

# PORT JEFFERSON FREE LIBRARY

## BOARD OF TRUSTEE MEETING MINUTES

Meeting Date: February 24, 2025

Meeting Time: 5:00 p.m.

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

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

J. Grossman called the meeting to order at 5:03 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 February 24, 2025 Board of Trustee Meeting. (Orofino; Connelly) unanimously approved

**MOTION** to accept the minutes of the February 3, 2025 Board of Trustee Meeting. (Orofino; Connelly) unanimously approved

### III. FINANCIAL REPORTS

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

B. **Comparative Statements of Expenses and Revenue for the Month Ending January 31, 2025**

C. **Reporting Payrolls and Warrants**

1. FAO Warrants of January 3, 2025 (\$5,651.21), January 17, 2025 (\$63,589.03) and January 31, 2025 (\$6,176.68).
2. Payroll Warrants of January 3, 2025 (\$58,436.77), January 17, 2025 (\$58,040.09) and January 31, 2025 (\$57,689.59).
3. Capital Warrants of January 3, 2025 (\$1,753.47) January 17, 2025 (\$98,775.94) January 31, 2025 (\$1,839.20), and February 24, 2025 (\$1,139.51).
4. Warrant of February 24, 2025 (\$130,818.78).

**MOTION** to accept all Financial Warrants as presented. (Orofino; Connelly)

### IV. LIBRARY REPORTS

A. **Director Report**

- Our new program registration website is expected to launch by March 1, 2025.
- Discussed the Budget newsletter.
- Discussed ways to provide Social Worker services to those in need.
- The NY State Annual Report needs to be approved.
- Door fob project will be completed this week.
- 2 personnel motions need to be approved.
- We received our Certificate of compliance February 19, 2025 for 205 E Main.

- Grand opening for 205 E Main will be on Friday, March 14th from 5-9 P.M and Saturday, March 15th open house from 9:30-5 P.M
- We will start interviewing for the Network & Systems Administrator position this week.

**B. Personnel**

**MOTION** to appoint part-time Custodian Maybelline Escobar to full-time Custodian at the same rate effective immediately. (Connelly; Reilly) unanimously approved

**MOTION** to accept the resignation of part-time Network & Systems Technician Jamal Smart as of March 1, 2025. (Jensen; Murphy) unanimously approved

**V. UNFINISHED BUSINESS**

A. 205 E Main grand opening was discussed.

**VI. NEW BUSINESS**

**A. SCLS**

**MOTION** to approve payment to SCLS in the amount of \$96,523.00 for 2025 Overdrive service. (Connelly; Jensen) unanimously approved

**B. Library Attorney Contract Renewals**

**MOTION** to renew the 2025 retainer contract with Kevin Seaman as General Counsel and Labor Counsel for an annual retainer of \$8,500.00. (Reilly; Jensen) unanimously approved

**C. Annual Report**

**MOTION** to approve the Port Jefferson Annual Report for Public and Association Libraries-2024 Pending SCLS approval. (Jensen; Connelly) unanimously approved

**VII. CORRESPONDENCE AND COMMUNICATION**

None

**VIII. COMMENTS FROM THE PUBLIC**

None present

**IX. COMMENTS FROM THE BOARD**

None

**X. ADJOURNMENT**

**MOTION** to adjourn the meeting at 5:46 p.m. (Connelly; Thomas) unanimously approved

Respectfully submitted,

Nicole Connelly,  
Secretary, Board of Trustees

*Recorded by Lisa McDonnell*

