

PORT JEFFERSON FREE LIBRARY

BOARD OF TRUSTEE MEETING MINUTES

Meeting Date: April 29, 2025

Meeting Time: 5:00 p.m.

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

Absent: Joseph Orofino, Financial Officer

I. CALL TO ORDER, *introductory remarks*

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

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

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

C. Guest Speaker Port Jefferson School District Superintendent, Jessica Schmettan, and Deputy Superintendent, Sean Leister, gave a brief presentation regarding the school districts 2025-2026 budget proposal.

II. APPROVAL OF AGENDA/MINUTES

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

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

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

MOTION to accept the minutes of the March 27, 2025 Board of Trustee Special Meeting. (Reilly; Jensen) unanimously approved

III. FINANCIAL REPORTS

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

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

C. **Reporting Payrolls and Warrants**

1. FAO Warrants of March 14, 2025 (\$67,842.51) and March 28, 2025 (\$5,027.50)
2. Payroll Warrants of March 14, 2025 (\$59,053.56) and March 28, 2025 (\$57,989.39)
3. Capital Warrants of March 14, 2025 (\$40,901.61) and March 28, 2025 (\$162,809.50) and April 28, 2025 (\$450.00)
4. Warrant of April 28, 2025 (\$48,147.95)

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

IV. LIBRARY REPORTS

A. **Director Report**

- 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 Middelem 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

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 7:06 p.m. (Jensen; Connelly) unanimously approved

Respectfully submitted,

Nicole Connelly,
Secretary, Board of Trustees

Recorded by Lisa McDonnell