

PORT JEFFERSON FREE LIBRARY BOARD OF TRUSTEE SPECIAL MEETING MINUTES

Meeting Date: October 09, 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
	Kristen Reilly, Trustee	Lisa McDonnell, Asst to the Business Manager

Absent: Joseph Orofino, Financial Officer
Andrew Thomas, 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 October 09, 2025 Board of Trustee Special Meeting.

(Murphy; Connelly) unanimously approved

III. LIBRARY REPORTS

A. Personnel

MOTION to approve the new position of Head Library Custodian. (Jensen; Murphy) unanimously approved

MOTION to approve the revised position description of Library Maintenance Custodian.

(Connelly; Reilly) unanimously approved

MOTION to approve the revised position description of Library Custodian. (Murphy; Jensen) unanimously approved

MOTION to hire James Smith as Head Library Custodian at \$28.96/hr., effective immediately.

(Connelly; Reilly) unanimously approved

MOTION to accept the resignation of part-time Librarian Nicole Vion as of October 20, 2025.

(Reilly; Murphy) unanimously approved

IV. UNFINISHED BUSINESS

None

V. NEW BUSINESS

None

VI. COMMENTS FROM THE PUBLIC

None present

VII. ADJOURNMENT

MOTION to adjourn the meeting at 5:22 p.m. (Murphy; Jensen) unanimously approved

Respectfully submitted,

Nicole Connelly,
Secretary, Board of Trustees

Recorded by Lisa McDonnell