

**Minutes of the Port Jervis Free Library Board of Trustees  
November 12, 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 6:00 PM.

**II Public Comment – agenda** – None

**III Minutes**

*Dick made a motion, seconded by Dolores, to approve the minutes from the October 14, 2025 meeting. Unanimously passed.*

**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 carried.*

**VI Director’s Report**

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

**VII Unfinished Business**

- Strategic Plan – a Zoom meeting was conducted on October 20. Between November 14 and November 18, the Director will share a draft of the plan with the working group for review. The next Zoom meeting of the group is scheduled for November 24 to discuss the final draft. Thereafter, the plan will be forwarded to the Board for their review with anticipation of approval at the December meeting.
- FLEA and Board representatives met on August 6 and August 20 regarding contract negotiations and are scheduled to meet again on a date yet to be determined.
- Patron policy violation – as noted at the last meeting 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, the Board approved a motion to designate the investigator from Strategy, People, Culture LLC, to investigate this matter and report to the Board for its consideration. As a result of the investigation the Board will review the report and consider the recommendations made at a special meeting to be scheduled for Friday, November 14, 2025 at 2 PM.

**VIII New Business** -- none

### **IX Public Comment**

A member of the public stated that the agenda on the Library website not easily found on the website.

### **X Next Meeting**

- A special meeting will be held on Friday, November 14, 2025 at 2 PM.
- The next regular meeting will be held on Tuesday, December 9, 2025 at 6 PM.

### **XI Adjournment**

***Dolores made a motion, seconded by Dick, to adjourn the meeting at 6:15 PM. Unanimously passed.***

Respectfully Submitted,  
Susan Wade, Board Clerk