# PORT JEFFERSON FREE LIBRARY
# BOARD OF TRUSTEE MEETING MINUTES

Meeting Date: August 24, 2026
Meeting Time: 5:00 p.m.

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



**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. Patron Robert Smith concerns.

**II. APPROVAL OF AGENDA/MINUTES**

**MOTION** to approve the agenda for the August 24, 2026 Board of Trustee Meeting.
(Connelly; Thomas) unanimously approved

**MOTION** to accept the minutes of the July 27, 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 July 31, 2026.**

**C. Reporting Payrolls and Warrants**

1. FAO Warrants of July 3, 2026 ($36,565.18), July 17 ($64,827.15) and July 31, 2026 ($5,211.56).
2. Payroll Warrants of July 3, 2026($99,556.92), July 17 ($59,899.07) and July 31, 2026 ($59,820.55).
3. Capital Warrant of July 31 ($16,630.90).
4. Warrant of August 24, 2026 ($72,074.98).

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

**IV. LIBRARY REPORTS**

**A. Director Report**

- We have selected our new part-time Children's Librarian and new Department Head of Teen Services and we will be making motions tonight.
- Our elevators are not working and will take 3-5 weeks to fix.
- The replacement of the ejector pumps has been scheduled for August 27, 2026.
- The replacement of our Telescoping doors is scheduled for September 21st.
- The landscaping project is well under way with the mason working to grade, level and install new paths and bench.
- The painting of the outside trim should start soon.

**B. Personnel**

**MOTION** to hire Giulia Laraia as a part-time Children's Librarian at $39.20/hr., effective immediately. (Reilly; Murphy) unanimously approved

**MOTION** to hire Samantha Uebel as Department Head of Teen Services at $49.67/hr., effective immediately. (Connelly; Reilly) unanimously approved

## V. UNFINISHED BUSINESS

None

## VI. NEW BUSINESS

**A. Capital Fund**

**MOTION** to transfer $150,000.00 out of the BOA Primary Reserve Savings Account and into the BOA Capital Fund Checking Account. (Connelly; Murphy) unanimously approved

**B. Bank of America**

**MOTION** to approve payment to Bank of America Credit Card for software & service contract renewal, Cradle of Aviation trip, patron cards & program supplies in the amount of $10,469.84. (Murphy; Connelly) unanimously approved

**C. Library Insurance**

**MOTION** to approve payment to the Regan Agency for the 2026-2027 renewals for our Library insurances in the amount of $37,184.13. (Thomas; Connelly) unanimously approved

**D. Cubicle's**

**MOTION** to approve the bid from Officeworx for new cubicles in the amount of $34,605.00, not to exceed $38,000.00. (Reilly; Murphy) unanimously approved

**E. Elevators**

**MOTION** to approve a provisional bid from Kone for elevator repairs not to exceed $85,000.00. (Thomas; Connelly) unanimously approved

## VII. CORRESPONDENCE AND COMMUNICATION

None

## VIII. COMMENTS FROM THE PUBLIC

None

## IX. ADJOURNMENT

**MOTION** to adjourn the meeting at 5:46p.m. (Murphy; Thomas) unanimously approved

Respectfully submitted,

Nicole Connelly,
Secretary, Board of Trustees

*Recorded by Lisa McDonnell*