

PORT JEFFERSON FREE LIBRARY

BOARD OF TRUSTEE MEETING MINUTES

Meeting Date: October 27, 2025

Meeting Time: 5:00 p.m.

Present:

John Grossman, President	Emily Murphy, Trustee
Joseph Orofino, Financial Officer	Jenny Bloom, Director
Karyn Jensen, Vice President	Jennifer DeLeo, Business Manager
Nicole Connelly, Secretary	Lisa McDonnell, Asst to the Business Manager
Kristen Reilly, Trustee	

Absent:

Andrew Thomas, Trustee

J. Grossman called the meeting to order at 5:04 p.m.
A. Comments from the Board. None
B. Comments from the Public. None

MOTION to approve the agenda for the October 27, 2025 Board of Trustee Meeting. (Jensen; Connelly) unanimously approved

MOTION to accept the minutes of the September 29, 2025 Board of Trustee Meeting. (Reilly; Jensen) unanimously approved

MOTION to accept the minutes of the October 09, 2025 Board of Trustee Special Meeting. (Reilly; Connelly) unanimously approved

A. Business Manager's Report to the Treasurer

B. Comparative Statements of Expenses and Revenue for the Months Ending September 30, 2025.

C. Reporting Payrolls and Warrants

1. FAO Warrants of September 12, 2025 (\$71,922.90), and September 26, 2025 (\$4,793.62).
2. Payroll Warrants of September 12, 2025 (\$57,300.82), and September 26, 2025 (\$61,053.65).
3. Warrant of October 07, 2025 (\$0).
4. Warrant of October 27, 2025 (\$40,149.94).

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

A. Director Report

- We have 3 plumbing estimates and will be asking for one to be selected tonight.
- Employee evaluations are in progress and will be completed soon.
- Our new Head Custodian started.
- We have 1 personnel motion to approve.

MOTION to move the meeting into Executive Session to discuss personnel at 5:27 p.m.
(Jensen; Murphy) unanimously approved

MOTION to resume the regular board meeting at 6:47 p.m. (Jensen; Connelly) unanimously approved

B. Personnel

MOTION to accept the resignation of full-time Custodian Chris Simms as of November 07, 2025.
(Orofino; Connelly) unanimously approved

V. UNFINISHED BUSINESS

VI. NEW BUSINESS

A. SCLS PALS

MOTION to approve payment to SCLS Pals in the amount of \$6,394.79 for quarterly maintenance fee and Library IQ Consortia add-on. (Murphy; Connelly) unanimously approved

B. Plumbing Contract

MOTION to approve the Belfor bid in the amount of \$18,700 not to exceed \$25,000, effective immediately. (Reilly; Jensen) unanimously approved

VII. CORRESPONDENCE AND COMMUNICATION

None

VIII. COMMENTS FROM THE PUBLIC

None present

IX. ADJOURNMENT

MOTION to adjourn the meeting at 6:48 p.m. (Connelly; Reilly) unanimously approved

Respectfully submitted,

Nicole Connelly,
Secretary, Board of Trustees

Recorded by Lisa McDonnell