

1 **PORT JEFFERSON FREE LIBRARY**
2 **BOARD OF TRUSTEE MEETING MINUTES**
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4 Meeting Date: April 29, 2025

5 Meeting Time: 5:00 p.m.

6 Present: John Grossman, President Andrew Thomas, Trustee
7 Karyn Jensen, Vice President Jenny Bloom, Director
8 Nicole Connelly, Secretary Jennifer DeLeo, Business Manager
9 Emily Murphy, Trustee Lisa McDonnell, Asst to the Business Manager
10 Kristen Reilly, Trustee

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12 Absent: Joseph Orofino, Financial Officer
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14 **I. CALL TO ORDER, *introductory remarks***

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

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

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

18 C. Guest Speaker Port Jefferson School District Superintendent, Jessica Schmettan, and Deputy
19 Superintendent, Sean Leister, gave a brief presentation regarding the school districts 2025-2026 budget
20 proposal.
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22 **II. APPROVAL OF AGENDA/MINUTES**

23 **MOTION** to approve the agenda for the April 29, 2025 Board of Trustee Meeting. (Jensen; Murphy)
24 unanimously approved

25 **MOTION** to accept the minutes of the March 24, 2025 Board of Trustee Meeting. (Jensen; Connelly)
26 unanimously approved

27 **MOTION** to accept the minutes of the March 24, 2025 Budget Informational Meeting. (Reilly; Connelly)
28 unanimously approved

29 **MOTION** to accept the minutes of the March 27, 2025 Board of Trustee Special Meeting. (Reilly; Jensen)
30 unanimously approved
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32 **III. FINANCIAL REPORTS**

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

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

35 C. **Reporting Payrolls and Warrants**

- 36 1. FAO Warrants of March 14, 2025 (\$67,842.51) and March 28, 2025 (\$5,027.50)
37 2. Payroll Warrants of March 14, 2025 (\$59,053.56) and March 28, 2025 (\$57,989.39)
38 3. Capital Warrants of March 14, 2025 (\$40,901.61) and March 28, 2025 (\$162,809.50) and
39 April 28, 2025 (\$450.00)
40 4. Warrant of April 28, 2025 (\$48,147.95)
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42 **MOTION** to accept all Financial Warrants as presented. (Murphy; Jensen) unanimously approved
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44 **IV. LIBRARY REPORTS**

45 A. **Director Report**

- 46 • We are in the process of planning Summer Reading programs. Theme is Color Our World.

- We will be asking for motions to close the library on May 16, 2025 for duct cleaning, firewall conversion and for a staff day of training.
- We have 2 personnel motions to be approved.
- Staff evaluations will be completed in May.
- We need to discuss a walkway that connects the main library to teen center.
- We have started interviews for the part time Teen position.

MOTION to move the meeting into Executive Session to discuss the Directors valuation at 6:51 p.m. (Connelly; Jensen) unanimously approved

MOTION to resume the regular board meeting at 7:01 p.m. (Jensen; Connelly) unanimously approved

B. Personnel

MOTION to hire Anna Romero as part-time Network & Systems Technician at \$26.06/hr., effective immediately. (Connelly; Reilly) unanimously approved

MOTION to approve an increase of the monthly retainer fee of Treasurer/Claims Auditor, Lisa Van Middlem to the amount of \$625.00, effective July 1, 2025. (Connelly; Jensen) unanimously approved

MOTION to close the Library to the public on Friday May 16, 2025 for a staff in-service day. (Reilly; Connelly) unanimously approved

V. UNFINISHED BUSINESS

None

VI. NEW BUSINESS

A. 205 E Main

MOTION to approve the proposal from BBS Architects in the amount of \$6,752.50 for additional services for code compliance review and solutions at 205 E Main Street. (Jensen; Thomas) unanimously approved

B. Firewall

MOTION to approve the proposal from Fluid Imagery in the amount of \$13,505.00 for firewall conversion. (Reilly; Connelly) unanimously approved

MOTION to approve the proposal from Fluid Imagery in the amount of \$1,120.00 per month for firewall conversion support. (Not to exceed 3 months). (Jensen; Thomas) unanimously approved

C. Duct Cleaning

MOTION to approve the proposal from Cunningham in the amount of \$14,250.00 for HVAC & duct cleaning. (Murphy; Jensen) unanimously approved

D. Motion for walkway between main library and 205 E Main is postponed until next month.

VII. CORRESPONDENCE AND COMMUNICATION

None

VIII. COMMENTS FROM THE PUBLIC

None present

IX. COMMENTS FROM THE BOARD

95 None

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97 **X. ADJOURNMENT**

98 **MOTION** to adjourn the meeting at 7:06 p.m. (Jensen; Connelly) unanimously approved

99
100 Respectfully submitted,

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104 Nicole Connelly,
105 Secretary, Board of Trustees

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107 *Recorded by Lisa McDonnell*
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