

PORT JEFFERSON FREE LIBRARY BOARD OF TRUSTEE MEETING MINUTES

Meeting Date: March 02, 2026

Meeting Time: 5:00 p.m.

Present:	John Grossman, President	Kristina Pedersen, Trustee
	Kristen Reilly, Vice President	Jenny Bloom, Director
	Joseph Orofino, Financial Officer (Zoom)	Jennifer DeLeo, Business Manager
	Nicole Connelly, Secretary	Lisa McDonnell, Asst to the Business Manager
	Emily Murphy, Trustee	

Absent: Andrew Thomas, Trustee

I. CALL TO ORDER, *introductory remarks*

J. Grossman called the meeting to order at 5:00 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 Board of Trustee Meeting held on March 02, 2026. (Pedersen; Connelly) unanimously approved

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

III. FINANCIAL REPORTS

A. Business Manager's Report to the Treasurer

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

C. Reporting Payrolls and Warrants

1. FAO Warrants of January 02, 2026 (\$4,189.22), January 16, 2026 (\$74,401.14) and January 30, 2026 (\$6,557.29).
2. Payroll Warrants of January 02, 2026 (\$58,910.02), January 16, 2026 (\$59,416.01) and January 30, 2026 (\$60,242.71).
3. Capital Warrant of January 16, 2026, 2026 (\$28,000.00).
4. Warrant of February 23, 2026, 2026 (\$137,929.76).

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

IV. LIBRARY REPORTS

A. Director Report

- We have chosen a candidate for the open Custodian position.
- We are making motions for the resignation of a part time Children's Librarian and an appointment of a part time Children's Librarian to full time.
- We have posted the replacement part-time Children's Librarian position.
- 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 3rd.
- 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