

Minutes of the Port Jervis Free Library Board of Trustees
July 21, 2026 – Special Meeting
12:30 PM

Present: Dolores Carnosa, Ed Falcone, Carl Hendrick, Liz Miller, Dan Schaaf

I Call to Order/Pledge of Allegiance

Liz called the meeting to order at 12:34 PM.

II Public Comment – agenda - None

III Unfinished Business - None

IV New Business

- ***Dolores made a motion, seconded by Carl, to approve the absences of Richard K. Roberts on June 9, July 1 and July 21, 2026, accepted as satisfactory.*** Liz noted that “If any trustee shall fail to attend three consecutive meetings without excuse accepted as satisfactory by the trustees, he shall be deemed to have resigned.” Dick has had recent health issues that has prevented him from attending recent meetings. ***Unanimously passed.***
- Liz stated that all of the trustees had received a copy of the email from the Director regarding State Aid for Library Construction Program (FY 2026-2027) and asked for a motion to approve the following Resolution: “The application and accompanying documents for public library construction aid to be administered in accordance with the requirements of Education Law section 273-a (as amended by Chapter 148 of the laws of 2014) and Commissioners Regulations section 90.12 was read and duly adopted, and the conditions outlined in the RCLS Assurance letter have been accepted by the library Board of Trustees of the Port Jervis Free Library.” ***Carl made the motion, seconded by Dolores. Unanimously passed.*** Liz signed the associated documents to be filed with the grant and RCLS.

V Unfinished Business

- Liz stated that the Board will conduct interviews with three candidates for the Director position. She introduced Mandy Simon from Bradbury Miller Associates.
- Simon provided an overview of the search process as follows:
 - Discovery meetings with the search committee and a focus group of employees
 - Preparation of the job announcement
 - Creation of an evaluation rubric
 - Assessment of the initial cohort of 30 applicants
 - Phone interviews with 25 candidates, creation of a top-10 list
 - Zoom meetings of 30 minutes each held with six semi-finalists
 - Three finalists were selected and are on site for building tours, meetings with full-time staff and interviews with the Board
 - An exit interview will be conducted with each candidate
 - Employment offer will be extended on behalf of the Board, contingent on successful background review

- ***Carl made a motion, seconded by Dan, to move into Executive Session at 12:47 PM to discuss the employment history, qualifications, and interview of particular persons, those being candidates A, B and C, leading to the appointment and employment with the Port Jervis Free Library as Library Director I. Unanimously passed.***
- ***Carl made a motion, seconded by Dolores, to invite Mandy Simon into Executive Session, and to invite candidates A, B and C, individually, into Executive Session.***
- ***Dolores made a motion, seconded by Dan, to come out of Executive Session at 4:36 PM. Unanimously passed.***
- ***Carl made a motion, seconded by Dolores, to allow Bradbury Miller Associates to act on behalf of the Port Jervis Free Library to make a conditional/provisional offer to the selected candidate. Unanimously passed.***

VI Public Comment - None

VII Next Meeting

The next regular meeting is scheduled for July 30, 2026

VIII Adjournment

Carl made a motion, seconded by Dan, to adjourn the meeting at 4:36 PM. Unanimously passed.

Respectfully Submitted,
Susan Wade, Board Clerk