

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

4 Meeting Date: March 02, 2026

5 Meeting Time: 5:00 p.m.

6 Present: John Grossman, President

Kristina Pedersen, Trustee

7 Kristen Reilly, Vice President

Jenny Bloom,

8 Director

9 Joseph Orofino, Financial Officer (Zoom)

Jennifer DeLeo, Business

10 Manager

11 Nicole Connelly, Secretary

Lisa McDonnell, Asst to the Business Manager

12 Emily Murphy, Trustee

14 Absent: Andrew Thomas,

15 Trustee

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

18 J. Grossman called the meeting to order at 5:00 p.m.

19 A. Comments from the Board. None

20 B. Comments from the Public. None

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

23 **MOTION** to approve the agenda for the February Board of Trustee Meeting held on March 02, 2026.  
24 (Pedersen; Connelly) unanimously approved

25 **MOTION** to accept the minutes of the February 02, 2026 Board of Trustee Meeting.  
26 (Reilly; Pedersen) unanimously approved

28 **III. FINANCIAL REPORTS**

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

30 **B. Comparative Statements of Expenses and Revenue for the Months Ending January 31, 2026.**

31 **C. Reporting Payrolls and Warrants**

32 1. FAO Warrants of January 02, 2026 (\$4,189.22), January 16, 2026 (\$74,401.14) and  
33 January 30, 2026 (\$6,557.29).

34 2. Payroll Warrants of January 02, 2026 (\$58,910.02), January 16, 2026 (\$59,416.01) and  
35 January 30, 2026 (\$60,242.71).

36 3. Capital Warrant of January 16, 2026, 2026 (\$28,000.00).

37 4. Warrant of February 23, 2026, 2026 (\$137,929.76).

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

41 **IV. LIBRARY REPORTS**

42 **A. Director Report**

- 43 • We have chosen a candidate for the open Custodian position.
- 44 • We are making motions for the resignation of a part time Children's Librarian and an  
45 appointment of a part time Children's Librarian to full time.
- 46 • We have posted the replacement part-time Children's Librarian position.
- 47 • We received a deactivation letter as a passport handling agency, effective February 27, 2026.

- Adult is weeding out non-fiction books that have not been circulated in 3 or more years.
- Building committee met for our campus redesign and the RFP is going out March 3<sup>rd</sup>.
- The front sliding door is still closed. We are seeking solutions from other companies.

**B. Personnel**

**MOTION** to accept the resignation of part time Librarian Tiffany Ola as of March 07, 2026. (Reilly; Connelly) unanimously approved

**MOTION** to hire Joseph Borruso as full time Custodian at \$21.58/hr, effective immediately. (Connelly; Murphy) unanimously approved

**MOTION** to appoint part-time Librarian Monica Williams to full-time Librarian as of March 09, 2026. (Murphy; Pedersen) unanimously approved

**V. UNFINISHED BUSINESS**

**VI. NEW BUSINESS**

**A. SCLS**

**MOTION** to approve payment to SCLS in the amount of \$102,304.24 for 2026 Overdrive service, overdues & constitutions. (Murphy; Connelly) unanimously approved

**B. Fidelity**

**MOTION** to purchase a 6-month Treasury Bill at \$2,000,000 through Fidelity. (Reilly; Pedersen) 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. (Connelly; Pedersen) unanimously approved

Respectfully submitted,

Nicole Connelly,  
Secretary, Board of Trustees

*Recorded by Lisa McDonnell*