

PORT JEFFERSON FREE LIBRARY BOARD OF TRUSTEE MEETING MINUTES

Meeting Date: November 17, 2025

Meeting Time: 5:00 p.m.

Present: John Grossman, President
Joseph Orofino, Financial Officer (Via Zoom)
Karyn Jensen, Vice President
Nicole Connelly, Secretary
Andrew Thomas, Trustee

Emily Murphy, Trustee
Jenny Bloom, Director
Jennifer DeLeo, Business Manager
Lisa McDonnell, Asst to the Business Manager

Absent: Kristen Reilly, Trustee

I. CALL TO ORDER, *introductory remarks*

J. Grossman called the meeting to order at 5:04 p.m.

A. Comments from the Board. None

B. Comments from the Public. None

C. Library Audit Report

Al Coster, CPA of Baldessari & Coster LLP reviewed the Library Audit report as of June 30, 2025.

II. APPROVAL OF AGENDA/MINUTES

MOTION to approve the agenda for the November 17, 2025 Board of Trustee Meeting. (Murphy; Connelly) unanimously approved

MOTION to accept the minutes of the October 27, 2025 Board of Trustee Meeting. (Jensen; 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 October 31, 2025.

C. Reporting Payrolls and Warrants

1. FAO Warrants of October 10, 2025 (\$65,915.93), and October 24, 2025 (\$10,071.57).

2. Payroll Warrants of October 10, 2025 (\$58,556.39), and October 24, 2025 (\$58,674.24).

3. Warrant of November 17, 2025 (\$412,899.42).

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

IV. LIBRARY REPORTS

A. Director Report

- We received 3 applications for the 2026 Trustee Election. Meet the candidate will be on December 15, 2025 at 4:30.
- We have a motion to cast a ballot in favor of the SCLS's proposed 2026 operating budget.
- A holiday music sing-a-long will held on December 10 and a drop- in wreath making party will held on December 13.
- Work on the plumbing will start soon.
- We will be asking for one personnel motion.

- We will be asking for a motion regarding Covid paid leave.
- We have begun interviews for the part time Teen Librarian position.
- Full time custodian position interviews will begin next week.
- The first draft of the Campus Redesign RFP will be distributed soon.

B. Personnel

MOTION to approve a 2% pay increase for the 5-year longevity award to confidential employee Lisa McDonnell beginning November 23, 2025. (Jensen; Connelly) unanimously approved

V. UNFINISHED BUSINESS

VI. NEW BUSINESS

A. Library Audit Report-guest speaker Al Coster, CPA of Baldessari & Coster LLP.

MOTION to accept the June 30, 2025 Library Audit report as presented. (Connelly; Jensen) unanimously approved

MOTION to approve payment in the amount of \$14,550.00 to Baldessari & Coster LLP. (Orofino; Jensen) unanimously approved

B. SCLS

MOTION to cast five votes in favor of the SCLS Fiscal Year 2026 Operating Budget as presented. (Connelly; Murphy) unanimously approved

C. NYSLRS

MOTION to approve the annual payment in the amount of \$325,527 to New York State & Local Retirement System. (Jensen; Orofino) unanimously approved

D. Thermal Solutions

MOTION to accept the Thermal Solutions Maintenance and Service Agreement at a rate of \$7,100.00 annually, effective December 1, 2025. (Connelly; Jensen) unanimously approved

E. COVID Leave

MOTION to rescind the June 20, 2023 motion regarding paid COVID leave to staff effective immediately. (Jensen; Connelly) unanimously approved

F. Fidelity

MOTION to purchase a 6-month Treasury Bill at \$1,500,000.00 through Fidelity, effective immediately. (Orofino; Connelly) unanimously approved

VII. CORRESPONDENCE AND COMMUNICATION

None

VIII. COMMENTS FROM THE PUBLIC

None present

MOTION to move the meeting into Executive Session to discuss personnel at 5:48 p.m. (Connelly; Jensen) unanimously approved

MOTION to resume the regular board meeting at 6:32 p.m. (Jensen; Thomas) unanimously approved

IX. ADJOURNMENT

MOTION to adjourn the meeting at 6:32 p.m. (Orofino; Connelly) unanimously approved

Respectfully submitted,

Nicole Connelly,
Secretary, Board of Trustees

Recorded by Lisa McDonnell