

Minutes of the Port Jervis Free Library Board of Trustees

December 30, 2025

5:00 PM

Present: Carl Hendrick, Curran Koehler, Liz Miller, Dick Roberts (Dolores Carnosa and Valerie Maginsky were excused)

I Call to Order/Pledge of Allegiance - The meeting was called to order at 5:02 PM.

II Public Comment – agenda – none

III Unfinished Business -- none

IV New Business

- Port Jervis Free Library Policy for Continuing Education of Library Trustees – ***Dick made a motion, seconded by Liz, to approve and adopt the policy as presented.*** Carl stated that this policy establishes procedures and expectations for each member of the Board of Trustees of the Library to complete and document their compliance with their continuing education obligations. ***Unanimously passed.*** Carl stated that he has documentation that confirms all Trustees have completed required training requirements for 2025 and presented the documentation to the Board Clerk to scan and forward to the Board for their records. He also noted that this information will be used by the Director when completing the Annual Report. Dick asked whether the information needed to be forwarded to RCLS. Because this information is included in the Annual Report, it was not necessary.
- Memorandum of Agreement by and between the Board of Trustees of the Port Jervis Free Library and the Port Jervis Free Library Employee’s Association – ***Liz made a motion, seconded by Dick, to approve the memorandum of agreement by and between the Board of Trustees and the Free Library Employee’s Association.*** Discussion: The Library and the Association agree to revive and incorporate the provisions of the Agreement between them that was scheduled to terminate on June 30, 2025, into a three (3) year successor agreement effective retroactively on July 1, 2025 and terminating on June 30, 2028, except as modified by the memorandum provisions. Dick asked whether FLEA has ratified the agreement; they have. ***Unanimously passed.***
- Salary increase – ***Dick made a motion, seconded by Liz, to grant a 4% increase to Employee #018, effective retroactively to July 1, 2025.*** Carl noted that it has been customary that the employee be on par with the percentage increase given to FLEA, and since there was a 2% raise in the start of Fiscal Year 2025, this would accomplish same. ***Unanimously passed.***

V Public Comment

- Seven members of the public spoke, questioning why a Friday yoga class has not been scheduled despite significant interest from the public.
- One member of the public spoke about various actions taken/not taken by the Director and Board.

VI Next Meeting

The next regular meeting will be held on Tuesday, January 13, 2026 at 6 PM.

VII Adjournment

Dick made a motion, seconded by Liz, to adjourn the meeting at 5:33 PM. Unanimously passed.

Respectfully Submitted,
Susan Wade, Board Clerk