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 20th.
- Jeremy and Anna planned and led the Lightpath Firewall switchover on June 16th.
- 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 2026/2027goals.

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