

PORT JEFFERSON FREE LIBRARY BOARD OF TRUSTEE MEETING MINUTES

Meeting Date: December 15, 2025

Meeting Time: 5:00 p.m.

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

I. CALL TO ORDER, *introductory remarks*

J. Grossman called the meeting to order at 5:02 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 December 15, 2025 Board of Trustee Meeting. (Murphy; Orofino)

unanimously approved

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

III. FINANCIAL REPORTS

A. Business Manager's Report to the Treasurer

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

C. Reporting Payrolls and Warrants

1. FAO Warrants of November 7, 2025 (\$10,483.06), and November 21, 2025 (\$4,039.08).
2. Payroll Warrants of November 7, 2025 (\$59,646.28), and November 21, 2025 (\$63,400.14).
3. Capital Warrant of December 15, 2025 (\$2,100.00).
4. Warrant of December 15, 2025 (\$134,384.92).

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

IV. LIBRARY REPORTS

A. Director Report

- 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.

B. Personnel

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

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

V. UNFINISHED BUSINESS

A. Plumbing Contract

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

VI. NEW BUSINESS

A. Searles

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

B. EBSCO

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

C. Preliminary Budget Discussion

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

D. SCLS

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

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

VII. CORRESPONDENCE AND COMMUNICATION

None

VIII. COMMENTS FROM THE PUBLIC

None

IX. ADJOURNMENT

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

Respectfully submitted,

Nicole Connelly,
Secretary, Board of Trustees

Recorded by Lisa McDonnell