

# PORT JEFFERSON FREE LIBRARY

## BOARD OF TRUSTEE MEETING MINUTES

Meeting Date: February 02, 2026

Meeting Time: 5:00 p.m.

Present: John Grossman, President  
Kristen Reilly, Vice President  
Nicole Connelly, Secretary  
Andrew Thomas, Trustee  
Emily Murphy, Trustee

Kristina Pedersen, Trustee  
Jenny Bloom, Director  
Jennifer DeLeo, Business Manager  
Lisa McDonnell, Asst to the Business Manager

Absent: Joseph Orofino, Financial Officer

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

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

- A. Oath of Office, administered by Jenny Bloom.
- B. Comments from the Board. None
- C. Comments from the Public. None

### II. APPROVAL OF AGENDA/MINUTES

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

(Reilly; Connelly) unanimously approved

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

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

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

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

### IV. LIBRARY REPORTS

#### A. Director Report

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

**MOTION** to move the meeting into Executive Session to discuss personnel at 5:29 p.m.  
(Connelly; Reilly) unanimously approved

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

**B. Personnel**

**MOTION** to accept the resignation of substitute clerk Mary McNulty as of January 01, 2026.  
(Connelly; Murphy) unanimously approved

**MOTION** to accept the resignation of full time Custodian Matthew Aparicio as of January 30, 2026.  
(Connelly; Reilly) unanimously approved

**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 \$3,582,975.00 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.

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

**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. (Reilly; Connelly) unanimously approved

**B. Financial**

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

Respectfully submitted,

Nicole Connelly,  
Secretary, Board of Trustees

*Recorded by Lisa McDonnell*