Minutes of the Port Jervis Free Library Board of Trustees
August 11, 2026
6:00 PM

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

I Call to Order/Pledge of Allegiance - The meeting was called to order at 6:02 PM.

II Public Comment – agenda – One member of the public spoke.

III Minutes

Dick made a motion, seconded by Carl, to approve the minutes from the July 30, 2026 meeting. Carl, Liz, Dick and Dan voted affirmatively. Dolores abstained from the vote.

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

- Ed reported that the new phone system is expected to be installed and operational in the coming week.
- Ed provided updates on three grants that are in various stages of completion:
  - DLD Construction 0386-27-2168. This grant is for main floor window replacement. The application was submitted in July and passed initial review and the State Preservation and Historical Office gave conditional approval; however, RCLS has taken the position that this is not sufficient. Ed stated that he was not optimistic that this proposal will ultimately be approved.
  - DLD Construction 0386-26-1790. This grant is for the new security camera system, work on which was completed in January 2025. DASNY has not yet approved the proposal. When it is approved, the Library will receive two payments of 90% and 10% of the grant amount. The project cost was $18,860. The grant was submitted for $14,145 and then reduced to $9,120.
  - DASNY 15600. This grant for $50,000 was started in 2018 and has gone through many changes in scope, with the final emphasis being renovation of the adult reference room. Feedback has been that the work should include more construction and less refurnishing. The window of opportunity for this grant is open into November. Ed will review it with the incoming Director so that she can bring the project to completion.
- ***Carl made a motion, seconded by Dolores, to approve the Director's Report as presented. Unanimously passed.***

VII Unfinished Business

Dolores made a motion, seconded by Carl, to approve the offer letter dated July 22, 2026 made to Elizabeth Wolpert for the position of Library Director I, Port Jervis Free Library, effective August 31, 2026. Unanimously passed. Liz noted that this is a "provisional appointment" contingent on approval by the Port Jervis Civil Service Commission. The oath of office will be administered on August 31, 2026, separate from a trustee meeting.

VIII New Business

Dick made a motion, seconded by Carl, to approve the 2025-2026 budget modifications as presented and to acknowledge a use of Fund Balance of $24,965 for the fiscal year ended June 30, 2026. Unanimously passed. It was noted that the original budget was cast anticipating a use of up to $101,000 of Fund Balance.

IX Public Comment -- One member of the public spoke.

X Next Meeting

The next regular meeting is scheduled for September 8, 2026 at 6 PM.

XI Adjournment

Dick made a motion, seconded by Dan, to adjourn the meeting at 6:25 PM. Unanimously passed.

Respectfully Submitted, `
Susan Wade, Board Clerk