

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

4 Meeting Date: May 19, 2025

5 Meeting Time: 5:00 p.m.

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

16 J. Grossman called the meeting to order at 5:02 p.m.

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

18 B. **Comments from the Public.** None
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20 **II. APPROVAL OF AGENDA/MINUTES**

21 **MOTION** to approve the agenda for the May 19, 2025 Board of Trustee Meeting. (Orofino; Murphy)
22 unanimously approved

23 **MOTION** to accept the minutes of the April 29, 2025 Board of Trustee Meeting. (Reilly; Jensen)
24 unanimously approved
25

26 **III. FINANCIAL REPORTS**

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

28 **B. Comparative Statements of Expenses and Revenue for the Month Ending April 30, 2025**

29 **C. Reporting Payrolls and Warrants**

30 1. FAO Warrants of April 11, 2025 (\$68,406.21) and April 25, 2025 (\$8,995.17)

31 2. Payroll Warrants of April 11, 2025 (\$57,898.10) and April 25, 2025 (\$59,328.21)

32 3. Warrant of May 19, 2025 (\$32,232.33)
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34 **MOTION** to accept all Financial Warrants as presented. (Orofino; Reilly) unanimously approved

35 **MOTION** to approve the transfer of the entire balance of the Fidelity Money Market account to the Bank
36 of America Primary Reserve Savings account, effective immediately. (Orofino; Jensen) unanimously
37 approved
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39 **IV. LIBRARY REPORTS**

40 **A. Director Report**

- 41 • Staff Day was held on May 16, 2025.
- 42 • Sonic Firewall has been installed.
- 43 • Duct cleaning project is almost complete.
- 44 • Building committee met to discuss the campus design plan.
- 45 • We made offers to 8 summer page candidates. We will be asking for motion to hire them.
- 46 • We have a motion to hire a new part time Teen Librarian.

- We have a motion for a resignation.
- We are asking for approval to buy new chairs for the meeting room.
- We are asking for approval of a comp time payout to the Director.

MOTION to move the meeting into Executive Session to discuss the Directors evaluation at 5:47 p.m. (Orofino; Jensen) unanimously approved

MOTION to resume the regular board meeting at 6:10 p.m. (Jensen; Murphy) unanimously approved

B. Personnel

MOTION to accept the resignation of part-time Library Aide Summer Vion as of May 10, 2025. (Jensen; Reilly) unanimously approved

MOTION to hire Nicholas Knab as part-time Teen Librarian at \$37.67/hr., effective immediately. (Reilly; Orofino) unanimously approved

MOTION to approve the hire of, Caiden Hassell, Finn Padilla, Jacob Huwer, Juliana Gamboa, Jenna Elbahey, Levitt Tishim, Paige Urcuiolio and Brian Hyrycz as seasonal Summer Reading Pages at \$16.50 per hour, effective immediately. (Murphy; Jensen) unanimously approved

MOTION to approve the payment of the Comp Time balance of 80 hours to Jenny Bloom in the June 6, 2025 payroll. (Reilly; Orofino) unanimously approved

V. UNFINISHED BUSINESS

None

VI. NEW BUSINESS

A. Bank of America Credit Card

MOTION to approve payment to Bank of America Credit Card in the amount of \$11,602.39 for computer equipment, computer supplies, bus & rail and program supplies. (Reilly; Murphy) unanimously approved

B. SCWA

MOTION to approve payment to SCWA for the Tap and Service Installation Contract in the amount of \$79,086.00, retroactive to October 31, 2024. (Orofino; Murphy) unanimously approved

C. Library Audit Proposal

MOTION to accept the 2025 Library Audit Proposal from Baldessari & Coster LLP in the amount of \$13,250.00. (Reilly; Murphy) unanimously approved

D. Fidelity

MOTION to purchase a 6-month Treasury Bill at \$1,500,000.00 through Fidelity, effective immediately. (Orofino; Jensen) unanimously approved

E. New Chairs

MOTION to approve the purchase of new chairs for the meeting room not to exceed \$7,800.00, effective immediately. (Reilly; Jensen) unanimously approved

VII. CORRESPONDENCE AND COMMUNICATION

None

VIII. COMMENTS FROM THE PUBLIC

None present

96 **IX. ADJOURNMENT**

97 **MOTION** to adjourn the meeting at 6:16 p.m. (Orofino; Jensen) unanimously approved

98
99 Respectfully submitted,

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103 Nicole Connelly,
104 Secretary, Board of Trustees

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106 *Recorded by Lisa McDonnell*
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