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4 **PORT JEFFERSON FREE LIBRARY**
5 **BOARD OF TRUSTEE MEETING MINUTES**

6 Meeting Date: December 15, 2025
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Present: John Grossman, President
 Karyn Jensen, Vice President
 Joseph Orofino, Financial Officer
Director Nicole Connelly, Secretary
Manager Andrew Thomas, Trustee
Manager

Emily Murphy, Trustee
Kristen Reilly, Trustee
Jenny Bloom,
Jennifer DeLeo, Business
Lisa McDonnell, Asst to the Business

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

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

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).

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

37 **IV. LIBRARY REPORTS**

38 A. **Director Report**

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

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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

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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. (Orofino; Connelly) unanimously approved

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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 **B. EBSCO**

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

68 **C. Preliminary Budget Discussion**

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

71 **D. SCLS**

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

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

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77 **VII. CORRESPONDENCE AND COMMUNICATION**

78 None

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80 **VIII. COMMENTS FROM THE PUBLIC**

81 None

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83 **IX. ADJOURNMENT**

84 **MOTION** to adjourn the meeting at 6:04 p.m. (Orofino; Murphy) unanimously approved

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87 Respectfully submitted,

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92 Nicole Connelly,
93 Secretary, Board of Trustees

DRAFT