

1 **PORT JEFFERSON FREE LIBRARY**  
2 **BOARD OF TRUSTEE MEETING MINUTES**  
3

4 Meeting Date: February 24, 2025

5 Meeting Time: 5:00 p.m.

6 Present: John Grossman, President Kristen Reilly, Trustee  
7 Karyn Jensen, Vice President Andrew Thomas, Trustee  
8 Joseph Orofino, Financial Officer Jenny Bloom, Director  
9 Nicole Connelly, Secretary Jennifer DeLeo, Business Manager  
10 Emily Murphy, Trustee Lisa McDonnell, Asst to the Business Manager  
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12 **I. CALL TO ORDER, *introductory remarks***

13 J. Grossman called the meeting to order at 5:03 p.m.

14 **A. Comments from the Board.** None

15 **B. Comments from the Public.** None  
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17 **II. APPROVAL OF AGENDA/MINUTES**

18 **MOTION** to approve the agenda for the February 24, 2025 Board of Trustee Meeting. (Orofino; Connelly)  
19 unanimously approved

20 **MOTION** to accept the minutes of the February 3, 2025 Board of Trustee Meeting. (Orofino; Connelly)  
21 unanimously approved  
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23 **III. FINANCIAL REPORTS**

24 **A. Business Manager's Report to the Treasurer**

25 **B. Comparative Statements of Expenses and Revenue for the Month Ending January 31, 2025**

26 **C. Reporting Payrolls and Warrants**

27 1. FAO Warrants of January 3, 2025 (\$5,651.21), January 17, 2025 (\$63,589.03) and  
28 January 31, 2025 (\$6,176.68).

29 2. Payroll Warrants of January 3, 2025 (\$58,436.77), January 17, 2025 (\$58,040.09) and  
30 January 31, 2025 (\$57,689.59).

31 3. Capital Warrants of January 3, 2025 (\$1,753.47) January 17, 2025 (\$98,775.94)  
32 January 31, 2025 (\$1,839.20), and February 24, 2025 (\$1,139.51).

33 4. Warrant of February 24, 2025 (\$130,818.78).  
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35 **MOTION** to accept all Financial Warrants as presented. (Orofino; Connelly)  
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37 **IV. LIBRARY REPORTS**

38 **A. Director Report**

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  - Our new program registration website is expected to launch by March 1, 2025.
  - Discussed the Budget newsletter.
  - Discussed ways to provide Social Worker services to those in need.
  - The NY State Annual Report needs to be approved.
  - Door fob project will be completed this week.
  - 2 personnel motions need to be approved.
  - We received our Certificate of compliance February 19, 2025 for 205 E Main.  
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- Grand opening for 205 E Main will be on Friday, March 14th from 5-9 P.M and Saturday, March 15th open house from 9:30-5 P.M
- We will start interviewing for the Network & Systems Administrator position this week.

## **B. Personnel**

**MOTION** to appoint part-time Custodian Maybelline Escobar to full-time Custodian at the same rate effective immediately. (Connelly; Reilly) unanimously approved

**MOTION** to accept the resignation of part-time Network & Systems Technician Jamal Smart as of March 1, 2025. (Jensen; Murphy) unanimously approved

## **V. UNFINISHED BUSINESS**

**A.** 205 E Main grand opening was discussed.

## **VI. NEW BUSINESS**

### **A. SCLS**

**MOTION** to approve payment to SCLS in the amount of \$96,523.00 for 2025 Overdrive service. (Connelly; Jensen) unanimously approved

### **B. Library Attorney Contract Renewals**

**MOTION** to renew the 2025 retainer contract with Kevin Seaman as General Counsel and Labor Counsel for an annual retainer of \$8,500.00. (Reilly; Jensen) unanimously approved

### **C. Annual Report**

**MOTION** to approve the Port Jefferson Annual Report for Public and Association Libraries-2024 Pending SCLS approval. (Jensen; Connelly) unanimously approved

## **VII. CORRESPONDENCE AND COMMUNICATION**

None

## **VIII. COMMENTS FROM THE PUBLIC**

None present

## **IX. COMMENTS FROM THE BOARD**

None

## **X. ADJOURNMENT**

**MOTION** to adjourn the meeting at 5:46 p.m. (Connelly; Thomas) unanimously approved

Respectfully submitted,

Nicole Connelly,  
Secretary, Board of Trustees

*Recorded by Lisa McDonnell*

DRAFT