Minutes of the Port Jervis Free Library Board of Trustees
July 30, 2026
6:00 PM

Present: Ed Falcone, Carl Hendrick, Liz Miller, Dick Roberts, Dan Schaaf. Dolores Carnosa was excused.

I Call to Order/Pledge of Allegiance - The meeting was called to order at 6:00 PM, and was held in the Reference Room.

II Public Comment – agenda - None

III Minutes

- ***Carl made a motion, seconded by Dick, to approve the minutes from the May 21, 2026 meeting. Carl, Liz and Dick voted affirmatively. Dan abstained from the vote.***
- ***Dan made a motion, seconded by Carl, to approve the minutes of the July 1, 2026 meeting. Carl, Liz and Dan voted affirmatively. Dick abstained from the vote.***
- ***Carl made a motion, seconded by Dan, to approve the minutes of the July 21, 2026 meeting. Carl, Liz and Dan voted affirmatively. Dick abstained from the vote.***
- Liz stated that the updated minutes of the June 9, 2026 meeting won't be approved, as only Carl and Liz of the current Board were present at the meeting. The Search Committee minutes likewise will not be approved, though all of these minutes are posted on the website.

IV Correspondence - None

V Approval of Statistics and Financial Reports

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

VI Director's Report

- In addition to his written report, Ed gave an update on the Construction Grant being considered. Because of the building's history, approval needs to be received by the State Historical Office, who stipulated they would require drawings of the windows before they are installed. However, RCLS has stated some objections to the Grant. Ed said successful submission of the Grant was not assured.
- Ed also reported on a meeting held with the School District's Superintendent of Buildings and Grounds, who stated their intention to expand their parking lot. This construction will temporarily impact the side parking lot as a ramp for ingress/egress will be needed when the Broome Street exit to the existing lot is blocked. The ramp will result in the loss of two parking spots on a temporary basis.
- ***Dick made a motion, seconded by Carl, to approve the Director's Report as presented. Unanimously passed.***

VII Unfinished Business

- Liz provided an update on the Director selection, stating that the Board is awaiting the finalization of the process and that action is anticipated at the next board meeting.
- The Construction Grant was updated as part of the Director's Report (see above).

VIII New Business

- Bookkeeper contract – Liz stated that the Board had received a copy of the agreement for bookkeeping services for the Library for the period July 1, 2026 through June 30, 2027, with all terms and conditions as included in the original agreement, with the following update: monthly remuneration of $5,500 at the end of each month for which service is provided. Liz noted that this rate has remained the same over the previous two fiscal years. ***Carl made a motion, seconded by Dan, to approve the agreement as presented. Unanimously passed.***
- ***Carl made a motion, seconded by Dick, to accept the resignation of Rachel Leeds effective June 15, 2026. Unanimously passed.***
- Engagement Letter – Hartzog. Carl recused himself from the discussion of this matter and exited the room. Liz stated that the Board had received a copy of the Engagement Letter from Edward Hartzog, Esquire related to a petition filed with the NYS Department of Education with regards to an allegation related to the June 4, 2026 budget vote and election. ***Dick made a motion, seconded by Dan, to approve the Engagement letter as presented. Liz, Dick and Dan voted in the affirmative. Carl had recused himself from the discussion and the vote.*** Carl then rejoined the meeting following the discussion and vote.

IX Public Comment

A member of the public asked that the Library consider participating in making museum passes available to Library members. Ed stated that he would be looking into the matter. Dan stated that he had done some research on the costs of joining various museums and will share that information with Ed and the Board. It was also agreed that specific website space should be dedicated to museum opportunities in the area.

X Next Meeting

The next regular meeting is scheduled for August 11, 2026 at 6 PM.

XI Adjournment

Dick made a motion, seconded by Carl, to adjourn the meeting at 6:18 PM. Unanimously passed.

Respectfully Submitted, `
Susan Wade, Board Clerk