Minutes of the Port Jervis Free Library Board of Trustees
November 10, 2026
6:00 PM

Present: Dolores Carnosa, Carl Hendrick, Liz Miller, Dick Roberts, Dan Schaaf, Beth Wolpert

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 13, 2026 meeting. Unanimously passed.

IV Correspondence - None

V Approval of Statistics and Financial Reports
Carl made a motion, seconded by Dan, to approve the financial reports as presented. Unanimously passed.

VI Director's Report
- Beth reviewed her written report previously submitted and provided the following updates:
  - The elevator button has been adjusted so that the fire department will not be called if it is accidentally activated by patrons.
  - The improvements to internet service through Frontier will commence on November 12.
  - Awaiting word from RCLS whether the Skoufis grant funds can be allocated to the window replacement project.
- ***Dick made a motion, seconded by Dolores, to approve the Director's Report as presented. Unanimously passed.***

VII Unfinished Business – None

VIII New Business
- ***Carl made a motion, seconded by Dan, to adopt the following: The Port Jervis Free Library Board of Trustees resolves to fully support the library in joining the Sustainable Libraries Initiative Certification Program, with the goal of becoming a certified sustainable library. Dolores, Carl, Dick and Dan all voted in the affirmative. Liz abstained from the vote stating a conflict of interest but also stated that she fully supported the measure.***
- ***Dick made a motion, seconded by Dolores, to approve the hiring of Kate Gessner to the position of part-time library clerk at an hourly rate of $18.00 with the appointment***

effective November 2, 2026, with a maximum of 19 hours per week and a probationary period of six (6) months, to begin with the date of hire. Unanimously passed.

- ***Carl made a motion, seconded by Dick, to amend the health insurance benefit package for Elizabeth Wolpert to state: "The board shall pay 100% of the premium for a family policy, effective November 1, 2026.*** It was noted that this change is specific to the employee and does not need to be offered to other library directors going forward. ***Unanimously passed.***
- ***Dan made a motion, seconded by Dick, to approve the probationary period for library director, Elizabeth Wolpert, pursuant to the NYS Civil Service certified eligible list and approval of the City of Port Jervis Civil Service. The probationary period shall begin from the effective date, October, 13th, in accordance with applicable Civil Service rules and regulations and last for a period of 26 weeks.*** This reflects the change in Civil Service status from provisional to probationary. ***Unanimously passed.***

IX Public Comment -- A patron asked whether it was legal to take personnel action before approval is received from the Board, and was told that such actions are in compliance with the State's Directors Handbook.

X Next Meeting -- The next regular meeting is scheduled for December 8, 2026 at 6 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