Minutes of the Port Jervis Free Library Board of Trustees
May 12, 2026
6:00 PM

Present: Dolores Carnosa, Ed Falcone, Carl Hendrick, 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
Mx. Peter Grech commented on the Ethics policy.

III Minutes
- ***Dick made a motion, seconded by Valerie, to approve the minutes from the April 14, 2026 meeting. Unanimously passed.***
- ***Dolores made a motion, seconded by Valerie, to approve the minutes of the May 6, 2026 budget workshop meeting. Passed 3-0. Liz and Dick abstained as they were not present at the 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
- Ed stated that in addition to his written report to the Board, three trustee petitions had been received pertaining to the upcoming election. One was determined to be invalid by the School District due to an insufficient number of signatures by registered voters in the District. The two nominees are Daniel Schaaf and Gretchen Stephens. Ed also stated that he would be on vacation the week of May 25.
- ***Dick made a motion, seconded by Dolores, to approve the May 2026 Director's Report as presented. Unanimously passed.***

VII Unfinished Business
Carl provided an update on the Director search. Bradbury Miller has been accepting applications for the Director position, and the closing date is May 31. Once an applicant sends a resume, they complete two additional forms that are relevant to the position. Since the announcement was approved, it has been posted to their website, on various library-specific websites, and job boards. It will also be included in the firm's e-newsletter, which reaches over 1,700 library professionals. To date there are 20 applicants.

VIII New Business
- ***Liz made a motion, seconded by Dolores to accept the language contained in section 12.41, ASSURANCE, that The Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures that the "Annual Report" was reviewed and accepted by the Library Board on May 12, 2026.*** The Annual Report was submitted to RCLS on April 12, 2026. RCLS stated "it is likely that many Boards will formally approve the report after it has already been submitted to RCLS. This is a common acceptable practice, and there is no cause for concern." Carl thanked the Director and staff for getting it done. ***Unanimously passed.***

- ***Valerie made a motion, seconded by Liz, to approve and adopt the Port Jervis Free Library trustee ethics statement. Unanimously passed.*** All trustees signed and submitted the forms to the clerk.
- ***Dolores made a motion, seconded by Valerie, to adopt the 2026-2027 PJFL Budget as presented at the May 6, 2026 budget workshop, with overall income/expenses of $1,507,032 including $1,232,269 to be raised through taxes.*** This budget represents a zero percent increase in taxes over the prior year. It also includes a $186,013 drawdown from Fund Balance, if needed. ***Unanimously passed.***
- ***Dick made a motion, seconded by Valerie, to retain Nugent and Hauussler PC to perform a financial audit and prepare the NYS Annual Financial Report for the fiscal year ended June 30, 2026, at a cost of $10,250.*** This schedule is in keeping with a prior decision to engage a financial audit every other year and the complete audit was last performed for the fiscal year ended June 30, 2024. Susan will make the arrangements with Justin Wood. ***Unanimously passed.***
- ***Dick made a motion, seconded by Valerie, to approve the resignation of part-time Library Clerk Matthew Conklin effective April 29, 2026. Unanimously approved.***
- ***Dick made a motion, seconded by Liz, to approve Pamela Russell as an election inspector at a rate of $300 for the budget vote and trustee election on June 4, 2026 from Noon to 8 PM.*** A second election inspector will be approved at the budget hearing scheduled for May 21, 2026. ***Unanimously approved.***

IX Public Comment

- Mx. Peter Grech provided further comments on the Ethics policy.
- Gretchen Stephens introduced herself as a candidate for the Trustee Board. She stated that her professional background is with the NYS Department of Corrections and Community Supervision and in local real estate, and that she is committed to supporting initiatives that promote literacy, accessibility, community involvement and inclusive programming for residents of all ages.

X Next Meeting

- The next regular meeting is scheduled for June 9, 2026 at 6 PM.
- A budget hearing is scheduled for May 21, 2026 at 6 PM.
- The Budget and Trustee vote is scheduled for June 4, 2026 between noon and 8 PM.

XI Adjournment

Dick made a motion, seconded by Dolores, to adjourn the meeting at 6:27 PM. Unanimously passed.

Respectfully Submitted, `
Susan Wade, Board Clerk