PORT JEFFERSON FREE LIBRARY
BOARD OF TRUSTEE MEETING MINUTES

Meeting Date: September 29, 2025
Meeting Time: 5:00 p.m.
Present: John Grossman, President; Emily Murphy, Trustee
Karyn Jensen, Vice President; Jenny Bloom, Director
Nicole Connelly, Secretary; Jennifer DeLeo, Business Manager
Andrew Thomas, Trustee; Lisa McDonnell, Asst to the Business Manager

Absent: Joseph Orofino, Financial Officer
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/MINUTES

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

MOTION to accept the minutes of the July 28, 2025 Board of Trustee Meeting. (Connelly; Murphy) unanimously approved

III. FINANCIAL REPORTS

A. Business Manager's Report to the Treasurer

B. Comparative Statements of Expenses and Revenue for the Months Ending July 31, 2025 and August 31, 2025.

C. Reporting Payrolls and Warrants

1. FAO Warrants of July 04, 2025 ($23,509.95), and July 18, 2025 ($60,226.19).
2. Payroll Warrants of July 03, 2025 ($92,149.59), and July 18, 2025 ($59,734.52).
3. Capital Warrant of August 01, 2025 ($103,539.05).
4. Warrant of August 25, 2025 ($51,071.69).
5. FAO Warrants of August 01, 2025 ($999.44), August 15, 2025 ($80,546.32), and August 29, 2025 ($3,433.25).
6. Payroll Warrants of August 01, 2025 ($60,523.34), August 15, 2025 ($60,220.88), and August 29, 2025 ($57,481.41).
7. Capital Warrant of September 29, 2025 ($152.00).
8. Warrant of September 29, 2025 ($110,191.39).

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

MOTION to accept the transfer of funds in the amount of $90,495 from the Operating Fund to the Capital Fund as per the April 8, 2025 Library Budget vote. (Jensen; Murphy) unanimously approved

IV. LIBRARY REPORTS

A. Director Report

- New copiers were delivered and installed.
- New phone system is installed.
- The building is having some plumbing issues and we are getting estimates to repair.
- We have 2 personnel motions to approve.
- We are interviewing applicants for vacant custodial position.
- Year end audit has been completed.
- We received an email of appreciation for Adult Summer Reading program.

B. Personnel

MOTION to accept the resignation of full-time Supervisory Library Custodian Scarlin Velasquez as of September 16, 2025. (Thomas; Jensen) unanimously approved

MOTION to accept the resignation of part-time Library Aide Maria Gates as of October 2, 2025. (Murphy; Connelly) unanimously approved

V. UNFINISHED BUSINESS

VI. NEW BUSINESS

A. Credit Card

MOTION to approve payment to Bank of America Credit Card in the amount of $11,799.25 for hotel for conference, service contract, circulating hot spot renewal and other miscellaneous items. (Jensen; Connelly) unanimously approved

B. Library Insurance

MOTION to approve payment to the Regan Agency for the 2025-2026 renewals for our Library insurances in the amount of $35,093.18. (Jensen; Murphy) unanimously approved

C. SCLS

MOTION to approve payment to SCLS in the amount of $10,720.00 for Ebsco renewal. (Connelly; Jensen) unanimously approved

MOTION to approve payment to SCLS in the amount of $18,390.80 for Suffolk E Resources renewal. (Murphy; Connelly) unanimously approved

D. Amazon

MOTION to approve payment to Amazon in the amount of $8,389.41 for computer equipment, and program & library supplies. (Connelly; Murphy) unanimously approved

VII. CORRESPONDENCE AND COMMUNICATION

None

VIII. COMMENTS FROM THE PUBLIC

None present

IX. ADJOURNMENT

MOTION to adjourn the meeting at 5:30 p.m. (Jensen; Thomas) unanimously approved

Respectfully submitted,

Nicole Connelly,
Secretary, Board of Trustees

Recorded by Lisa McDonnell