

PORT JEFFERSON FREE LIBRARY

BOARD OF TRUSTEE MEETING MINUTES

Meeting Date: August 24, 2026

Meeting Time: 5:00 p.m.

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 Officeworkx 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