that investigation is approved by the Board, at an open meeting following this session.

Move to come out of executive session
**Motion**: Dick **2nd**: Valerie **Vote**: *Yes*- Dick, Valerie & Carl
No- *Abstain:* **Time**: 3:36

VI <u>Action Items for Consideration:</u>

-Motion to authorize the President of the PJFL to execute the Engagement Letter and Fee Arrangement with Strategy, People, Culture LLC (circulated with the agenda) to perform the investigation related to the employment relationship of a particular person, that was discussed in executive session."

**Motion**: Valerie Maginsky **2nd**: Dick Roberts
**Vote**: *YES*- Dick, Valerie & Carl No-**n/a;** *Abstain:* n/a

IV Public Comment: Public Comment – This will exclude any comment on any issue involving a specific employee as this must be done in executive session. (As stated in the Patron Complaint Policy)

V Adjournment:
Motion: Dick 2nd: Valerie Vote: *Yes*-Dick, Valerie & Carl
**Time**: 3:38

Next Meeting: Tuesday, October, 2025 **@ 6pm**

**Minutes of the Port Jervis Free Library Board of Trustees**
**September 9, 2025**
**6:00 PM**

<u>Present</u>: Dolores Carnosa, Carl Hendrick, Curran Koehler, Valerie Maginsky, Dick Roberts
(Liz Miller excused)

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

<u>**II Public Comment – agenda**</u> - none

<u>**III Minutes**</u>
***Dick made a motion, seconded by Valerie, to approve the minutes from the August 12, 2025 meeting. Unanimously carried. (Dolores abstained from the vote.)***

<u>**IV Correspondence**</u> - none

<u>**V Approval of Statistics and Financial Reports**</u>
***Valerie made a motion, seconded by Dick, to approve the financial report as presented. Unanimously carried.***

<u>**VI Director's Report**</u>
***Dick made a motion, seconded by Valerie, to approve the September 2025 Director's Report as submitted. Unanimously passed.***

<u>**VII Unfinished Business**</u>
- A Zoom meeting for the Strategic Plan was conducted on September 8. The next meeting is scheduled for October 6.
- FLEA and Board representatives met on August 6 and August 20 regarding contract negotiations and will meet again at a time to be determined.
- The Director stated that a 4th bid is expected for the security cameras and recommended that a decision be put on hold pending the results of the security assessment (See New Business), especially since Atlas Security has a CCTV team.
- ***Valerie made a motion, seconded by Dolores, to appoint Echo Cherry to the position of full-time "provisional" Library Clerk, pending eligibility to be determined following a yet to be given civil service examination, at an hourly rate of $17.75 per hour, effective September 8, 2025, with a probationary period of six (6) months, to begin with date of appointment.*** The Civil Service Secretary informed the Director that a provisional appointment can be made to the vacancy, and an exam will be given in November, as discussed. ***Unanimously passed.***
- ***Dick made a motion, seconded by Valerie, to award the bid for auto-adjusting valve thermometers for radiators to J. Cheshire & Sons Plumbing, Heating & Electric in the amount of $23,000.*** The Director stated (and included in his written report) "Due to a lack

of bids and with the oncoming colder season, I would recommend this as an emergency fix to begin as soon as possible with the only current bid." The work will include installation of 18 thermometers from units to walls, to operate each unit separately, as well as draining boiler and refilling with new cleaner. ***Unanimously passed.***

**<u>VIII New Business</u>**

- 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 Director reported follow-up contact with the Chief indicated they'd be out later this week to perform the assessment. Curran stated PO Kyle was out for initial contact and will follow up. The Director noted he was in touch with Atlas Security, and they will be out for an initial walk through to include CCTV. Curran concluded by adding that because of recent events he recommends the assessment.
- Carl stated there is a need for a special meeting to be held on Friday, September 12, 2025 at 3:30 PM and further information will be posted on the website on Wednesday, September 10.

**<u>IX Public Comment</u>**

Daniel Schaaf spoke and made reference to the approval of the Engagement Letter at the last meeting, noting it appeared to be necessitated by an investigation. He noted the retention of an attorney would be an added cost and questioned the nature of the investigation. He also opined the position of Treasurer and Bookkeeper were occupied by the same individual and suggested it be manned by separate people.

**<u>X Next Meeting</u>**

- The next regularly scheduled meeting will be held on Tuesday, October 14, 2025 at 6:00 PM.
- A special meeting will be held on Friday, September 12, 2025 at 3:30 PM.

**<u>XI Adjournment</u>**

***Dick made a motion, seconded by Dolores, to adjourn the meeting at 6:24 PM. Unanimously passed.***

Respectfully Submitted, `
Susan Wade, Board Clerk