PORT JEFFERSON FREE LIBRARY
BOARD OF TRUSTEE MEETING MINUTES

Meeting Date: September 28, 2026
Meeting Time: 5:00 p.m.

Present:
John Grossman, President
Kristen Reilly, Vice President
Nicole Connelly, Secretary
Emily Murphy, Trustee
Kristina Pedersen, Trustee
Andrew Thomas, Trustee
Jenny Bloom, Director
Jennifer DeLeo, Business Manager
Lisa McDonnell, Asst to the Business Manager

Absent w/Excuse: Joseph Orofino, Financial Officer

I. CALL TO ORDER, *introductory remarks*

J. Grossman called the meeting to order at 5:02 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 September 28, 2026 Board of Trustee Meeting.
(Connelly; Reilly) unanimously approved

MOTION to accept the minutes of the August 24, 2026 Board of Trustee Meeting.
(Pedersen; 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 August 31, 2026.

C. Reporting Payrolls and Warrants

1. FAO Warrants of August 14, 2026 ($87,103.78), and August 28, 2026 ($2,276.81).
2. Payroll Warrants of August 14, 2026($59,503.73), and August 28, 2026 ($57,415.45).
3. Capital Warrant of August 28, 2026 ($37,956.25) and September 28, 2026 ($21,316.00)
4. Warrant of September 28, 2026 ($63,769.00).

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

IV. LIBRARY REPORTS

A. Director Report

- The landscape redesign is almost complete. Benches will be installed in a few weeks.
- I am waiting for an estimate for the new site survey cost and a date to schedule the work.
- We are getting quotes to repave or sealcoat the parking lot.
- We will ask the public in our Nov/Dec newsletter for any missing brick info and open up new brick engraving on an ongoing basis.
- I would like to plan a Staff Training Day this fall/winter.
- The new telescoping front door has been installed.

B. Personnel-None

V. UNFINISHED BUSINESS

None

VI. NEW BUSINESS

A. SCLS

MOTION to approve payment to SCLS for Suffolk E Resources in the amount of $18,390.80. (Connelly; Pedersen) unanimously approved

B. Painting & Electrical

MOTION to amend the July 27, 2026 motion from A and D Dynamics Designs, Inc for painting to include lighting rising from $8,916.00 to $17,316.00 total. (Reilly; Murphy) unanimously approved

C. 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; Pedersen) unanimously approved

VII. CORRESPONDENCE AND COMMUNICATION

None

VIII. COMMENTS FROM THE PUBLIC

None

IX. ADJOURNMENT

MOTION to adjourn the meeting at 5:58p.m. (Pedersen; Connelly) unanimously approved

Respectfully submitted,

Nicole Connelly,
Secretary, Board of Trustees

Recorded by Lisa McDonnell