

PORT JEFFERSON FREE LIBRARY BOARD OF TRUSTEE SPECIALMEETING MINUTES

Meeting Date: June 11, 2025

Meeting Time: 5:00 p.m.

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

Absent: Joseph Orofino, Financial Officer
Emily Murphy, Trustee
Kristen Reilly, Trustee

I. CALL TO ORDER, *introductory remarks*

J. Grossman called the meeting to order at 5:05 p.m.

A. Comments from the Board. None

B. Comments from the Public. None

II. APPROVAL OF AGENDA

MOTION to approve the agenda for the June 11, 2025 Board of Trustee Special Meeting.

(Connelly; Jensen) unanimously approved

III. LIBRARY REPORTS

A. Personnel

MOTION to accept the resignation of part-time Library Aide Lucy DeWitt effective immediately.

(Jensen; Connelly) unanimously approved

IV. UNFINISHED BUSINESS

MOTION rescind the February 3, 2025 motion to accept the quote from Digital Provisions in the amount of \$18,140.00 for a server and licenses to support the new security camera system at 205 E Main.

(Thomas, Jensen) unanimously approved

V. NEW BUSINESS

A. Health Insurance Rebate

MOTION to approve the health insurance rebate in the amount of \$28,933.33, payable in the June 20, 2025 payroll warrant. (Connelly; Jensen) unanimously approved

B. Copier Lease

MOTION approve the copier lease agreement for 36 months from Toshiba in the amount of \$744.41 per month. (Jensen; Connelly) unanimously approved

C. Ductwork

MOTION to approve the proposal from Cunningham in the amount of \$5,450.00 to replace ductwork. (Thomas, Connelly) unanimously approved

MOTION to move the meeting into Executive Session to discuss the Directors contract at 5:58 p.m. (Jensen; Connelly) unanimously approved

MOTION to resume the regular board meeting at 6:07 p.m. (Jensen; Thomas) unanimously approved

D. Directors Contract

MOTION to authorize Board President, John Grossman to execute an Amendment to the agreement between the Library and Director, Jenny Bloom. (Connelly; Jensen) unanimously approved

E. HVAC

MOTION to accept the proposal from Thermal Solutions to replace the HVAC systems in the amount of \$75,150.00, effective immediately. (Connelly; Jensen) unanimously approved

F. Phone System

MOTION to accept the proposal from CCI Voice for a new phone system in the amount of \$8,000.00, effective immediately. (Jensen; Thomas) unanimously approved

MOTION to accept the proposal from CCI Voice for monthly fees of \$490.00 totaling \$5,880.00 annually, effective immediately. (Connelly; Thomas) unanimously approved

VI. COMMENTS FROM THE PUBLIC

None Present

VII. ADJOURNMENT

MOTION to adjourn the meeting at 6:08 p.m. (Jensen; Thomas) unanimously approved

Respectfully submitted,

Nicole Connelly,
Secretary, Board of Trustees

Recorded by Lisa McDonnell