

# Minutes of the Port Jervis Free Library Board of Trustees

March 17, 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**

- Robert Eurich gave background on the American Indian Advancement Fund which is being established with the Library.
- Mx. Peter Grech stated that information about the schedule of Board meetings is difficult to ascertain on the website.

## **III Minutes**

- *Liz made a motion, seconded by Valerie, to approve the minutes from the February 10, 2026 meeting. Passed 4-0; Dick abstained as he was not present at the meeting.*
- *Dick made a motion, seconded by Dolores, to approve the minutes from the March 4, 2026 special meeting. Unanimously carried.*

**IV Correspondence** - None

## **V Approval of Statistics and Financial Reports**

*Valerie made a motion, seconded by Dolores, to approve the financial report as presented. Unanimously carried.*

## **VI Director’s Report**

- Carl introduced Edward Falcone, the Interim Director of the Library, stating that Ed has 45 years of experience in the NYS library system. He obtained a master’s degree in library science from Pratt Institute in 1975 and has served as a Director since 1985, and as an Interim Director in five area libraries since 2020. He welcomed Ed, on behalf of the Board, to the Library and the City.
- Carl provided some updates and commentary from the prior Director’s last report and some items that Carl and Ed had reviewed:
  - Two part time positions have been filled and a full time “provisional appointment” will be continued (see **New Business**).
  - It was determined that a sump pump needed replacing and Ralph and George Cheshire met with the Director.
  - Ed will contact RCLS regarding needed documentation for inclusion of the security camera installation cost into a grant. He will contact Stephen Hoefler at RCLS.
  - Ed sent the most recent draft of the Employee Policy Manual Update to Counsel.
  - The MOU with the Friends of the Port Jervis Library was finalized and submitted to the Board for approval (see **New Business**).
  - Ed will keep the Board updated regarding the Artful Gardeners project, which is currently on hold.
  - Liz will assist Ed in contacting the right person in Senator Skoufis’s office regarding use of the DASNY Grant funds.

- ***Dick made a motion, seconded by Liz, to approve the March 2026 Director’s Report as presented. Unanimously passed.***

## **VII Unfinished Business**

***Liz made a motion, seconded by Valerie, to approve the Establishing the Port Jervis Free Library American Indian Advancement Fund.*** Carl noted that the Board members had received a copy of the letter for their review. ***Unanimously passed.***

## **VIII New Business**

- Carl noted that the Board members had received a copy of the Engagement Letter, Executive Search Proposal, dated March 9, 2026 and the subsequent Addendum between Bradbury Miller Associates “with special skill and knowledge derived from their many years of conducting director searches, utilizing their own learned judgement” and the Port Jervis Library for the standard search amount of \$31,000. ***Dolores made a motion, seconded by Liz, to approve the Executive Search Proposal, Engagement Letter and Addendum and to authorize the President to execute the documents. Unanimously passed.***
- ***Dick made a motion, seconded by Valerie, to approve the 2026 Legal Notice, Library Tax Levy Proposition, Candidate Petition and Election of Trustees dates pertaining to the 2026-2027 budget and 2026 election process. Unanimously approved.*** The dates are:
  - April 14 Tuesday Petitions for board position issued
  - May 1 Friday Election date published (Legal notice)
  - May 5 Tuesday Petitions for board position returned
  - May 6 Wednesday Budget workshop
  - May 21 Thursday Budget hearing
  - May 29 Friday Deadline for absentee ballots requests to be mailed (5 PM)
  - June 4 Thursday Library election noon-8 PM (absentee ballots due by 5 PM)
  - July 1 Wednesday Reorganization meeting / administration of oath of office
- ***Valerie made a motion, seconded by Liz, to approve the Memorandum of Understanding between the Board of Trustees and Administration of the Port Jervis Free Library and the Friends of the Port Jervis Library. Unanimously passed.***
- ***Liz made a motion, seconded by Dolores, to approve the hiring of Amy Kerekes to the position of part-time library clerk at an hourly rate of \$18.00, effective March 10, 2026 (motion amended to correct the effective date to March 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.***
- ***Dolores a motion, seconded by Valerie, to approve the hiring of Anthe Constanti to the position of part-time library clerk at an hourly rate of \$18.00, effective March 12, 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.***
- ***Liz made a motion, seconded by Dolores, to continue Echo Cherry’s “provisional” appointment to the position of full-time library clerk which was originally approved on September 8, 2025, pending eligibility to be determined following a yet to be given civil service examination, at an hourly rate of \$19.25 per hour, effective March 17, 2026, with a probationary period of six (6) months, to begin with the date of hire. Unanimously passed.*** It was noted that a provisional employee who receives a permanent appointment to the same title that they were serving in provisionally shall have all the

time in provisional status credited to any probationary term that is required upon permanent appointment to a position.

#### **IX Public Comment**

- Sandi Marie Seger stated that she had spoken with the Police Department about reserving a parking spot on the street in front of the ramp for handicap parking. She also asked about having funds made available for the safekeeping and preservation of records currently kept in the basement.
- Mx. Peter Grech commented on the advertisement of meetings and decorum within the Library.

#### **X Next Meeting**

- The next regular meeting is scheduled for April 14, 2026 at 6 PM.

#### **XI Adjournment**

***Dick made a motion, seconded by Dolores, to adjourn the meeting at 6:35 PM. Unanimously passed.***

Respectfully Submitted,  
Susan Wade, Board Clerk