

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

4 Meeting Date: February 02, 2026

5 Meeting Time: 5:00 p.m.

6 Present: John Grossman, President
7 Kristen Reilly, Vice President

Kristina Pedersen, Trustee
Jenny Bloom,

8 Director

9 Nicole Connelly, Secretary

Jennifer DeLeo, Business

10 Manager

11 Andrew Thomas, Trustee

Lisa McDonnell, Asst to the Business Manager

12 Emily Murphy, Trustee
13

14 Absent: Joseph Orofino, Financial Officer
15

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

17 J. Grossman called the meeting to order at 5:05 p.m.

18 A. Oath of Office, administered by Jenny Bloom.

19 B. Comments from the Board. None

20 C. Comments from the Public. None
21

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

23 **MOTION** to approve the agenda for the January Board of Trustee Meeting held on February 02, 2026.

24 (Reilly; Connelly) unanimously approved

25 **MOTION** to accept the minutes of the December 15, 2025 Board of Trustee Meeting. (Murphy; Connelly)
26 unanimously approved

27 **MOTION** to accept the minutes of the December 29, 2025 Board of Trustee Special Meeting. (Reilly;
28 Connelly) unanimously approved
29

30 **III. FINANCIAL REPORTS**

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

32 **B. Comparative Statements of Expenses and Revenue for the Months Ending December 31, 2025.**

33 **C. Reporting Payrolls and Warrants**

34 1. FAO Warrants of December 5, 2025 (\$16,675.29), and December 19, 2025 (\$4,105.46).

35 2. Payroll Warrants of December 5, 2025 (\$59,002.48), and December 19, 2025 (\$59,015.87)

36 3. Warrant of January 26, 2026, 2026 (\$65,343.64).
37

38 **MOTION** to accept all Financial Warrants as presented. (Murphy; Connelly) unanimously approved
39

40 **IV. LIBRARY REPORTS**

41 **A. Director Report**

- 42 • Welcomed new Trustee Kristina Pedersen.
 - 43 • We will be asking for approval of the 2026-2027 proposed budget.
 - 44 • Building Committee will meet to discuss timing and vendors for Campus redesign.
 - 45 • We have 2 personnel motions to approve.
- 46

47 **MOTION** to move the meeting into Executive Session to discuss personnel at 5:29 p.m.

(Connelly; Reilly) unanimously approved

MOTION to resume the regular board meeting at 5:41 p.m. (Murphy; Reilly) unanimously approved

B. Personnel

MOTION to accept the resignation of substitute clerk Mary McNulty as of January 01, 2026.

(Connelly; Murphy) unanimously approved

MOTION to accept the resignation of full time Custodian Matthew Aparicio as of January 30, 2026.

(Connelly; Reilly) unanimously approved

V. UNFINISHED BUSINESS

A. 2026-2027 Library Budget-review and adopt

1. Budget Resolution

A RESOLUTION ADOPTING A BUDGET FOR THE FISCAL YEAR COMMENCING JULY 1, 2026 AND ENDING JUNE 30, 2027, MAKING APPROPRIATIONS FOR THE OPERATION OF THE PORT JEFFERSON FREE LIBRARY FOR SUCH A PERIOD. WHEREAS, this board has met at the time and place required to deliberate on the proposed operating budget for fiscal year 2026-2027 and heard all persons desiring to be heard thereon; now, therefore, be it RESOLVED, the sum of \$3,582,975.00 be approved for the general use and maintenance of the Port Jefferson Free Library during the fiscal year July 1, 2026-June 30, 2027, which said sum shall be raised by the taxation on the taxable property in Union Free School District #6, and that the Board of Education of said district be authorized and directed to collect said sum as provided by section 416 of the education law.

MOTION to adopt the 2026-2027 Library Operating Budget as presented. (Reilly; Connelly) unanimously approved

VI. NEW BUSINESS

A. Library Attorney Contract Renewals

MOTION to renew the 2026 retainer contract with Kevin Seaman as General Counsel and Labor Counsel for an annual retainer of \$9,000.00. (Reilly; Connelly) unanimously approved

B. Financial

MOTION to remove Karyn Jensen from all bank accounts and add Kristen Reilly as Vice President to all bank accounts, effective immediately. (Murphy; Connelly) unanimously approved

VII. CORRESPONDENCE AND COMMUNICATION

None

VIII. COMMENTS FROM THE PUBLIC

None

IX. ADJOURNMENT

MOTION to adjourn the meeting at 5:45 p.m. (Murphy; Connelly) unanimously approved

Respectfully submitted,

Nicole Connelly,
Secretary, Board of Trustees

DRAFT