

PORT JEFFERSON FREE LIBRARY

BOARD OF TRUSTEE MEETING MINUTES

Meeting Date: March 24, 2025

Meeting Time: 5:00 p.m.

Present: Karyn Jensen, Vice President Jenny Bloom, Director
Joseph Orofino, Financial Officer Jennifer DeLeo, Business Manager
Emily Murphy, Trustee Lisa McDonnell, Asst to the Business Manager
Kristen Reilly, Trustee
Andrew Thomas, Trustee

Absent: John Grossman, President
Nicole Connelly, Secretary

I. CALL TO ORDER, *introductory remarks*

J. Orofino called the meeting to order at 5:08 p.m.

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

B. **Comments from the Public.** None

II. APPROVAL OF AGENDA/MINUTES

MOTION to approve the agenda for the March 24, 2025 Board of Trustee Meeting. (Reilly; Jensen)
unanimously approved

MOTION to accept the minutes of the February 24, 2025 Board of Trustee Meeting. (Jensen; Murphy)
unanimously approved

MOTION to accept the minutes of the March 04, 2025 Board of Trustee Special Meeting. (Jensen; Murphy)
unanimously approved

III. FINANCIAL REPORTS

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

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

C. **Reporting Payrolls and Warrants**

1. FAO Warrants of February 14, 2025 (\$66,086.66) and February 28, 2025 (\$3,499.29)
2. Payroll Warrants of February 14, 2025 (\$58,118.23) and February 28, 2025 (\$58,306.70)
3. Capital Warrants of February 14, 2025 (\$40,399.85) and March 24, 2025 (\$9,129.86)
4. Warrant of March 24, 2025 (\$55,787.78)

MOTION to accept all Financial Warrants as presented. (Jensen; Reilly) unanimously approved

MOTION to transfer \$150,000.00 out of the BOA Primary Reserve Savings Account and into the BOA Capital Fund Checking Account. (Jensen; Reilly) unanimously approved

IV. LIBRARY REPORTS

A. **Director Report**

- Budget newsletter was mailed for the April 8th budget vote. Absentee ballots are available.
- SCLS has asked us all to advocate on behalf of Libraries.
- Door fob project is almost complete.
- The Grand Opening of the Teen Center went well. 415 visited on Friday and 138 on Saturday.

- Our new Network and Systems Administrator has started.
- We are making a NYSHIP motion tonight.
- We have started interviewing for the full-time custodian position.
- A motion needs to be approved to pay Belfor for completed work at 205 E Main.
- A motion needs to be approved to renew landscaping contract.

B. Personnel-None

V. UNFINISHED BUSINESS

None

VI. NEW BUSINESS

A. Landscaping Contract

MOTION to approve the contract from Homestyle Landscaping & Design in the amount of \$9,150.00 for the contract year March 15, 2025-December 31, 2025. (Reilly; Jensen) unanimously approved

B. 205 E Main

MOTION to approve payment to Belfor in the amount of \$7,980.00 for work completed at 205 E Main Street. (Reilly; Jensen) unanimously approved

MOTION to approve payment to Belfor in the amount of \$103,539.05 for work completed at 205 E Main Street. (Murphy; Jensen) unanimously approved

C. NYSHIP

MOTION to approve new employees to be eligible for health insurance on the day of hire. (Murphy; Thomas) 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 5:28 p.m. (Jensen; Murphy) unanimously approved

Respectfully submitted,

Nicole Connelly,
Secretary, Board of Trustees

Recorded by Lisa McDonnell