

# PORT JEFFERSON FREE LIBRARY

## BOARD OF TRUSTEE MEETING MINUTES

Meeting Date: July 28, 2025

Meeting Time: 5:00 p.m.

Present: John Grossman, President Emily Murphy, Trustee  
Joseph Orofino, Financial Officer Jenny Bloom, Director  
Andrew Thomas, Trustee Jennifer DeLeo, Business

Manager Kristen Reilly, Trustee Lisa McDonnell, Asst to the Business Manager

Absent: Karyn Jensen, Vice President  
Nicole Connelly, Secretary

### I. CALL TO ORDER, *introductory remarks*

J. Grossman called the meeting to order at 5:01 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 July 28, 2025 Board of Trustee Meeting. (Orofino; Murphy) unanimously approved

**MOTION** to accept the minutes of the June 23, 2025 Board of Trustee Meeting. (Reilly; 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 June 30, 2025**

C. **Reporting Payrolls and Warrants**

1. FAO Warrants of June 6, 2025 (\$15,747.40) and June 20, 2025 (\$61,513.67)
2. Payroll Warrants of June 6, 2025 (\$60,643.40) and June 20, 2025 (\$76,296.41)
3. Capital Warrants of July 28, 2025 (\$85,260.06)
4. Warrant of July 28, 2025 (\$81,623.01)

**MOTION** to accept all Financial Warrants as presented. (Orofino; Reilly) unanimously approved

**MOTION** to transfer \$150,000.00 out of the BOA Primary Reserve Savings Account and into the BOA Capital Fund Checking Account. (Orofino; Reilly) unanimously approved

### IV. LIBRARY REPORTS

A. **Director Report**

- Family Fun Day was held on July 19<sup>th</sup> with 285 attendees.
- The installation of the new HVAC systems is complete.
- Duct replacement work is complete.
- We will be making a motion to hire a new part-time Library Aide.
- Directors goals for the year will be discussed.
- We will discuss the updated campus design plans.

- A Trustee Training will be held on July 29<sup>th</sup>.

**B. Personnel**

**MOTION** to rescind the June 23, 2025 motion to hire part-time Library Aide Stephanie Manganello, effective immediately. (Orofino; Reilly) unanimously approved

**MOTION** to hire Maria Gates as part-time Library Aide at \$17.36/hr., effective immediately. (Reilly; Thomas) unanimously approved

**MOTION** to approve the reclassification of part-time Teen Librarian Trainee Nicole Vion to part-time Teen Librarian I, Step 1 at \$38.43/hr., effective July 8, 2025. (Thomas; Reilly) unanimously approved

**V. UNFINISHED BUSINESS**

None

**VI. NEW BUSINESS**

**A. Contracts**

**MOTION** to accept the Comsewogue-Port Jefferson Library Services 2025-2026 Joint Contracts for service to Miller Place and Mount Sinai. (Orofino; Thomas) unanimously approved

**B. Workman's Comp**

**MOTION** to accept the annual workman's comp insurance bill in the amount of \$16,840.00 to be paid in 4 installments. (Thomas; Reilly) unanimously approved

**C. Amazon**

**MOTION** to approve payment to Amazon in the amount of \$12,002.85 for Computers, Computer supplies and other miscellaneous items. (Reilly; Thomas) unanimously approved

**D. Fidelity**

**MOTION** to purchase a 6-month Treasury Bill at \$2,000,000.00 through Fidelity. (Orofino; Thomas) unanimously approved

**MOTION** to move \$500,000.00 from the BOA Primary Reserve Savings to the Fidelity Money Market Account. (Reilly; Thomas) unanimously approved

**VII. CORRESPONDENCE AND COMMUNICATION**

None

**VIII. COMMENTS FROM THE PUBLIC**

None present

**IX. ADJOURNMENT**

**MOTION** to adjourn the meeting at 7:06 p.m. (Orofino; Thomas) unanimously approved

Respectfully submitted,

Nicole Connelly,  
Secretary, Board of Trustees

*Recorded by Lisa McDonnell*