

# PORT JEFFERSON FREE LIBRARY BOARD OF TRUSTEE MEETING MINUTES

Meeting Date: March 23, 2026

Meeting Time: 5:00 p.m.

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

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

J. Grossman called the meeting to order at 5:05 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 March 23, 2026 Board of Trustee Meeting.

(Reilly; Connelly) unanimously approved

**MOTION** to accept the minutes of the March 02, 2026 Board of Trustee 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 February 28, 2026.**

**C. Reporting Payrolls and Warrants**

1. FAO Warrants of February 13, 2026 (\$79,714.23), February 27, 2026 (\$5,599.12)
2. Payroll Warrants of February 13, 2026 (\$60,136.68), February 27, 2026 (\$59,741.95)
4. Warrant of March 23, 2026, 2026 (\$96,924.09).

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

## IV. LIBRARY REPORTS

**A. Director Report**

- Budget election will be held on April 14, 2026 from 10:00 AM-9:00 PM.
- Library's catalog transitioned to its new platform and went live March 20, 2026.
- We are holding a Teen Job and Internship Boot Camp on April 25, 2026.
- We are looking into buying new service desks at circulation.
- We had a clog in our new plumbing and are reaching out to a plumber for a solution.
- The RFP for the campus redesign was sent and we received bids from 4 landscaping companies.
- We have motions for a new part-time and a temporary leave replacement children's librarian.
- We have a motion for a longevity raise for an employee.

**B. Personnel**

**MOTION** to approve a 2% pay increase for the 5-year longevity award to confidential employee Jennifer DeLeo beginning April 12, 2026. (Reilly; Connelly) unanimously approved

**MOTION** to hire Vanessa Garbarino as a part-time Children’s Librarian Trainee at \$26.59/hr., effective immediately. (Murphy; Pedersen) unanimously approved

**MOTION** to hire Natalie Lucangeli as a temporary leave replacement for a part-time Children’s Librarian at \$38.43/hr., effective immediately. (Connelly; Murphy) unanimously approved

**V. UNFINISHED BUSINESS**

Discussed 4 proposals submitted for the campus redesign.

**VI. NEW BUSINESS**

**A. SCLS**

**MOTION** to approve payment to SCLS in the amount of \$34,896 for 2026-member library support. (Connelly; Pedersen) unanimously approved

**VII. CORRESPONDENCE AND COMMUNICATION**

None

**VIII. COMMENTS FROM THE PUBLIC**

None

**IX. ADJOURNMENT**

**MOTION** to adjourn the meeting at 6:23 p.m. (Pedersen; Murphy) unanimously approved

Respectfully submitted,

Nicole Connelly,  
Secretary, Board of Trustees

*Recorded by Lisa McDonnell*