**PORT JEFFERSON FREE LIBRARY**

**BOARD OF TRUSTEE MEETING MINUTES**

Meeting Date: June 23, 2025

Meeting Time: 5:00 p.m.

Present: Karyn Jensen, Vice President Jenny Bloom, Director

Nicole Connelly, Secretary Jennifer DeLeo, Business Manager

Andrew Thomas, Trustee Lisa McDonnell, Asst to the Business Manager

Kristen Reilly, Trustee

Absent: John Grossman, President

Joseph Orofino, Financial

Emily Murphy, Trustee

1. **CALL TO ORDER, *introductory remarks***

K. Jensen called the meeting to order at 5:08 p.m.

1. **Comments from the Board.** None
2. **Comments from the Public.** None

**II.** **APPROVAL OF AGENDA/MINUTES**

**MOTION** to approve the agenda for the June 23, 2025 Board of Trustee Meeting. (Thomas; Connelly)

unanimously approved

**MOTION** to accept the minutes of the May 19, 2025 Board of Trustee Meeting. (Reilly; Connelly) unanimously approved

**MOTION** to accept the minutes of the June 11, 2025 Board of Trustee Special Meeting.

(Connelly; Thomas) unanimously approved

**III. FINANCIAL REPORTS**

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

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

**C. Reporting Payrolls and Warrants**

1. FAO Warrants of May 9, 2025 ($75,771.26) and May 23, 2025 ($7,272.65)

2. Payroll Warrants of May 9, 2025 ($57,517.40) and May 23, 2025 ($58,541.63)

3. Capital Warrants of May 9, 2025 ($6,752.50), May 23, 2025 ($450.00) and June 23, 2025

($55,678.40)

4. Warrant of June 23, 2025 ($83,973.58)

**MOTION** to accept all Financial Warrants as presented. (Connelly; Thomas) unanimously approved

**IV. LIBRARY REPORTS**

1. **Director Report**

* Summer reading has begun (June 21- August 9).
* Board meeting calendar for 2026 has been proposed.
* Our new phone system will be installed by early July.
* New copiers will be installed soon. A motion will be made to change copier & fax patron rates.
* We will discuss campus design plan.
* Thermal Solutions has started installing new HVAC’s.
* Duct replacement work has been scheduled.
* We will be making a motion to hire 2 new part-time Library Aides.
* Our job-training site program with High School students has wrapped up.
* We will be making a motion for confidential employee raises.

1. **Personnel**

**MOTION** to approve a 2% pay increase to confidential employees Jennifer DeLeo and Lisa McDonnell beginning July 1, 2025. (Reilly; Connelly) unanimously approved

**MOTION** to approve a 4% pay increase to Director Jenny Bloom beginning July 1, 2025. (Thomas;

Connelly) unanimously approved

**MOTION** to hire Stephanie Manganello as part-time Library Aide at $17.36/hr., effective July 1, 2025.

(Reilly; Connelly) unanimously approved

**MOTION** to hire Elizabeth Sblendorio as part-time Library Aide at $17.36/hr., effective July 1, 2025.

(Connelly; Reilly) unanimously approved

**V. UNFINISHED BUSINESS**

None

**VI. NEW BUSINESS**

1. **Bank of America Credit Card**

**MOTION** to approve payment to Bank of America Credit Card in the amount of $8,829.20 for

programs bus & rail, staff day training, 3D printer and other miscellaneous items. (Connelly; Thomas)

unanimously approved

1. **SCLS**

**MOTION** to approve payment to SCLS in the amount of $9,900 for Telecommunications annual

payment. (Thomas; Connelly) unanimously approved

1. **Reorganization**

**MOTION** to accept the 2025-2026 reorganization document as presented.(Reilly; Connelly)

unanimously approved

**D**. **Board Calendar**

**MOTION** to approve the 2026 Board of Trustees Meeting /Annual Election dates calendar.

(Reilly; Connelly) unanimously approved

**E**. **Approved Vendor List**

**MOTION** to approve the vendor list for FAO warrant payments in the 2025-2026 fiscal year.

(Thomas; Connelly) unanimously approved

**F. Belfor**

**MOTION** to approve payment to Belfor in the amount of $103,539.05 for work completed at 205 E

Main. (Connelly; Thomas) unanimously approved

**G**. **Searles Graphics**

**MOTION** to approve payment to Searles Graphics in the amount of $450.00 per month for website

maintenance through December 31, 2025. (Reilly; Thomas) unanimously approved

**H**. **Copier Fees**

**MOTION** to approve changing patron fees for black & white copies, color copies and faxes to .10

cents per copy. (Connelly; Thomas) unanimously approved

**VII. CORRESPONDENCE AND COMMUNICATION**

None

**VIII. COMMENTS FROM THE PUBLIC**

None present

**IX. ADJOURNMENT**

**MOTION** to adjourn the meeting at 6:12 p.m. (Thomas; Connelly) unanimously approved

Respectfully submitted,

Nicole Connelly,

Secretary, Board of Trustees

*Recorded by Lisa McDonnell*