PORT JEFFERSON FREE LIBRARY
BOARD OF TRUSTEE MEETING MINUTES

Meeting Date: July 27, 2026

Meeting Time: 5:00 p.m.

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

Absent w/Excuse: Emily Murphy, Trustee
Andrew Thomas, Trustee

I. CALL TO ORDER, *introductory remarks*

J. Grossman called the meeting to order at 5:01 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 July 27, 2026 Board of Trustee Meeting.
(Orofino; Connelly) unanimously approved

MOTION to accept the minutes of the June 22, 2026 Board of Trustee 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 June 30, 2026.

C. Reporting Payrolls and Warrants

1. FAO Warrants of June 05, 2026 ($8,558.25), June 19, 2026 ($69,113.21).
2. Payroll Warrants of June 05, 2026 ($59,491.36), June 19, 2026 ($73,845.27).
3. Capital Warrant of June 05, 2026 ($5,935.27) and June 12, 2026 ($625.00).
4. Warrant of July 27, 2026 ($87,785.92).

MOTION to accept all Financial Warrants as presented. (Orofino; Reilly) unanimously approved

IV. LIBRARY REPORTS

A. Director Report

- We were approved to move forward with the campus redesign project and it should start up again August 3.
- Motions will be made to replace the entrance telescoping doors, painting of the outside trim and replace ejector pumps in the downstairs bathrooms.
- We have some upcoming projects to discuss.
- Need approval for new Teen Department Head description so we can post the position asap.
- Our PT Children's Librarian has received 16 applicants and interview have begun.

B. Personnel

MOTION to accept the resignation of part-time Librarian Diana LaMarca effective June 30, 2026. (Pedersen; Connelly) unanimously approved

V. UNFINISHED BUSINESS

None

VI. NEW BUSINESS

A. Contracts

MOTION to accept the Comsewogue-Port Jefferson Library Services 2026-2027 Joint Contracts for service to Miller Place and Mount Sinai. (Connelly; Orofino) unanimously approved

B. Workman's Comp

MOTION to accept the annual workman's comp insurance bill in the amount of $12,657.00 to be paid in 4 installments. (Orofino; Connelly) unanimously approved

C. Capital Fund

MOTION to accept the transfer of funds in the amount of $76,500 from the Operating Fund to the Capital Fund as per the April 14, 2026 Library Budget vote. (Connelly; Pedersen) unanimously approved

D. Fidelity

MOTION to purchase a 6-month Treasury Bill at $2,000,000 through Fidelity. (Orofino; Connelly) unanimously approved

E. Plumbing

MOTION to accept the quote from Maccarone Plumbing in the amount of $33,261.80 to furnish and install two ejector pumps & controls. (Pedersen; Orofino) unanimously approved

F. Doors

MOTION to accept the quote from Island Master Locksmith, LLC in the amount of $14,358.98 to install a new telescoping sliding door system. (Orofino; Connelly) unanimously approved

G. Painting

MOTION to accept the quote from A and D Dynamics Designs, Inc in the amount of $8,916.00 to paint the exterior soffits and columns of the library. (Pedersen; Connelly) unanimously approved

H. Ingram

MOTION to approve payment to Ingram in the amount of $11,645.25 for books. (Connelly; Orofino) unanimously approved

I. SCLS

MOTION to approve payment to SCLS in the amount of $11,872.61 for Aquarium & Adventureland tickets, Data Axle renewal and overdues processed. (Orofino; Connelly) unanimously approved

J. Job Description

MOTION to approve the job description of Department Head of Teen Services effective immediately. (Connelly; Orofino) unanimously approved

K. Johnson Controls

MOTION to approve payment to Johnson Controls in the amount of $99,307.27 for a new fire panel and sprinkler heads. (Orofino; Pedersen) unanimously approved

VII. CORRESPONDENCE AND COMMUNICATION

None

VIII. COMMENTS FROM THE PUBLIC

None

IX. ADJOURNMENT

MOTION to adjourn the meeting at 5:56p.m. (Pedersen; Orofino) unanimously approved

Respectfully submitted,

Nicole Connelly,
Secretary, Board of Trustees

Recorded by Lisa McDonnell