

# **PORT JEFFERSON FREE LIBRARY BOARD OF TRUSTEE MEETING AGENDA**

Meeting Date: February 02, 2026

Meeting Place: Library Conference Room

Secondary Meeting Place: 399 Hamilton St, Albany NY 12210  
300 Park Ave, 12<sup>th</sup> Fl, New York, NY 10022

Meeting Time: 5:00 p.m.

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

- A. Oath of Office, administered by Jenny Bloom.**
- B. Comments from the Board.**
- C. Comments from the Public.**

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

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

**MOTION** to accept the minutes of the December 15, 2025 Board of Trustee Meeting.

**MOTION** to accept the minutes of the December 29, 2025 Board of Trustee Special Meeting.

## **III. FINANCIAL REPORTS**

- A. Business Manager's Report to the Treasurer**
- B. Comparative Statements of Expenses and Revenue for the Months Ending December 31, 2025.**
- C. Reporting Payrolls and Warrants**
  - 1. FAO Warrants of December 5, 2025, and December 19, 2025.
  - 2. Payroll Warrants of December 5, 2025, and December 19, 2025.
  - 3. Warrant of January 26, 2026.

**MOTION** to accept all Financial Warrants as presented.

## **IV. LIBRARY REPORTS**

- A. Director Report**
- B. Personnel**

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

## **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 ~~\$X,XXX,XXX.XX~~ 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.

**B. MOTION** to adopt the 2026-2027 Library Operating Budget as presented.

**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.

**B. Financial**

**MOTION** to remove Karyn Jensen from all bank accounts and add Kristen Reilly as Vice President to all bank accounts, effective immediately.

**VII. CORRESPONDENCE AND COMMUNICATION**

**VIII. COMMENTS FROM THE PUBLIC**

Executive session (if necessary)

Reconvene to public session (if necessary)

**IX. ADJOURNMENT**

*Next Board Meeting: Monday, February 23, 2026 - 5:00 p.m.*