

# PORT JEFFERSON FREE LIBRARY

## BOARD OF TRUSTEE MEETING MINUTES

Meeting Date: June 23, 2025

Meeting Time: 5:00 p.m.

Present: Karyn Jensen, Vice President                      Jenny Bloom, Director  
Nicole Connelly, Secretary                                  Jennifer DeLeo, Business Manager  
Andrew Thomas, Trustee                                      Lisa McDonnell, Asst to the Business Manager  
Kristen Reilly, Trustee

Absent: John Grossman, President  
Joseph Orofino, Financial  
Emily Murphy, Trustee

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

K. Jensen called the meeting to order at 5:08 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 June 23, 2025 Board of Trustee Meeting. (Thomas; Connelly) unanimously approved

**MOTION** to accept the minutes of the May 19, 2025 Board of Trustee Meeting. (Reilly; Connelly) unanimously approved

**MOTION** to accept the minutes of the June 11, 2025 Board of Trustee Special Meeting. (Connelly; Thomas) unanimously approved

### III. FINANCIAL REPORTS

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

#### B. Comparative Statements of Expenses and Revenue for the Month Ending May 31, 2025

#### C. Reporting Payrolls and Warrants

1. FAO Warrants of May 9, 2025 (\$75,771.26) and May 23, 2025 (\$7,272.65)
2. Payroll Warrants of May 9, 2025 (\$57,517.40) and May 23, 2025 (\$58,541.63)
3. Capital Warrants of May 9, 2025 (\$6,752.50), May 23, 2025 (\$450.00) and June 23, 2025 (\$55,678.40)
4. Warrant of June 23, 2025 (\$83,973.58)

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

### IV. LIBRARY REPORTS

#### A. Director Report

- Summer reading has begun (June 21- August 9).
- Board meeting calendar for 2026 has been proposed.
- Our new phone system will be installed by early July.
- New copiers will be installed soon. A motion will be made to change copier & fax patron rates.

- We will discuss campus design plan.
- Thermal Solutions has started installing new HVAC's.
- Duct replacement work has been scheduled.
- We will be making a motion to hire 2 new part-time Library Aides.
- Our job-training site program with High School students has wrapped up.
- We will be making a motion for confidential employee raises.

**B. Personnel**

**MOTION** to approve a 2% pay increase to confidential employees Jennifer DeLeo and Lisa McDonnell beginning July 1, 2025. (Reilly; Connelly) unanimously approved

**MOTION** to approve a 4% pay increase to Director Jenny Bloom beginning July 1, 2025. (Thomas; Connelly) unanimously approved

**MOTION** to hire Stephanie Manganello as part-time Library Aide at \$17.36/hr., effective July 1, 2025. (Reilly; Connelly) unanimously approved

**MOTION** to hire Elizabeth Sblendorio as part-time Library Aide at \$17.36/hr., effective July 1, 2025. (Connelly; Reilly) unanimously approved

**V. UNFINISHED BUSINESS**

None

**VI. NEW BUSINESS**

**A. Bank of America Credit Card**

**MOTION** to approve payment to Bank of America Credit Card in the amount of \$8,829.20 for programs bus & rail, staff day training, 3D printer and other miscellaneous items. (Connelly; Thomas) unanimously approved

**B. SCLS**

**MOTION** to approve payment to SCLS in the amount of \$9,900 for Telecommunications annual payment. (Thomas; Connelly) unanimously approved

**C. Reorganization**

**MOTION** to accept the 2025-2026 reorganization document as presented. (Reilly; Connelly) unanimously approved

**D. Board Calendar**

**MOTION** to approve the 2026 Board of Trustees Meeting /Annual Election dates calendar. (Reilly; Connelly) unanimously approved

**E. Approved Vendor List**

**MOTION** to approve the vendor list for FAO warrant payments in the 2025-2026 fiscal year. (Thomas; Connelly) unanimously approved

**F. Belfor**

**MOTION** to approve payment to Belfor in the amount of \$103,539.05 for work completed at 205 E Main. (Connelly; Thomas) unanimously approved

**G. Searles Graphics**

**MOTION** to approve payment to Searles Graphics in the amount of \$450.00 per month for website maintenance through December 31, 2025. (Reilly; Thomas) unanimously approved

**H. Copier Fees**

**MOTION** to approve changing patron fees for black & white copies, color copies and faxes to .10 cents per copy. (Connelly; Thomas) unanimously approved

**VII. CORRESPONDENCE AND COMMUNICATION**

None

**VIII. COMMENTS FROM THE PUBLIC**

None present

**IX. ADJOURNMENT**

**MOTION** to adjourn the meeting at 6:12 p.m. (Thomas; Connelly) unanimously approved

Respectfully submitted,

Nicole Connelly,  
Secretary, Board of Trustees

*Recorded by Lisa McDonnell*