

1 **PORT JEFFERSON FREE LIBRARY**  
2 **BOARD OF TRUSTEE MEETING MINUTES**  
3

4 Meeting Date: December 15, 2025

5 Meeting Time: 5:00 p.m.

6 Present: John Grossman, President  
7 Karyn Jensen, Vice President  
8 Joseph Orofino, Financial Officer

Emily Murphy, Trustee  
Kristen Reilly, Trustee  
Jenny Bloom,

9 Director

10 Nicole Connelly, Secretary

Jennifer DeLeo, Business

11 Manager

12 Andrew Thomas, Trustee

Lisa McDonnell, Asst to the Business

13 Manager  
14

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

16 J. Grossman called the meeting to order at 5:02 p.m.

17 A. Comments from the Board. None

18 B. Comments from the Public. None  
19

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

21 **MOTION** to approve the agenda for the December 15, 2025 Board of Trustee Meeting. (Murphy; Orofino)  
22 unanimously approved

23 **MOTION** to accept the minutes of the November 17, 2025 Board of Trustee Meeting. (Connelly; Murphy)  
24 unanimously approved  
25

26 **III. FINANCIAL REPORTS**

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

28 **B. Comparative Statements of Expenses and Revenue for the Months Ending November 30, 2025.**

29 **C. Reporting Payrolls and Warrants**

30 1. FAO Warrants of November 7, 2025 (\$10,483.06), and November 21, 2025 (\$4,039.08).

31 2. Payroll Warrants of November 7, 2025 (\$59,646.28), and November 21, 2025 (\$63,400.14).

32 3. Capital Warrant of December 15, 2025 (\$2,100.00).

33 4. Warrant of December 15, 2025 (\$134,384.92).  
34

35 **MOTION** to accept all Financial Warrants as presented. (Orofino; Reilly) unanimously approved  
36

37 **IV. LIBRARY REPORTS**

38 **A. Director Report**

- 39
- Meet the candidates was held at 4:30.
  - We will be asking for a motion to opt into SCLS's phone/internet Lightpath service.
  - We will be asking for a motion to renew annual serials order with Ebsco.
  - A first draft of the Campus Redesign RFP will be distributed.
  - We are amending a previous motion to increase the amount for plumbing repairs.
  - We have 2 personnel motions to make.
  - Interviews are in process for a new custodian.
- 40  
41  
42  
43  
44  
45  
46

47  
48  
49  
50 **B. Personnel**

51 **MOTION** to hire Amanda Lasorsa as part-time Teen Librarian at \$38.43/hr., effective immediately.  
52 (Murphy; Reilly) unanimously approved

53 **MOTION** to accept the resignation of part-time teen clerk Kerry Calace as of December 23, 2025.  
54 (Connelly; Orofino) unanimously approved  
55

56 **V. UNFINISHED BUSINESS**

57 **A. Plumbing Contract**

58 **MOTION** to revise the Belfor motion approved at the October 27, 2025 board meeting to increase the  
59 amount to \$30,000. (Orfino; Connelly) unanimously approved  
60

61 **VI. NEW BUSINESS**

62 **A. Searles**

63 **MOTION** to approve payment to Searles Graphics in the amount of \$365.00 per month for website  
64 maintenance through December 31, 2026. (Murphy; Orofino) unanimously approved  
65

66 **B. EBSCO**

67 **MOTION** to approve payment to EBSCO Information Service in the amount of \$10,534.12 for  
68 subscriptions renewal. (Connelly; Murphy) unanimously approved

69 **C. Preliminary Budget Discussion**

70 A draft of the 2026-2027 budget was reviewed and discussed. A more definitive budget will be  
71 discussed and adopted at the January Board of Trustees meeting.

72 **D. SCLS**

73 **MOTION** approve opting into the SCLS coordinated order for DIA/SDWAN service with Lightpath.  
74 (Reilly; Orofino) unanimously approved

75 **MOTION** to approve to payment to SCLS in the amount of \$12,000.00 annually for 1Gbps and  
76 SD-WAN service. (Connelly; Murphy) unanimously approved

77 **VII. CORRESPONDENCE AND COMMUNICATION**

78 None  
79

80 **VIII. COMMENTS FROM THE PUBLIC**

81 None  
82  
83

84 **IX. ADJOURNMENT**

85 **MOTION** to adjourn the meeting at 6:04 p.m. (Orfino; Murphy) unanimously approved  
86  
87

88 Respectfully submitted,  
89  
90

91  
92 Nicole Connelly,  
93 Secretary, Board of Trustees

94

95 *Recorded by Lisa McDonnell*

DRAFT