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

6 Meeting Date: February 02, 2026

7 Meeting Time: 5:00 p.m.

8 Present: John Grossman, President
9 Kristen Reilly, Vice President
10 Director Nicole Connelly, Secretary

11 Manager Andrew Thomas, Trustee
12 Emily Murphy, Trustee
13
14 Absent: Joseph Orofino, Financial Officer

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

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

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

18 B. Comments from the Board. None

19 C. Comments from the Public. None

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

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

22 (Reilly; Connelly) unanimously approved

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

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

27 **III. FINANCIAL REPORTS**

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

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

30 **C. Reporting Payrolls and Warrants**

31 1. FAO Warrants of December 5, 2025 (\$16,675.29), and December 19, 2025 (\$4,105.46).
32 2. Payroll Warrants of December 5, 2025 (\$59,002.48), and December 19, 2025 (\$59,015.87)
33 3. Warrant of January 26, 2026, 2026 (\$65,343.64).

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

35 **IV. LIBRARY REPORTS**

36 **A. Director Report**

37 • Welcomed new Trustee Kristina Pedersen.
38 • We will be asking for approval of the 2026-2027 proposed budget.
39 • Building Committee will meet to discuss timing and vendors for Campus redesign.
40 • We have 2 personnel motions to approve.

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

48 (Connelly; Reilly) unanimously approved
49

50 **MOTION** to resume the regular board meeting at 5:41 p.m. (Murphy; Reilly) unanimously approved
51

52 **B. Personnel**

53 **MOTION** to accept the resignation of substitute clerk Mary McNulty as of January 01, 2026.
54

(Connelly; Murphy) unanimously approved

55 **MOTION** to accept the resignation of full time Custodian Matthew Aparicio as of January 30, 2026.
56

(Connelly; Reilly) unanimously approved
57

58 **V. UNFINISHED BUSINESS**

59 **A. 2026-2027 Library Budget**-review and adopt
60

61 **1. Budget Resolution**

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

70 **MOTION** to adopt the 2026-2027 Library Operating Budget as presented. (Reilly; Connelly)
71 unanimously approved
72

73 **VI. NEW BUSINESS**

74 **A. Library Attorney Contract Renewals**

75 **MOTION** to renew the 2026 retainer contract with Kevin Seaman as General Counsel and Labor
76 Counsel for an annual retainer of \$9,000.00. (Reilly; Connelly) unanimously approved
77

78 **B. Financial**

79 **MOTION** to remove Karyn Jensen from all bank accounts and add Kristen Reilly as Vice President
80 to all bank accounts, effective immediately. (Murphy; Connelly) unanimously approved
81

82 **VII. CORRESPONDENCE AND COMMUNICATION**

83 None
84

85 **VIII. COMMENTS FROM THE PUBLIC**

86 None
87

88 **IX. ADJOURNMENT**

89 **MOTION** to adjourn the meeting at 5:45 p.m. (Murphy; Connelly) unanimously approved
90

91 Respectfully submitted,
92

93
94 Nicole Connelly,
95 Secretary, Board of Trustees
96

DRAFT