

# PORT JEFFERSON FREE LIBRARY BOARD OF TRUSTEE MEETING MINUTES

Meeting Date: June 22, 2026

Meeting Time: 5:00 p.m.

Present: John Grossman, President  
Kristen Reilly, Vice President  
Joseph Orofino, Financial Officer (Zoom)  
Nicole Connelly, Secretary  
Kristina Pedersen, Trustee

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

## 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 June 22, 2026 Board of Trustee Meeting.

(Murphy; Connelly) unanimously approved

**MOTION** to accept the minutes of the May 18, 2026 Board of Trustee Meeting.

(Connelly; Thomas) unanimously approved

**MOTION** to accept the minutes of the May 20, 2026 Board of Trustee Special 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 May 31, 2026.

### C. Reporting Payrolls and Warrants

1. FAO Warrants of May 8, 2026 (\$80,671.88), May 22, 2026 (\$3,021.92).
2. Payroll Warrants of May 8, 2026 (\$58,935.26), May 22, 2026 (\$57,585.69).
3. Capital Warrant of May 18, 2026 (\$75,912.50) and June 22, 2026 (\$8,670.28).
4. Warrant of June 22, 2026 (\$68,724.05).

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

## IV. LIBRARY REPORTS

### A. Director Report

- We had our Summer Learning kickoff party on June 20<sup>th</sup>.
- Jeremy and Anna planned and led the Lightpath Firewall switchover on June 16<sup>th</sup>.
- We have ordered new Library cards and they are at the printer.
- The Campus redesign will continue after our amendment application is approved.
- The work on the entrance doors is complete.
- The plumbers are finishing up the installation of higher flow toilets in the downstairs public restrooms.
- We are working with Teen Librarians do develop the Head of Teen position listing to post in July.
- Director discussed her fiscal year 2026/2027 goals.

**B. Personnel**

**MOTION** to approve a 2% pay increase to confidential employees Jenny Bloom, Jennifer DeLeo and Lisa McDonnell beginning July 1, 2026. (Reilly; Connelly) unanimously approved

**V. UNFINISHED BUSINESS**

None

**VI. NEW BUSINESS**

**A. Library Audit Proposal**

**MOTION** to accept the 2026 Library Audit Proposal from Baldessari & Coster LLP in the amount of \$13,550. (Thomas; Murphy) unanimously approved

**B. SCLS**

**MOTION** to approve payment to SCLS in the amount of \$12,000 for Telecommunications annual payment. (Connelly; Reilly) unanimously approved

**C. Reorganization**

**MOTION** to accept the 2026-2027 reorganization document as presented. (Connelly; Thomas) unanimously approved

**D. Board Calendar**

**MOTION** to approve the 2027 Board of Trustees Meeting /Annual Election dates calendar. (Murphy; Reilly) unanimously approved

**E. Approved Vendor List**

**MOTION** to approve the vendor list for FAO warrant payments in the 2026-2027 fiscal year. (Pedersen; Murphy) unanimously approved

**F. Bank of America**

**MOTION** to transfer the entire balance in the Operating Savings Account to the Budget Reserves Savings Account, effective immediately. (Connelly; Thomas) unanimously approved

**MOTION** to close the Operating Savings Account, effective immediately. (Murphy; Reilly) unanimously approved

**G. Johnson Control**

**MOTION** to approve payment to Johnson Controls in the amount of \$2,908.92 for annual fire alarm test and inspection. (Connelly; Pedersen) unanimously approve

**H. Amazon**

**MOTION** to approve payment to Amazon in the amount of \$13,592.77 for computer supplies, computer equipment, program supplies, audio visual, books and custodial supplies. (Connelly; Thomas) unanimously approved

**I. Ingram**

**MOTION** to approve payment to Ingram in the amount of \$10,601.43 for books. (Connelly; Thomas) unanimously approved

**VII. CORRESPONDENCE AND COMMUNICATION**

None

**VIII. COMMENTS FROM THE PUBLIC**

None

**MOTION** to move the meeting into Executive Session to discuss Director's evaluation at 5:49 p.m. (Reilly; Pedersen) unanimously approved

**MOTION** to resume the regular board meeting at 6:20 p.m. (Thomas; Connelly) unanimously approved

**IX. ADJOURNMENT**

**MOTION** to adjourn the meeting at 6:20 p.m. (Thomas; Reilly) unanimously approved

Respectfully submitted,

Nicole Connelly,  
Secretary, Board of Trustees

*Recorded by Lisa McDonnell*

DRAFT